

THE OPEN UNIVERSITY OF TANZANIA



FACULTY OF BUSINESS MANAGEMENT YEAR BOOK

2010/2011

PREFACE

This year book is a product of the effort of The Open University of Tanzania and specifically the Faculty of Business Management as a means of ensuring, the provision of services of the highest quality to students.

With effect from 2010/2011, the Faculty of Business Management will provide a faculty year book to its students following the directives from the office of the DVC academic.



Prof. M.A.M. Victor

The reason for the creation of this year book, is to enable students acquire information that is specific to their needs as members of the Faculty of Business Management. Hence some of the information regarding the faculty will not be found anywhere else apart from the faculty year book.

The development of the faculty year book for the year 2010/2011, required 6 month of intensive accumulation of information from the various departments of the faculty as well as general information from other offices of The Open University of Tanzania.

Various tasks were assigned to different members of the faculty, who eventually provided all the necessary information for the development of the book. The utmost commitment of the Members of the Faculty of Business Management was most significant in the development of a well planned document that has lead to this faculty year book.

I take this opportunity to thank the Staff of the Faculty of Business Management for their direct participation in the year book development, The OUT management for the vision of the need for a year book as well as the entire OUT community for their full cooperation when it was needed.

Prof. M.A.M. Victor

Dean, Faculty of Business Management

Dar es Salaam

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CHAPTER 1:

INTRODUCTION

1.1 Historical Background

The Faculty of Business Management (FBM) came into existence following the Establishment Order No. 442 of 2002 as a supplement to Act No. 17 of 1992 which established the Open University of Tanzania.

The Faculty of Business Management has evolved from a natural growth and expansion of the OUT programmes and faculties. The Business Studies Section which formed part of the Faculty of Arts and Social Sciences (FASS), co-existed with FASS since 1994 when the first batch of students pursuing Business Studies were admitted.

The Faculty of Business Management Establishment Order No. 442 of 2002 provides for an independent and autonomous existence of the Faculty of Business Management, separate from the Faculty of Arts and Social Sciences.

1.2 The Vision of FBM

To be a leading world class business faculty in the delivery of affordable quality education through open and distance learning, dynamic knowledge generation and application.

1.3 The Mission Statement

To continuously provide quality open and distance business education, research and public service for sustainable and equitable social economic development of Tanzania in particular and the rest of Africa.

1.4 Broad Objective

The Broad objective of FBM is to enable students to acquire general business and management overviews of both Tanzania and the World and provide them with the tools to assume middle and top level management positions.

1.5 Specific Objectives

The following are the specific objectives of FBM:

- To develop and run programmes that will expose students to modern business knowledge that will enable them to comprehend both theoretical and practical issues underpinning the operations of

business.

- To develop and run programmes that will enable students develop entrepreneurial awareness and encourage them to practice entrepreneurship.
- To develop and run programmes that will enable students become competent management practitioners in the public, private and not for profit organizations - including NGOs.

1.6 The Current Organisation Structure

The Faculty of Business Management like all OUT Faculties is headed by a Dean. Under the Dean are the three Heads of academic Departments in line function and some staff positions as detailed in Figure 1.

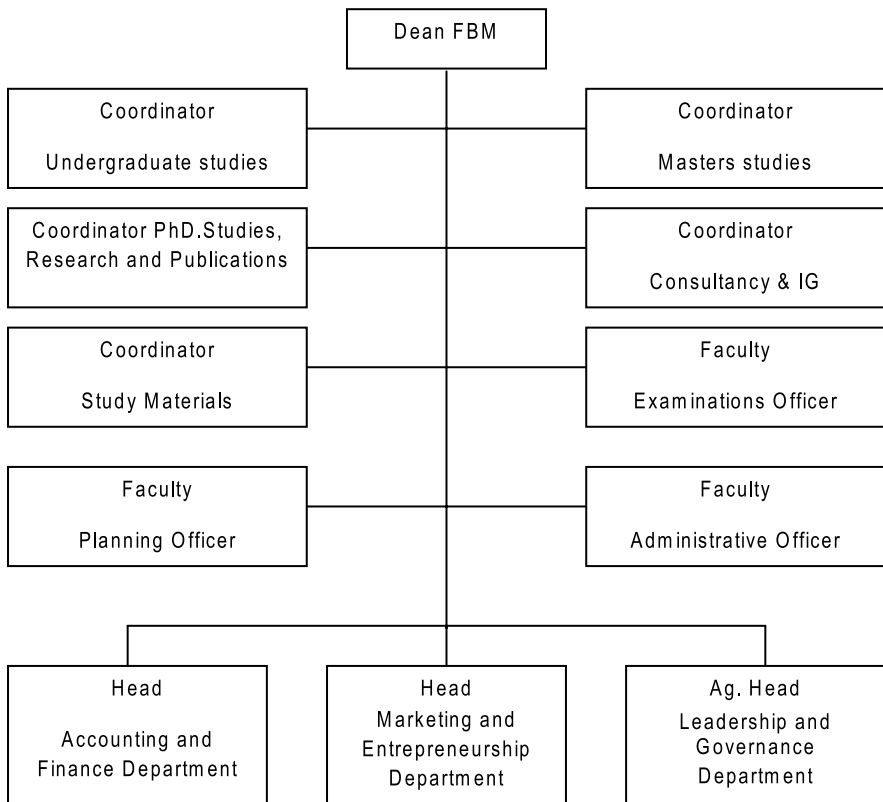


Figure 1: FBM Organisation Structure

CHAPTER 2:

UNDERGRADUATE DEGREE PROGRAMMES

2.1 Bachelor of Business Administration (BBA)

Until 2009, the Faculty of Business Management has been offering B.Com, B.Com (with Education), BBA, and BBA (with education). In 2010, the Faculty decided to streamline its undergraduate degree programmes and also to review the content of its business studies curriculum. The BBA courses are offered in both distance mode and Evening modular mode.

2.1.1 Educational Aims of the Programme

The general aim of the programme is to enable the graduates acquire knowledge and skills in business management and apply the same in various organizational performance processes in both Public and Private sectors.

The educational aims of the programme include; providing opportunities to acquire knowledge and skills in selected areas of specialization, including but not limited to, Accounting, Finance, Marketing, Human Resources Management, International Business as well as Procurement and Logistics Management. It also aims at preparing students to transfer the acquired knowledge and skills to others through the teaching of Accounting, Commercial and related subjects in secondary schools and Tertiary institutions.

2.1.2 Programme Structure

The programme is designed in such a way that it has three levels which are further subdivided into six parts. The three levels can be accomplished in three years but average learners can cover the same in six years. Level one comprises of common courses to all students where as level two comprises of some specialisation and common courses. Level three courses are specialisation. The three levels are indicted by the first digit of the course code.

2.1.3 Programme Content

The courses can be grouped into University wide group, Faculty group and specializations as shown in Table 1.

