**THE AMAZON COLLEGE**

**CAMPUS YA TEGETA**

P.o.Box 55832, Contact: Office. **0766-097249 /0657-373732**. Director 0655-030050/ 0755-030050

**DAR ES SALAAM-TANZANIA**

**FOMU YA MAELEZO YA KUJIUNGA NA MAFUNZO YA COMPUTER 2023.**

**(LIPA ADA KIDOGO KIDOGO KILA PROGRAM).**

**JINA LA MWOMBAJI/MWANAFUNZI……………………………………**

**Chuo cha The Amazon College- Campus ya Tegeta, Kimesajiliwa na mamlaka ya elimu na mafunzo ya ufundi stadi (NACTVET) na kuruhusiwa kutoana kuendesha mafunzo ya TEHAMA Computer.**

**The Amazon College- Campus ya Tegeta ,**inakualika kujiungana chuo chetu katika koziya **Computer in Application (Microsoft Office Package I ) ,Computer in Application (Microsoft Office Package II) ,Computer in Graphics design na Computer in Accounting Package** Chagua kozi (Program) unayohitaji kwakuweka alama panapostahili

1. **Certificate in Computer Application (Microsoft Office Package I )**

 **(Hapa Ada yote italipwa kabla ya kuanza masomo)**

|  |  |  |  |
| --- | --- | --- | --- |
| **KOZI** | **ADA/GHARAMA** | **PROGRAM ZITAKAZO FUNDISHWA** | **MUDA** |
| Certificate in Computer Application (Microsoft Office Package )  | 260,000/= | 1-Introduction to Computer | Miezi Mitatu |
| Application fee | 10,000/= | 2-Ms. word |  |
|  |  | 3-Ms. Excel |  |
|  |  | 4-Ms. Access |  |
|  |  | 5-Ms. Power point |  |
|  |  | 6-Ms. Publisher |  |
|  |  | 7-Iternet& E - mail |  |
| **Jumla** | **270,000/=** |  |  |

**Ada yote ilipwe Mapema kabla ya kuanza masomo.**

1. **Certificate in Computer Application (Microsoft Office Package II) Cheti kitatolewa kwa atakayesoma Programs 7 Ukiondoa TYPING SPEED**

**(Hapa utalipa Ada kidogokidogo kila program)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **PROGRAMS** | **MUDA WA KOZI** | **ADA** | **ULIPAJI WA ADA** |
| 1. | Introduction to Computer | Wiki mbili (2 weeks) | 50,000/=Pamoja na Ada ya Usajili wa Mwanafunzi. | Hapa unaruhusiwa kulipa Ada kidogokidogo kwa kila program kabla ya kuanza masomo |
| 2. | Ms. word | Wiki mbili (2 weeks) | 40,000/= |
| 3. | Ms. Excel | Wiki mbili (2 weeks) | 40,000/= |
| 4 | Ms. Access | Wiki mbili (2 weeks) | 40,000/= |
| 5 | Ms. Power point | Wiki mbili (2 weeks) | 40,000/= |
| 6 | Ms. Publisher | Wiki mbili (2 weeks) | 50,000/= |
| 7 | Iternet& E - mail | Wiki mbili (2 weeks) | 50,000/= |
| 8 | Typing Speed | Wiki mbili (3 weeks) | 50,000/= |

**Sahihi ya mwanafunzi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3**; Computer **in Graphics design (Adobe Packages)**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Adobe Pagemaker / Adobe in-design | 80,000 | Wiki tatu(3weeks) |
| 2 | Adobe Illustrator | 80,000 | Wiki tatu(3weeks) |
| 3 | Adobe photoshop | 80,000 | Wiki tatu(3weeks) |

**4: Computer in Accounting Package**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Tally | 150,000 | Wiki nne (4 weeks) |
| 2 | Myob | 150,000 | Wiki nne (4 weeks) |
| 3 | Quick book | 150,000 | Wiki nne (4 weeks) |

