



# MTAC

## MANAGEMENT TRAINING AND ADVISORY CENTRE

*Building Capacity for Enterprise Development*



### INVITATION FOR FEB 2024 INTAKE APPLICATIONS AT ALL MTAC CENTRES

| Programme Title   | Diploma                            | National Certificate                             |
|---|------------------------------------|--|
| Business and Management   | Tuition fees (Per Semester) Ushs   | Tuition fees (Per Semester) Ushs                 |
| Accounting and Finance  | 399,000                            | 349,000  |
| Business Studies  | 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  |
| Procurement and Logistics Management  | 399,000                            | 349,000  |
| Records and Information Management  | 399,000                            | 349,000  |
| Secretarial and Office Administration   | 399,000                            | 349,000  |
| Social Work and Social Administration   | 399,000                            | 349,000  |
| Hairdressing and Cosmetology  | N/A                                | 349,000  |
| Higher Education Certificate in Humanities and Social Sciences  | 399,000                            | N/A  |
| 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                            | N/A  |
| Vocational Courses  | 6-Month Modular Certificate        | 1 Year Level One Certificate (Per Semester) Ushs |
| Graphic Communication and Digital Design  | 450,000                            | 500,000  |
| Hairdressing and Cosmetology  | 450,000                            | 500,000  |
| Cookery and Bakery  | 450,000                            | 500,000  |
| Shoe-making and Leather-works   | 450,000                            | 500,000  |
| Tailoring, Fashion and Design   | 450,000                            | 500,000  |
| Duration:   | Sessions: Day, Evening and Weekend |  |
| Diploma: 2 years divided into 4 semesters   |                                    |  |
| National Certificate: 2 years divided into 4 semesters  |                                    |  |
| Higher Education Certificate: 1 year divided into two 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   |                                    |  |
| Higher Education Certificate: 1 Principal Pass at “A” Level   |                                    |  |
| A) Professional Courses: (i) ACCA (UK) and (ii) CPA (U) Enrolment for June 2024 Examinations; on-going. |                                    |  |

### CALL FOR APPLICATIONS FOR 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  | Duration |
|------|---|----------|
| 1    | Managerial Leadership Skills                      | 2 Weeks  |
| 2    | Results-Based Monitoring and Evaluation           | 2 Weeks  |
| 3    | Human Resource Management                         | 2 Weeks  |
| 4    | Stores Management and Inventory Control           | 2 Weeks  |
| 5    | Project Proposal Writing Skills                   | 2 Weeks  |
| 6    | Financial Management for Non-Finance Executives   | 2 Weeks  |
| 7    | Customer Relationship Management                  | 2 Weeks  |
| 8    | Administrative Management Skills                  | 2 Weeks  |
| 9    | Records Keeping and Information Management        | 2 Weeks  |
| 10   | Fraud Prevention, Detection and Internal Controls | 2 Weeks  |
| 12   | Occupational Safety and Health Programme          | 2 Weeks  |
| 13   | Supervisory Management                            | 2 Weeks  |

#### b) ICT Certificate courses

| S/No | Course & Session   | Duration | Time   | Fees    |
|------|--|----------|--|---------|
| 1    | Certificate In Computer Applications (Day )                        | 4 Weeks  | 9:00am- 12:00pm  | 200,000 |
| 2    | Certificate In Computer Applications (Weekend )                    | 4 Weeks  | 9:00am-10:pm on Saturdays<br>& 9:00am -1:00pm on Sundays | 200,000 |
| 3    | Computerized Accounting using QuickBooks, Tally and Sage (Evening) | 4 Weeks  | 5:30pm – 8:30 pm (Evening)                               | 350,000 |
| 4    | Computer Networking , Hardware Repair and Maintenance              | 4 Weeks  | 5:30pm – 8:30 pm (Evening)                               | 250,000 |
| 5    | Dynamic Website Development (php/Mysql with Dream Weaver           | 4 Weeks  | 5:30pm – 8:30 pm (Evening)                               | 250,000 |
| 6    | Human Resource Information System                                  | 4 Weeks  | 5:30pm – 8:30 pm (Evening)                               | 250,000 |

### MTAC CENTRES & CONTACTS FOR INQUIRIES

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MTAC Iganga, Tel: 0772 619052  
MTAC Luweero, Tel: 0702 381 410

MTAC Ntungamo, Tel: 0783 592 747  
MTAC Mbale, Tel: 0702 103 000

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