

# **Zambian Open University**

ICT Training Centre

2023 Professional and Skills Based Courses

## **Introductory Courses – 1 Week**

1. Introduction to Microsoft Windows
2. Introduction to Microsoft Word
3. Introduction to Microsoft Excel
4. Introduction to Microsoft PowerPoint
5. Introduction Microsoft Publisher
6. Introduction to Microsoft Access
7. Introduction to Microsoft Projects

## **Advanced Courses - 2 Weeks**

1. Microsoft Access & Programming
2. Advanced Microsoft Excel
3. Advanced Microsoft Word
4. Advanced Microsoft Projects
5. Advanced Microsoft PowerPoint

## **Popular Software Packages - 2 Weeks**

1. SPSS (Statistical Package)
2. Pastel Accounting

## **Specialist Programmes - 2 Weeks**

1. Advanced Online Research

2. Networking & Hardware Maintenance
3. Monitoring & Evaluation using INDICATA Software
4. Foundation ICDL Module (Per Module)
5. Cyber Security Essentials (ICDL )
6. Web Development (HTML, PHP, MySQL)
7. Networking Essentials (ICDL)
8. Digital Marketing (ICDL)
9. Data Analysis using SAS
10. Microsoft SQL Server 2019
11. Coding Bootcamp
12. AI in Business
13. Financial Modeling in Excel

**FOR DETAILS:**

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**[www.zaou.ac.zm](http://www.zaou.ac.zm)**