

UNIVERSITY OF DAR ES SALAAM
COMPUTING CENTRE (UCC)



PROSPECTUS 2017/2018

Table of Contents	Page
MANAGEMENT STAFF OF THE UNIVERSITY OF DAR ES SALAAM COMPUTING CENTRE	6
CONTACT ADDRESSES.....	7
1.0 INTRODUCTION	8
1.1 Historical Background.....	8
1.2 UCC Vision.....	9
1.3 UCC Mission.....	9
1.4 Core Values	9
1.5 UCC Products and Services	9
2.0 UCC ADMISSION REGULATIONS	11
2.1 General Information	11
2.2 Admission Instructions.....	11
2.3 Students Conduct Regulations	13
2.4 Fee Payment Regulations	14
3.0 ACADEMIC PROGRAMMES OFFERED BY UCC	15
3.1 Basic Technician Certificate in Computing and Information Technology	15
3.1.1 General Introduction	15
3.1.2 Course Structure and Duration.....	17
3.2 Ordinary Diploma in Computing and Information Technology	18
3.2.1 General Introduction	18
3.2.2 Course Structure and Duration.....	20
3.3 Basic Certificate in Business Information Technology (CBIT).....	22
3.3.1 General Introduction	22
3.3.2 Course Structure and Duration.....	24
3.4 Ordinary Diploma in Business Information Technology.....	25
3.4.1 General Introduction	25
3.4.2 Course Structure and Duration.....	28
4.0 ACADEMIC INTERNAL ORGANS OF THE CENTRE	30
4.1.2 Duties.....	30
5.0 GUIDELINES AND PROCEDURES FOR THE CONDUCT AND ADMINISTRATION OF EXAMINATIONS	32
5.1 Primacy of Institute Examination Regulations.....	33
5.2 Examination Regulations and their Application	33
5.3 Cognizance of Examinations Regulations.....	33
5.4 Administration of Continuous Assessment	33

5.5	Registration for Examinations.....	35
5.6	Eligibility for Examination.....	35
5.7	Postponement of Examinations.....	36
5.8	Special and Supplementary Examination.....	36
5.9	Repeat Tuition Fees	37
5.10	Examiners Committee	38
5.11	Dates of Examinations.....	38
5.12	Conduct of Examinations	38
5.13	Instructions to Students	39
5.14	Notes to Invigilators	42
5.14.1	Before the Examination:	42
5.14.2	During the Examination.....	42
5.14.3	At the end of the Examination	43
5.15	Examination Irregularity.....	43
5.16	Publication of Examination Results	44
5.16.1	Right and Discretion of UCC.....	44
5.16.2	Disclosure of Marks and Results.....	45
5.16.3	Informing Students of their Results	45
5.16.4	Amendment of Results.....	45
5.16.5	The Timing and Means of Release	47
5.16.6	Nullification of Results	47
5.17	Appeals	48
5.18	Appeal Fee.....	48
5.19	Disposal of Examination Scripts and other Examination Records.....	48
6.0	CERTIFICATES AND TRANSCRIPTS	49
6.1	Issue of Transcripts	49
6.2	Issue of Academic Certificates.....	49
6.3	Replacement of Lost Academic Certificates	50
7.0	AWARDS	50
8.0	PROGRESS FROM LOWER NTA LEVEL TO HIGHER NTA LEVELS	
	53	
9.0	FEES STRUCTURE FOR ACADEMIC YEAR 2017/2018	54
10.0	DETAILED INFORMATION ON END USERS AND PROFESSIONAL COURSES	60
10.1	Professional Courses.....	60
10.1.1	Database Administration Course	60
10.1.2	Internetworking Courses (Cisco & Linux or Cisco & Windows).....	61

10.1.3	IT Essentials Course	63
10.1.4	MCITP: Server Administrator on Windows Server 2008.....	64
10.1.5	MCITP: Enterprise Administrator on Windows Server 2008.....	65
10.1.6	MCITP: Database Administrator 2008	67
10.1.7	MCITP: Database Developer 2008.....	69
10.1.8	MCITP: Business Intelligence Developer 2008	70
10.1.9	MCITP: Enterprise Project Management with Microsoft Office Project Server 2007	72
10.1.10	MCITP: Enterprise Messaging Administrator on Exchange 2010	73
10.1.11	MCITP: SharePoint Administrator 2010.....	75
10.1.12	Programming Course.....	76
10.1.13	AutoCAD Course	77
10.1.14	Advanced Linux System Administrators Course	78
10.1.15	Statistical Package for Social Sciences (SPSS).....	79
10.1.16	Tally Accounting Package	81
10.1.17	Advanced Graphics Design Course.....	82
10.1.18	Oracle Database Administration	83
10.2	End User Courses	84
10.2.1	Microcomputer Applications Course.....	84
10.2.2	International Computer Driving Licence (ICDL) Course.....	85
10.2.3	Advanced Microcomputer Applications Course.....	86
10.2.4	Basic Graphic Design (DTP)	88
	Appendix: Training Fee Policy	90
1.	BACKGROUND	90
2.	SCOPE	90
3.	TRAINING FEE LIABILITY	91
4.	TRAINING FEE DEPOSITS	91
5.	REPEAT TUITION FEES.....	91
6.	REDUCTIONS AND DISCOUNTS	92
7.	REFUNDS	93
8.	SUPPLEMENTARY/CARRY EXAMINATIONS.....	94
9.	ICDL EXAMINATIONS.....	94
10.	CHANGING COURSE AND INTERRUPTION OF STUDY	94
11.	FINE FOR LATE PAYMENT	95

ABBREVIATIONS

GPA :	Gross Point Average
ICDL :	International Computing Driving Licence
ICT:	Information and Communications Technology
IT :	Information Technology
LAN:	Local Area Network
MCITP:	Microsoft Certified IT Professional
MCTS	Microsoft Certified Technology Specialist
NACTE:	National Council for Technical Education
NTA :	National Technical Awards
NVTA:	National Vocational Technical Award
SQL	Structured Query Language
UCC:	University of Dar Es Salaam Computing Centre
UDSM :	University of Dar es Salaam
VETA:	Vocational Education and Training Authority
WAN:	Wide Area Network

**MANAGEMENT STAFF OF THE UNIVERSITY OF DAR ES SALAAM
COMPUTING CENTRE**

Managing Director:	Dr. Ellinami Minja
Deputy Managing Director:	Dr.Mturi Elias
Principal Training Services:	Dr. Angela-Aida K. Runyoro
Business Development & Quality Assurance Manager:	Dr. Geoffrey Karokola
Human Resource and Administration Manager:	Ms. Joyce Liwa
Chief Accountant:	Mr. Arnold Matanda
Internal Auditor:	Ms. Saida Motto
Software Engineering Manager:	Mr. Samwel Masasi
Network and Systems Engineering Manager:	Mr. Said Mchomvu
Training Services HQ Branch Manager:	Mr. Anthony Kalokola
Branch Manager (Dar es Salaam City Centre):	Mr. Athuman Hamis
Branch Manager (Mwanza):	Mr. Shomari Mang'ando
Branch Manager (Arusha):	Mr. David Bashosho
Branch Manager (Dodoma):	Mr. Augustino Mlinga
Branch Manager (Mbeya):	Mr. Juvenalis Mwombeki

CONTACT ADDRESSES

Head Office Dar es Salaam

The University of Dar es Salaam Computing Centre,
Mlimani Campus,
P.O. Box 35062, Dar es Salaam.
Telephone: (022) 2410645; Fax: (022) 2410690,
e-mail: ucc@udsm.ac.tz

City Branch - Dar es Salaam

Azikiwe Street CRDB Building, 9th & 10th Floor,
P.O. Box 35062,
Telephone: (022) 2136561; Fax: (022) 2136560.
e-mail: cbtraining@uccmail.co.tz

Dodoma Branch

Mtendeni Street, NIC Building,
P.O. Box 2501, Dodoma.
Telephone/Fax: (026) 2322217
e-mail: dodoma@udsm.ac.tz

Arusha Branch

Uhuru Road, Summit Centre
P.O. Box 12718, Arusha.
Telephone/Fax (027) 2509469
e-mail: arusha@udsm.ac.tz

Mwanza Branch

Kenyatta Road,
P.O. Box 2422, Mwanza.
Telephone/Fax (028) 2500815
e-mail: mwanza@udsm.ac.tz

Mbeya Branch

Centrury Plaza -Mwanjelwa
P.O.Box 6471,
Telephone/Fax: (025) 2502375
e-mail: mbeya@udsm.ac.tz

1.0 Introduction

1.1 Historical Background

The University of Dar es Salaam Computing Centre (UCC) is leading Information and Communications Technology (ICT) Company owned by the University of Dar es Salaam (UDSM). UCC started in 1980 as an autonomous entity of UDSM but was transformed in 2001 into a fully-fledged ICT service provider managing UDSM's state-of-the-art ICT infrastructure and providing training and video conferencing facilities, e-learning and fast wireless internet connectivity as well as other supportive technologies.

Throughout years of positive growth, UCC has led the ICT market in providing dependable ICT products and services in Tanzania. The company values are drawn from UDSM's longstanding commitment to quality assurance and the desire to impel Tanzania's socio-economic advancement in the 21st century. The company has strong core values and a corporate culture of ensuring that high standards are achieved that enable us to build sustained relationships with all our stakeholders. UCC has positioned itself as one of the leading ICT companies in Tanzania, by identifying and responding to clients' requirements and changing trends in the ICT industry. The company's shareholders are highly qualified and bring vast professional experience. This is essential for responding to the ever increasing demands of the industry we serve.

The services offered are ICT training; Software Development; Disaster Recovery and Business Continuity Planning; Structured Local Area Network (LAN) and Wide Area Network (WAN) Design and Installation; ICT Master Plans, Strategy and Policy Development; ICT Professional Recruitment; Sole Distributors of Smart Board Interactive Whiteboards and ICT Consulting Services.

UCC's highly qualified and well-drilled staff give it the much-needed competitive edge in the market. The customer has always remained the central focus in all UCC operations - satisfaction guaranteed. To ensure that Tanzania is not left behind in the global trend and to bridge the digital divide, UCC is committed to providing cost-effective solutions for the Tanzanian business community, governmental institutions, non-governmental organisations, and the general public.

Furthermore, UCC has continued to grow and expand in terms of the establishment of other branches in almost every zone in Tanzania, which offer ICT Training and other ICT

services. These branches are City Centre and Mbezi Beach in Dar es Salaam, Arusha, Dodoma, Mwanza and Mbeya.

1.2 UCC Vision

To be ICT centre of excellence in the region by 2020

1.3 UCC Mission

We strive to lead in the invention, development and training of the industry's most advanced information and communication technologies that contribute to the social-economic development in the region

1.4 Core Values

UCC core values are:

- Passion for excellence, innovation and technological foresight
- Professionalism
- Customer satisfaction
- Integrity
- Teamwork
- Networking and partnering

1.5 UCC Products and Services

The vigour and motivation of our team of qualified and experienced ICT professionals gives the company the edge over other market players in the booming local ICT sector. UCC is capable of providing high quality and cost-effective services and solutions to UDSM as well as the Tanzanian business community, Government institutions, NGOs and the general public. It is mandated to ensure that Tanzania plays a competitive role in the development of ICT applications for local and global consumers.

In addition, UCC has invested greatly in mobile lab facilities, video conferencing and e-learning technology, which make it among the best providers of training services, regardless of geographical limitations and clients' ICT environment. Our areas of expertise include:

- ICT needs assessment
- ICT training
- Software development
- Computer Networks
- Internet Provision
- ICT Security and Governance
- ICT Consultancy

2.0 UCC Admission Regulations

2.1 General Information

1. All enquiries about admission should be addressed to:
Principal Training Services,
University of Dar es Salaam Computing Centre,
Mlimani Main Campus- Opposite NBC,
P. O. Box 35062,
Dar es Salaam,
TANZANIA.
Tel: (022) 2410645
Fax: (022) 2410690
E-mail: training@udsm.ac.tz
2. Application forms can be obtained from the Training Office, room number 09 (G090), at its ultramodern premises on the main campus-University of Dar es Salaam, or any of the branches nearest your area/region or downloaded from UCC website at www.ucc.co.tz. The duly filled-in forms must reach UCC not later than December 15th or June 15th of the year before that for which admission is sought (or not later than the date indicated in the advertisement calling for applications for the particular admission session). Only applicants who meet the required minimum entry qualifications into the University of Dar es Salaam Computing Centre should submit application forms. Forms from applicants who do not meet the minimum entry qualifications will not be processed and the admission fee if paid will be forfeited.

2.2 Admission Instructions

1. New students for Diploma and Certificate courses are admitted in February/August each year.
2. All new students are required to report for the orientation programme that normally takes place during the week preceding the beginning of the new academic year.

3. Applications from outside can only be considered if the UCC receives satisfactory evidence that the candidate will be adequately financed during his or her course of study at the UCC. Please note that UCC is not yet able to assist any students financially nor in any matter concerning their stay in the country during their studies.
4. No student will be allowed to postpone studies after the effective commencement of an academic year, except in special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence of the reasons for postponement and with the written approval of the sponsor. Special circumstances shall include:
 - (i) Sickness:
 - (ii) Serious social problems (each case to be considered on its merits):
 - (iii) Severe sponsorship problem.
5. All students, if accepted, are expected to conform entirely to UCC regulations.
6. The deadline for registration of first-year students will be two weeks from the first day of orientation week, and for continuing students it will be the Friday of the second week after the beginning of the first term.
7. It is an offence to submit false information when applying for admission. Applicants who are discovered to have submitted forged certificates or any other false information will not be considered and appropriate legal action will be taken against them. Also former students who have already graduated cannot be admitted in the same course they have graduated.
8. Students discontinued from studies because of examination irregularities will be considered for readmission after they have been away for one (1) year for Certificate students and they have been away for two (2) years for Diploma Students. They will be required to reapply and compete with other applicants for readmission into the first year.
9. No change of names by students will be entertained during the course of studies at the UCC. Names appearing on the original certificates shall be used.

10. Except in exceptional circumstances, no student will be allowed to change subject/courses/sessions later than the Friday of the second week after the beginning of the first term.

