

UNIVERSITY OF DAR ES SALAAM COMPUTING CENTRE
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CERTIFICATE IN BUSINESS INFORMATION TECHNOLOGY
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One stop Centre for your ICT solutions

Professionalism, Customer care and Technological Foresight

1.0 INTRODUCTION

The University of Dar es Salaam Computing Centre (UCC) Offers a Certificate course in Business Information Technology (CBIT). This Certificate is a premium course that puts graduates in high demand as IT plays an increasingly important role in the business world today. This course is especially designed to keep students **focused** in both IT and business. Up-to date IT skills are integrated with extensive business knowledge to enhance the competitiveness in career advancement of graduates. Building on this foundation, the subsequent stages offer modules that prepare students well to excel in the areas of Web services, IT, Business development skills, Basic programming skills, Basics of Accounting, Entrepreneurship and Management principles.

2.0 CORSE OBJECTIVES

The course aims to equip students with:

- Knowledge of accounting, management principles, business planning and development, and entrepreneurial skills
- A good understanding of the business concepts, strategic opportunities in the variously sector.
- Effectively use of accounting packages in real life environment
- The necessary skills for help desk, user support, and hardware troubleshooting functions.

3.0 OBJECTIVES OF THE PROGRAMME

The objectives of the programme are to:

- Provide foundations of basic principles, skills and knowledge that will enhance the graduates' carrier development.
- Provide adequate ICT skills and knowledge which will enable the graduates to be competent in solving the ICT and business related problems relevant to their levels of study.

- Prepare students for further studies in ICT and business related fields.

4.0 DURATION

This is a one year programme managed in 2 semesters and a field work.

5.0 EXPECTED RESULTS

The programme is expected to produce technically trained personnel who are ready to:

- Enter ICT employment and flexibly satisfy the needs of employers
- Effectively use office applications and Business information technology systems
- Be engaged in self employment
- Manage simple computerized information systems
- Join diploma in Business Information Technology related fields

6.0 ENTRY QUALIFICATIONS

(i) Certificate of Secondary Education with at least four (4) passes in non-religious subjects

OR

(ii) National Vocational Training Award Level III (Trade Test Grade I) from any recognized institution.

OR

(iii) National Business Examination Certificate Stage I with two (2) passes.

7.0 STARTING DATE & TIMING

| | |
|-----------------------|----------------------------------|
| Starting Date: | 25 th September, 2017 |
| Morning session: | (0800hrs-1200 Hrs) |
| Afternoon session: | (1200hrs-1600 Hrs) |
| Evening session: | (1600hrs-2000 Hrs) |

8.0 COURSE CONTENTS

| SEMESTER 1 | |
|------------|----------------------------------|
| BIT 04101 | Business Mathematics |
| BIT 04102 | Basic Principles of Management |
| BIT 04103 | Principles of Accounting I |
| BIT 04104 | Computer Fundamentals |
| BIT 04105 | Business Computer Applications |
| SEMESTER 2 | |
| BIT 04206 | Communication Skills |
| BIT 04207 | Principles of Accounting II |
| BIT 04208 | Principles of Programming |
| BIT 04209 | Database Principles |
| BIT 04210 | Introduction to Entrepreneurship |
| BIT 04211 | Practical Training |

9.0 MODE OF APPLICATION

All eligible applicants are required to obtain application form from UCC City Centre branch, Head office (UDSM Main campus) or any other UCC branch or download it from www.ucc.co.tz and returned it together with copies of relevant certificates and non-refundable application fee of Tsh. 30,000/= before 25th August, 2017

Deposit application fee in CRDB bank account no. 01J1020063300 or NBC bank account no. 040103000237 and attach copy of original receipt or original bank pay slip to the application form

10.0 FEES STRUCTURE

| Money payable directly to the University Computing Centre Limited (In Tshs) per year | |
|--|------------------|
| Tuition fee | 1,200,000 |
| Examination fee | 25,000 |
| Identity card | 12,000 |
| Caution money | 10,000 |
| Stationary costs | 50,000 |
| Graduation fee | 30,000 |
| NACTE Quality Assurance Fee | 15,000 |
| e-Manual's Costs | 70,000 |
| Total | 1,412,000 |

This fee may be paid in full at the beginning of first semester or in four installments basis as follow

| Semester | 1 st install. | 2 nd install. | Total |
|--------------------|--------------------------|--------------------------|------------------|
| 1st | 450,000 | 300,000 | 750,000 |
| 2 nd | 350,000 | 312,000 | 662,000 |
| GRAND TOTAL | | | 1,412,000 |

| Other recommended direct costs payable to students by sponsor (in Tshs) | |
|---|-------------------|
| Laptop | ** |
| Practical training allowance per day | 10,000 |
| Stationery Allowance | 80,000 |
| Book Allowance per semester | 120,000 |
| Total | 210,000.00 |

** UCC can assist in finding affordable brand for student

11.0 LOCATION AND PLACE

The course will be conducted at UCC City Centre branch in the CRDB building along Azikiwe Street opposite Post office headquarter, UDSM Mlimani and Arusha

For more information please contact

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Excellence, Innovation and Technological Foresight