



MTAC MANAGEMENT TRAINING AND ADVISORY CENTRE

Building Capacity for Enterprise Development



CALL FOR APPLICATIONS IN SKILLS AND PERFORMANCE IMPROVEMENT SHORT COURSES

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



INVITATION FOR APPLICATIONS FOR AUGUST 2017 INTAKE AT ALL MTAC CENTRES

Programme Title	Diploma	Certificate
Business and Management-Related Programmes	Tuition fees (Per Semester) UGX	Tuition fees (Per Semester) UGX
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	349,000
Public Administration and Management	399,000	349,000
Purchasing and Supplies Management	399,000	349,000
Records Keeping and Information Management	399,000	349,000
Social Work and Social Administration	399,000	349,000
ICT-Related Programmes		
Computing and Information Systems	449,000	399,000
Computer Engineering	449,000	399,000
Computer Science	449,000	399,000
Business Computing	449,000	399,000
Vocational Courses	4-Month Certificate	
Hairdressing & Cosmetics	450,000	
Bakery & Cookery	450,000	
Shoemaking & Leather Tanning,	450,000	
Tailoring, Fashion & Design	450,000	

a) Management Skills Development Courses

S/No	Course	Date
1	Managerial Leadership Skills	Monthly
2	Results-Based Monitoring & Evaluation	Monthly
3	Human Resource Management	Monthly
4	Stores Management & 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 & Internal Controls	Monthly
12	Occupational Safety and Health Programme	Monthly
13	Supervisory Management	Monthly

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 & 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/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

DURATION:

A) Diploma: 2 years divided into 4 semesters Certificate: 1 year divided into 2 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) & (ii) CPA (U) Enrolment for December 2017 Examinations is on-going.

MTAC CENTRES & CONTACTS FOR INQUIRIES

MTAC Main Campus Nakawa, Plot No. M175, Jinja Road, P. O. Box 4655, Kampala, Uganda,
Tel: 0414 221011/2/3, 0703 946 462

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

MTAC Ntungamo, 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 & Sewerage Corporation Offices, **Tel: 0779 338 996**

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

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