INSTITUTE OF SALES PROMOTION

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DAR ES SALAAM

(GOVERNMENT TRAINING CONSULTANCY - BY VETA - REG. No. VTC.64/85 PSPTB REG. No T1001 AND NBAA REG. No.TPRC/050)

COMPUTER APPLICATION FORM

BASIC COMPUTER APPLICATION ☐	QUALIFICATION	COURSE DURATION	FEES	EXAMS BOARD
▪ Introduction to Computer ▪ MS Word ▪ MS Excel ▪ MS Access ▪ MS PowerPoint ▪ MS Publisher ▪ Internet and Email	STD VII / FORM IV / FORM VI etc	2 Months 2HRS / DAY	210,000/=	ISP/VETA
ADVANCED COMPUTER APPLICATION ☐	**QUALIFICATION**	**COURSE DURATION**	**FEES**	**EXAMS BOARD**
* Advanced MS Word * Advanced MS Excel * Advanced MS PowerPoint	FORM IV / FORM VI etc with Basic Computer Application skills	6 Weeks 2HRS / DAY	150,000/=	ISP/VETA
GRAPHICS DESIGN ☐	**QUALIFICATION**	**COURSE DURATION**	**FEES**	**EXAMS BOARD**
* Adobe PageMaker * Adobe Photoshop * Adobe Illustrator	FORM IV or FORM VI with Basic Computer Application skills	7 Weeks 2HRS / DAY	300,000/=	ISP/VETA
COMPUTERIZED ACCOUNTING PACKAGES ☐	**QUALIFICATION**	**COURSE DURATION**	**FEES**	**EXAMS BOARD**
* Tally Accounting	FORM IV or FORM VI with Computer Application skills & Equivalent to skills	3 Weeks 2HRS / DAY	180,000/=	ISP/VETA
* Quick Book		3 Weeks 2HRS / DAY	180,000/=	

SECTION A: STUDENT APPLICATION FORM

Full Name: …… Sex:……....
Address: …… Tel:…….
Educational Level:…… Fax:……....

A: COURSE APPLIED: ……...…

……..

B: SESSION SELECTED: Morning ☐ Evening ☐

C: **How do you intend to finance your course?**

Self ☐	**Employer** ☐	**Other** ☐
Name and address of your financial sponsor (if applicable)		Telephone:
		Mobile: Fax:

Declaration

I, ……. certify that, the information given in this application and supporting documents is accurate and complete. I therefore declare that disciplinary action should be taken against me in case of any false information that may be detected. Fees once paid is not refundable.

Applicant Signature:…… Date: ……..

SECTION B: FOR OFFICIAL USE ONLY

Fees received: …… Rec No: …… Date: …….....

Registrar's Signature: ……. Starting Date:…… Intake…….....

Remarks: …… Admission No:……

…….

PRINCIPAL