



# COMPUTER TRAINING COURSE



**TSH 350,000**  
Per participant

**VENUE**  
IAA, Main Campus



**22<sup>nd</sup> July - 23<sup>rd</sup> August, 2024**

## Course Overview:

The world is changing every day, and you are part of the change. Welcome to the Institute of Accountancy Arusha (IAA), where you can be part of the transformation. Come and learn computer courses in just one month at very affordable prices. We have expert trainers in the field of computer studies.

That course is designed specifically for Form IV and VI students! In this course, you'll dive into the exciting world of computers, starting with the fundamentals. We'll cover everything from understanding the parts of a computer, how they work together. You'll also get hands-on experience with essential software applications, including word processors, spreadsheets, and presentation tools. By the end of the course, you'll be comfortable with Internet browsing, email communication, and online safety. This is your chance to build a solid foundation in computer skills that will be invaluable for your studies and future career. Get ready to become a confident and proficient computer user!

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[escd.iaa.ac.tz](http://escd.iaa.ac.tz) | +255 717 684 428 | +255 687 638 295

## Objectives:

The objective of this course is to equip Form IV and VI students with fundamental computer skills essential for academic success and future career opportunities. By the end of the course, students will have a thorough understanding of computer hardware and software, be very skilled and possess practical skills in essential applications such as word processing, spreadsheets, and presentations. Also students will be proficient in internet navigation, email communication, and maintaining online safety.

This course aims to build a strong foundation in computer literacy, empowering students to confidently utilize technology in their everyday lives and further educational pursuits.

## Course Content:

IAA Short Course  
COMPUTER TRAINING  
COURSE

*Institute of Accountancy Arusha (IAA)  
Main Campus*

## Course Content:

- Word processing
- Computer Essentials
- Online Essentials
- Spreadsheets
- Presentation
- Online Collaboration
- IT Security

## Target Group

The target group for this Computer Basics course includes **Form IV** and **VI** students who are eager to develop essential computer skills. This course is ideal for young learners who may have limited prior experience with computers and are looking to build a solid foundation in technology. It is also suitable for students preparing for higher education or entering the workforce, where basic computer literacy is important. The course welcomes all students who wish to enhance their understanding and proficiency in using computers for academic, personal, and professional purposes.