A CERTIFICATE COURSE IN ICT

THE COURSE WILL ENTAIL THE FOLLOWING PACKAGES

- INTRODUCTION TO COMPUTERS
- MS.DOS
- WINDOWS
- MS WORD
- MS EXCEL
- MS.ACCESS
- MS. POWERPOINT
- OUTLOOK EXPRESS
- KEYBOARDING

WE ALSO OFFER : AUTO CARD AND ARCARD COURSES

BASIC PACKAGES FOR ONLY 3500/=

ADVANCED PACKAGES FOR ONLY 4500/=

DIPLOMA IN IT FOR ONLY 21,700/=

ICT (Information Communication and Technology)

ADVANCED DIPLOMA COURSES

THE FOLLOWING ARE COVERED

- ACCOUNTING—QUICK BOOKS
- FRONT PAGE
- COREL DRAW
- PROGRAMMING
- PAGE MAKER
- ADOBE READER, WRITER
- MS.PUBLISHER
- PHOTOSHOP
- FRONTPAGE

EXAMINATION BODIES : CSK & KNEC

FOR MORE INFORMATION

Paridah Hotel Mara Building
1st floor, Room No. 13
Opp. Shell Petrol station
P.O Box 106-20500
Narok -Kenya
Call: +254720454139   0518011241
Email: psalmsdigisoft@yahoo.com

PSALMS DIGI SOFT COMPUTER TRAINING CENTRE

SERVICES OFFERED

- PHOTOCOPY
- K.R.A. PIN PROCESSING
- PROPOSAL & PROJECT WRITING
- RESEARCH WRITING
- PREPARATION OF COMPANY PROFILES /REGISTRATION
- TYPESETING & PRINTING
- EXPRESS INSTANT PASSPORTS
- COLOUR PRINTING
- DESIGN BUSINESS/WEDDING CARDS
- SCANNING & EMAILING
- GRAPHIC DESIGN
- LAMINATION & BINDING
- CYBER-INTERNET
- E-GOVERNMENT
- INSTALLATION FOR ANTIVIRUS

PRODUCTS

- PRINTING PAPERS
- SALE OF COMPUTER ACCESSORIES
- COMPUTER REPAIR AND MAINTENANCE
- STATIONERY SUPPLIES
- COMPUTER> LAPTOP,DESK TOPS
- MOTHER BOARDS E.T. C

An Investment in knowledge that pays the best interest

HOURS OF OPERATION

MONDAY— SATURDAY

8:00 AM TO 6:00 PM

ADMISSIONS

Apply for admission to an associate

Diploma in IT

Advanced Packages

Computer Basics

Computer Maintenance

Computer Programming

OUR MISSION

To provide high quality education and training that support student goals, a skilled workforce and the economic vitality of our communities

OUR VISION

A model of innovation and distinction in technical education, recognized as an outstanding gateway to rewarding careers.

VALUES

Statements of core values are designed to characterize the desired teaching/learning environment and to guide the development of institutional policies and practices.

Accordingly, all members of the Psalms Digi Soft Computer Training Centre community affirm following values:

Collaborative Partnership : We value partnerships with business, government, educational system and our communities.

Innovation: We value creativity and enthusiastic pursuit of new ideas.

Continuous Improvement: We value continuous improvement of our programs, services and professional development in a team based culture.

Customer Focus: We value our internal and external customers and actively work to meet their needs.

Diversity: We value and educational environment that attracts and supports a diverse students/staff community and foster global awareness.

Sustainability; We value the responsible use of resource to achieve balance among social, economic and environmental practices.

Purposes: Psalms Dogi Soft Computer Training Centre consistent with statutorily mandated purposes, hold to the following purposes:

1. Deliver (a) Diploma in Information Technology (b) Certificate—level educational programs which provide the skills and knowledge necessary to address occupational competencies from intial job– entry to advanced certification.

2. Provide training and education to upgrade the occupational skills of individuals and the business..

3. Design and deliver customized training consulting services and technical assistance in partnership with public and private sector employers to further economic development.

4. Provide community services and a vocational or self– enrichment activities .

5. Collaborate with colleges and universities to enable students' smooth passage between educational systems.

6. Provide (a) basic skills programming and (b) counseling services necessary to enhance the success of students.