



# Zambian Open University

## ICT Training Centre

### 2021 Professional and Skills Based Courses

#	COURSE	DURATION	TIME	FEEs
	Introductory Courses			
1	Introduction to Microsoft Windows	1 Week	08:30 – 11:30	K 850.00
2	Introduction to Microsoft Word	1 Week	08:30 – 11:30	K 850.00
3	Introduction to Microsoft Excel	1 Week	08:30 – 11:30	K 850.00
4	Introduction to Microsoft PowerPoint	1 Week	08:30 – 11:30	K 850.00
5	Introduction Microsoft Publisher	1 Week	08:30 – 11:30	K 850.00
6	Introduction to Microsoft Access	1 Week	08:30 – 11:30	K 1,200.00
7	Introduction to Microsoft Projects	1 Weeks	08:30 – 11:30	K 1,200.00
	Advanced Courses			
8	Microsoft Access & Programming	2 Weeks	08:30 – 11:30	K1, 500.00
9	Advanced Microsoft Excel	2 Weeks	08:30 – 11:30	K1, 500.00
10	Advanced Microsoft Word	2 Weeks	08:30 – 11:30	K1, 500.00
11	Advanced Microsoft Projects	2 Weeks	08:30 – 11:30	K1, 500.00
12	Advanced Microsoft PowerPoint	2 Weeks	08:30 – 11:30	K1, 500.00
	Popular Software Packages			
13	SPSS (Statistical Package)	2 Weeks	08:30 – 11:30	K2,500.00
14	Pastel Accounting	2 Weeks	08:30 – 11:30	K2,500.00

	Specialist Programmes			
15	Advanced Online Research	2 Weeks	08:30 – 11:30	K1, 500.00
16	Networking & Hardware Maintenance	2 Weeks	08:30 – 11:30	K2, 500.00
17	Monitoring & Evaluation using INDICATA Software	2 Weeks	08:30 – 11:30	K 2,500.00
18	Foundation ICDL Module (Per Module)	2 Weeks	08:30 – 11:30	K,1, 500.00
19	Cyber Security Essentials (ICDL )	2 Weeks	08:30 – 11:30	K2, 500.00
20	Web Development (HTML, PHP, MySQL)	2 Weeks	08:30 – 11:30	K2, 500.00
21	Networking Essentials (ICDL)	2 Weeks	08:30 – 11:30	K2, 500.00
22	Digital Marketing (ICDL)	2 Weeks	08:30 – 11:30	K2, 500.00
23	Data Analysis using SAS	2 Weeks	08:30 – 11:30	K 2,500.00
24	Microsoft SQL Server 2019	2 Weeks	08:30 – 11:30	K 2,500.00
25	Coding Bootcamp	10 Weeks	Saturdays only	K3, 500.00
26	AI in Business			
27	Financial Modeling in Excel			

**FOR DETAILS:**

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