2.3 Students Conduct Regulations

Once a student is admitted to any course at UCC premises, he/she is required to follow the following regulations and orders.

1. Students are at all times required to wear or produce an identity card when required by the guard or any other UCC officials.
2. Students are always required to dress smartly and presentably. UCC prohibits the wearing of, but not limited to, very tight dresses, unbuttoned trousers, too short skirts/dresses, transparent clothes, slippers and clothes which reveal breasts and the umbilicus.
3. No student will be allowed to enter the classroom with bags or handbags. All bags/handbags will be left with a guard officer.
4. No food or any kind of drink is allowed in the classroom.
5. Students of UCC shall be required to conduct themselves in a manner designed to promote the interests and wellbeing of a learning environment. Acts like smoking, using drugs, drunkenness, fighting, abusive language and shouting are not allowed in the UCC environment. Any student who fails to conduct himself/herself in such a manner through wilful acts, omission or negligence shall be guilty of misconduct and subject to disciplinary action.
6. If a student is caught being involved in any kind of theft within the UCC premises, that student will be handed over to a Police Officer and he/she will be discontinued from studies forthwith.
7. Students are not allowed to use music/video CDs, radios and headphones while in the classroom. If any student is caught using the aforementioned accessories, these will be confiscated and the student will lose his/her chance of being in class for that day or suspended from studies for two weeks.

8. No student is allowed to connect any computer accessories or move a computer or any computer accessories without the permission of an official instructor/Technician. Where there is problem with a computer or its accessories, the student is advised to report it to an official instructor or the training reception office
9. While in class, students are not allowed to view any kind of pornographic material from any source. If any student is caught doing that, he/she will lose his/her chance of being in class for one week and also shall receive warning letter from the Branch Manager and a similar one will be sent to his/her guardian/sponsor.
10. Students are required to attend classes as per the timetable.
11. Every student will be required to sign an Attendance Register for each period.
12. If a student does not attend class for three weeks without giving a satisfactory reason, he/she will be required to repeat the whole semester.
13. No change of name by students is entertained during the course of study at the University Computing Centre. Names appearing on the original certificates shall be used
14. No student is allowed to postpone studies after commencement of an academic term, except in special circumstances.

2.4 Fee Payment Regulations

1. No student will be registered for any course/programme unless she/he has made a down payment as stipulated in the respective course.
2. If a student finds it necessary to discontinue his/her programme/course of studies, the registration and examination fees will NOT be refunded
3. The Tuition fees will only be refunded if cancellation is made 15 days prior to commencement of the course. The amount of tuition fees refunded will be 25% LESS and payable 15 days from the date of cancellation.

4. Where the cancellation is made after course commencement, a student will be advised to postpone studies until the next intake.
5. Where the student discontinued from studies because of misconduct stipulated in part 2.3, section 6 of the Students Conduct Regulations, there will be NO refund of any fees.
6. Where the student discontinued from studies because of examination irregularities or failure there will be NO refund of any fees.

3.0 Academic Programmes offered by UCC

3.1 Basic Technician Certificate in Computing and Information Technology

3.1.1 General Introduction

A. Objectives of the Course

1. To provide adequate ICT skills and knowledge which will enable graduates to be competent in solving ICT-related problems relevant to their level of study
2. To prepare students for further studies in ICT-related fields

B. Duration of the Course

This is a One-Year course conducted in 2 semesters and includes industrial training

C. Entry Requirements

The programme is intended for candidates possessing the following minimum qualifications:

Either

- a) Certificate of Secondary Education with at least four passes in core subjects (Mathematics, Kiswahili, History, Engineering Science, Agriculture, English, Physics, Chemistry, Commerce, Account, Biology or Geography).

OR

- b) Certificate of Competence Level III (NVTA Level 3) or Trade Test Grade I in the field of ICT or Engineering from any recognised institution

D. Assessment

Each module will be assessed by a written examination of two hours' duration. A candidate who fails in a subject can re-sit that subject. The maximum grade obtainable during re-sits is C

The grading system shall be as follows:

Grade	A	B	C	D	F
Marks (%)	80-100	65-79	50-64	40-49	0-39

Table 1: Grading System - Certificate in CIT

The pass mark in each examinable module shall be C

E. Final Certificate Classifications

A candidate's final standing in Certificate in Computing and Information Technology shall be determined by the aggregate Gross Point Average (GPA) for both semesters of study

The letter grades will be assigned points as follows:

A	B	C	D	F
4	3	2	1	0

Table 2: Grade Weight - Certificate in CIT

The final Certificate classification shall be as follows: -

Class of Award	Cumulative GPA
First Class	3.5-4.0
Second Class	3.0-3.4
Pass	2.0-2.9

Table 3: GPA Classification - Certificate in CIT

The award shall be made to the students who satisfy the following criteria:

- a) Have completed and passed Examinations in all modules.
- b) Have achieved a minimum cumulative GPA equivalent to pass.

3.1.2 Course Structure and Duration

The programme is a modular system and will operate under the semester structure. The programme comprises a total 10 modules and practical training that are spread over one academic year. Each academic year has two semesters and 10 weeks of practical training. Each module is covered in one semester of 15 weeks of learning and 2 weeks of examination. Therefore, the whole programme runs for a total of 44 weeks of study.

In order to be in line with the National Council for Technical Education (NACTE) credit system, the course responds to a minimum total credit of 120.

All candidates must take the examination and satisfy examiners in the following modules: -

Code	Module Title	Credit
CTT 04101	Basic Computing Mathematics	10
CTT 04102	Communication Skills	10
CTT 04103	PC and Networks I	15
CTT 04104	Introduction to Graphics Design	12
CTT 04105	Office Automation	15

Table 4: Modules – Semester I

Code	Module Title	Credit
CTT 04206	Basic Concepts of Entrepreneurship	10
CTT 04207	PC and Networks II	15
CTT 04208	Web Design	12
CTT 04209	Programming Concepts	12
CTT 04210	Database Principles	12
CTT 04211	Practical Training	10

Table 5: Modules – Semester II

3.2 Ordinary Diploma in Computing and Information Technology

3.2.1 General Introduction

This course is of four semesters covered in two academic years. The **Technician Certificate** is part of the Ordinary Diploma and students who fail to earn an Ordinary Diploma but have successfully passed all modules in the first year shall be awarded the **Technician Certificate in Computing and Information Technology**

A. Objectives of the Course

1. To provide basic and intermediate up-to-date knowledge and skills in ICT so that students can effectively apply the knowledge for their career and professional advancement.
2. To offer intensive training in practical aspects that covers a wide range of relevant areas pertaining to ICT that are in demand.
3. To create a cadre of people who will be working full time on intermediate, technically based and industry-orientated training in various aspects of ICT.
4. To prepare students for further studies in ICT-related fields.

B. Duration of the Course

This is a two-year course conducted in 4 semesters with a Final Year Project.

C. Entry Requirements

The programme is intended for candidates possessing the following minimum qualifications:

Either

- a) Basic Technician Certificate (NTA Level 4) in Computer Science, Computer Engineering or Information Technology from any institution recognised by NACTE or equivalent qualification,

OR

- b) Advanced Certificate of Secondary Education with at least 2 principal passes and passes in Mathematics and English at Ordinary Secondary school level.

D. Assessment

Each module will be assessed by a written examination lasting three hours. A candidate who fails in a subject can re-sit that subject. The maximum grade obtainable during re-sits is C.

The grading system shall be as follows:

Year 1

Grade	A	B	C	D	F
Marks (%)	80-100	65-79	50-64	40-49	0-39

Table 6: Grading System – Year I

Year 2

Grade	A	B+	B	C	D	F
Marks (%)	75 - 100	65 - 74	55 - 64	45 - 54	35 - 44	0 - 34

Table 7: Grading System – Year II

The pass mark in each examinable module shall be C.

E. Final Certificate Classifications

A candidate's final standing in Diploma in Computing and Information Technology shall be determined by the GPA for all four semesters of the study.

The letter grades will be assigned points as follows:

Year 1(semester 1 & 2)

A	B	C	D	F
4	3	2	1	0

Table 8: Grade Weight – Year I

Year 2(semester 3 & 4)

A	B+	B	C	D	F
5	4	3	2	1	0

Table 9: Grade Weight – Year II

The final Certificate classification shall be as follows: -

Class of Award	Cumulative GPA
First Class	4.4 to 5.0
Upper Second Class	3.5 to 4.3
Lower Second Class	2.7 to 3.4
Pass	2.0 to 2.6

Table 10: GPA Classification – Diploma in CIT

The award shall be made to the students who satisfy the following criteria:

- a) Have completed and passed examinations in all the modules
- b) Have achieved a minimum aggregate GPA equivalent to a pass.

3.2.2 Course Structure and Duration

The programme is a modular system and will operate under the semester structure. It comprises a total of 25 modules and a Final Year Project that are spread over two academic years. Of the 25 modules, 4 are elective. Each academic year has two semesters and a Final Year Project during the last semester. Each module is covered in one semester of 15 weeks of learning and 2 weeks of examinations. Therefore, the whole programme runs for a total of 86 weeks of study.

In order to be in line with the NACTE credit system, the course responds to a minimum total credit of 240.

All candidates must take the examination and satisfy examiners in the following modules: -

Modules - Semester I

Code	Module Title	Credit
CTT 05101	Computing Mathematics	12
CTT 05102	Business Communication	8
CTT 05103	Introduction to Networks	20
CTT 05104	Introduction to Computer Programming	10
CTT 05105	Web Technologies	15

Table 11: Modules – Semester I

Modules – Semester II

Code	Module Title	Credit
CTT 05206	Entrepreneurship & Innovations	8
CTT 05207	Routing and Switching Essentials	20
CTT 05208	Event-Driven Programming	12
CTT 05209	Database systems	12
CTT 05210	Introduction to Information Systems Security	10
CTT 05211	Practical Training	10

Table 12: Modules – Semester II

Modules – Semester III

Code	Module Title	Credit
CTT 06101	Systems Analysis and Design	12
CTT 06102	Scaling Networks	20
CTT 06103	Developing Database Applications	14
CTT 06104	Object Oriented Programming	14
CTT 06105	Design and Implementation of Database-Driven websites	14

Table 13: Modules – Semester III

Modules – Semester IV

Code	Module Title	Credit
CTT 06206	Introduction to Project Management	12
CTT 06207	Connecting Networks	20
CTT 06208	Linux	15
CTT 06209	Mobile Applications Development	12
CTT 06210	Final Year Project	15

Table 14: Modules – Semester IV

3.3 Basic Certificate in Business Information Technology (CBIT)

3.3.1 General Introduction

UCC runs a course that offers a Certificate in Business Information Technology (BIT). This Certificate is valuable, ensuring that graduates of this course will be in great demand as IT plays an increasingly important role in the business world today. This course is especially designed to keep students’ **BIT focused**” in regard to both IT and business. Up-to date IT skills are integrated with extensive business knowledge to enhance the competitiveness and career advancement of graduates. The course also provides students with progressive and integrative learning of IT skills and business concepts at the initial stages. Building on this foundation, the subsequent stages offer modules that will prepare students well to excel in the areas of Web services, IT, Business development skills, Basic programming skills, Basics of Accounting, Business mathematics, Entrepreneurship and Management principles. Information and communications technology has become indispensable in the business sector.

A. Objectives of the Course

The course aims to equip students with:

1. Good problem-solving and software skills, including technical competency in both web-based applications and object-oriented programming
2. Knowledge of accounting, management principles, business planning and development, and entrepreneurial skills

3. Competency and skills in the development and use of e-services and web-based commerce systems
4. A good understanding of business concepts, and strategic opportunities in various sectors
5. Effective use of accounting packages in the real life environment

B. Duration of the Course

This is a one-year programme managed in 2 semesters with fieldwork.

C. Entry Requirements

- (i) National Certificate of Secondary Education or equivalent with at least three (3) passes in Business subjects or science subject (Mathematics, English Physics, Chemistry, Commerce, Account, Biology or Geography etc
- OR
- (ii) National Business Examination Certificate Stage I with two (2) passes

D. Assessment

Each module will be assessed by a written examination lasting two hours. A candidate who fails in a subject can res-it that subject. The maximum grade obtainable during re-sits is C.

The grading system shall be as follows:

Grade	A	B	C	D	F
Marks (%)	80-100	65-79	50-64	40-49	0-39

Table 15: Grading System - Certificate in BIT

The pass mark in each examinable module shall be C.

E. Final Certificate Classifications

A candidate's final standing in the Certificate in Business Information Technology shall be determined by the aggregate GPA for both semesters of study.

The final Certificate classification shall be as follows: -

Class of Award	Cumulative GPA
First Class	3.5-4.0
Second Class	3.0-3.4
Pass	2.0-2.9

Table 16: GPA Classification - Certificate in CBIT

The award shall be made to students who satisfy the following criteria:

- a) Have completed and passed examinations in all modules
- b) Have achieved a minimum cumulative GPA equivalent to pass.

3.3.2 Course Structure and Duration

The programme is a modular one and will operate under the semester structure. It comprises a total 10 modules and practical training spread over one academic year, which has two semesters and 10 weeks of practical training. Each module is covered in one semester of 15 weeks of learning and 2 weeks of examinations. Therefore the whole programme runs for a total of 44 weeks of study.

In order to be in line with the NACTE credit system, the course responds to a minimum total credit of 120.

All candidates must take the examination and satisfy examiners in the following modules: -

SEMESTER 1		
Code	Module Title	Credit
BIT 04101	Business Mathematics	10
BIT 04102	Basic Principles of Management	9
BIT 04103	Principles of Accounting I	10

BIT 04104	Computer Fundamentals	12
BIT 04105	Business Computer Applications	15
SEMESTER 2		
Code	Module Title	Credit
BIT 04206	Communication Skills	9
BIT 04207	Principles of Accounting II	12
BIT 04208	Principles of Programming	12
BIT 04209	Database Principles	12
BIT 04210	Introduction to Entrepreneurship	9
BIT 04211	Practical Training	10

Table 17: Modules for Certificate in Business Information Technology

3.4 Ordinary Diploma in Business Information Technology

3.4.1 General Introduction

This course is of four semesters covered in two academic years. The **Technician Certificate** is part of the Ordinary Diploma and students who fail to earn an Ordinary Diploma but have successfully passed all modules in the first year shall be awarded the **Technician Certificate in Business Information Technology**

A. Objectives of the Course

5. To provide basic and up to date knowledge and skills on effective Integration of IT in business where students can apply the knowledge for their career enhancement, professional advancement.
6. To explore practical aspects in the fields of Business Information Technology in a wide range of relevant areas.
7. To create a cadre of people who will be working full time on intermediate, technically based and industry-orientated training in various aspects of IT Business integration.
8. To prepare students for further studies in IT and Business related fields.

