1.0 INTRODUCTION

The University of Dar es Salaam Computing Centre (UCC) Offers a Certificate course in Business Information Technology (CBIT).This Certificate in 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 competiveness 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 COURSE 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' career 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.

7.0 APPLICATION FOR SEPTEMBER 2024 INTAKE

Application Deadline: Monday 30th September, 2024

8.0 COURSE CONTENTS

SEMESTER 1	
CTT 04102	Communication Skills
CTT 04105	Computer Applications
CTT 04106	Business Mathematics
CTT 04107	Bookkeeping and Accounts
CTT 04108	Computer Fundamentals
SEMESTER 2	
CTT 04209	Basics of Entrepreneurship
CTT 04212	Basics of Programming
CTT 04213	Principles of Relational Databases
CTT 04214	Basic Principles of Management
CTT 04215	Principles of Accounting and Auditing
CTT 04216	Practical Training

9.0 FEES STRUCTURE

Money payable directly to the University Computing Centre Limited (In Tshs) per year	
Tuition fee	1,200,000
Examination fee	30,000
Identity card	20,000
ICT Service Fee	100,000
NACTE Quality Assurance Fee	15,000
Total	**1,365,000**

*** Separate charge shall apply for each reissue of ID card.*

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

Semester	1st install.	2nd install.	Total
1st	465,000	300,000	765,000
2nd	300,000	300,000	600,000
GRAND TOTAL			**1,365,000**

10.0 MODE OF APPLICATION

All eligible applicants are required to obtain application form from UCC Head office (UDSM Main campus) or Dodoma branch or apply online through https://ucc.admission.ac.tz

11.0 LOCATION

The course is offered at the following UCC branches:
- UCC HQ Branch at UDSM Mlimani Campus Opp. NBC Bank and
- Dodoma Branch located at NIC Building 1st Floor, Mtendeni Street.

For more information please contact us through
Tel: 022 2410645/41, 2136561 & 2122669
Fax: 022 2410690, 022 2136560

Mobile: 0747 626619, 0787 024 887, 0754 410889 & 0620174172

Email: training@udsm.ac.tz

Website: www.ucc.co.tz

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