Table 1: Programme content

Group	C/Code	Course Name	Units
University Wide (4 units)	OCP100	Introduction to Computer	1
	ODS 101 A	Concepts/Theories of Social Dev	1
	ODS 101 C	Political and Social Development in Africa	1
	OFC 017	Communication Skills	1
Faculty wide (20 units)	OAF 111	Principles of Accounting	2
	OAF 112	Business Mathematics and Statistics	2
	OAF 121	Finance I	2
	OLG 111	Principles of HRM & Administration	2
	OME 212	Business Environment and Strategies	2
	OME 213	Principles of Economics	2
	OLG 221	Business Research Methods and Philosophy	2
	OLG 222	Business Law and Ethics	2
	OME 312	Entrepreneurship and Business Planning	2
	OBM 399	Field Practical OR	2
	OEI 208	Teaching practice (for BBA(Ed.))	
Accounting Specialization (12 units)	OAF 211	Intermediate Accounting	2
	OAF 221	Management and Cost Accounting	2
	OAF 311	Advanced Accounting	2
	OAF 312	Auditing	2
	OAF 321	Taxation And Public Finance	2
	OAF 322	International Finance	2
Finance Specialization (12 units)	OAF 212	Finance II	2
	OAF 221	Management and Cost Accounting	2
	OAF 314	Finance III	2
	OAF 313	Micro Finance Management	2
	OAF 322	International Finance	2
	OAF 323	Financial Markets and Institutions	2
Marketing Specialization (12 units)	OME 211	Principles of Marketing	2
	OME 221	Marketing Strategy, Planning and Control	2
	OME 311	Organization Behaviour	2
	OME 313	Services Marketing and Customer Care	2
	OME 321	Sales Management	2
	OME 322	International Marketing	2
HRM Specialization (12 units)	OME 211	Principles of Marketing	2
	OLG 223	Workforce Planning	2
	OME 311	Organization Behaviour	2
	OLG 311	Training & Development	2
	OLG 321	Labour Law	2
	OLG 322	Labour Relations	2

International Business (IB) Specialization (12 units)	OME 211	Principles of Marketing	2
	OLG 224	Regional Economic Integration	2
	OME 311	Organization Behaviour	2
	OLG 312	Legal Aspects of International Trade	2
	OLG 323	International Business Management & e commerce	2
	OME 322	International Marketing	2
Education Specialization (12 units)	OAF 211	Intermediate Accounting	2
	OEP 101	Education Psychology	2
	OEF 101	Philosophy of Education and Teaching	2
	OEF 102	History and Sociological Aspects in Education	2
	OEI 101	Curriculum Development and Evaluation	2
	OEI 211	Teaching Methods in Business studies	2

2.1.4 Entry Qualifications

Applicants should fulfill the following conditions:

OPTION I

- (a) Certificate of Secondary Education Examination (C.S.E.E.) or East African Certificate of Education (Ordinary Level) or equivalent, with passes in FIVE approved subjects, obtained prior to the sitting of the Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or equivalent.
- and
- (b) One of the following combinations of passes in Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or equivalent;
Either
 - (i) Two principal Level passes (in appropriate subjects)
or
 - (ii) An appropriate equivalent Diploma/Certificate approved by the Senate of The Open University of Tanzania.
- (c) Additional Requirements for the BBA, BBA (Education) are Two or more Principal level passes in Accountancy, Commerce, Economics, or Mathematics; A pass in a relevant ordinary or advanced diploma programme plus an average pass at grade B or a credit pass at a Diploma level. Duration of the diploma should be at least 2 years while that of Advanced Diploma should be at least 3 years.

OPTION II

Candidates who have satisfied Examiners in the Mature Age Entry Examinations set by Sokoine University of Agriculture (SUA), University of Dar Es Salaam or any other recognized university will be considered for admission. Written evidence of a satisfactory pass will be essential.

OPTION III

Candidates who do not qualify under options I and II may register for Foundation Courses (OFC) offered by The Open University of Tanzania. Those who pass examinations set at the end of the course will be eligible for registration for any of the degree programmes listed above, depending on the subject combination taken in the OFC.

OPTION IV

Candidates with awards from other Institutions of Higher Learning will be considered on their own merit. These include a degree or an advanced Diploma in a relevant field.

2.1.5 Assessment Criteria Assessment methods include; one written Test (30%) and one written Final Examination (70%). The pass marks for the combined continuous assessment and Final Examination is 40%.

During the face to face sessions students will get their Progress Portfolios certified and are given an opportunity to identify and ask for clarifications on difficulty areas.

2.1.6 Fee Structure for BBA

Table 2 gives the fee structure for BBA and other Undergraduate programmes.

Table 2: New Fees Structure for BBA in 2010/2011

No.	Item	Minimum Annual fees (TZS)	Full Programme (TZS)	Full for EAC/ SADC (USD)	Full for Non-SADC/EAC (USD)
1	Application fees	-	10,000	30	30
2	Examination fees paid annually	30,000	30,000	240	504
3	Student Organization fees	10,000	10,000	10	10
4	Student ID Crds	10,000	10,000	10	10
5	BBA Tuition Fees	360,000	2,160,000	3,456	4,992

2.2 Migration Plan for Continuing BBA Students

Students are requested to observe the following instructions while referring to Table 3.

1. For a course which has not been merged and the student has passed the old course: The old course code will be changed into the new corresponding course code with the same grade.
2. For a course which has not been merged and the student has incomplete

he/she will be required to sit for the missing items in the new offered course (i.e. either TT or FE); and then the old course code will be changed into the new corresponding course code.

3. For a course which has not been merged and the student has failed. He/She will be required to repeat in the new corresponding course whereby the old course will be deleted.
4. For a course which has been merged from two or more old courses and the course which is to be identified as a main course is passed while other course(s) have either incomplete or failed then the student will be taken to have completed the new course. The other course (s) will be deleted and the passed course will be changed into the new corresponding course.
5. For a course which has been merged from two or more old courses and the course which is to be identified as a main course is incomplete or failed the student will be required to sit for the remaining part in new corresponding course for the former or supplementary examination for the latter. The other course(s) will be deleted.
6. For a course which has been merged from two or more old courses and any of two courses is considered a main course, the student will be taken to have completed the new corresponding course if he/she has completed any of the two courses. The grade to be awarded will be that of the course passed or the higher of the two in case the student has passed both of them. The old course(s) will be deleted.
7. For a course which has been merged from two or more old courses and the student has passed all the old courses the student will be taken to have completed the new corresponding course and the grade for the main course will be recorded if it is higher than others, otherwise the average marks of all the old courses will be taken. The old course(s) will be deleted.

Table 3: Migration Chart

New Course			Old Course(s)	Major Old course if more than one
Code	Title	Units	Code	Code
University Wide Courses				
OCP100	Introduction to Computer	1	OMI 100 OMI 300/ OBS 206	
ODS 101 A	Concepts/Theories of Social Dev	1	ODS 101 A	
ODS 101 C	Political and Social Development in Africa	1	ODS 101 C	
OFC 017	Communication Skills	1	OBS 200*	
Faculty Wide Courses				
OAF 111	Principals of Accounting	2	OAC 100/ OBS 113 OFN 454	OAC 100/ OBS 113
OAF 112	Business Mathematics and Statistics	2	OBS 114/ OBS 101	
OAF 121	Finance I	2	OFN 200 OFN 300*/ OBS 302 OFN 401/ OBS 316 OBS 203	OFN 200
OLG 111	Principles of HRM & Administration	2	OBS 204/ OHR 200 OBS 111/ OBS 219 OHR 452 OHR 451 OHR 401 OHR 300 OGB 401	OBS 204/ OHR 200
OME 212	Business Environment and Strategies	2	OBS 301/ OBS304N OBS 403 OBS 353 OBS 103 OBS 220 OBS 100	OBS 301/ OBS304N
OME 213	Principles of Economics	2	OEC 100 OBS 202/ OBS302N	OEC 100
OLG 221	Business Research Methods and Philosophy	2	OBS 210/ OBS 350 OBS 305*/ OMK 450	OBS 210/ OBS 350