B. Duration of the Course

This is a two-year course conducted in 4 semesters with a Final Year Project.

C. Entry Requirements

The programme is intended for candidates possessing the following minimum qualifications:

Either

- c) Basic Technician Certificate (NTA Level 4) in Business Administration, Accountancy, Computer Science, Computer Engineering, Information Technology or any other related field from any institution recognized by NACTE or equivalent qualification,

OR

- d) Advanced Certificate of Secondary Education with at least 2 principal passes and passes in Mathematics and English at Ordinary Secondary school level.

D. Assessment

Each module will be assessed by a written examination lasting three hours. A candidate who fails in a subject can re-sit that subject. The maximum grade obtainable during re-sits is C.

The grading system shall be as follows:

Year 1

Grade	A	B	C	D	F
Marks (%)	80-100	65-79	50-64	40-49	0-39

Table 18: Grading System – Year I

Year 2

Grade	A	B+	B	C	D	F
Marks (%)	75 - 100	65 - 74	55 - 64	45 - 54	35 - 44	0 - 34

Table 19: Grading System – Year II

The pass mark in each examinable module shall be C.

E. Final Certificate Classifications

A candidate's final standing in Diploma in Business Information Technology shall be determined by the GPA for all four semesters of the study.

The letter grades will be assigned points as follows:

Year 1(semester 1 & 2)

A	B	C	D	F
4	3	2	1	0

Table 20: Grade Weight – Year I

Year 2(semester 3 & 4)

A	B+	B	C	D	F
5	4	3	2	1	0

Table 21: Grade Weight – Year II

The final Certificate classification shall be as follows: -

Class of Award	Cumulative GPA
First Class	4.4 to 5.0
Upper Second Class	3.5 to 4.3
Lower Second Class	2.7 to 3.4
Pass	2.0 to 2.6

Table 22: GPA Classification – Diploma in BIT

The award shall be made to the students who satisfy the following criteria:

- a) Have completed and passed examinations in all the modules
- b) Have achieved a minimum aggregate GPA equivalent to a pass.

3.4.2 Course Structure and Duration

The programme is a modular system and will operate under the semester structure. It comprises a total of 19 modules and a Final Year Project that are spread over two academic years. Of the 19 modules, 1 is elective. Each academic year has two semesters and a Final Year Project during the last semester. Each module is covered in one semester of 15 weeks of learning and 2 weeks of examinations. Therefore, the whole programme runs for a total of 86 weeks of study.

In order to be in line with the NACTE credit system, the course responds to a minimum total credit of 240.

All candidates must take the examination and satisfy examiners in the following modules: -

Modules - Semester I

Code	Module Title	Credit
BIT 05101	Statistics Concepts and Applications	12
BIT 05102	Introduction to Business Environment	8
BIT 05103	Financial Accounting	12
BIT 05104	Computer Networking	18
BIT 05105	Fundamentals in Systems Analysis and Design	12

Table 23: Modules – Semester I

Modules – Semester II

Code	Module Title	Credit
BIT 05206	Web Application Development	12
BIT 05207	Managerial Accounting	12
BIT 05208	Entrepreneurship	10
BIT 05209	Marketing Management	12
BIT 05210	Practical Training	12

Table 24: Modules – Semester II

Modules – Semester III

Code	Module Title	Credit
BIT 06101	Information Systems Management	8
BIT 06102	Corporate Finance	12
BIT 06103	Computerized Accounting	18
BIT 06104	Database Applications in Business	12
BIT 06105	E-Business	12

Table 25: Modules – Semester III

Modules – Semester IV

Code	Module Title	Credit
BIT 06206	Organisational Behaviour	12
BIT 06207	IT Project Management	12
BIT 06208	Principles of Business Law	10
BIT 06209	Customer Relations Management	12
BIT 06210	Final Year Project	12

Table 26: Modules – Semester IV

4.0 ACADEMIC INTERNAL ORGANS OF THE CENTRE

4.1 Examination Committee

4.1.1 Members

- (a) The Principal, who shall be the Chairperson.
- (b) Admission Officer
- (c) Examinations Officer – Secretary
- (d) Academic Course Coordinators, Training HQ & City Centre Branches
- (e) Branch Manager, Training HQ & City Centre Branches

4.1.2 Duties

- (a) To receive, deliberate and examination results.
- (b) To ensure that all examination questions are externally moderated and answer scripts are externally evaluated according to the requirements.
- (c) To ensure that the rules and regulations governing examinations are followed and observed by all the candidates.
- (d) To report to the Managing Director and advise him/her on examination matters and on issues concerning examinations.
- (e) To investigate issues of special significance involving each candidate individually.
- (f) To allow the publication of the provisional examination results for all the courses before submitted them to the Management Committee for endorsement
- (g) Ninety days (90) after publication of provisional examination results, to submit the final examinations results to the Management Committee
- (h) To administer the implementation of examination procedures and regulations
- (i) To see to it that the examination time table is implemented accordingly from setting of examinations to release of examination results.

- (j) To make sure that examinations are conducted efficiently without any irregularities such as possession of unauthorized material, dishonesty or infringement of procedures and regulations
- (k) To deal with all problems pertaining the examinations
- (l) To advise the Managing Director on all academic matters of UCC.

4.2 Admission Committee

4.2.1 Members

- (a) Principal - Chairperson
- (c) Examination Officer
- (d) Admission Officer - Secretary
- (f) Academic Course Coordinators, City & Mbezi Beach Branches
- (g) Branch Managers – City Centre and HQ Branch

4.2.2 Duties

- (a) To scrutinize the applications for admission and make provisional selection of qualified candidates
- (b) To publish the selected qualified candidates
- (c) To scrutinize and revise the qualifications and procedures of students' admission

4.3 Appeals Investigation Committee

4.3.1 Members

- (a) Principal - Chairperson
- (b) The Examinations Officer – Secretary
- (c) Three academic staff which will be appointed by Principal
- (d) One Member from HR office

4.3.2 Duties

- a) To investigate and scrutinize on the authenticity of the appeals and recommend to the Managing Director for consideration.

4.4 Quality Management Committee

4.4.1 Members

- (a) Principal - Chairperson
- (b) Admission Officer - Secretary
- (c) Examinations Officer
- (d) Branch Managers - City Centre and HQ Branch

4.4.2 Duties

- (a) To ensure that the centre has effective academic quality policies and standards
- (b) To establish indicators of effective education and training provision against which the centre evaluates its achievements
- (c) To see to it the effective systems ensuring that the quality policies of the centre are applied throughout the organization

5.0 Guidelines and Procedures for the conduct and administration of Examinations

Examinations include continuous assessment (tests, assignments and practical) and end of semester examinations.

There shall be a written and, where the course demands, a practical examination in the course taught at the end of each semester.

Students are required to sit an examination at the end of each semester in accordance with UCC regulations. In fulfilling these requirements, examinations for Basic Technician Certificate (NTA level 4), Ordinary Diploma (NTA level 5 - 6) and Bachelor Degree (NTA level 7 – 8) programmes are administered by NACTE. Students are required to observe UCC examination regulations for internal assessment and NACTE regulations for final assessment. All students who sit the semester examinations are required to enter with their identity card, or they will not be allowed to sit the final examination.

5.1 Primacy of Institute Examination Regulations

The UCC examination Regulations take precedence over any other regulations, including those of external or professional bodies, unless a variation is specifically permitted by the UCC management.

5.2 Examination Regulations and their Application

The examination regulations detail courses of action to be taken by UCC in relation to all matters regarding examinations and awards.

These examination regulations apply to programmes leading to the qualification of NTA levels 4 – 8.

5.3 Cognizance of Examinations Regulations

By registering as a UCC student, every student is deemed to be cognizant of, and to have agreed to abide by, the examination rules set out in these regulations.

5.4 Administration of Continuous Assessment

5.4.1 For the purpose of assessment, UCC examinations shall include the entire process of assessment that is, coursework assignments, tests, practicals and final examinations.

5.4.2 For each module taught, the instructor concerned may make a selection from the following continuous assessment elements, based on their relevance to the module being assessed:

- Assignments - Allow students to work at their own pace to meet a pre-set deadline with free access to source material, course units, etc.
- Tests - Written work from questions not previously seen.
- Group work - Requires students to gather source material themselves, involving a written submission of the work marked and commented upon by a course tutor and/or independent assessor
- Laboratory work - Assessment of practical skills

- 5.4.3 At the beginning of the course, each instructor is required to provide a handout to students with a clear statement on how the module is going to be assessed and the weight for each assessment element selected, and to carefully specify the work that is going or not going to be counted in the final assessment.
- 5.4.4 At the beginning of a module that comprises assessed practical work, the nature of the work and how it is to be assessed shall be explained to the students.
- 5.4.5 A panel of at least two markers/instructors may be involved in marking a student's coursework.
- 5.4.6 If oral performance is to be assessed, there shall be:
- Specific teaching relating to it
 - Awareness on the part of the students of how it is to be assessed, and
 - Special efforts to involve a number of staff in assessing the oral presentation.
- 5.4.7 A panel of at least two markers/instructors may be involved in marking a student's coursework.
- 5.4.8 Assessment of a major project work or group work shall include an oral examination during which the student will be asked questions to help determine their depth of understanding.
- 5.4.9 The deadlines for submission of reports and assignments must be noted and observed by the students.
- 5.4.10 There will be penalties for late submission leading to loss of marks unless there are justifying circumstances, such as illness certified by a doctor.
- 5.4.11 Essays and assignments shall be assessed on the basis of students' ability to:
- Discuss a topic,
 - Present evidence of research,
 - Weigh up different points of view,
 - Offer their own ideas and opinions supported by reasoned argument.

- 5.4.12 Students shall be informed about their performance in continuous assessment throughout the semester so that they can monitor their progress; however, marks for continuous assessments are provisional.
- 5.4.13 Continuous Assessment shall contribute 40% of the final marks.
- 5.4.14 The continuous assessment for each module shall be completed prior to its examination at the end of the semester in which it is offered.
- 5.4.15 Candidates are required to obtain at least 20% to be eligible for the end-of-semester examination in that module.
- 5.4.16 A student who fails to obtain 20% in Continuous Assessment for 2 modules or less shall be allowed to carry over those modules and take end-of-semester examinations in other modules.
- 5.4.17 A student who fails to obtain 20% in Continuous Assessment for 3 modules shall be allowed to repeat the semester.
- 5.4.18 A student who fails to obtain 20% in Continuous Assessment for more than three modules shall be discontinued from studies.

5.5 Registration for Examinations

- 5.5.1 Every person registered as a student shall be deemed to be also registered for the appropriate examinations in the relevant course of study and will have obtained an examination identity card.
- 5.5.2 A student must complete the payment of fees for the respective course in order to be registered for semester examinations.

5.6 Eligibility for Examination

- 5.6.1 A student shall not be allowed to sit the end-of-semester examination in any module unless he/she has attended at least 80% of teaching hours.
- 5.6.2 A candidate who fails to meet a minimum of 80% attendance shall be allowed to repeat a semester if he/she was absent on acceptable grounds. In the case of unacceptable grounds, he/she shall be discontinued from the course.

- 5.6.3 A student whose progress is unsatisfactory may be required by the Academic Programme Coordinator to withdraw or to repeat any part of the course before sitting the semester examination.
- 5.6.4 A student shall only be allowed to sit the end-of-semester examination in any module if he/she has obtained 20% or above in Continued Assessment
- 5.6.5 A student will be required to pass all modules to be eligible to start Practical training.
- 5.6.6 A student will be required to pass all modules in order to be eligible to commence another NTA Level. No student will be allowed to commence NTA Level 6 if he/she has module(s) which was/were NOT passed in NTA Level 5 or NTA Level 8 if he/she has module(s) which was/were NOT passed in NTA Level 7

5.7 Postponement of Examinations

- 5.7.1 A student shall inform the Coordinator of Academic Courses or the Branch Manager in writing of his/her absence from an examination one week before its commencement.
- 5.7.2 A student may be allowed to postpone taking an examination on the grounds of failure to pay the prescribed fee, serious family problems or ill health, which has been certified by a medical practitioner. With the exception of emergency cases, such requests must be submitted to the office of Branch Manager at least forty-eight (48) hours before the respective examination is due to start.
- 5.7.4 A student who has postponed taking an examination shall be required to do a special examination.
- 5.7.5 A student who fails to sit any examinations without satisfactory reasons shall be discontinued from studies.

5.8 Special and Supplementary Examination

- 5.8.1 A supplementary examination shall be taken only once. No student shall be allowed to re-sit a supplementary examination in the same subject.

- 5.8.2 A student shall be allowed to sit a supplementary examination if he/she fails a minimum of three subjects and has an overall GPA of 2 or above. Supplementary examination shall be marked with C grade. Coursework shall not be taken into account in assessing supplementary examinations.
- 5.8.3 A student shall bear his/her own costs for supplementary examinations. The total cost will depend on the number of modules to be supplemented.
- 5.8.4 A student who fails a supplementary examination shall be required to carry over the subject he/she failed in to the next semester. The student shall be given C grade for the course he/she carried over.
- 5.8.5 A student shall be discontinued from studies if he/she fails the module carried over in the following semester.
- 5.8.6 A student who fails more than three subjects or has an overall GPA below 2 shall be discontinued from studies.
- 5.8.7 A student shall sit a special examination if he/she failed to sit an examination for special reasons. A student shall be awarded “I” (Incomplete) in modules in which he/she failed to sit the examination for special reasons. Special examinations shall be taken together with supplementary examinations and shall be considered as the first sitting and graded thus.
- 5.8.8 A student who did not sit for supplementary examinations without vivid reason(s) shall be required to pay a non-refundable examination fee of Tshs 100,000/= for all papers and shall then be eligible to sit for supplementary examinations in the following semester.