**CERTIFICATE IN SECRETARIAL) UHAZILI MIHULA YA MASOMO KWA MWAKA 2023**

|  |  |  |
| --- | --- | --- |
| **MUHULA WA 1** | **MUHULA WA 2** | **MUHULA WA 3** |
| **JANUARI,2024** | **MEI,2024** | **SEPTEMBA,2024** |

**Sahihi ya mwanafunzi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| S/n | **Masomo Yanayofundishwa kwa Stage I,II na III** |
| 1 | Typing speed |
| 2 | Hati mkato |
| 3 | Short hand |
| 4 | English (Communication skills) |
| 5 | Office Practice |
| 6 | Secretarial Duties |
| 7 | Computer Application utasoma ukifika Stage Two (II) na Three (III) |

**ADA /Fees**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Stages/Hatua | Muda | Ada |
| 1 | Stage One (I) | Miezi sita (6) | Tzs 700,000/= |
| 2 | Stage Two (II) | Miezi sita (6) | Tzs 700,000/= |
| 3 | Stage Three (III) | Miezi sita (6) | Tzs 500,000/= |

**KOZI ZA KIINGEREZA MUDA NA GHARAMA ZAKE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Kozi** | **Bigginer level** | **Intermediate level I.** | **Intermediate level II.** | **Pre-advance level** | **Advance level** |
| **01** | Muda wa kozi | Miezi mitatu | Miezi mitatu | Miezi mitatu | Miezi mitatu | Miezi mitatu |
| **02** | Ada/fee ukilipia kila mwezi | TZS **50,000/=** kwa kila mwezi = na Tzs **150,000/=** kwa miezi mitatu | TZS **50,000/=** kwa kila mwezi = na Tzs **150,000/=** kwa miezi mitatu | TZS **40,000/=** kwa kila mwezi = na Tzs **120,000/=** kwa miezi mitatu | TZS **40,000/=** kwa kila mwezi = na Tzs **120,000/=** kwa miezi mitatu | TZS **40,000/=** kwa kila mwezi = na Tzs **120,000/=** kwa miezi mitatu |
| **03** | Ada/fee ukilipia kwa mkupuo mmoja kabla ya kuanza masomo  | TZS **100,000/=** Kwa miezi yote mitatu | TZS **100,000/=** Kwa miezi yote mitatu | TZS **100,000/=** Kwa miezi yote mitatu | TZS **100,000/=** Kwa miezi yote mitatu | TZS **100,000/=** Kwa miezi yote mitatu |
| **03** | **VIP 1 English Language course program** Mwanafunzi atafundishwa peke yake kwa ratiba na muda anaohitaji yeye masaa mawili kila siku  | **Tzs 200,000/= Kwa mwezi mmoja**  | **Tzs 200,000/= Kwa mwezi mmoja**  | **Tzs 200,000/= Kwa mwezi mmoja**  | **Tzs 200,000/= Kwa mwezi mmoja**  | **Tzs 200,000/= Kwa mwezi mmoja**  |
| **04** | **VIP 2 English Language course program** Mwanafunzi atafundishwa peke yake kwa ratiba na muda anaohitaji yeye masaa mawili kila siku,-Atafundishwa hata siku za weekend jumamosi na jumapili na siku nyingine ambazo sio za kazi,tunaweza kukufundishia nyumbani kwa mteja.  | **Tzs 300,000/= Kwa mwezi mmoja**  | **Tzs 300,000/= Kwa mwezi mmoja**  | **Tzs 300,000/= Kwa mwezi mmoja**  | **Tzs 300,000/= Kwa mwezi mmoja**  | **Tzs 300,000/= Kwa mwezi mmoja**  |
| **05** | Application fee | **Tzs 10,000/=** | **Tzs 10,000/=** | **Tzs 10,000/=** | **Tzs 10,000/=** | **Tzs 10,000/=** |

 **MAHITAJI MENGINE YA MWANAFUNZI**

* Daftari moja(una nunua mwenyewe)
* Kalamu ya wino (una nunua mwenyewe)

**Mazingira ya chuo**.

Chuo chetu kipo kwenye mazingira tulivu, madarasa makubwa yenye mwanga Na hewa Safi.Ni mazingira bora ya kujifunzia.Tunao walimu wenye taaluma ya kutosha kumuelisha Na wenye kiu ya mafakio ya wanafunzi wao.