OLG 222	Business Law and Ethics	2	OBS 400/ OBS108 & OBS 109	
OME 312	Entrepreneurship and Business Planning	2	OBS 344/ OBS 450 OMK 201 OBS 404	OBS 344/ OBS 450
OBM 399	Field Practical OR	2	OBS 399/ OBS 300	
OEI 208	Teaching practice (for BBA(Ed.))		OED212	
Accounting Specialization (12 units)				
OAF 211	Intermediate Accounting	2	OAC 300/ OBS 211 OAC 350*/ OBS 304 OAC 403*	OAC 300/ OBS 211
OAF 221	Management and Cost Accounting	2	OAC 200/ OBS 201 OAC 351/ OBS 311	OAC 200/ OBS 201
OAF 311	Advanced Accounting	2	OAC 350*/ OBS 304 OAC 403* OAC 451	OAC 350*/ OBS 304
OAF 312	Auditing	2	OAC 401/ OBS 312 OAC 452	OAC 401/ OBS 312
OAF 321	Taxation And Public Finance	2	OAC 400/ OBS 313 OFN 351*/ OBS 307	OAC 400/ OBS 313
OAF 322	International Finance	2	OFN 451/ OBS 213	
Finance Specialization (12 units)				
OAF 212	Finance II	2	OFN 300*/ OBS 302 OFN 401/ OBS 316 OFN 452/ OBS 327	OFN 300*/ OBS 302
OAF 221	Management and Cost Accounting	2	OAC 200/ OBS 201 OAC 351/ OBS 311	OAC 200/ OBS 201
OAF 314	Finance III	2	OFN 453 OFN 401*/ OBS 316 OFN 300*/ OBS 302	OFN 453

OAF 313	Micro Finance Management	2	OFN 400	
OAF 322	International Finance	2	OFN 451/ OBS 213	
OAF 323	Financial Markets and Institutions	2	OFN 301 OFN 350/ OBS 306	OFN 301 OR OFN 350/ OBS 306
Marketing Specialization (12 units)				
OME 211	Principles of Marketing	2	OMK 200/ OBS 208 OBS 200* OMK 201 OMK 301 OMK 400 OMK 453	OMK 200/ OBS 208
OME 221	Marketing Strategy, Planning and Control	2	OBS 318/ OMK 351 OBS 305/ OMK 450	OBS 318/ OMK 351
OME 311	Organization Behaviour	2	OBS 207/ OBS 300N	
OME 313	Services Marketing and Customer Care	2	OMK 300 OMK 401 OMK 352 OMK 453	OMK 300 OR OMK 401
OME 321	Sales Management	2	OBS 319/ OMK 452	
OME 322	International Marketing	2	OBS 320/ OMK 350	
HRM Specialization (12 units)				
OME 211	Principles of Marketing	2	See above	See above
OLG 223	Workforce Planning	2	OBS 337 OBS 353 OBS 108 OHR 301	OBS 337
OME 311	Organization Behaviour	2	OBS 207/ OBS300N	
OLG 311	Training & Development	2	None	
OLG 321	Labour Law	2	OBS 335 OHR 351	
OLG 322	Labour Relations	2	OBS 309 OHR 350 OHR 301	
International Business (IB) Specialization (12 units)				
OME 211	Principles of Marketing	2	See above	See above
OLG 224	Regional Economic Integration	2	OGB 300	
OME 311	Organization Behaviour	2	OBS 207/ OBS 300N	

OLG 312	Legal Aspects of International Trade	2	OBS 326 OBS 450	
OLG 323	International Business Management & e commerce	2	OGB 200 OGB 301 OGB 401 OGB 451 OGB 302 OGB 450	OGB 302
OME 322	International Marketing	2	OBS 320/ OMK 350	
Education Specialization (12 units)				
OAF 211	Intermediate Accounting	2	See above	See above
OEP 101	Education Psychology	2	OED 103 OED 104	OED 103
OEF 101	Philosophy of Education and Teaching	2	OED 102	
OEF 102	History and Sociological Aspects in Education	2	OED 107	
OEI 101	Curriculum Development and Evaluation	2	OED 201 OED 202	OED 201
OEI 211	Teaching Methods in Business studies	2	OED 209	

Note: * The old course has been distributed in more than one new course

2.3 BBA Evening Programme

2.3.1 Introduction

As an evening semi-conversional programme, BBA-EP is expected to narrow instructor-student gap (I-S-G) as well as increasing the possibility for the availability of other key resources in the learning process. This is especially more important for individuals who are not able to cope with full time programmes due to tight work schedules or can't easily follow the open and distance learning system due to diverse of factors.

2.3.2 Objective of the Programme

The primary objective of this proposed programme is to produce competitive graduates for middle management positions both at national and international markets. It specifically seeks to develop well grounded graduates in marketable specializations including **Accounting, Finance, Human Resources Management, Marketing, International business** and **Education**. The BBA Education stream is intended to produce professional teachers and so reduce the great deficit of teachers- specifically commercial subject teachers both at secondary school and college level in the country.

2.3.3 Targeted Beneficiaries

Programme beneficiaries will include but not limited to individuals from business enterprises, non-business organizations and various sectors of the economy. This means both public and private participants in all the regions are expected to benefit from the programme. Specifically private and public bankers, teachers, fresh students from schools, entrepreneurs, business managers, etc are the key beneficiaries of the programme. Apart from the external group of beneficiaries, the internal group includes the Open University of Tanzania and its staff. This is because the programme will act as one of the OUT-income generation unit as well a self and sustainable staff incentive mechanism.

2.3.4 Mode of Delivery

The BBA programme is designed to be delivered in an Evening Executive Mode. There will be six modules for the entire programme to be covered in three levels. One level (equivalent to one academic year) will be divided in to two modules of six weeks each. Each course will be delivered through a 3-hour lectures, discussions and presentations starting from 17.00 to 20.00 hours, six days a week (from Monday through Saturday) for two weeks. Therefore minimum prescribed contact hours per course (=2 units) shall be 36 hours (12 days * 3 hours).

An instructor will spend a maximum of 12 days (3 hours per day) for each course of two units and 6 days for a one unit course. During this period, an instructor is expected to accomplish all course work for the particular course, including assignments (if any) and test(s). Take home assignments provided can be collected later through the regional centre. Final Examinations for all courses taken in each level will be done during the normal University Examinations in May/June. There will be a two weeks break every after one course. This will give students ample time to make revisions and work on given home works and assignments. By this break, the programme is also expected to be so flexible that students with various responsibilities can be comfortable with the BBA –EP as it enables them to adjust their timetables to fit into the programme.

However, upon identification of the needy students, the number of which can cover operation costs and other expenses, the Faculty will arrange training on any one of the courses at any regional centre. The course work will be administered by the Faculty and the student will be required to sit for the normal University Examinations. The completion of which will lead to an award of a **Certificate of Course Completion**.

A student completing one module / level will be awarded a **Certificate of Module/Level Completion**. A student can study step by step and upon

accumulation of all the **Certificate of Completion** (Level 1 to 3) can be awarded a **BBA degree**- in the relevant specialization. The module details are summarized in Table 4.