5.9 Repeat Tuition Fees

- 5.9.1 All students who have been assessed by UCC Examination Committee as having failed a module or element of their course and are registering for a full period of repeat study (including attendance) are liable to pay a repeat tuition fee. Where the student is repeating a semester in full they will be liable to pay the full tuition fee.

- 5.9.2 Where the student is repeating three modules or three elements of the course after completing the academic programme will be liable to pay repeat tuition fee amounting to Tshs 400,000/=
- 5.9.3 Where the student is repeating two modules or two elements of the course in the semester will be liable to pay repeat tuition fee amounting to Tshs 300,000/=
- 5.9.4 Where the student is repeating one module or one element of the course in the semester will be liable to pay repeat tuition fee amounting to Tshs 200,000/=

5.10 Examiners Committee

- 5.10.1 Examinations shall be conducted by Examiners Committee and NACTE shall appoint the External Examiner.
- 5.10.2 Except for supplementary, all examinations shall be conducted by the Examiners Committee.
- 5.10.3 Candidates' examination papers shall be submitted to the External Examiner for moderation and examination booklets (scripts) for remarking.

5.11 Dates of Examinations

- 5.11.1 A student may not be examined in any module or part of a module at any time other than that set down for them in the academic calendar, except when, with the approval of the Examination Committee, a different time may be arranged because of special circumstances.
- 5.11.2 The Examination Committee shall decide the dates for all examinations to be held at the end of each semester.
- 5.11.3 The Examination Committee shall propose for the time when supplementary examinations will be held, which shall not be more than one month after the end of the examination.

5.12 Conduct of Examinations

- 5.12.1 UCC examinations shall be conducted under the control of the Principal, the Examinations Officer, Branch Managers, Academic Course Coordinators, or such other officers of UCC as the Principal may appoint.

5.12.2 The Principal shall have the power to provide any instructions to candidates, supervisors or invigilators for the proper, efficient and effective conduct of such examinations.

5.12.3 The instructions that might be provided by the Principal shall be as binding on the above-mentioned examination regulations.

5.13 Instructions to Students

5.13.1 It is the student's responsibility to know the correct date, time and venue of all examinations. If students note a mistake or that something is missing from the examination schedule provided, they should notify the Administration Office immediately.

5.13.2 Students will be allowed to enter the Examination Room 10-15 minutes before the examination starts but with the permission of the Supervisor/Invigilator.

5.13.3 No student will be allowed to enter the Examination Room for any reason after the examination has been in progress for 30 minutes. No student will be allowed to leave the room during 30 minutes from the start of the examination or during the last 15 minutes of the paper.

5.13.4 On entering the Examination Room, a student will occupy the seat allocated to him/her and will not change it unless on specific instructions from the Supervisor or Invigilator.

5.13.5 A student must have his/her examination identity card each time he/she enters the Examination Room. If he/she does not produce it when requested by the Invigilator/Supervisor, he/she is unlikely to be admitted.

5.13.6 Students must bring their own pens, pencils, erasers or any other equipment or approved stationery when entering the Examination Room. Students must use pens to write answers and pencils for drawing diagrams, sketches or graphs. Students are advised to write answers clearly because examiners will not be able to mark what they cannot read.

5.13.7 Examination stationery (i.e. examination booklet, examination question paper) will be supplied as and when necessary.

No examination booklet supplied to a student may be torn, damaged, bent, folded or otherwise misused. No paper other than that supplied by the Supervisor/Invigilator must be used by a student.

- 5.13.8 No student shall have in his/her clothes, or on the Examination identity card or any other object he/she is permitted to bring into the Examination Room, any notes, signs or any other unauthorised material. Books, notes, parcels, handbags, etc, which a student has brought with him should be kept in a place arranged by the Supervisor/Invigilator.
- 5.13.9 A student may be required by the Invigilator to declare any item in his/her possession or on his/her person.
- 5.13.10 Students are responsible for checking that they have been given the correct question paper. If there is any doubt, students should inform the Invigilator immediately through raising their hands without shouting.
- 5.13.11 Each student shall enter his/her Examination Number at the appropriate place on the Examination Booklet and on every continuation paper. A student who writes on his Examination Booklet an Examination Number other than his own is likely to be considered as having attempted to cheat. An Examination Booklet that bears no Index Number or an Examination Number which cannot be identified is likely to be rejected. No student shall write his/her name or any other identifying mark on the Examination Booklet.
- 5.13.12 Students must listen carefully and obey any instruction given by the Invigilator, and inform the Invigilator if they cannot hear what is being said or if they do not understand what has been said.
- 5.13.13 Absolute silence shall be maintained in the examination room and its surrounding environment. A student is not permitted for any reason to communicate or to have dealings with any person other than the Supervisor/Invigilator. The attention of the Supervisor/Invigilator shall be drawn by a student by raising his/her hand from where seated.

- 5.13.14 In the event of a fire alarm or other emergence requiring evacuation of the Examination Venue, the Invigilator shall inform the students to leave all examination materials on the table and leave the room. But students must not communicate with any other student as they will still be under examination conditions.
- 5.13.15 Students must stop writing immediately when ordered by the Supervisor/Invigilator. If this instruction is not followed, the Supervisor/Invigilator has the authority to mark this on the Examination Booklet.
- 5.13.16 All work, including rough work, must be written in the Examination Booklet. Students may not take any paper into the examination room for rough work.
- 5.13.17 Each student shall hand over the examination booklet personally to the Supervisor/Invigilator or remain in his/her seat until it is collected. On no account shall a student hand over his/her examination booklet to an unauthorised person or another student.
- 5.13.18 Students who have handed their completed Examination Booklet to an Invigilator and left the examination room will not be readmitted under any circumstances.
- 5.13.19 No student shall remove his/her or any other candidate's examination booklet from the Examination room.
- 5.13.20 No student shall copy or attempt to copy from any examination booklet or question paper or similar material of another candidate. No student shall help another candidate or obtain help from another candidate or any other person. No student shall give an opportunity to any other student to read anything written by them.
- 5.13.21 The Supervisor/Invigilator is empowered to require any student to make a statement in writing on any matter which may have arisen during the examination period and such statement shall be signed by the student. No student shall refuse to make such a statement or to sign it.

5.13.22 A student who withdraws or absent him/herself from any examination will not be eligible for honours at the next examination unless the committee decides otherwise.

5.13.23 Smoking, food and drinks are not permitted in the examination room. Students who need to take medication during the examination shall inform the Invigilator before the start of the examination.

5.14 Notes to Invigilators

5.14.1 Before the Examination:

- (i) Invigilators shall be present at the Examination Room twenty (20) minutes before the commencement of the Examination.
- (ii) The Coordinator of Academic Courses or the Examination Supervisor shall provide Invigilators with question papers with sealed envelopes, together with other examination stationery such as examination booklets.
- (iii) Invigilators shall allow students to enter the examination room 15 minutes before the commencement of the Examination. Invigilators should use those 15 minutes to make announcements concerning materials that are not allowed in the examination room, students checking to see that they have received the correct examination papers and any other related matters
- (iv) The Invigilator shall check each student's Examination identity card at the entrance or when the examination is in progress.
- (v) The Invigilator shall provide only one examination booklet to a student.
- (vi) The Invigilator shall have and provide all examination instructions to students before its commencement.

5.14.2 During the Examination

- (i) Invigilators should provide additional examination booklets when requested by a student and bind the examination booklets together.
- (ii) Invigilators shall not allow any student to leave the Examination Room before 30 minutes has elapsed from the time examination commences.

- (iii) Invigilators shall not admit any student into the Examination Room after 30 minutes from the time the examination commences.
- (iv) Invigilators shall make sure all NACTE FORM EXAMINATIONS are available in the examination room. If a student is found with unauthorised materials, the invigilator should fill in NACTE FORM EXAM 19 - NACTE Examination Irregularity Report and ask the student to sign the materials to confirm that they are his/hers.
- (v) The Invigilator shall inform the student of the examination irregularity and let the student finish his/her examination paper. A written report should be sent to the Examination Officer for the record.

5.14.3 At the end of the Examination

- (i) A student should not be allowed to leave the examination room until his/her examination script has been collected by the invigilator.
- (ii) The Invigilator shall carry out a simple check that the examination number has been included on the stationery submitted for examination.
- (iii) The Invigilator shall count the examination booklets and write the number of booklets collected on the attendance sheet before handing the examination booklets to the Coordinator of Academic Courses or the Examination Supervisor.
- (iv) The Invigilator shall collect the question papers and count them before handing them to the Coordinator of Academic Courses or the Examination Supervisor.
- (v) The Invigilator shall inform the Examination Officer any illness reported by the student via email or any other recorded means immediately.

5.15 Examination Irregularity

5.15.1 No unauthorised materials shall be allowed into the examination room.

5.15.2 Subject to confirmation by the examination committee, any candidate found guilty of bringing unauthorised material into the examination room in any part

of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies.

- 5.15.3 Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies, subject to confirmation by the Examination committee.

“Unauthorised material” includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radio cassettes or other types of cassette players, laptops, soft and alcoholic drinks and any other material as may be specified from time to time by the examiner.

- 5.15.4 Any candidate found guilty of committing an examination irregularity and is aggrieved by the decision may appeal to the Principal

- 5.15.5 Students discontinued from studies because of examination irregularities will be reconsidered for readmission after they have been away for one (1) year for certificate students and have been away for two years for Diploma students. They will be required to reapply with other applicants for fresh admission.

- 5.15.6 The management has the power to take disciplinary action on a candidate found guilty of examination irregularities, depending on the facts of the offence, as the management may deem appropriate.

5.16 Publication of Examination Results

The procedures for publishing examination results shall be used to maintain proper documentation and record of students’ achievement.

5.16.1 Right and Discretion of UCC

- (i) Results and awards are entirely at the discretion of the UCC.
- (ii) UCC may withhold or cancel the results of a candidate if it considers that such a candidate has been involved in irregularities before, during or after the examination.

- (iii) UCC reserves the right to reduce the classification of, withhold or cancel an award of any candidate, in proved cases of substantial and significant copying, plagiarism or other fraud, or to revoke any certificate it has already awarded, and to require the awarded certificate to be returned.

5.16.2 Disclosure of Marks and Results

- (i) Marks for coursework shall be made available by the relevant Academic Course Coordinator, after they have been agreed by the internal markers involved. Where such marks shall form part of the assessment towards a final award or classification, disclosure shall be on the basis that they are only indicative, and have no formal standing until moderated by the external examiner(s) and confirmed by the Examination Committee appointed for that purpose.
- (ii) Only grades for examinations and other summative assessments shall be made available to students.
- (iii) Approved results shall show grades obtained in each course of the semester, the semester GPA and the cumulative GPA of each student. They shall also indicate passes and any tentative disposal (discontinuation, withheld results, probation) for students failing to achieve the required standards as determined by UCC's Examination Committee.

5.16.3 Informing Students of their Results

- (i) Students shall be informed where and how to get their results. Where resources allow, arrangements shall be made by Branches to send examination results to any students who have provided contact addresses for the purpose.
- (ii) UCC shall not, except at its discretion, communicate with candidates or parents, or any other person claiming to act on their behalf, on matters related to examination results.

5.16.4 Amendment of Results

- (i) Decisions by UCC's Examiners Committee, once certified in writing, shall be considered final except under the following circumstances:

- If information relevant to that decision, but unavailable at the time the decision was made, comes to light or if any error having a material bearing on that decision or any error in the written certification of that decision has been made.
 - If the committee is satisfied that there are grounds for changing the decision the committee shall forthwith report its recommendation to that effect to the Principal, who may either implement the recommendation or refer it to the Managing Director of UCC for a decision.
 - Where an error is discovered in the assessment or marking of any examination or any component of an examination or in the calculation, recording or notification of the result of any examination or any component thereof or in the classification of any award or in any process connected with any of these matters, UCC shall forthwith correct that and amend its records to show the correct result or classification and, whether or not the result or classification has been published or otherwise, shall notify the candidate.
- (ii) UCC shall notify the candidate of the corrected result or classification as soon as practicable and shall also correct any reference or statement which may have been provided whether to the candidate or to a third party.
- (iii) Having been notified of the corrected result or classification the candidate shall return to UCC any documentation which may have been issued to him/her notifying him/her of the original result or classification which has been corrected.
- (iv) The candidate shall have no claim against UCC for any loss or damage, which may have been incurred by the candidate as a result of any error that may have been made.

5.16.5 The Timing and Means of Release

- (iii) UCC shall publish the examination results immediately after having been approved by relevant academic board/committee. The results may be posted on relevant boards and shall bear a certification by the chairperson of the academic board/committee. For the purpose of simplicity, both UCC website (www.ucc.co.tz) and UCC ARIS (aris.ucc.co.tz) may be used as the sources of publishing students' results.
- (i) Written examination scripts and examinations recorded in other forms, like oral examination, shall be preserved for at least two years after publication of the results. UCC may use its website and tools such as student information system, web based SMS, the e-learning software to give notices on matters relating to examination results.
- (ii) UCC may release examination results by publishing them on its official website on the condition that only examination numbers shall be used. Under no circumstances should names or any other identification known to a third party be used for releasing the results to the general public.

5.16.6 Nullification of Results

- (i) UCC Examiners Committee shall nullify the results of any candidate if it is determined that:
 - Unfair means, like cheating or other irregularities, have been used in the examination.
 - Ineligible candidate sat the examination.
- (ii) UCC shall inform and submit details and relevant evidence to NACTE.

5.17 Appeals

- 5.17.1 Each candidate shall have a right to appeal against the published results. The appeals should be lodged within one week from the date of releasing of the provisional results.
- 5.17.2 A student should fill in the appeal form and submit the form with supporting documents if any. The students might be requested to write a letter where applicable.
- 5.17.3 A student will be informed in writing of the decision of the Examination Committee on his/her appeal. The decision of the Appeal Investigation Committee concerning the appeal is final.

