



MTAC

MANAGEMENT TRAINING AND ADVISORY CENTRE

Building Capacity for Enterprise Development



INVITATION FOR APPLICATIONS AT ALL MTAC CENTRES

MTAC INVITES APPLICATIONS FOR MARCH & JUNE 2016 INTAKES

S/No.	Programme Title	Diploma	Certificate
	Business and Management-related Programmes	Tuition fees (Per Semester)	Tuition fees (per Semester)
1.	Accounting and Finance	349,000	299,000
2.	Customs Clearing, Forwarding and Shipping Management	349,000	299,000
3.	Entrepreneurship and Business Management	349,000	299,000
4.	Human Resource Management	349,000	299,000
5.	Public Administration and Management	349,000	299,000
6.	Purchasing and Supplies Management	349,000	299,000
7.	Records Keeping and Information Management	349,000	299,000
8.	Social Work and Social Administration	349,000	299,000
	ICT-Related Programmes		
1.	Computing and Information Systems	399,000	349,000
2.	Computer Engineering	399,000	349,000
3.	Computer Science	399,000	349,000
4.	Business Computing	399,000	349,000
	Craftsmanship Skills Development Programmes	6-Month Certificate	4-Month Certificate
1.	Hairdressing & Cosmetics,	420,000	N/A
2.	Bakery & Cookery	420,000	
3.	Shoemaking & Leather Tanning, Tailoring,	N/A	360,000



MTAC

MANAGEMENT TRAINING AND ADVISORY CENTRE

Building Capacity for Enterprise Development



CALL FOR APPLICATIONS FOR SKILLS AND PERFORMANCE IMPROVEMENT SHORT COURSES

MTAC invites applications for the following Management and ICT short courses - 2016

a) Management Skills Development courses (Time: Monday-Friday, 5:30pm-8:30pm) **Course Fees: Ug.shs. 250,000**

S/No	Course	Date	Venue
1	Managerial Leadership Skills	15 th Feb – 26 th Feb	Kampala
		4 th April – 15 th April	Kampala
2	Results-Based Monitoring & Evaluation	8 th Feb - 19 th Feb	Kampala
3	Human Resource Management	14 th March – 25 th March	Kampala
		30 th May – 10 th June	Kampala
4	Stores Management & Inventory Control	28 th March – 8 th April	Kampala
5	Project Proposal Writing Skills	14 th March – 25 th March	Kampala
		30 th May – 10 th June	Kampala
6	Financial Management for Non-Finance Executives	21 st March– 1 st April	Kampala
		2 nd May – 13 th May	Kampala
7	Customer Relationship Management	21 st March– 1 st April	Kampala
		2 nd May – 13 th May	Kampala
8	Administrative Management Skills	21 st March– 1 st April	Kampala
		6 th June – 17 th June	Kampala
9	Records Keeping and Information Management	21 st March– 1 st April	Kampala
		6 th June – 17 th June	Kampala
10	Fraud Prevention, Detection & Internal Controls	21 st March– 1 st April	Kampala
		6 th June – 17 th June	Kampala
12	Occupational Safety and Health Programme	28 th March – 8 th April	Kampala
		25 th July – 5 th August	Kampala
13	Supervisory Management	2 nd May – 13 th May	Kampala

b) Certificate ICT courses (to be offered at the following Centres: Main Campus, Nakawa, MTAC Iganga, MTAC Mbale, MTAC Pader, MTAC Lira, MTAC Luweero)

S/No	Course & Session	Date	Time	Fees
1	Certificate In Computer Applications (Day)	Monthly	9:00am- 12:00pm	150,000
2	Certificate In Computer Applications (Weekend)	Monthly	9:00am-10:pm on Saturdays & 9:00am -1:00pm on Sundays	150,000
3	Computerized Accounting using QuickBooks, Tally & Sage (Evening)	Monthly	5:30pm – 8:30 pm (Evening)	350,000
4	Computer Networking, Hardware Repair & Maintenance	Monthly	5:30pm – 8:30 pm (Evening)	250,000
5	Dynamic Website Development (php/Mysqlwith Dream Weaver	Monthly	5:30pm – 8:30 pm (Evening)	250,000
			5:30pm – 8:30 pm (Evening)	250,000
6	Human Resource Information System	Monthly	5:30pm – 8:30 pm (Evening)	250,000

MTAC CENTRES & CONTACTS FOR INQUIRIES

MTAC Main Campus, Nakawa, Plot No. M175, Jinja Road, P.O. Box 4655, Uganda, Tel: 0414221011/2/3

MTAC Mbarara

MTAC Pader

MTAC Iganga

MTAC Lira

MTAC Masaka

MTAC Luwero

MTAC Mbale

MTAC Bushenyi

MTAC Ntungamo

To apply on-line: visit www.mtac.ac.ug email: info@mtac.ac.ug