



THE UNITED REPUBLIC OF TANZANIA  
INSTITUTE OF ACCOUNTANCY ARUSHA



**SHORT COURSE ANNOUNCEMENT  
ON  
ADVANCED ICT FOR EXECUTIVE ASSISTANTS & ADMINISTRATORS**

(13<sup>th</sup> – 17<sup>th</sup> August, 2018 - IAA Arusha Campus, Arusha)

**1.0 Course Background**

To confidently exploit the ICT potentials in-order to improve the delivery of services, there is need for a strategy to broaden the diffusion of ICT literacy across the board in an organization to include all Decision making, administrative and secretarial functions. It is on this understanding that this course has been strategically designed to look at ICT as it fits into the overall picture of its execution of e-business. The programme aims at enhancing the organizational effectiveness and efficiency in the delivery of services through the utilization of latest ICT systems. Through lab practical, participants will be exposed to some of the advanced MS Office software and MS ACCESS DATABASE (particularly MS OFFICE 2013) tools relevant for the overall execution of administrative and secretarial functions.

**2.0 Course Objective**

The overall objective of the programme is to impart advanced knowledge, skills and techniques of information technology tools relevant to the modern automated office practice under the current changing business environment, decision making, administrative and secretarial functions. This course aims on equipping participants with advanced MS Office 2013 Features which will be as an ignition tool to better performance. At the end of the course, participants will be able to:

- (i) Automatically Generate and update table of contents and insert table of figures using the latest MS Office 2013 tools
- (ii) Prepare standard letters, create and edit data source, and manage diverse mailing lists using mail merge;
- (iii) Review document, track changes, add/ delete comments and accept/ reject changes;
- (iv) Create, set up, and print presentations with professional Animation schemes incorporating pictures, shapes, charts and graphics;
- (v) Design and print quality publications with special effects, complex layouts and color schemes;
- (vi) Deal with complex mathematical functions on MS Excel 2013
- (vii) Manage emails with large attachments and various formats online.
- (viii) Manage and deal with online multiple communications
- (ix) Store and retrieve Office documents with online storages
- (x) Create and Manage simple Database using MS Access 2013

### 3.0 Course Contents

This course will cover the following areas:

- (i) Advanced techniques of managing large documents, tables, Presentation and Graphics.
- (ii) Advanced features of managing/manipulating data and charts in spreadsheets.
- (iii) Design of Database tables, forms and customized reports/queries.
- (iv) Desktop publishing techniques for creating special effects, complex layouts, color publications and document management.
- (v) Advanced techniques of Email, cloud computing and Internet services.

### 4.0 Methodology

The course will be conducted through Lab Sessions (95%), Lectures, discussions, and case study analysis. Participants will be offered an opportunity to refocus, refresh, rededicate and finally visit the nearest Zoological garden. You will also receive a certificate of completion.

### 5.0 Target Group

This course is intended for Executive/Management Assistants, Senior Personnel/private secretaries and Administrative Assistants who have already attended the basic computer programme for Executive Assistants or Automated Office Practice programme, or any related courses and one who is interested.

### 6.0 Fees & Mode of Payment

The fee for the course is **TZS 1,300,000/=** (One Million Three Hundred Thousand only) per participant to cover for tuition fee, training materials, tea/coffee, lunch a day trip to nearest park. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch. Early registration is highly encouraged and appreciated.**

### 7.0 Date, Duration and Venue:

This course will be conducted from **13<sup>th</sup> – 17<sup>h</sup> August, 2018 (5 days)** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

### 8.0 Contact Persons

For more details please don't hesitate to contact any of the following:

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#### APPLY TO:

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