5.18 Appeal Fee

- 5.18.1 Any student who wishes to fill in an appeal form or in writing to have his or her work reviewed, rechecked or remarked after the examination results have been released, shall be required to pay a non-refundable appeal fee of Tshs. 20,000/= . Such fee shall be revised from time to time.

5.19 Disposal of Examination Scripts and other Examination Records

- 5.19.1 All examination scripts and other examination records shall be destroyed after three years of storage following the final decision by the Management. The Managing Director, on the recommendation of the Principal shall order the disposal of examination scripts and other examination records as per examination regulations.
- 5.19.2 The Principal is responsible for preparing the budget for the disposal of examination scripts and other examination records.

6.0 Certificates and Transcripts

6.1 Issue of Transcripts

- 6.1.1 UCC shall issue official transcripts of the examination results of individual candidates upon a written request by the candidate bearing the candidate's full name, year of examination and candidate's examination number.
- 6.1.2 The transcript shall be issued to students once, and for any further requests student will be charged Tshs 5,000/= per copy. (This might change without notice).
- 6.1.3 Transcripts shall be published only after results have been formally approved by the relevant Board/Committee. The transcripts shall bear the name of the institution (University of Dar Es Salaam Computing Centre), and all examinable subjects, and the results (grades obtained) shall be clearly shown. The grading system adopted shall be indicated behind the transcript.
- 6.1.4 The transcript shall be considered credible only if it bears the official seal of the UCC.

6.2 Issue of Academic Certificates

- 6.2.1 UCC shall issue a Certificate of award to candidates who completed the course and passed all modules. The candidate should have also completed payments of the relevant fees
- 6.2.2 Certificates shall be published only after results have been formally approved by the relevant Board and shall bear the name of the institution (University of Dar Es Salaam Computing Centre), the Course taken and Classification of award.
- 6.2.3 The Certificate shall be issued to students only once and it shall be considered credible only if it bears the official seal of the UCC. Any certificate awarded by UCC shall remain the property of UCC and any alteration without the authority of UCC shall constitute a criminal offence.

6.3 Replacement of Lost Academic Certificates

6.3.1 UCC may issue another copy in the case of loss of the original certificate on condition that:

- (i) The applicant produces a sworn affidavit
- (ii) The applicant must produce evidence that the loss has been adequately announced publicly, including a written report by the police.
- (iii) The certificate so issued shall be marked “COPY” across it.
- (iv) The replacement certificate shall not be issued until 12 months after reporting the loss to the UCC.
- (v) A fee of 20,000/= shall be charged for the copy of the certificate. (This may change without notice)

7.0 AWARDS

7.1 Upon completion of studies, UCC shall award successful candidates the following awards as approved by NACTE

- NTA level 4 – Basic Technician Certificate
- NTA level 5 - Technician Certificate
- NTA level 6 – Ordinary Diploma

7.2 Assessment of the student’s progress shall be based on the following grading system (shown in the table below):

NTA Levels 4 & 5		
Grade	Definition	Score Range
A	Excellent	80 - 100
B	Good	65 - 79
C	Average	50 - 64
D	Poor	40 -49
F	Failure	0-39
I	Incomplete	

Table 27: Grading System for NTA Level 4 & 5

NTA Levels 6		
Grade	Definition	Score Range
A	Excellent	75 -100
B+	Very Good	65 - 74
B	Good	55 - 64
C	Average	45 -54
D	Poor	35 - 44
F	Failure	0 - 34
I	Incomplete	

Table 28: Grading System for NTA Level 6

NTA Levels 7 & 8		
Grade	Definition	Score Range
A	Excellent	70 -100
B+	Very Good	60 - 69
B	Good	50 - 59
C	Average	40 - 49
D	Poor	35 - 39
F	Failure	0 - 34
I	Incomplete	

Table 29: Grading System for NTA Level 7&8

7.3 Course grades multiplied by the appropriate unit weighting will be accumulated over the whole period of study and will form the basis for the assessment of the Diploma or Certificate. Computation of the GPA shall be based on all courses registered for by the candidate. The final Diploma or Certificate shall be graded as first class, upper second class, lower second class and pass as follows:

Class of Awards	Cumulative GPA
First Class	3.5 - 4.0
Second Class	3.0 -3.4
Pass	2.0 -2.9

Table 30: Course Grades for NTA Level 4 & 5

Class of Awards	Cumulative GPA
First Class	4.4 - 5.0
Upper Second Class	3.5 - 4.3
Second Class	2.7 - 3.4
Pass	2.0 - 2.6

Table 31: Course Grades for NTA Level 6, 7 & 8

7.4 The procedure for calculating grade point average shall be as follows;

7.4.1 Computation of the cumulative GPA will be based on the following formula:

$$\text{CGPA} = \text{Avg GPA} = \frac{\text{GPA FOR SEMESTER I} + \text{GPA FOR SEMESTER II}}{2}$$

$$\text{Where GPA for a given Semester} = \frac{\sum (\text{GradePoint } s \times \text{Credit})}{\sum \text{Credit}}$$

7.4.2 Grade Point Computation for NTA 4 & 5

Range of Marks	Grade	Grade Point	Equation for the Grade Point
80 - 100	A	3.5 - 4.0	GP = 0.025RM + 1.5
65 - 79	B	3.0 - 3.4	GP = 0.0286RM + 1.14286
50 - 64	C	2.0 - 2.9	GP = 0.064286RM - 1.214286
40 - 49	D	1.0 - 1.9	GP = 0.1RM - 3
0 - 39	F	0	

Table 32: Grade Point Computation for NTA Level 4 - 5

7.4.3 Grade Point Computation for NTA 6

Range of Marks	Grade	Grade Point	Equation for the Grade Point
70 - 100	A	4.4 - 5.0	GP = 0.024RM + 2.6
60 - 69	B+	3.5 - 4.3	GP = 0.089RM - 2.28
50 - 59	B	2.7 - 3.4	GP = 0.078RM - 1.578
40 - 49	C	2.0 - 2.9	GP = 0.67RM - 1
35 - 39	D	1.0 - 2.9	GP = 0.1RM - 2.5
0 - 34	F	0	

Table 33: Grade Point Computation for NTA Level 6

7.4.4 Grade Point Computation for NTA 7 & 8

Range of Marks	Grade	Grade Point	Equation for the Grade Point
75 - 100	A	4.4 - 5.0	GP = 0.024RM + 2.6
65 - 74	B+	3.5 - 4.3	GP = 0.089RM - 2.28
55 - 64	B	2.7 - 3.4	GP = 0.078RM - 1.578
45 - 54	C	2.0 - 2.9	GP = 0.67RM - 1

35 - 44	D	1.0 - 2.9	GP = 0.1RM - 2.5
0 - 34	F	0	

Table 34: Grade Point Computation for NTA Level 7 & 8

7.5 The order of Grade Points Computation shall be as follows;

7.5.1 Computation of cumulative grade points shall be made to the fourth decimal place.

7.5.2 Cumulative grade points shall be rounded off to three decimal places.

7.5.3 For award classification purposes, the final grade points shall be rounded to the first decimal point (e.g. 4.39 shall be taken as 4.3).

7.6 The following five grade points shall be used for the purpose of averaging final grades for Certificate courses.

A	B	C	D	F
4	3	2	1	0

7.7 The following six grade points shall be used for the purpose of averaging final grades for Diploma and Degree courses.

A	B+	B	C	D	F
5	4	3	2	1	0

8.0 Progress from Lower NTA level to Higher NTA Levels

8.1 NACTE has established a range of National Technical Awards (NTA) to be conferred on graduates of technical education and training upon successful completion of their respective studies in various technical fields.

8.2 The NTA system comprises a framework consisting of a set of guidelines established to enable national recognition of the skills, knowledge and understanding to be acquired by a learner seeking the NTA qualification.

8.3 UCC has used NACTE guidelines to design courses in the field of Information Technology, which will enable the student to progress from lower NTA level to higher levels as depicted in the chart below:

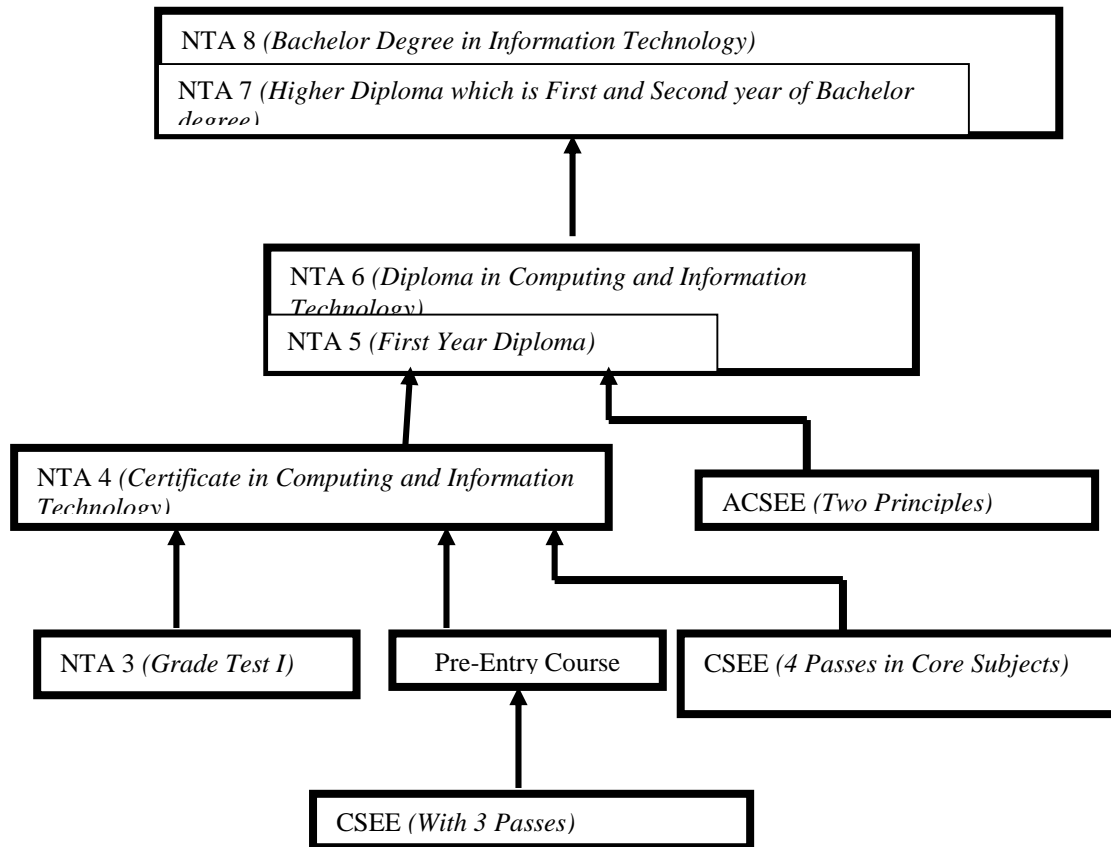


Figure 1: NTA Qualification Progress Chart

9.0 Fees Structure for Academic Year 2017/2018

(a) Fees Structure for Certificate in Computing and Information Technology

- (i) Money payable directly to the University of Dar es Salaam Computing Centre (UCC) (These fee may change from year to year)

Tuition fee	1,200,000
Examination fee	25,000
Identity card	12,000
Caution money	10,000
Stationery costs	50,000
Graduation fee	30,000
NACTE Fee	15,000
e-Manual cost	70,000
Total	1,412,000

Table 35a: Fees Structure for Certificate in CIT

- This fee may be paid in full or in four instalments, as depicted in the table below:

1 st Semester		2 nd Semester	
1 st Instalment	450,000.00	1 st Instalment	350,000.00
2 nd Instalment	300,000.00	2 nd Instalment	312,000.00
Total	750,000.00	Total	662,000.00
Total Fee for one year			1,412,000.00

Table 35b: Instalments payment Structure for Certificate in CIT

- The first instalment should be paid one week before the course starting date and the final instalment should be paid one month before the end of the semester.
- Students will be responsible for their subsistence allowance during the entire period of their study.

(ii) Other recommended costs payable directly to students by sponsors

Practical training(PT) allowance 7,000/= per day * 90 days	630,000.00
Stationery Allowance	60,000.00
Book Allowance	120,000.00
Total	810,000.00

Table 36: Other costs for Certificate in CIT

(b) Fees Structure for Diploma in Computing and Information Technology

- (i) Money payable directly to the UCC (this fee may change from year to year)

Category	Year I	Year II
Tuition fee	1,400,000	1,400,000
Examination fee	30,000	30,000
Identity card	6,000	6,000
Caution money	5,000	5,000
Stationery costs	50,000	50,000
Graduation fee	15,000	15,000
NACTE Fee	15,000	15,000
e-Manuals Cost	70,000	70,000
Total	1,591,000	1,591,000

Table 37a: Fees Structure for Diploma in CIT

- These fees are for two years and may be paid in full or in eight instalments, as depicted in the table below:

Year	Semester	1st Instalment	2nd Instalment	Total
1 ST	1 st Semester	450,000.00	345,000.00	795,500.00
	2 nd Semester	450,000.00	345,000.00	795,500.00
1st Year Total				1,591,000
2 ND	3 rd Semester	450,000.00	345,000.00	795,500.00
	4 th Semester	450,000.00	345,000.00	795,500.00
2nd Year Total				1,591,000.00
Grand Total For 2-Years				3,182,000.00

Table 37b: Instalments payment Structure for Diploma in CIT

- The first instalment should be paid one week before the course starting date and the final instalment should be paid one month before the end of the semester.
 - Students will be responsible for their subsistence allowance during the entire period of their study.
- (ii) Other recommended costs payable directly to students by sponsors

Final Year Project (FYP) allowance 7,000/= per day * 60 days	420,000.00
Stationery Allowance	120,000.00
Book Allowance	240,000.00
Total	780,000.00

Table 38: Other costs for Diploma in CIT

Field attachment allowance 7,000/= per day* 90 days	630,000
Stationery Allowance per semester	60,000
Book Allowance per semester	120,000
Total	810,000

Table 39: Other costs for Certificate in Record Management

(c) Fees Structure for Basic Certificate in Business Information Technology

- (i) Money payable directly to the UCC (these fee may change from year to year)

Tuition fee	1,200,000
Examination fee	25,000
Identity card	12,000
Caution money	10,000
Stationery costs	50,000
Graduation fee	30,000
NACTE Fee	15,000
e-Manual cost	70,000
Total	1,412,000

Table 40: Fees Structure for Certificate in BIT

- These fees may be paid in full or in four instalments.