Table 4: Structure of the BBA Evening Modules

MODULE I			MODULE II		
Code	Course Title	Units	Code	Course Title	Units
OFC 017:	Communication Skills	1	ODS 1 01 A:	Concepts of Social Dev.	1
OCP 100:	Introduction to Computers	1	ODS 101 C:	Political and social dev.	1
OAF 112:	Business Math & Statistics	2	OLG 111:	Principles of HRM and Admin.	2
OAF 111:	Accounting 1	2	OAF 121:	Finance I	2
Total no. of units		6	Total no. of units		6
MODULE III			MODULE IV		
OME 213:	Principles of Economics	2	OLG 221:	Business Research Methods	2
OGL 222:	Business Law and Ethics	2	OME 312:	Entrep. & Business Planning	2
OME 212:	Business Env. & Strategies	2	Option*		2
Total no. of units		6	Total no. of units		6
MODULE V			MODULE VI		
ACCOUNTING			ACCOUNTING		
OAF 211:	Accounting II	2	OAF 321:	Taxation & Public Finance	2
OAF 221:	Management & Cost Accounting	2	OAF 322:	International Finance	2
OAF 312:	Auditing	2	OAF 311:	Accounting III	2
Total Units		6	Total no. of units		6
FINANCE			FINANCE		
OAF 212:	Finance II	2	OAF 311:	Finance III & Public Finance	2
OAF 221:	Management & Cost Accounting	2	OAF 322:	International Finance	2
OAF 323:	Financial Mkts & Institutions	2	OAF 312:	Micro Finance management	2
Total no. of units		6	Total no. of units		6
MARKETING & ENTREPRENEURSHIP			MARKETING&ENTREPRENEURSHIP		
OME 211:	Principles of Marketing	2	OME 311:	Organisation Behaviour	2
OME 221:	Mktg Strategy, Plan. & Control	2	OME 321:	Sales Management	2
OME 313:	Services Mktg & Customer Care	2	OME 322:	International Marketing	2
Total no. of units		6	Total no. of units		6
HUMAN RESOURCE MANAGEMENT			HUMAN RESOURCE MANAGEMENT		
OME 211:	Principles of Marketing	2	OME 311:	Organisation Behaviour	2
OLG 223:	Workforce Planning	2	OLG 321:	Labour Law	2
OLG 311:	Training & Development	2	OLG 322:	Labour Relations	2
Total no. of units		6	Total no. of units		6
INTERNATIONAL BUSINESS			INTERNATIONAL BUSINESS		
OME 211:	Principles of Marketing	2	OME 311:	Organisation Behaviour	2

OLG 224: Regional Economic Integration	2	OME 322: International Marketing	2
OGL 312: Legal Aspects of Int'l Trade	2	OGL 323: Int. Business& e-commerce	2
Total no. of units	6	Total no. of units	6

EDUCATION EDUCATION

OAF 211: Accounting II	2	OEI 101 : Curriculum Dev. & Evaluation	2
OEF 101: Philosophy of Edu. & Teaching	2	OEP 101: Educational Psychology	2
OEF 102: History & Sociological Aspects	2	OEI 211 : Teaching Methods in Business	2
Total no. of units	6	Total no. of units	6

*Options for Module IV

OAF 211: Accounting II (Accounting, & Education. Students)	Units
OAF 212 : Finance II (Finance Students)	2
OME 211: Principles of Marketing (Mktg, HRM, & IB Students)	2

2.3.5 Criteria for Admission to BBA-EP

Generally, all University admission criteria will apply.

2.3.6 Assessment Criteria

The current University grading System will apply. The Faculty will administer all course work including tests (in place of Main TT). There after, students will sit for the normal University Examinations.

2.3.7 Award

- On successful completion, the BBA- EP leads to an award of a **Bachelor of Business Administration**- BBA (Accounting), BBA (Finance), BBA (Marketing), BBA (Human Resources Management), BBA (International Business), and BBA (Education).
- Certificate of Module Completion***
- Certificate of Level Completion***
- Certificate of Course Completion***

*As per para 2.3.4 above

2.3.8 Fees Structure

Description	Local (TZS)	Foreigners (US \$)
Application Fee(once)-OUT Account	10,000	20
Registration Fee(once)-OUT Account	20,000	40
Tuition Fees per year- FBM Account*	1,000,000	2,400
Examination Fees- OUT Account	30,000	60
Total Costs	1,0 60,000	2,520

* Tuition fees can be paid once or on installments -twice a year (i.e. per module)

2.3.9 Local Student Fees for a single course

Description	Amount in TZS
Application Fee(once)-OUT Account	5,000
Registration Fee(once)-OUT Account	5,000
Tuition Fees per course- FBM Account*	200,000
Examination Fees-OUT Account	30,000
Total Costs	240,000

CHAPTER 3:

POSTGRADUATE DEGREE PROGRAMMES

3.1 Masters in Business Administration (MBA)

3.1.1 Introduction

The Masters in Business Administration (MBA) degree programme is designed to cater for the contemporary business world and student needs. It is a highly professional four-year management development programme, which is largely delivered on a distance-learning mode. It offers a special learning opportunity and a unique self-development programme to the graduate who wants to follow a management career in business and public sectors.

3.1.2 Objectives of the MBA Programme

The main objective of the MBA programme is to prepare and equip graduates with general training in cross-organisational perspectives of business and specialised training in career-oriented management areas such as Finance, Human Resources Management, Marketing, Governance and Leadership, and Transport and Logistics.

For this reason, the programme will specifically enable participants to:

- acquire the requisite general and specialised knowledge and understanding of the business processes and their environment;
- develop both theoretical and practical skills for effective management;
- acquire analytical skills and competencies in assessing business opportunities and challenges;
- acquire the spirit of entrepreneurship for business development and job creation; and
- acquire tools for analysis and skills for research.

3.1.3 Entry Qualifications

The programme is open to candidates with a variety of background and interests in either general or specific management functional area. However, prospective candidates must satisfy the following minimum requirements:

- (a) Must have a first or second class honours degree of the Open University of Tanzania, or

- (b) Must have an equivalent honours degree from other universities or recognised/accredited higher learning institutions.
- (c) Applicants holding unclassified degrees (e.g. M.D) must have at least a B grade average.
- (d) Applicants holding a pass degree may be considered for admission, if: The GPA is not below 2.5. Have worked for at least 2 years in an organisation, after graduation and have satisfied the Faculty of their academic potentials through GMAT, its equivalent or additional training at a Diploma level and approved by the Faculty Board.

Applicants with recognised professional qualifications, e.g. CPA, CSP, ACCA, etc., obtained through sitting formal examinations, may be considered for admission, if they have, in addition:

- (i) A pass in sixth form education;
- (ii) Have worked for at least 2 years in an organisation, after graduation; and
- (iii) Have satisfied the Faculty of their academic potentials through GMAT, its equivalent or additional training at a Diploma level and approved by the Faculty Board.

Applicants with an advanced diploma in a relevant field of at least upper second class may also be considered. Lower classes will be considered provided the applicant also holds a postgraduate diploma in a relevant field. In both cases, the applicant, in addition, must have worked in a relevant organisation for at least two years.

3.1.4 Modes of Delivery

The Faculty of Business Management will offer the MBA programme by thesis and by coursework.

MBA by Thesis is offered to candidates with business education and strong research background.

MBA by Coursework is offered to candidates, who have no business education background. Candidates will have the opportunity to specialize in , Finance, Marketing, Human Resource Management, Governance and Leadership and Transport and Logistics.. Other areas of specialization will be added later on depending on the level of demand..

3.1.4 Distance, Evening or Executive Face-to-Face Programme

The MBA (evening) programme may appeal mainly to residents of Dar es Salaam. The Faculty also offers its MBA in the executive mode in 4 centres in the country, namely; Arusha, Mbeya, Mwanza, and Zanzibar. Later on, and depending on the cluster of successful applicants and Faculty's resources, this mode may be extended to include other regions. Candidates in the regions as well as those in Dar es Salaam who for one reason or the other could not opt for the evening or executive modes are advised to pursue the MBA distance programme.

