

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

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 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.

OR

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

7.0 STARTING DATE

Starting Date: Monday 18 October, 2021

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 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
Caution money	100,000
NACTE Quality Assurance Fee	15,000
Total	1,365,000

** ID is for a semester or for a period covered by fee paid whichever is longer.*

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

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

** These costs are to be borne directly by the sponsor/student*

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

For more information please contact us through

Tel: 022 2410645/41, 2136561 & 2122669

Fax: 022 2410690, 022 2136560

Mobile: 0713348731, 0787024887, 0755 743 448

Email: training@udsm.ac.tz

Website: www.ucc.co.tz