- (ii) Other recommended costs payable directly to students by sponsors

Practical training allowance(7,000/= per day * 90 days	630,000/=
Stationery Allowance	60,000
Book Allowance	120,000
Total	810,000/=

Table 41: Other costs for Certificate in CIT

(d) Fees Structure for Diploma in Business Information Technology

- (i) Money payable directly to the UCC (these fees may change from year to year)

Category	Year I	Year II
Tuition fee	1,400,000	1,400,000
Examination fee	30,000	30,000
Identity card	6,000	6,000
Caution money	5,000	5,000
Stationery costs	50,000	50,000
Graduation fee	15,000	15,000
NACTE Fee	15,000	15,000
e-Manuals Costs	70,000	70,000
Total	1,591,000	1,591,000

Table 42: Fee Structure for Diploma in Business Information Technology

- These fees are for two years and may be paid in full or in eight instalments, as depicted in the table below:

Year	Semester	1 st Instalment	2 nd Instalment	Total
1 ST	1 st Semester	450,000.00	345,000.00	795,500.00
	2 nd Semester	450,000.00	345,000.00	795,500.00
1st Year Total				1,591,000
2 ND	3 rd Semester	450,000.00	345,000.00	795,500.00
	4 th Semester	450,000.00	345,000.00	795,500.00
2nd Year Total				1,591,000.00
Grand Total For 2-Years				3,182,000.00

Table 43: Instalments payment Structure for Diploma in Business IT

- The first instalment should be paid one week before the course starting date and the final instalment should be paid one month before the end of the semester.
- Students will be responsible for their subsistence allowance during the entire period of their study.

(ii) Other recommended costs payable directly to students by sponsors

Final Year Project (FYP) allowance 7,000/= per day * 60 days	420,000.00
Stationery Allowance	120,000.00
Book Allowance	240,000.00
Total	780,000.00

Table 44: Other costs for Diploma in Business IT

(f) Application Fees for various courses

S/N	Course	Application Fee
1	IT Essentials	15,000
2	CISCO-CCNA	15,000
3	CISCO-CCNP	15,000
4	MCSE/MCITP	15,000
5	MCSA	15,000

6	Pre-Entry Certificate in Computing & IT	20,000
7	Certificate in Computing & Information Technology	20,000
8	Certificate in Business Information Technology	20,000
9	Diploma in Computing & Information Technology	20,000

Table 45: Application fees for various courses

(g) Explanations concerning Caution Money and Identity Card (for both Certificate, Diploma students)

(i) Caution Money

Each Certificate and Diploma student is required to pay Tshs. 10,000/= as Caution Money. The money will be refunded upon completion of the course if a student was not involved in any loss or destruction of UCC property. Where losses/damages exceed the stated amount, the student will be required to pay the difference.

(ii) Identity Card

Each student is required to come with three recently taken passport photographs and Tshs. 12,000/= only for the cost of the Identity Card. This amount is paid once. A lost Identity card will be replaced on payment of Tshs. 20,000/= and obtaining a report of the loss from the relevant authority. Identity Cards should be returned to UCC after completion of the course.

10.0 Detailed Information on End Users and Professional Courses

10.1 Professional Courses

10.1.1 Database Administration Course

A. Course Objectives

To teach participants how to analyse, design, develop and implement Database Systems

B. Target Group

This programme is relevant to all individuals who wish to acquire database skills and to become systems or database developers.

C. Entry Requirements

All participants should have completed the International Computer Driving Licence (ICDL) course or Microcomputer Application Course.

D. Learning Outcome

At the end of this course participants will be awarded the UCC certificate of attendance.

E. Course Timing and Duration

Training will be conducted for six weeks for two hours a day from Monday to Friday

F. Course Content

- Database Concepts
- Designing and Implementing a Database with MS Access
- Designing and Implementing a Database with MS SQL Server

G. Fee

The Fee for the course is **Tshs. 480,000.00** for tuition.

10.1.2 Internetworking Courses (Cisco & Linux or Cisco & Windows)

A. Course Rationale

The Internet and computer networks are emerging as a revolutionary force in our lives, redefining the way we communicate, work, shop and play. Most companies and organisations in Tanzania today are shaking the bushes to find enough people with the right skills to meet the demand. The Cisco course is a timely response to these challenges.

B. Course Objectives

To teach participants how to design, build and maintain computer networks and how to manage either Linux or Windows operating systems.

C. Target Group

People with the desire to acquire cutting-edge skills and know-how in Internetworking

D. Minimum Entry Requirements

To qualify for admission, a candidate must possess an A-Level Secondary Education Certificate with at least one principles pass and two subsidiaries passes, or an equivalent Certificate from a recognised institute in any field. In addition, candidates are required to have completed the ICDL course or Microcomputer Application Course.

E. Learning Outcome

At the end of this course participants will acquire the academic requirements to sit the Cisco Certified Networking Associate and either Red Hat Certified Engineer or Microsoft Certified Engineer professional examinations.

F. Course Content, Timing and Grouping

The Certificate will be offered in two options:

MAJOR AREA	CONTENTS
CISCO & LINUX	CCNA: Semester 1, 2, 3 & 4 Linux: - Background, Installation, Configuration & Administration, Network Services Administration, X Window System Administration and Network Administration
CISCO & WINDOWS	CCNA: Semester 1, 2, 3 & 4 MCSE Core Program: - Installing Configuring and Administering MS Windows Professional. Installing, Configuring and Administering MS Windows Server. Implementing and Administering MS Windows Network Infrastructure. Implementing and Administering MS Windows Directory Services Infrastructure.

Table 47: Course Content, Timing and Grouping

G. Course Duration Six months

H. Fee

The Total Fee for each option is US\$ 1800.00 only. This fee covers tuition and courseware. The fee can be paid in THREE instalments.

I. Registration

Interested participants should collect application forms from room G09 at the UCC headquarters OR from any UCC branch , or download it from www.ucc.co.tz and the application should be returned after paying a non-refundable fee of Tshs 15,000/=

10.1.3 IT Essentials Course

A. Course Objectives

Students will be introduced to Information Technology that includes an overview of IT, maths for the digital age, an introduction to networking, PC hardware, software installation, maintenance, safety, and troubleshooting. This course provides in-depth exposure to personal computer hardware and desktop operating systems.

B. Target Group

People with the desire to acquire cutting-edge skills and know-how in PC hardware and software, network operating systems and networking

C. Minimum Entry Requirements

To qualify for admission, applicants must possess an Ordinary level certificate or higher and must have passed in mathematics, as well as having a desire/motivation to learn IT. In addition, candidates are required to have completed the ICDL course or Microcomputer Application Course.

D. Learning Outcome

At the end of this course participants will acquire the academic requirements to sit the CompTIA's A+ certification and the CompTIA Server+ certification.

E. Course Content, Timing and Grouping

MAJOR AREA	CONTENT
PC Hardware and Software	Information Technology Basics, How Computers Work, Assembling a Computer, Operating System Fundamentals, Windows 9X Operating Systems, Multimedia Capabilities, Windows NT/2000/XP Operating Systems, Hardware Fundamentals for servers, Networking Fundamentals, Printers and Printing, Preventive Maintenance, Troubleshooting PC Hardware and Troubleshooting Software

Table 47: Course Content for IT Essentials

F. Course Duration - 4 months

G. Fee

The fee is USD 400.00 which covers the tuition fee and courseware. This can be paid in two instalments.

H. Registration

Interested participants should collect application forms from room G09 at the UCC headquarters OR from any UCC branch , or download it from www.ucc.co.tz and the application should be returned after paying a non-refundable fee of Tshs 15,000/=

10.1.4 MCITP: Server Administrator on Windows Server 2008

A. Course benefits

Upon completion of this course one will be able to successfully implement, manage and troubleshoot existing networks and systems environments based on the Microsoft Windows Server Operating System

B. Minimum entry Requirements

To qualify for admission, a candidate must possess one of the following qualifications:

- A form V1 certificate and at least Two years' working experience in a computer-related field.
- A good educational background in various fields at least Certificate level.

A Technician Certificate from a recognised college, and at Two year working experience in a computer-related field. Individuals from other fields with a college or University degree stand a better chance

C. Learning outcome

At the end of the course, participants will be awarded a UCC certificate of Instructions and be able sit for the MCTS and MCITP certification examinations.

Also, a candidate will be in a good position to avail for the international job opportunities.

D. Course Content

Exam 70-640: Windows Server 2008 Active Directory, Configuring

Exam 70-642: Windows Server 2008 Network Infrastructure, Configuring

Exam 70-646: Windows Server 2008, Server Administrator

E. Duration

The course will last for 2 months

F. Time

17:00 - 20:00 hours, Monday to Friday

G. Fee:

The fee is all-inclusive: That means we provide all training kits, intense training simulations, instructions and access to the UCC e-learning platform. The fee is charged at \$ 1000 excluding certification exam fees.

H. Examination fees:

US\$ 150 per examination, which is not included in the tuition fee

I. Registration

Interested participants should collect application forms from room G09 at the UCC headquarters OR from any UCC branch , or download it from www.ucc.co.tz and the application should be returned after paying a non-refundable fee of Tshs 15,000/=.

10.1.5 MCITP: Enterprise Administrator on Windows Server 2008

A. Course benefits

Upon completion of this course one will be able to successfully implement, manage and troubleshoot existing networks and systems environments based on the Microsoft Windows Operating System.

B. Minimum entry Requirements:

To qualify for admission, a candidate must possess one of the following qualifications:

- A good educational background in various fields at Diploma or University level.
- A form V1 certificate and at least two years' working experience in a computer-related field.
- A Technician Certificate from a recognised college, and at least two years' working experience in a computer-related field. Individuals from other fields with a college or University degree stand a better chance.

C. Learning outcome

At the end of the course participants will be awarded a UCC certificate of participation and be able sit the MCSA certification examination, at the UCC Mlimani Campus PEARSON PROMETRIC TESTING CENTRE. You will also be in a good position to avail yourself of international job opportunities.

D. Course Content

Exam 70-640: Windows Server 2008 Active Directory, Configuring

Exam 70-642: Windows Server 2008 Network Infrastructure, Configuring

Exam70-643: TS: Windows Server 2008 Applications Infrastructure, Configuring

Exam 70-647: Pro: Windows Server 2008, Enterprise Administrator

Plus either

Exam 70-680: TS: Windows 7, Configuring

Or

Exam 70-681: TS: Windows 7 and Office 2010, Deploying

E. Course Duration: 3 Months

F. Time

17:00 - 20:00 hours, Monday to Friday

G. Fees:

The fee is all-inclusive: That means we provide all training kits, intense training simulations, instructions and access to the UCC e-learning platform. The fee is charged at \$ 1500 excluding certification exam fees

H. Examination fees:

US\$ 150 per examination, which is not included in the tuition fee.

I. Registration

Interested participants should collect application forms from room G09 at the UCC headquarters OR from any UCC branch , or download it from www.ucc.co.tz and the application should be returned after paying a non-refundable fee of Tshs 15,000/=.

10.1.6 MCITP: Database Administrator 2008

A. Course benefits

Upon completion of this course one will be able to successfully implement, manage and troubleshoot existing database and database systems environments based on the Microsoft Windows SQL Databases.

B. Minimum entry Requirements:

To qualify for admission, a candidate must possess Two of the following qualifications:

- A form V1 certificate and at least Two years' working experience in a computer-related field.
- A good educational background in various fields at least Certificate level.
- A Technician Certificate from a recognised college, and at one year working experience in a computer-related field. Individuals from other fields with a college or University degree stand a better chance.

C. Learning outcome

At the end of the course participants will be awarded a UCC certificate of participation and be able sit the MCTS and MCITP certification examination, at the UCC Mlimani Campus PEARSON PROMETRIC TESTING CENTRE. You will also be in a good position to avail yourself of international job opportunities.

D. Course Content

Exam 70-432: Microsoft SQL Server 2008, Implementation and Maintenance

Exam 70-450: PRO: Designing, Optimizing and Maintaining a Database Administrative Solution Using Microsoft SQL Server 2008

E. Course Duration 1 Months

F. Time

17:00 - 20:00 hours, Monday to Friday

G. Fees:

The fee is all-inclusive: That means we provide all training kits, intense training simulations, instructions and access to the UCC e-learning platform. The fee is charged at \$ 700 excluding certification exam fees.

H. Examination fees:

US\$ 150 per examination, which is not included in the tuition fee.

I. Registration

Interested participants should collect application forms at the UCC respective branch after paying a non-refundable fee of Tshs.15, 000/= . Women are encouraged to apply.

10.1.7 MCITP: Database Developer 2008

A. Course benefits

Upon completion of this course one will be able to successfully implement, manage, Develop and troubleshoot existing database and database systems environments based on the Microsoft Windows SQL Databases.

B. Minimum entry Requirements:

To qualify for admission, a candidate must possess Two of the following qualifications:

- A form V1 certificate and at least Two years' working experience in a computer-related field.
- A good educational background in various fields at Certificate level.
- A Technician Certificate from a recognised college, and at one year working experience in a computer-related field. Individuals from other fields with a college or University degree stand a better chance.

C. Learning outcome

At the end of the course participants will be awarded a UCC certificate of participation and be able sit the MCTS and MCITP certification examination, at the UCC Mlimani Campus PEARSON PROMETRIC TESTING CENTRE. You will also be in a good position to avail yourself of international job opportunities.

D. Course Content

Exam 70-433: TS: Microsoft SQL Server 2008, Database Development

Exam 70-451: PRO: Designing Database Solutions and Data Access Using
Microsoft SQL Server 2008

E. Course Duration 1 Month

F. Time

17:00 - 20:00 hours, Monday to Friday

G. Fees:

The fee is all-inclusive: That means we provide all training kits, intense training simulations, instructions and access to the UCC e-learning platform. The fee is charged at \$ 700 excluding certification exam fees.

