



**NDEJJE**  
UNIVERSITY

*Fear of God brings Knowledge and Wisdom*

**Office of the Coordinator**

**Extra-Mural Education Programme**

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### SKILLS & CAREER ENRICHMENT

#### SHORT COURSES FOR DECEMBER 2019-JANUARY 2020 SESSION

Interested candidates are invited to apply for the following Short Courses for Day and Weekend Program to be conducted at Main Campus and Kampala Campus. Registration is in progress.

Short Courses	Target	Duration	Fee(Ugx)
Computer Applications	S4,S.6, Leavers on vacation, University students	4 Weeks	260,000
Data Analysis using SPSS	Researchers, Students, Statisticians.	2 Weeks	350,000
Computerized Accounting using Tally, Quick Books, Navision	Accountants, Students, Managers, Controllers	3 Weeks	285,000*
Solar PV Designing**	Vacationists, students and practicing technicians	2 Weeks	500,000
Biogas Production**	Students, rural youths and women groups	4 weeks	550,000
Cake Baking and decoration skills	Students & the general public that wish to earn extra income	4 Weeks	300,000
Arc Welding**	Vacationists and Students wishing to develop vocational skills	2 weeks	480,000
Project Proposal Writing and Resource Mobilization	Project staff in Private, Public and NGOs	2 Weeks	300,000
Project Monitoring and Evaluation	Project Officers, Managers and Professional Evaluators	2 Weeks	300,000
Environmental Impact Assessment	Students, Project Officers, Managers	3 Weeks	250,000
Employee Counseling at Workplace	Human Resource Managers, Supervisors, in Public & Private Organizations	3 Days	200,000
Effective Customer Care Skills	Front Office Staff, Supervisors, PROs, Managers.	1 Week	250,000
Project Planning and Management	Project Managers, Officers, in Public, Private, NGO Sectors.	2 Weeks	300,000
Production of chemicals for Agriculture**	Vacationists and Students wishing to develop vocational skills	4 Weeks	300,000
Effective Records Management	Administrative staff, Records staff, Secretaries in Private and Public organizations	1 Week	200,000
Budgetary Management and Expenditure Control	Heads of Department, Managers, Supervisors that prepare and manage budgets	1 Week	250,000
Accounting for Non-Accountants	Students, Managers, Supervisors in public/private enterprises lacking basic accounting background.	2 Weeks	350000
Pig Management	Students, farm owners and workers	3 Weeks	300,000
Stores Management& Materials Control	Storekeepers, Assistants, purchasing officers in Gov't and Private sectors	1 week	250,000
Debt Management & Credit Control	Credit control managers, Loan managers, bankers, Financial controllers, debts collectors and liquidators.	1 week	250,000
Briquette production**	Rural and urban individuals concerned with skills in conservation of environment	2 weeks	550,000
Website Design, Management & Hosting	Vacationists and Students wishing to develop vocational skills	1 week	250,000

**Note: \* This fee is per package**

**\*\* These courses are run at the Main Campus but the fee doesn't include accommodation**

**Registration is in progress at Extra-Mural Office, Kampala Campus, above Guild Canteen**

**For more details, contact:**

The Academic Registrar, Tel: +256-392730321/ +256-392730328.

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