



# MTAC MANAGEMENT TRAINING AND ADVISORY CENTRE

*Building Capacity for Enterprise Development*



## INVITATION FOR APPLICATIONS FOR FEBRUARY 2018 INTAKE AT ALL MTAC CENTRES

Programme Title	Diploma	Certificate
<b>Business and Management-Related Programmes</b>	<b>Tuition fees (Per Semester)</b>	<b>Tuition fees (Per Semester)</b>
Accounting and Finance	399,000	349,000
Customs Clearing, Forwarding and Shipping Management	399,000	349,000
Entrepreneurship and Business Management	399,000	349,000
Human Resource Management	399,000	N/A
Public Administration and Management	399,000	N/A
Procurement and Logistics Management	399,000	N/A
Records and Information Management	399,000	349,000
Administrative and Secretarial Studies	399,000	N/A
Social Work and Social Administration	399,000	N/A
<b>ICT-Related Programmes</b>		
Computing and Information Systems	449,000	399,000
Computer Engineering	449,000	399,000
Computer Science	449,000	399,000
Business Computing	449,000	N/A
Information and Communications Technology	449,000	N/A
<b>Vocational Courses</b>		<b>4-Month Certificate</b>
Graphic Communication and Digital Design (Minimum Requirement: O' Level)		450,000
Graphics Design		450,000
Hairdressing and Cosmetology		450,000
Painting and Decoration		450,000
Cookery and Bakery		450,000
Shoemaking and Leatherworks		450,000
Fashion and Design		450,000

## CALL FOR APPLICATIONS IN SKILLS AND PERFORMANCE IMPROVEMENT SHORT COURSES

**(Time: Monday-Friday, 5:30pm-8:30pm) Course Fees: UGX 250,000/-**

a) Management Skills Development Courses		
S/No	Course	Date
1	Managerial Leadership Skills	Monthly
2	Results-Based Monitoring and Evaluation	Monthly
3	Human Resource Management	Monthly
4	Stores Management and Inventory Control	Monthly
5	Project Proposal Writing Skills	Monthly
6	Financial Management for Non-Finance Executives	Monthly
7	Customer Relationship Management	Monthly

8	Administrative Management Skills	Monthly
9	Records Keeping and Information Management	Monthly
10	Fraud Prevention, Detection and Internal Controls	Monthly
12	Occupational Safety and Health Programme	Monthly
13	Supervisory Management	Monthly

### DURATION:

**A) Diploma: 2 years divided into 4 semesters Certificate: 2 years divided into 4 semesters**

**Minimum Entry Requirements:**

**Diploma:** At least 1 Principal Pass and 2 Subsidiary Passes at "A" Level

**Certificate:** At least 3 Passes at "O" Level

**B) Professional Courses: (i) ACCA (UK) and (ii) CPA (U)** Enrolment for December 2018 Examinations; on-going.

### MTAC CENTRES & CONTACTS FOR INQUIRIES

**MTAC** Main Campus Nakawa, Plot No. M175, Jinja Road, P. O. Box 4655, Kampala, Uganda, **Tel: 0414 221 011/2/3**

**MTAC** Mbarara, Pearl Building, High Street, **Tel: 0772 452 898**

**MTAC** Mtungamo, New Junction House, **Tel: 0783 592 747**

**MTAC** Iganga, behind Central Police Station, **Tel: 0772 314 613**

**MTAC** Luweero, Pope Paul Memorial Pastoral Centre, Kasaana Luweero Diocese, **Tel: 0702 381 410**

**MTAC** Mbale, Former Mbale Local Government Administration Block, **Tel: 0774 636 504**

**MTAC** Pader, opposite National Water and Sewerage Corporation Offices, **Tel: 0779 338 996**

**MTAC** Bushenyi, District Government Offices, **Tel: 0774 107 343**

b) ICT Certificate courses				
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 and Sage (Evening)	Monthly	5:30pm – 8:30 pm (Evening)	350,000
4	Computer Networking , Hardware Repair and Maintenance	Monthly	5:30pm – 8:30 pm (Evening)	250,000
5	Dynamic Website Development (php/Mysql with 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

**To apply on-line: visit [www.mtac.ac.ug](http://www.mtac.ac.ug), email: [info@mtac.ac.ug](mailto:info@mtac.ac.ug)**