H. Examination fees:

US\$ 150 per examination, which is not included in the tuition fee.

I. Registration

Interested participants should collect application forms at the UCC respective branch after paying a non-refundable fee of Tshs.15, 000/=. Women are encouraged to apply.

10.1.8 MCITP: Business Intelligence Developer 2008

A. Course benefits

Upon completion of this course one will be able to successfully implement, manage and troubleshoot existing networks and systems environments based on the Microsoft Windows Operating System.

B. Minimum entry Requirements:

To qualify for admission, a candidate must possess Two of the following qualifications:

- A form V1 certificate and at least Two years' working experience in a computer-related field.
- A good educational background in various fields at Diploma level.
- Must have gone through MCITP: Database Developer 2008 course
- A Technician Certificate from a recognised college, and at one year working experience in a computer-related field. Individuals from other fields with a college or University degree stand a better chance.

C. Learning outcome

At the end of the course participants will be awarded a UCC certificate of participation and be able sit the MCTS and MCITP certification examination, at the UCC Mlimani Campus PEARSON PROMETRIC TESTING CENTRE. You will also be in a good position to avail yourself of international job opportunities.

D. Course Content

Exam 70-448: Microsoft SQL Server 2008, Business Intelligence Development and Maintenance

Exam 70-452: PRO: Designing a Business Intelligence Infrastructure Using Microsoft SQL Server 2008

E. Course Duration 1 Month

F. Time

17:00 - 20:00 hours, Monday to Friday

G. Fees:

The fee is all-inclusive: That means we provide all training kits, intense training simulations, instructions and access to the UCC e-learning platform. The fee is charged at \$ 700 excluding certification exam fees.

H. Examination fees:

US\$ 150 per examination, which is not included in the tuition fee

I. Registration

Interested participants should collect application forms at the UCC respective branch after paying a non-refundable fee of Tshs. 15,000/= . Women are encouraged to apply.

10.1.9 MCITP: Enterprise Project Management with Microsoft Office Project Server 2007

A. Course benefits

Upon completion of this course one will be able to successfully scheduling and monitoring projects based on the Microsoft Windows Project Server.

B. Minimum entry Requirements:

To qualify for admission, a candidate must possess one of the following qualifications:

- A form V1 certificate and at least one years' working experience in a computer-related field.
- A good educational background in various fields at Diploma level.
- A Technician Certificate from a recognised college, and at one year working experience in a computer-related field. Individuals from other fields with a college or University degree stand a better chance.

C. Learning outcome

At the end of the course participants will be awarded a UCC certificate of participation and be able sit the MCTS and MCITP certification examination, at the UCC Mlimani Campus PEARSON PROMETRIC TESTING CENTRE. You will also be in a good position to avail yourself of international job opportunities.

D. Course Content

Exam 70-632: TS: Microsoft Office Project 2007, Managing Projects

Exam 70-633: TS: Microsoft Office Project Server 2007, Managing Projects

Exam 70-634: Pro: Microsoft Office Project Server 2007, Managing Projects and Programs

E. Course Duration: 1 Month

F. Time

17:00 - 20:00 hours, Monday to Friday

G. Fees:

The fee is all-inclusive: That means we provide all training kits, intense training simulations, instructions and access to the UCC e-learning platform. The fee is charged at \$ 1000 excluding certification exam fees.

H. Examination fees:

US\$ 150 per examination, which is not included in the tuition fee.

I. Registration

Interested participants should collect application forms at the UCC respective branch after paying a non-refundable fee of Tshs. 15,000/= . Women are encouraged to apply.

10.1.10 MCITP: Enterprise Messaging Administrator on Exchange 2010

A. Course benefits

Upon completion of this course one will be able to successfully managing mail servers based on the Microsoft Windows Exchange Server.

B. Minimum entry Requirements:

To qualify for admission, a candidate must possess one of the following qualifications:

- A form V1 certificate and at least Two years' working experience in a computer-related field.

- A good educational background in various fields at Diploma level.
- A Technician Certificate from a recognised college, and at one year working experience in a computer-related field. Individuals from other fields with a college or University degree stand a better chance.

C. Learning outcome

At the end of the course participants will be awarded a UCC certificate of participation and be able sit the MCTS and MCITP certification examination, at the UCC Mlimani Campus PEARSON PROMETRIC TESTING CENTRE. You will also be in a good position to avail yourself of international job opportunities.

D. Course Content

Exam 70-662: TS: Microsoft Exchange Server 2010, Configuring

Exam 70-663: Pro: Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010

E. Course Duration 1 Month

F. Time

17:00 - 20:00 hours, Monday to Friday

G. Fees:

The fee is all-inclusive: That means we provide all training kits, intense training simulations, instructions and access to the UCC e-learning platform. The fee is charged at \$ 1000 excluding certification exam fees.

H. Examination fees:

US\$ 150 per examination, which is not included in the tuition fee.

J. Registration

Interested participants should collect application forms at the UCC respective branch after paying a non-refundable fee of Tshs.15,000/= . Women are encouraged to apply.

10.1.11 MCITP: SharePoint Administrator 2010

A. Course benefits

Upon completion of this course one will be able to successfully implement, manage and troubleshoot SharePoint systems environments based on the Microsoft Windows Operating System.

B. Minimum entry Requirements:

To qualify for admission, a candidate must possess one of the following qualifications:

- A form V1 certificate and at least one years' working experience in a computer-related field.
- A good educational background in various fields at Certificate level.
- A Technician Certificate from a recognised college, and at one year working experience in a computer-related field. Individuals from other fields with a college or University degree stand a better chance.

C. Learning outcome

At the end of the course participants will be awarded a UCC certificate of participation and be able sit the MCTS and MCITP certification examination, at the UCC Mlimani Campus PEARSON PROMETRIC TESTING CENTRE. You will also be in a good position to avail yourself of international job opportunities.

D. Course Content

Exam 70-667: TS: Microsoft SharePoint 2010, Configuring

Exam 70-668: PRO: Microsoft SharePoint 2010, Administrator

E. Course Duration 1 Month

F. Time

17:00 - 20:00 hours, Monday to Friday

G. Fees:

The fee is all-inclusive: That means we provide all training kits, intense training simulations, instructions and access to the UCC e-learning platform. The fee is charged at \$ 700 excluding certification exam fees.

H. Examination fees:

US\$ 150 per examination, which is not included in the tuition fee

I. Registration

Interested participants should collect application forms at the UCC respective branch after paying a non-refundable fee of Tshs.15, 000/= . Women are encouraged to apply.

10.1.12 Programming Course

A. Course Objectives

To teach participants how to analyse, design, and develop computer programs which are the keys skills in the programming field.

B. Target Group

The course is relevant to all individuals who wish to acquire programming skills and to become systems or software developers.

C. Entry Requirements

To qualify for admission, a candidate must possess an A- Level Secondary Education Certificate with at least one principle pass and two subsidiaries passes, or an equivalent Certificate from a recognised institute in any field. In addition to the above minimum requirements, candidates are required to have completed the ICDL course or Microcomputer Applications Course.

D. Learning Outcome

At the end of this course participants will be awarded a UCC certificate of attendance

E. Course Timing

Training will be conducted for two hours a day from Monday to Friday for 8 weeks

F. Course Content

- Programming Concepts
- Database Concepts
- Programming with Visual Basic for Applications
- Programming with Java

G. Fee

The Fee for the course is **Tshs. 300,000.00**

H. Registration

Interested participants should register at room G09 at the UCC headquarters OR at any UCC branch

10.1.13 AutoCAD Course

A. Course Overview

To give participants the skills to use AutoCAD program to develop 3D drawings and objects

B. Target Group

Engineers, Architects, Technicians, Draftsmen and Graphic Designers who want to move from Drawing Board to Computerised Drafting

C. Entry Requirements

To qualify for admission, a candidate must possess the following:

O-Level Secondary Education Certificate with at least 3 passes in subjects, one of them being Mathematics or Fine Art or Engineering Drawing or equivalent. In

addition, candidates are required to have completed the ICDL course or Microcomputer Applications Course.

D. Learning Outcome

At the end of this course participants will be awarded a UCC certificate of attendance

E. Course Timing

Training will be conducted for two hours a day from Monday to Friday for 4 weeks

F. Course Content

- AutoCAD Basics
- 3D Drafting
- Introduction to 3D Modelling

G. Fee

The Fee for the course is **Tshs. 200,000.00** for tuition. The fee can be paid in two (2) instalments.

H. Registration

Interested participants should register at room G09 at the UCC headquarters OR at any UCC branch

10.1.14 Advanced Linux System Administrators Course

A. Course Objectives

To build the capacity of participants in designing, building and maintaining/managing computer networks using Linux.

B. Target Group

IT experts, System Administrators and Network professionals who want additional skills to help them in their current job and to enhance their career prospects

C. Entry Requirements

The course assumes that each participant has the following prerequisites-

- Basic skills in computer networks
- Working knowledge of operating systems, i.e. Linux and/or Windows

D. Learning Outcome

At the end of this course participants will be awarded a UCC certificate of attendance.

E. Course Timing

Training will be conducted for two hours a day from Monday to Friday for 3 Months

F. Course Content

- Designing and documentation of networks.
- Advance concept of Linux /Unix Operating System.
- Security Management
- Installing and monitoring network services
- Installing, configuring, implementing and administering Wireless Networks
- Bandwidth management

G. Fee

The Fee for the course is **Tshs 1,000,000.00**. This fee covers tuition and courseware during the course.

H. Registration

Interested participants should register at room G09 at the UCC headquarters OR at any UCC branch

10.1.15 Statistical Package for Social Sciences (SPSS)

A. Course Rationale:

Interested scientists, business owners, project managers, financial analysts, consultants, students and book-keepers are emerging as a revolutionary force in our lives, redefining the way we keep our financial records at workplaces, in shops and even in non-profit-making organisations. Many companies and organisations in

Tanzania today are scratching their heads as to where they can find enough people with the right skills to meet demand. The SPSS course is a timely response to these challenges.

SPSS is used for conducting statistical analyses, manipulating data, and generating tables and graphs that summarise data. Statistical analyses range from basic descriptive statistics, such as averages and frequencies, to advanced inferential statistics, such as regression models, analysis of variance, and factor analysis.

B. Course Objectives:

Using SPSS you can generate decision-making information quickly using powerful statistics, understand and effectively present your results with high-quality tabular and graphical output, and share your results with others using a variety of reporting methods, including secure Web publishing. Results from your data analysis enable you to make smarter decisions more quickly by uncovering key facts, patterns, and trends.

C. Course Timing

Training will be conducted for two hours a day from Monday to Friday.

D. Course Content:

- Intermediate MS Excel
- Statistical Package for Social Sciences

E. Course Duration:

Course duration is five (5) weeks.

F. Course Fee

The total fee is Tshs. 320,000/=. This fee covers tuition and manuals.

G. Registration:

Interested participants should register at room G09 at the UCC headquarters OR at any UCC branch

10.1.16 Tally Accounting Package

A. Courses Rationale

Interested accountants, business owners, project managers, financial analysts, consultants, students and book-keepers are emerging as a revolutionary force in our lives, redefining the way we keep our financial records at workplaces, in shops and even in non-profit-making organizations. Many companies and organisations in Tanzania today are scratching their heads as to where they can find enough people with the right skills to meet demand. The Tally Accounting course is a timely response to these challenges.

B. Courses Objectives

To teach participants how to design, plan, structure and maintain different types of accounting sets using Tally Accounting technology.

C. Target Group

People with the desire to acquire cutting edge skills and know-how in Tally Accounting

D. Entry Requirements

To qualify for admission, a candidate must possess an O- Level Secondary Education Certificate with at least one principle pass and two subsidiary passes or an equivalent Certificate from a recognised institute in any field. In addition, candidates are required to have a basic knowledge of computers.

E. Learning Outcome

At the end of this course participants will acquire the academic requirements to sit the Tally Graduates Academy Examinations.

F. Course Timing

Training will be conducted for two hours a day from Monday to Friday.

G. Course Duration

Course duration is six (6) weeks, 2 hours per day from Monday to Friday

H. Fee

The total fee for the whole course is **Tshs 350,000.00**

10.1.17 Advanced Graphics Design Course

A. Course Rationale

At one point or another, almost every business encounters problems related to graphic design, advertising, or marketing. **Graphic design** professionals experienced in addressing Internet marketing, **website design** and traditional media marketing challenges can help you overcome these dilemmas. UCC has now introduced *a graphic Design for Professionals* course, which specialises in solving visual branding concerns for small and medium-sized companies.

B. Course Objectives

- Students will be introduced to industrial standard graphic design software like Adobe Photoshop, Adobe Illustrator, Quark Express and Adobe Indesign, and be enabled to use it with measurable success. Investment in growth is a necessity.

C. Course Content

- Adobe Photoshop
- Adobe Illustrator
- Adobe Indesign
- Quark Express

D. Course Duration

The course duration is 2 months, 2 hours per day from Monday to Friday

E. Course Fee:

The total fee is Tshs. 600,000.00 only. This fee covers tuition and manuals.

F. Registration:

Interested participants should register at room G09 at the UCC headquarters OR at any UCC branch

10.1.18 Oracle Database Administration

A. Course benefits

Upon completion of this course one will be able to successfully implement, manage and troubleshoot Oracle Database systems environments on the Linux Operating System.

B. Minimum entry Requirements:

To qualify for admission, a candidate must possess one of the following qualifications:

- A form V1 certificate and at least one years' working experience in a computer-related field.
- A good educational background in various fields at Certificate level.
- A Technician Certificate from a recognised college, and at one year working experience in a computer-related field. Individuals from other fields with a college or University degree stand a better chance.

C. Learning outcome

At the end of the course participants will be awarded a UCC certificate of participation and be able sit the MCTS and MCITP certification examination, at the UCC Mlimani Campus PEARSON PROMETRIC TESTING CENTRE. You will also be in a good position to avail yourself of international job opportunities.