3.1.5 MBA by Thesis

The MBA by thesis shall be offered through a combination of distance and part-time learning mode to candidates with a business or management education, strong research background and at least two years working experience. The programme consists of two parts; capacity strengthening and Thesis writing.

(a) Strengthening Capacity

This particular activity is rationalised on the different learning environment associated with distance mode of learning and education. Even though the candidate will be studying under supervision, distance creates its own limitations that can frustrate students. The purpose of the part-time residential classes is to minimise the likely negative impact of distance. Here students will be guided on the appropriate courses to undertake based on the needs of the student.

(b) Thesis Writing

This aspect will follow the normal MBA dissertation writing process, namely:

- writing of a feasible and approved research proposal;
- a satisfactory (report) thesis for the award of the degree; and
- participating and presenting papers at MBA Seminars.

Evaluation of Thesis

The regulations of OUT Postgraduate Studies shall apply. Coursework marks shall not be used to evaluate the thesis.

3.1.6 MBA by Coursework and Dissertation

The MBA programme has also undergone a major review. The number of courses has been reduced and the codes have been reviewed to follow the departmental codes. The dissertation part has been merged with the research methodology course and its weight reduced to a total of six units. All students will have an opportunity to specialize in one of the five areas; namely, finance, marketing, leadership and governance, human resource management and transport and

logistics. The latter has been introduced anew this academic year and it is being run jointly with the National Institute of Transport (NIT). The Open University of Tanzania is the awarding authority. As a result of this review, the Faculty expects that students will spend lesser time on coursework and more on the dissertation. The delivery schedules will also vary as detailed hereunder.

3.1.6.1 Programme Structure

The programme consists of 6 core units, 3 electives which carry a weight of one unit each and Research methodology course with an academic dissertation which carries 6 units to make a total of 15 units to complete the program. Core units provide a foundation of knowledge and understanding. Electives units allow in-depth study and reflection and provide a student with an opportunity to enhance and deepen knowledge and skills in areas of particular interest, and that are relevant to future career. The electives we offer vary depending on current faculty research agenda and relevance to business which includes Finance, Marketing, Leadership and Governance, Transport and Logistics and Human Resource options. Table 5 gives the MBA course work and dissertation structure.

Table 5: MBA (c/w) Course Structure

The Core Units		Units
Code	Title	
Module I:		
OLG 611	Strategic Human Resource Management	1
OLG 612	ICT in Business Management	1
OAF 612	Managerial and Financial Accounting	1
Module II:		
OME 611	Strategic Marketing	1
OAF 611	Financial Management	1
OLG 615	Management Decision Making Processes	1
The Electives (Module III)		
Specializations (students has to take all three)		
Finance		
OAF 621	Financial Markets and Institutions	1
OAF 622	International Business Finance	1
OAF 623	Advanced Corporate Finance	1
Marketing		
OME 621	Sales Management	1
OME 622	International Marketing	1
OME 623	Services Marketing	1
Human resource		
OLG 616	Employment Law and Employee Relations	1
OLG 619	International Human Resource Management	1
OLG 621	Human resource Planning and Development	1
Leadership and Governance		
OLG 625	Public Administration	1
OLG 626	Corporate Governance	1
OLG 627	Leadership and Human Rights	1
Transport and Logistics		1
OME 626	Transport Systems Management	1
OME 627	Public Transport & transportation	1
OME 628	Global Logistics Management	
Dissertation:		6
OBM 699	Business Research Methodology/Dissertation	

3.1.6.2 Programme Delivery Modes

The program will be delivered in three modes, namely Distance, Evening and Executive.

Distance Mode:

This mode follows the Open and Distance Learning (ODL) mode, the mainstay of OUT. Students will start the academic year (usually in October) by an orientation week whereby they will also register themselves. They will be provided with course outlines and proceed to study the registered courses. They will be expected to register for a minimum of 5 units from module I and II for the first year. In January/February of the following year they will be given Timed Tests (TTs) for the registered subjects. Around April, during a face to face session they will have their Students Progress Portfolio (SPP) signed for the subject they registered for after assuring the lecturers that they have gained the knowledge and understanding as expected from the course learning outcomes. They will then register for the final examinations for the subjects signed in the SPP. The final exams will be held in May/June. Special TTs will be held in May/June before the final exams for those who missed them in Jan/Feb. session and special and supplementary final exams will be held in the following Jan/Feb. session. The process will repeat in the second year for the remaining units in Module II and III. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with the research proposal. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination. This arrangement will cover Tanzanian students and all foreign students in countries where OUT has centers.

The Evening Mode:

At the moment this mode will be held at Mwalimu house in Dar es Salaam. This is a full time face to face delivery and students will attend lectures from 17.00 to 20.00 hours, three days per week, covering three courses of module I for 15 weeks. Respective lecturers will give them the timed tests during lectures and the final exams will be scheduled after the 15 weeks. After a brief break, the second module course will be taken up and finally the specialization electives in the third trimester. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with the research proposal. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination.

The Executive Mode:

Module I and II will be conducted in the MBA Executive centres (currently Arusha, Mbeya, Mwanza and Zanzibar) while module III (specialization) will be done at Mwalimu House Dar es salaam. There will be a two months break between modules. Each course will be covered in five days at the end of which a Timed Test carrying 30% will be done. The final examinations (70%)

for modules completed will be done on the first two days of the subsequent module. Research Methodology course will be taught immediately after doing the final examinations for Module III which will be conducted in the various centres, and students are expected to end up with a research proposal. Students will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination.

3.1.7 Evaluation

The general OUT Postgraduate Regulations shall apply.

3.1.8 Migration plan for MBA

The Faculty of Business Management will launch a new curriculum of MBA course work with effect from 2010/2011. The migration plan is summarized in Table 6. The table shows papers that our pipeline students are obliged to sit for to replace the currently prevailed curriculum in order to accomplish their programmes.

Table 6: Migration Plan for MBA

Currently prevailing Curriculum			New curriculum to be adopted in 2010/11 Acad. year	
SN	Code	Title	Code	Title
	Core Courses			
1	OFN 613	Financial Management	OAF 611	Financial Management
2	OMI 611	Management Information System	OLG 612	ICT in Business Management
3	OMI 603	IT and Computer Application	OLG 612	ICT in Business Management
	Note that: if a student has not yet done both courses (2&3) he/she will sit for OLG 612 ICT in Business Management & OLG 626 Corporate Governance			
4	OMK 612	Strategic Marketing	OME 611	Strategic Marketing
5	OBS 615	Managerial Decision Making Techniques	OLG 615	Management Decision Making Processes
6	OHR 621	Human Resources Management	OLG 611	Strategic Human Resource Management
7	OAC 605	Managerial and Financial Accounting	OAF 612	Managerial and Financial Accounting
	Finance			
8	OFN 604	International Business Finance	OAF 622	International Business Finance

