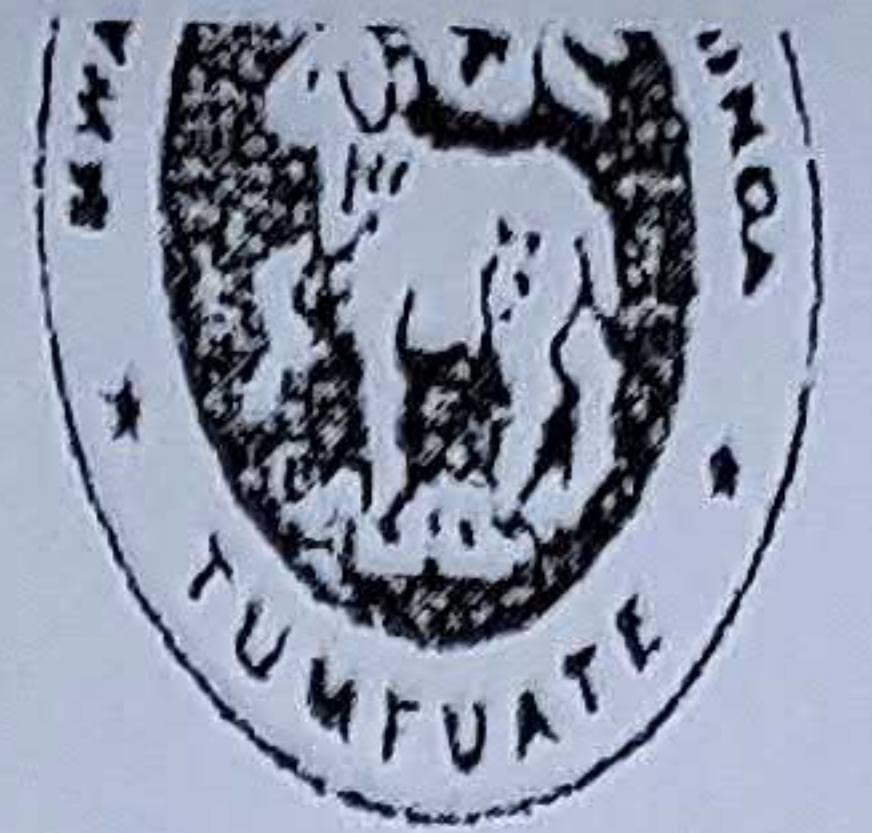


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**CHAGUA KOZI UNAYOTAKA KUSOMA KWA KUWEKA TIKI HAPA CHINI.**

AINA YA KOZI	MUDA	GHARAMA	CHAGUO
INTRODUCTION TO COMPUTER	20HRS (2 WEEKS)	40,000/=	
MICROSOFT WORD	30HRS (3 WEEKS)	40,000/=	
MICROSOFT EXCEL	30HRS (3 WEEKS)	40,000/=	
MICROSOFT POWERPOINT	40HRS (4 WEEKS)	50,000/=	
SYSTEMR ANALYSIS & DESIGN (MICROSOFT PUBLISHER)	20HRS (2 WEEKS)	40,000/=	
MICROSOFT ACCESS (DATA MANAGEMENT)	30HRS (3 WEEKS)	50,000/=	
SPECIAL COURSE. ❖ INTRODUCTION TO COMPUTER ❖ MICROSOFT WORD ❖ MICROSOFT EXCEL	40HRS (4 WEEKS)	110,000/=	
COMPUTER MAINTAINANCE	2MONTHS (8 WEEKS)	220,000/=	
CELLPHONE MAINTANANCE/SERVICE	30HRS (3 WEEKS)	50,000/=	
ADOBE PAGEMAKER	2 WEEKS	50,000/=	
ADOBE PHOTOSHOP	2 WEEKS	50,000/=	
INTERNET AND E-MAIL	1 WEEK	50,000/=	
TALLY ACCOUNTING SOLUTION MYOB ACCOUNTING.	EACH 3 WEEKS	60,000/=	

Gharama ya kuprinti cheti itagharamiwa na mhusika Tsh. 10,000/=

**KWA MATUMIZI YA KIOFISI TU:**

TAREHE YA KUANZA: ..... SAHIHI YA MWALIMU: .....

SAHIHI YA MRATIBU WA MAFUNZO: ..... TAREHE: .....