D. Course Content

Linux Fundamentals

Oracle Fundamentals

Oracle Administration

E. Course Duration 2 Months

F. Time

17:00 - 20:00 hours, Monday to Friday

G. Fees:

The fee is all-inclusive: That means we provide all training kits, intense training simulations, instructions and access to the UCC e-learning platform. The fee is charged at \$ 1500 excluding certification exam fees.

H. Examination fees:

US\$ 150 per examination, which is not included in the tuition fee.

I. Registration

Interested participants should collect application forms at the UCC respective branch after paying a non-refundable fee of Tshs.15,000/= . Women are encouraged to apply.

10.2 End User Courses

10.2.1 Microcomputer Applications Course

A. Overview

Computers have become part and parcel of life nowadays. They have changed the way people work in almost all disciplines and therefore not knowing how a computer works is not an option. This course has been designed for beginners who want to acquire basic computer skills.

B. Targeted Group

The course is suitable for those who wish to acquire basic computer skills in office applications.

C. Entry Qualifications

An Ordinary level certificate of secondary education or equivalent. No prior knowledge of computing is needed to take this course.

D. Learning Outcome

At the end of this course participants will be awarded a UCC certificate of attendance.

E. Course Duration

Training will be conducted for 2 hours a day on Monday to Friday for 7 weeks

F. Course Content

- Introduction to Computers and Windows
- Microsoft Word
- Microsoft Excel
- Microsoft Access
- Internet & E-mail

G. Fee

The fee for the course is Tshs 250,000.00. This fee covers tuition and courseware during the course.

H. Registration

Interested participants should register at room G09 (Training Office) at the UCC headquarters OR at any UCC branch

10.2.2 International Computer Driving Licence (ICDL) Course

A. Overview

The ICDL is an international qualification which enables people to demonstrate their competence in computer skills.

The ICDL is designed specifically for those who wish to gain a basic qualification in computing to help them with their current job, develop their IT skills and enhance their career prospects.

B. Targeted Group

The course is suitable for those who wish to improve their job performance by acquiring computing skills, gaining a competitive edge in the job market and acquiring the ICDL certificate.

C. Entry Qualifications

An Ordinary level certificate of secondary education. No prior knowledge of computing is needed to study for the ICDL.

D. Learning Outcome

Participants will sit for ICDL examination at UCC Testing Centre. A certificate of competence will be issued to successful candidates in each examination.

E. Course Timing

Training will be conducted for 2 hours a day on Monday to Friday for 8 weeks

F. Course Content

- Basic concepts of IT
- Using computers and managing files
- Word Processing with Microsoft Word
- Spreadsheets with Microsoft Excel
- Database using Microsoft Access
- Presentations with Microsoft PowerPoint
- Internet and E-mail

G. Fee

The fee for the course is Tshs 330,000.00. This fee covers tuition and courseware during the course.

H. Registration

Interested participants should register at room G09 (Training Office) at the UCC headquarters OR at any UCC branch

10.2.3 Advanced Microcomputer Applications Course

A. Course objective

To impart intermediate and advanced computer skills in office applications

B. Targeted Group

The course is suitable for those who wish to improve their job performance by acquiring advanced computing skills and to gain a competitive edge in the job market.

C. Entry Qualifications

An Ordinary level certificate of secondary education or equivalent. In addition, candidates are required to have completed the ICDL course or Microcomputer Applications Course

D. Learning Outcome

At the end of this course participants will be given a UCC certificate of attendance

E. Course Timing

Training will be conducted for 2 hours a day on Monday to Friday for 7 weeks

F. Course Content

- Advanced MS Windows
- Advanced MS Word
- Advanced MS Excel
- Advanced MS Access
- MS PowerPoint

G. Fee

The fee for the course is Tshs 300,000.00. This fee covers tuition and courseware during the course.

H. Registration

Interested participants should register at room G09 (Training Office) at the UCC headquarters OR at any UCC branch

10.2.4 Basic Graphic Design (DTP)

A. Course Overview

How much do you know about desktop publishing? Do you want to learn more about design, page layout, typography, pre-press, and printing? The desktop publishing course covers the basics of the entire desktop publishing process, as well as specific areas such as fonts or creating greetings cards, business cards, invitation cards, newsletters, etc.

B. Targeted Group

The course is suitable for those who wish to acquire basic desktop publishing skills

C. Entry Qualifications

An Ordinary level certificate of secondary education or equivalent, with knowledge about how to use a computer and in particular should have undergone the Computer Applications or ICDL course.

D. Learning Outcome

At the end of this course participants will be awarded a UCC certificate of attendance.

E. Course Duration

Training will be conducted for 2 hours a day on Monday to Friday for 7 weeks

F. Course Content

- Microsoft Publisher
- Adobe Page Maker
- Adobe Photoshop
- Corel Draw

G. Fee

The fee for the course is Tshs 350,000.00. This fee covers tuition and courseware during the course.

H. Registration

Interested participants should register at room G09 (Training Office) at the UCC headquarters OR at any UCC branch

Appendix: Training Fee Policy

1. Background

- 1.1 This policy applies to training fees for all courses, programs, seminars or other types of training at the University of Dar es Salaam Computing Centre (UCC). UCC reserves the right to amend this policy from time to time, in the light of prevailing circumstances (including inflation trends, market demand, program costs e.t.c)
- 1.2 The policy forms part of the UCC's terms and conditions and should be read in conjunction with the Prospectus.
- 1.3 Fee changes shall be considered in the context of the overall operating revenue profile of the UCC, the need to produce a balanced budget, and the need to maintain and enhance the quality, accessibility and affordability of the student experience.
- 1.4 Students retain ultimate liability for the payment of their Training fees, whether invoiced or not, including where sponsorship or grant have been approved.
- 1.5 UCC believes that it is in the interests of both the student (and student's sponsor) and UCC, that prompt notification of fees due is given, along with the arrangements for payment. Equally, it believes that students and/or their sponsors are responsible for prompt payment. Defaults on payment shall lead to disqualification of student from studies.

2. Scope

- 2.1 This Policy applies to students/trainees, UDSM/UCC-staff and staff relatives enrolled at the University of Dar es Salaam Computing Centre (UCC); attending academic programs and short courses.
- 2.2 The Fees for various courses/programmes offered by UCC are published on UCC's website www.ucc.co.tz and in the Prospectus
- 2.3 In addition to Fees, Students may be required to pay "Charges". These are all costs levied by UCC other than tuition fees and may include Charges for - identity card, examination fee, caution money, stationery costs, graduation fee, NACTE fee, e-manual costs, appeal fee etc.
- 2.4 Students must be in good financial standing with the UCC throughout their period of study. "Good financial standing" means not owing UCC money other than with the written consent of UCC

2.5 Students who are not in good financial standing may be subject to action by UCC, including withholding of UCC services, prevented from using UCC resources and possible termination of registration. Students whose studies are terminated due to non-payment of Training fees and other reasons as mentioned above shall not be awarded certification or attend graduation ceremony unless the debt is cleared in full and in a timely fashion. The debt they owe to UCC remains outstanding irrespective of their Student status until cleared by the Student.

3. Training Fee Liability

3.1 Liability for the payment of training fees will be from the first semester or period that a student enrolls or is expected to enroll (or re-enroll). Delayed enrolment (or re-enrolment) which is attributable to the student will not reduce the fee liability for the course or programme of study, even if this may lead to having limited access to some UCC services.

3.2 Students who have not completed the enrolment process are not permitted to access UCC services or property or facilities. A student who does not fully complete enrolment, but who either attends UCC, accesses UCC services or uses property or facilities will (by their conduct) be deemed to have accepted the UCC's terms and conditions from the start of their offered course and will be liable for tuition fees calculated in accordance with this policy.

4. Training Fee Deposits

4.1 Some students (depending on their course or classification) are required to pay a deposit as a condition of their offer of a place on a course. This will be clearly set out in the offer conditions sent to the students, prior to them accepting a place. The deposit is non-refundable.

5. Repeat Tuition Fees

5.1 All students who have been assessed by UCC Examination Committee as having failed a module or element of their course and are registering for a full period of repeat study (including attendance) are liable to pay a repeat tuition fee. Where the student is repeating a semester in full they will be liable to pay the full training fee.

5.2 Where the student is repeating three modules or three elements of the course after completing the academic programme will be liable to pay repeat tuition fee amounting to Tshs 400,000/=

5.3 Where the student is repeating two modules or two elements of the course in the semester will be liable to pay repeat tuition fee amounting to Tshs 300,000/=

5.4 Where the student is repeating one module or one element of the course in the semester will be liable to pay repeat tuition fee amounting to Tshs 200,000/=

6. Reductions and Discounts

UCC operates a number of training fee discounts that are subject to separate terms and conditions. Discounts are provided at the discretion of the UCC management and must be applied for in each relevant academic year or any specified period of study. The approved reductions and discounts are set out below:

6.1 Reductions

- a) 25 % reduction of training fees is made for University of Dar es Salaam(UDSM) students studying Microcomputer Applications and ICDL courses
- b) 10 % reduction of training fees is made for University of Dar es Salaam(UDSM) Staff studying Microcomputer Applications and ICDL courses
- c) 50 % reduction of training fees is made for University of Dar es Salaam (UDSM) (OR HIGHER LEARNING INSTITUTIONS) students studying CISCO course
- d) 10% reduction of training fees is made for the Child or husband or wife of UDSM's VC/DVC and Directors studying Microcomputer Applications and ICDL courses
- e) 25% reduction of training fees is made for UCC Staff studying Microcomputer Applications and ICDL courses
- f) 25% reduction of training fees is made for UCC Staff studying any Academic programme
- g) 15% reduction of training fees is made for UCC Staff studying any Professional certification training such as ITIL, COBIT etc
- h) 15% reduction of training fees is made for the Child or husband or wife of UCC 's staff studying Microcomputer Applications, ICDL and any Academic programme.
- i) 15% reduction of training fees is made for the Child or husband or wife of UDSM 's staff studying Microcomputer Applications and ICDL courses

Note 1: Reductions apply to training fees only. Other charges must be met in full.

Note 2: UCC reserves the right to amend the amount of any reduction and/or the qualifying criteria at any time.

Note 3: Only one of the reductions specified in [6.1(a)-(i)] above may be granted to a student in any given academic year, semester or study period.

7. Refunds

- 7.1 The time of request for fee refund claims will be considered from the date of receipt of the application.
- 7.2 Refunds shall be made to the same source as that from which the original payment was received.
- 7.3 Registration Fee, Examination Fee, ID card charges and NACTE Quality Assurance Fee are non-refundable.
- 7.4 The Training fees will only be refunded if cancellation is made 15 days prior to commencement of the course. The amount of tuition fees refunded will be 25% LESS and payable 15 days from the date of cancellation.
- 7.5 Where the cancellation is made after course commencement, a student will be advised to postpone studies until the next intake.
- 7.6 Where the student is EITHER discontinued from studies due to the reason of being involved in any kind of theft within the UCC premises OR is discontinued from studies because of examination irregularities or failure, there will be NO refund of any fees.
- 7.7 If a Student withdraws from a course after registration, first installment fee (The on registration tuition fee, which is normally considered as the commitment given by the student that he/she will join the course) shall not be refunded. The Student must pay the Training Fee for the time he/she studied and for the current semester or current study period for which she/he registered. In general, the amount of refund to the student will be calculated based on the number of weeks in attendance as a proportion of the total weeks in a semester week.
- 7.8 Any refund of Training fees for a Student who is sponsored, it should be returned to the sponsor not to the Student, and is paid using the same payment mechanism that was used when it was originally made.
- 7.9 In the circumstances where the student or student's sponsor pays training fee more than the required training fee, then the excess amount must be applied for within the relevant academic year or specified period of study; and 5% (subject to minimum of TShs. 10,000/-) of the excess amount will be charged as processing fee.

7.10 In case of semester or course cancellation by UCC, fee once deposited by the student will be adjusted in next semester or course. If a student wants to leave after semester or course cancellation, then will result in a full refund of paid fees.

8. Supplementary/Carry Examinations

8.1 Where a student did not sit for Supplementary examinations without vivid reason(s); he/she shall be required to pay a non-refundable examination fee Tshs 100,000/= for all papers and shall then be eligible to sit for supplementary examinations in the following semester.

8.2 If the student carries one (1) subject, he/she shall be requiring to pay TSH 200,000/= and if he/she carries more than 1 subjects then he/she shall be required to pay Tsh 300,000/=. The student shall be required to attend classes for the subjects as normal.

9. ICDL Examinations

9.1 Where a candidate is aspiring to sit for International Computer Driving License(ICDL) examinations and was not formerly admitted to pursue ICDL course at UCC; shall be required to pay a non-refundable examination fee Tshs 230,000/= and a registration fee USD 30.

9.2 Where a student has been assessed as having failed an ICDL module or modules and is aspiring to re-sit ICDL examinations; shall be required to pay examination fee as per ICDL Module Exam Fee rate (Base Module US\$10, Intermediate/Advanced US\$15).

10. Changing Course and Interruption of Study

10.1 No change of course can take place without academic approval. Factors to be taken into account in deciding whether to give approval include the limitation on admissions numbers for courses and UCC's judgment of what is in a Student's academic interest

10.2 Students affected by a long period of illness, personal difficulty, pregnancy, change of academic direction or a work/life balance issue may ask to take time away from UCC, interrupt their studies and return at a later point, usually the following semester or academic year

10.3 Where Students interrupt their studies, they remain liable to pay the Fee for the original academic year or semester of study. If, for example, a Student interrupts their study part way through a course having paid the Fee for that year or semester in full, they will resume the course when they return and will not be charged a Fee for the year or semester in which they return unless the Fee has increased, in which case the Student will be required to pay the difference.

11. Fine for Late Payment

The following fine will be levied for payment of fee after due date:

- a) For first fifteen (15) days after the due date, 5% of the total payable amount.
- b) After fifteen (15) days and up to one (1) month after due date, 10% of the total payable amount,
- c) Thereafter, registration of the student will be suspended and he / she will not be allowed to attend the classes and exams.
- d) Registration of the student will be restored only after deposit of outstanding dues along with fine.