9	OFN 605	Advanced Corporate Finance	OAF 623	Advanced Corporate Finance
10	OGL 602	Corporate Governance	OAF 621	Financial Markets and Institutions
		Marketing		
11	OMK 605	Sales Management	OME 621	Sales Management
12	OMK 608	International Marketing	OME 622	International Marketing
13	OMK 610	Services Marketing	OME 623	Services Marketing 1
14	OMK 602	Marketing Distribution Systems		Either OME 621, OME 622 or OME 623 whichever corresponding course he/she has not yet done
		Human resource		
15	OHR 601	Labour Law	OLG 616	Employment Law and Employee Relations
16	OHR 605	Industrial Relations	OLG 619	International Human Resource Management
17	OHR 602	Human Resource Planning and Development	OLG 621	Human resource Planning and Development
		Other Core Courses		
18	OBS 601	Organization Theory and Behaviour	Any of the following courses: OLG 627 Leadership and Human Rights OLG 626 Corporate Governance OLG 625 Public Administrations If all five courses (18 to 22) not yet done, students will sit for all three courses in this group and opt for any other two courses from the list of courses above (i.e. number 1 to 17) which has not yet done to complete his/her programme.	
19	OBS 622	Business Law and Ethics		
20	OBS 604	Entrepreneurship and Business Development		
21	OBS 610	Business Research Methods		
22	OBS 602	Managerial Economics		

Additional Information:

1. Students who have marks in TTs and AEs (i.e. they have incomplete in only Term papers) their marks will be converted to be out of 30 for TT and out of 70 for AE.
2. Students who have marks in either TTs and Term papers or AEs and Term papers will be allowed to complete the remaining part (i.e. either TTs or AEs) in the new curriculum; where by the old system of assessment will apply.
3. Students will be allowed to delete the whole incomplete course upon their request.
4. Students who wish to jump into a new curriculum will be allowed upon their request. The related courses (currently prevailing curriculum) will be converted into new curriculum. Then assessment of whether

they have completed the required courses will be conducted and the student will be advised accordingly.

5. This transition period will hold for only two examination sessions (i.e. Jan/Feb 2011 Exams and May/June 2011). In 2011/2012 academic year, only new curriculum will prevail.

3.2 Master of Human Resource Management (MHRM)

3.2.1 Programme Content

The program consists of 4 core units, 2 electives which carry a weight of one unit each and Research methodology course with an academic dissertation which carries 6 units to make a total of 12 units to complete the program as shown in Table 7.

Table 7: MHRM Programme Structure

The Core Units		
Code	Title	Units
OLG 611	Strategic Human Resource Management	1
OLG 612	ICT for Business Studies	1
OLG 613	Performance and Reward Management	1
OLG 614	Employment Law and Employee Relations	1
Any Two of the Electives below:		
OLG 617	Counseling and Coaching at Workplace	1
OLG 618	Human Resource Management Consultancy	1
OLG 619	International Human Resource Management	1
OLG 620	Management of Safety and Health	1
OLG 621	Human resource Planning and Development	1
Dissertation:		
OBM 699	Business Research Methodology/Dissertation	6

3.2.2 Programme Delivery

The program will be delivered in three modes, namely Distance, Evening and Executive.

Distance Mode:

This mode follows the Open and Distance Learning (ODL) mode, the mainstay of OUT. Students will start the academic year (usually in October) by an orientation week whereby they will also register themselves. They will be provided with course outlines and proceed to study the registered courses. They will be expected to register for a minimum of 4 units from the core units. In January/February of the following year they will be given Timed Tests (TTs) for the registered subjects. Around April, during a face to face session they

will have their Students Progress Portfolio (SPP) signed for the subject they registered for after assuring the lecturers that they have gained the knowledge and understanding as expected from the course learning outcomes. They will then register for the final examinations for the subjects signed in the SPP. The final exams will be held in May/June. Special TTs will be held in May/June before the final exams for those who missed them in Jan/Feb. session and special and supplementary final exams will be held in the following Jan/Feb. session. The process will repeat in the second year for the remaining units. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with the research proposal. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination. This arrangement will cover Tanzanian students and all foreign students in countries where OUT has centers.

The Evening Mode:

At the moment this mode will be held at Mwalimu house in Dar es Salaam. This is a full time face to face delivery and students will attend lectures from 17.00 to 20.00 hours, two days per week, covering two of the core courses for 15 weeks. Respective lecturers will give them the timed tests during lectures and the final exams will be scheduled after the 15 weeks. After a brief break, the remaining two core courses will be taken up and finally the electives in the third trimester. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with the research proposal. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination.

The Executive Mode:

The core unit courses will be conducted in the MBA Executive centres (currently Arusha, Mbeya, Mwanza and Zanzibar) while the electives will be done at Mwalimu House Dar es salaam. There will be a two months break between sessions. Each course will be covered in five days at the end of which a Timed Test carrying 30% will be done. The final examinations (70%) for courses completed will be done on the first two days of the subsequent session. Research Methodology course will be taught immediately after doing the final examinations for the elective courses which will be conducted in the various centres, and students are expected to end up with a research proposal. Students will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination.

3.2.3 Duration of the Course

A maximum period of five years has been approved. However, there is nothing to prevent a candidate from completing their courses of study within two years

or less, after registration. In fact, students are encouraged to complete their studies earlier to reduce costs and ensure quality and usefulness of acquired knowledge.

3.2.4 Evaluation of Coursework

The evaluation of the programmes will be through course work and examinations. Except for the dissertation, each course will be evaluated as follows:

Coursework: One Timed Test	30%
Examination	<u>70%</u>
Total	100%

The pass mark for each examinable course shall be 50%. A candidate who has not completed the course work shall not be allowed to proceed for research work.

Dissertation

The dissertation is an independent study done by the student under supervision. This is now combined with the Research Methodology course whereby face to face lectures will be conducted to the students after they have completed the rest of the courses. During this time the students are expected to come up with their dissertation proposal in an acceptable and complete form, and this will be assessed and contribute 30% with the remaining 70% coming from the final dissertation. Then each candidate shall be allocated a Supervisor with whom he/she shall have regular contacts during the period of research. The proposals, duly signed by both the candidates and their supervisor shall be submitted to the coordinator of Postgraduate Studies. A candidate shall undertake an applied research and submit a dissertation of approximately 15000-20000 words in partial fulfillment of the Masters Degree requirements. In evaluating the dissertation, the approved regulations regarding dissertations shall apply.

3.2.5 Award of Degree

Regardless of the mode of learning a candidate chooses, both the degrees of Master of Business Administration and master of Human Resource Management shall be awarded and conferred on candidates who satisfactorily completed all the requirement for the award of the respective degree. Neither of the degrees are classified.

3.3 The Fee Structure MBA and MHRM Programmes

Fees for MBA and MHRM Evening, MBA and MHRM Executive and MBA and MHRM Distance for both local and foreign students are summarized in Table 8.

Table 8: MBA and MHRM Fees structure for the three modes

Mode	Distance		Evening		Executive	
Type of students	Local (TZS '000)	Foreign (USD)	Local (TZS '000)	Foreign (USD)	Local (TZS '000)	Foreign (USD)
App. fees	15	30	15	30	15	30
Reg. fees	20	100	20	100	20	100
Year 1 tuition	600	700	1,800	2,000	2,200	2,500
Year 2 tuition	600	700	1,800	2,000	2,200	2,500
Year 3 tuition	600	700	-	-	-	-
Total	1,835	2,230	3,635	4,130	4,435	5,130

3.4 Doctor of Philosophy Degree (Ph.D)

3.4.1 Objectives

The objectives of the programme are to enable the student to:

- Develop analytical and professional skills in research;
- Acquire a wide scope of understanding of the business world;
- Acquire entrepreneurship skills.

3.4.2 Entry requirements

A relevant Master of Business Administration Degree of OUT or equivalent qualifications.

The candidate must submit his/her thesis within six years from the date of registration for the degree, although candidates are encouraged to complete their studies within 3 to 4 years to avoid data obsolescence. However, no candidate shall be permitted to submit a thesis in less than two academic years from the date of registration.

