

UNIVERSITY OF DAR ES SALAAM
COMPUTING
CENTRE
www.ucc.co.tz

Microsoft
CERTIFIED
Partner

CISCO

Linux
Professional
Institute

International
ICDL
Computer Driving Licence

**CERTIFICATE
IN
BUSINESS INFORMATION
TECHNOLOGY**
Join Now!!
www.ucc.co.tz/appl_form.php

One stop Centre for your ICT solutions

*“Excellence, Innovation 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 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 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. 10,000/= 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:

University of Dar es Salaam Computing Centre
P.O. Box 35062
Dar es Salaam.

Tel: 022 2410645/41, 022 2136561, &2122669
Fax: 022 2410690, 022 2136560
Mobile: 0713570024, 0754782120, 0784903526
Email: training@udsm.ac.tz
Website: www.ucc.co.tz

Excellence, Innovation and Technological Foresight