



# University of Zambia

## Centre for ICT - Consultancy and Training Unit

### Schedule for the Third Quarter of 2024 Professional and Skill-based Courses

#### ONLINE COURSES

Course Name	Time	Date	Duration	Mode
ICT Basic Skills (Online Platform)	24/7 Access	Upon Registration	Self-Paced Access	100% Online
Monitoring & Evaluation (Online Platform)	24/7 Access	Upon Registration	Self-Paced Access	100% Online
Project Management & Planning (Online Platform)	24/7 Access	Upon Registration	Self-Paced Access	100% Online
Digital Marketing (Online Platform)	24/7 Access	Upon Registration	Self-Paced Access	100% Online
Course Name	Time	Date	Duration	Mode
Monitoring & Evaluation	14:00 – 17:00	07/10/2024	1 week	On Campus
Professional Report Writing	17:30 – 19:30	14/10/2024	1 week	On Campus
Data Management and Analysis using SPSS	17:30 – 19:30	07/10/2024	1 week	Google Meet
Basic ICT Skills	17:30 – 19:30	21/10/2024	2 weeks	On Campus
Advanced Microsoft PowerPoint	14:00 – 16:00	28/10/2024	1 week	On Campus
Microsoft Basic Excel	14:00 – 16:00	04/11/2024	1 week	On Campus
Microsoft Intermediate Excel	14:00 – 16:00	11/11/2024	1 week	On Campus
Microsoft Advanced Excel	17:30 – 19:30	18/11/2024	1 week	On Campus
Website Design using WordPress	17:30 – 19:30	14/10/2024	1 week	On Campus
Masterclass Digital Marketing™	17:30 – 19:30	04/11/2024	1 week	Google Meet
Standard ICT Skills	12:00 – 14:00	14/10/2024	6 weeks	On Campus
Strategic Management	17:30 – 19:30	18/11/2024	1 week	On Campus
Java Programming (Boot Camp)	09:00 – 16:00	02/12/2024	1 week	On Campus
Basic ICT Skills	09:00 – 16:00	11/11/2024	2 weeks	Google Meet
AutoCAD 2D & 3D	09:00 – 16:00	02/12/2024	2 weeks	On Campus
Records Management and Archiving	09:00 – 16:00	18/11/2024	1 week	On Campus
Project Management and Planning	17:30 – 19:30	14/10/2024	1 week	Google Meet
Monitoring and Evaluation	17:30 – 19:30	28/11/2024	1 week	Google Meet
CompTIA N+	17:30 – 19:30	11/11/2024	2 weeks	On Campus

Microsoft Project Management	17:30 – 19:30	02/12/2024	1 week	On Campus
Typing Mastery: Learn to Type	15:00 – 17:00	28/10/2024	2 days	On Campus
Project Management	09:00 – 16:00	18/11/2024	1 week	On Campus
Masterclass™ – Advanced CCTV (Advanced Integrated Security Systems)	09:00 – 16:00	25/11/2024	1 week	On Campus
Web application Development using HTML, PHP & MySQL	09:00 – 16:00	02/12/2024	2 weeks	On Campus

### Contact Details

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**Kindly note that contact hours are from 08:00 to 17:00 Hours - Monday to Friday**