3.4.3 Programme Structure

Since prospective candidates might have been out of touch with the academia for some time it is necessary to upgrade their foundation knowledge and research skills and to enhance their understanding of their responsibilities in pursuing this degree. It is therefore worthwhile for candidates to take foundation courses together with preparing a viable research proposal in the first year of the programme. The programme is structured as follows:

Year 1

Candidates must take the following courses:

OBM:711 Philosophy of Science/ Knowledge Independent Paper

OBM:712 Business Research Methods and Computer Applications

OBM:713 One Elective Course in Area of research interest.

Year 2

Field Research and Data Collection

Data Analysis and Reporting

OBM 721: Doctorate Seminar Presentations

Year 3

Compilation of dissertation

OBM 721: Doctorate Seminar Presentations

Presentation of Dissertation to Supervisor.

Production of Dissertation for External Evaluation.

Viva Voce Examinations OBM:799 Dissertation.

Year 4 – Year 6

OBM: 721 Doctorate Seminar presentations

OBM: 799 Dissertation writing.

3.4.4 Administration of Ph.D Programme

The regulations of OUT higher degrees shall apply.

CHAPTER 4:

FBM STAFF LIST

4.1 Office of the Dean

Professor and Dean

Prof. M.A.M. Victor: B.Sc.(Eng)(Dar); M.Sc.(Eng) (Arizona); Ph.D (Eindhoven).

Administrative Officer

Ms. A. Kaumo: BA, MBA (Dar).

Secretarial Staff

Ms. Zitha Kessy: Diploma (TPSC)

Records Staff

Ms. Sarah Abdi: Diploma (TPSC)

Ms. Halima: Diploma (TPSC)

Messenger

Mr. Xavery Komba

Driver

Mr. Johnson Ngowo

4.2 Department of Accounting and Finance

Lecturer and Head

Dr. P.M.K. Ngatuni: B.Com. (Hons) (Dar); M.Sc. (Finance), Ph.D. (Strathclyde).

Lecturers

Dr. M. R. Mhoma: BA (Hons) (Dar); MA, Ph.D (Keio, Japan).

Dr. P.M.K. Ngatuni: B.Com. (Hons) (Dar); M.Sc. (Finance), Ph.D. (Strathclyde).

Assistant Lecturers

Mr. J. Manyanda: ADA (NBAA); BA (Hons), MBA (Dar)

*Mr. N. Makuru: NBMM; B.Com. (Hons), MBA (Dar)

Mr. G. Kalinga: BBA (TU); MBA (Dar)

Mr. J.C. Kalanje: Dipl. Ed. (Mkwawa); B.Com. (OUT); MBA (MU); CPA (T) (NBAA).

Mr. R. Kasiba: Dipl. in Accounting, BA Economics, MA (Econ. & Finance), MA (Taxation & Public Finance) (Makerere), CPA (U)

Mr R. A. Mchembe: B.Com (Ed.) (Hons) (OUT), MBA (UDSM)

Ms Arafa Mohamed: DBA (CBE), BBA (Hons) (TU), MBA (UWIC)

Mr. S. Macha: Bsc. POM (Mzumbe), MBA WHUT (China).

Tutorial Assistants

Mr. M. Magobe: BAF (Hons.) (MU)

Mr. G.E. Kessy: BAF (Hons.) (MU)

*Mr. D. Ndolage: Dipl. Ed. (Monduli); B.Com (Hons) (OUT)

*Mr. F. William: BAF (Hons) (MU)

*Ms L. Simon: BAF (Hons) (MU)

*Mr. D. Semiono: BAF (Hons) (MU)

4.3 Department of Marketing and Entrepreneurship

Assistant Lecturer and Head

Mrs. H. Uiso: B.Com. (Hons), MBA (Dar)

Assistant Lecturers

Mrs. H. Uiso: B.Com. (Hons), MBA (Dar)

Mr. S. T. Ntabahanyi: B.Sc. (Ed), MBA (Dar)

Mr. M.A. Msangi: B.Sc., M.Sc., MBA (Dar)

Ms. L. Macha: BA, MBA (Dar)

Mr. E. M. Tonya: B.Com.(Hons), MBA (OUT)

Mr. J. Magali, B. Agric. Ec. & Agri Bus. (SUA), MBA(OUT)

Tutorial Assistants

Ms P. Liana: BBA (Hons) (MU)

Ms. F. Ndumbaro: BBA (MU)

Mr. F. Shayo, FTC (DIT); BBA (Dar).

Ms, A. Sassi, BBA(MU)

Mr. L. Mbeye, BBA(MU)

4.4 Department of Leadership and Governance

Assistant Lecturer and Acting Head

Dr. C. Matoka: Dipl(IT), BA Ed Hons(Dar), MBA LSBU (UK), PhD LCBM(UK)

Professor

Prof. M.A.M. Victor: B.Sc.(Eng)(Dar);M.Sc. (Eng) (Arizona); Ph.D (Eindhoven).

Lecturer

Dr. C.A.Ngirwa:Dipl.Ed,BA (Dar);M.Sc.(Vienna),Ph.D.(Linz),ASCT,ABSC(UK).

Assistant Lecturers

*Ms.N.Kara:BA,MBA (Dar)

Ms. B. Mbilinyi: Cert. in Hotel Management (Bismarck College); B.Sc. (Home Econ.) (SUA), MA (Dar)

*Mr. G. Nyaronga: ADBA (IDM); MBA (MU)

Mr. G. Mwajombe: BA (Ed.), MBA (Dar)

*Mr. T. Katunzi: B.Sc. (Food Science & Technology) (SUA), MBA Business Management (Lincoln)

*Ms J. Isanzu: BBA (Acc. & Fin.) (ZU); MBA (WH China)
 Mr. N. Msafiri: B.Com. MIT (Dar)
 Mr. R. Chacha: B.Com; MIT (Dar).

Tutorial Assistants

Mr. H. O. Mwakasungula: FTC (Mbeya Tech.); LL.B (Hons) (OUT)
 Mr. R.A. Ndibalema: BBA (Hons) (TU)

*** on study leave**

4.5 Part-Time Academic Staff

The Part Time Staff at the Open University of Tanzania (as shown in Table 9), along with Full-Time Staff, take charge of courses assigned to them as follows:

- (a) They critically study the study materials and, on the basis of students' problems, suggest improvements.
- (c) They conduct face-to-face sessions and provide guidance and counseling to students.
- (d) They supervise practical and dissertations where applicable and invigilate examinations.
- (e) They write study materials or additional notes to supplement existing study materials.