**Faida ya kujiunga Na kozi za Computer hapa The Amazon College**

1. Gharama zetu Ni nafuu Sana.
2. Utafundishwa na walimu mahiri wenye uzoefu na ari kubwa ya kumuelewesha mwanafunzi
3. Kila mwanafunzi anatumia computer yake
4. Madarasa yetu ni makubwa na yenye AC, hewa na mwanga wa kutosha
5. Baada ya kumaliza mafunzo Kwa Nadharia Na vitendo Na kufaulu mitihani yako Kwa kupata alama nzuri mhitimu atatunukiwa cheti.

**MWANAFUNZI UNAPASWA KUZINGATIAMAMBO HAYA MUHIMU.**

* Mwanafunzi utapaswa kulipa ada kupitia benki kwa akaunti ya chuo utakayopewa na mhasibu hapa ofisini na si vinginevyo
* Mwanafunzi hakikisha unapewa risiti Kwa malipo yote utakayofanya chuoni. Kama umefanya malipo Na hukupewa risiti unawajibu WA kuidai.
* Mwanafunzi unapaswa kuzingatia utaratibu WA kulipa ada kidogo kidogo (kabla ya kuanza program husika) Kama ulivyoelekezwa ofisini, vinginevyo utasimamishwa masomo.
* Mwanafunzi zingatia kutunza risiti zako za malipo ya ada ni muhimu mpaka utakapohitimu na kutunukiwa cheti.
* Mwanafunzi hakikisha unahudhuria vipindi vyote vya darasani kila siku ya jumatatu mpaka ijumaa Na unazingatia muda uliopangiwa Kwa kipindi chote cha masomo.
* Mwanafunzi atakayeghairisha masomo baada ya kulipa ada Na kabla ya masomo kuanza atarudishiwa asilimia hamsini (50%) ya ada aliyolipa. (gharama za fomu ya kujiunga hazitarudishwa) Endapo utaamua kusitisha baada ya kuanza masomo ada haitarudishwa kwa namna yoyote.
* Mwanafunzi atasaini fomu ya sheria Na masharti ya chuo mara baada ya usajili wake kukamilika kabla ya kuanza masomo

Cheti kitatolewa ndani ya siku Saba (7) baada ya kumaliza masomo Na hakikisha umechukua cheti chako kabla ya miezi miwili kupita baada ya hapo kutakuwa Na Tozo Yakuchelewa kuchukua cheti

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* Ni wajibu wa mwanafunzi kuhakikisha anatenga muda wa kuhudhuria mafunzo mfululizo bila kukosa nadharia na vitendo, utaratibu wa kufidia au kuongeza siku kwa mwanafunzi asiye hudhuria mafunzo ama kurudisha ada haupo kwa namna yoyote ile ( zingatia hilo).

**Baada ya kuhitimu hakikisha unachukua cheti chako mapema kabla ya kupita miezi miwili baada ya hapo kutakuwa na TOZO kwa kuchelewa kuchukua cheti.**

**KIAPO CHA MWANAFUNZI.**

Mimi --------------------------------------------------- nimesoma na kuelewa maelezo yaliyotolewa hapo juu na nimeamua kwa dhati kujiunga na masomo kwa kozi ya Kompyuta (Computer ManagementCourse) kwa

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**Sahihi**  **Tarehe**

**KIAPO CHA MZAZI/ MLEZI.**

Mimi ---------------------------------------------------Mzazi /Mlezi wa……………………………… nimesoma na kuelewa maelezo yaliyotolewa hapo juu na nina ahidi kutekeleza wajibu wangu wa kulipa Ada kwa kuzingatia mwongozo uliotolewa katika fomu hii.

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**Sahihi**  **Tarehe**

**(kwa matumizi ya ofisi)**

**Jina la mpokeaji form ( mkuu wa chuo)au kwa niaba**

**Jina ------------------------------------------- Sahihi ------------------------------ Tarehe ----------**