Table 9: FBM Part-time Staff List

S/N	NAME	ADDRESS
1.	Dr. Severine S.A. Kessy	P. O. Box 35046, Dar es Salaam
2.	Mr. Daniel Shayo	P. O. Box 35091, Dar es Salaam
3.	Dr. Ulingeta O. Mbamba	P. O. Box 35046, Dar es Salaam
4.	Prof. F. Wegulo	EGERTON, Kenya
5.	Dr. Ahmed M. Ame	UDOM
6.	Dr. Bakari Nnunduma	Kampala International University
7.	Dr. Gerry Batonda	SAUT, Box 307, Mwanza
8.	Dr. A. Y. Hangi	MRC, Dar es Salaam
9.	Dr. E. Ole-Gabriel	P.O.Box 1, Mzumbe
10.	Dr. Kassim Kiliza	TPC, Dar es Salaam
11.	Dr. Omary Mbura	P. O. Box 35046, Dar es Salaam
12.	Dr. Justin Katunzi	P. O. Box 35046, Dar es Salaam
13.	Ms. Prisca Tembo	ZAIN, Dar es Salaam

14.	Mr. John P. Philemon	P. O. Box 35046, Dar es Salaam
15.	Mr. Mbowe R. Kambung'a	MNSTI, Dar es Salaam
16.	Dr. Wineaster Anderson	P. O. Box 35046, Dar es Salaam
17.	Dr. L. Mwaipopo	P. O. Box 35046, Dar es Salaam
18.	Mr. Joel Laurent	Tumaini University - Dar Campus
19.	Dr. Prosper Ngowi	P.o. Box 1 Mzumbe
20.	Mr. Gabriel D. Y. Kitua	CMSA
21.	Mr. M. Kashonda	GAS, Dar es Salaam
22.	Dr. G. Mwaluko	P. O. Box 35131, Dar es Salaam
23.	Prof. B.A.T. Kundi	P. O. Box 35131, Dar es Salaam
24.	Dr. B. Mutagwaba	P. O. Box 35046, Dar es Salaam
25.	Mr. Issa Siasa	P. O. Box 35046, Dar es Salaam
26.	Dr. F. Mutasa	FASS, OUT
27.	Dr. B. Chachage	Tumaini University - Iringa
28.	Dr. D. Lwiza	P. O. Box 35046, Dar es Salaam
29.	Dr C. Machogu	SAUT, Mwanza
30.	Dr. M.C. Milanzi	P.o. Box 1 Mzumbe
31.	Dr. M. Masoud	P. O. Box 35046, Dar es Salaam
32.	Dr. I. D. Mnzava	P. O. Box 3918, Dar es Salaam
33.	Dr. E. Mwanjabala	P. O. Box 3918, Dar es Salaam
34.	Prof. I. J. Jairo	P. O. Box 3918, Dar es Salaam
35.	Dr. Ahmmada H. Hatibu	Zanzibar Commission for Tourism
36.	Dr. Anaclet Kashuliza	Ministry Agriculture & Cooperation
37.	Prof. F. K. Bee	MUCCoBS
38.	Dr. Francis Michael	P. O. Box 35046, Dar es Salaam
39.	Dr. Sadri Abdullah Said	IMS-UDSM Zanzibar
40.	Dr. I. Safari	SAUT, Mwanza
41.	Dr. J. B. Amayi	SAUT, Mwanza
42.	Dr. L. M. Mboma	P. O. Box 35046, Dar es Salaam
43.	Dr. Mohamed Hafidh Khalfan	Zanzibar National Chamber of Commerce
44.	Dr. A. Mwami	P.O. Box 35091 Dar es Salaam
45.	Dr. Odass S. Bilame	SAUT, Mwanza
46.	Dr. Omar Fakhir	CoET-UDSM, Box 35131, DSM

47.	Dr. P. Ngowi	P.O.Box 1 Mzumbe
48.	Dr. Rashid Hikmany	Ministry of Finance & Economic Affairs – Zanzibar
49.	Dr. Sylvia Temu	P. O. Box 35046, Dar es Salaam
50.	Prof. Lettice Rutashobya	UDSM, P. O. Box 35046, DSM
51.	Prof. Charles Inyangete	Vertex Financial, DSM
52.	Prof. Haji Semboja	ESRF, Dar es Salaam
53.	Prof. Melchior Mlambiti	SUA, Morogoro
54.	Prof. M. Ndiragu	EGERTON, Kenya
55.	Dr. K. Kazungu	FASS, OUT
56.	Dr. D. Ngaruko	FASS, OUT
57.	Dr. W. Pallangyo	FASS, OUT

4.6 Faculty Staff Contacts and Subjects

Table 10 gives the staff contacts that is, telephone number, official OUT email address and the duty station.

Table 10: Staff contacts with assigned subjects

Name	Subjects	Telephone	Email	Duty station
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** On study leave

CHAPTER 5:

FBM ALMANAC FOR 2010 / 2011 ACADEMIC YEAR

2010 SEPTEMBER			
06-Sep-10	Monday	REGISTRATION OF CONTINUING STUDENTS BEGINS	DVC Ac, DVC RS
13-Sep-10	Monday	Management Committee	VC
17-Sep-10	Friday	FPDC Meeting	Vice Chairperson of Council
20-Sept-10	Monday	Graduation Committee Meeting	DVC Ac
20-Sept-10	Monday	Commencement of examination 2009 intake- EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
21-Sep-10	Tuesday	Postgraduate BPR	DVC Ac, DRPC
22-Sep-10	Wednesday	Postgraduate BPR	DVC Ac, DRPC
23-Sep-10	Thursday	UGSC	DVC Ac
24-Sep-10	Friday	OCB Board	DVC Ac, COCB
27-Sep-10	Monday	Management Committee	VC
28-Sep-10	Tuesday	Graduation Committee	DVC Ac
30-Sep-10	Thursday	Audit Committee Meeting	Chairperson
30-Sep-10	Thursday	Tender Board	
2010 OCTOBER			
01-Oct -10	Friday	68TH SENATE MEETING	VC
04-Oct-10	Monday	Last day of examination 2009 intake-EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
11-Oct-10	Monday	Graduation Committee	DVC Ac
12-Oct-10	Tuesday	Tender Board 9.30 a.m.	Chairperson
15-Oct-10	Friday	69th COUNCIL MEETING	VC, STC
18-Oct-10	Monday	Commencement of Fourth Trimester 2009 intake- EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
22-Oct-10	Friday	Annual convocation meeting	DVC-RM
23-Oct-10	Saturday	23rd GRADUATION CEREMONY	DVC Ac
29-Oct-10	Friday	3rd ACDE Conference LOC	DVC Ac
2010 NOVEMBER			
1/11/2010	Monday	Management Committee	Vice Chancellor
4/11/2010	Thursday	Deadline for submission of results- EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
05/11/10	Friday	Commencement of 2010/2011 Academic Year -	
06/11/10	Saturday	ORIENTATION; REGISTRATION BEGINS	DVC AC, DVC RS

07/11/10	Sunday	ORIENTATION Programmes continue	DVC Ac. DVC RS
08/11/10	Tuesday	Tender Board	Chairperson
08/11/10	Monday	Commencement of lessons for module 1 Executive MBA-MWANZA	COORDINATOR Executive- MBA
11/11 /10	Thursday	RPPC	DVC (Ac)
11/11 /10	Thursday	Commencement of First Trimester 2010 intake- EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
12/11/10	Friday	HRMC Meeting	Vice Chancellor
13/11/10	Saturday	USRC Meeting	President OUTSO
16/11/10	Tuesday	Management Committee	Vice Chancellor
17/11/10	Wednesday	OCB Board	DVC Ac, COCB
22/11/10	Monday	Executive Committee of Worker's Council Meeting	Chairman of Workers Council
24/11/10	Wednesday	Last day for module 1 Executive MBA- MWANZA	COORDINATOR Executive- MBA
29/11/10	Monday	Commencement of lessons for module 1 Executive MBA-ARUSHA	COORDINATOR Executive- MBA
30/11/10	Tuesday	Management Committee	Vice Chancellor
2010 DECEMBER			
2/12/10	Thursday	Audit Committee Meeting	Chairperson
3/12/10	Friday	Last day for Registration: All programmes	DVC Ac, DRCs
3/12/10	Friday	STUDENTS AFFAIRS	DVC (Ac)
6/12/10	Monday	FPDC Meeting	Vice Chairperson of Council
8/12/10	Wednesday	69th SENATE	Vice Chancellor
9/12/10	Thursday	Independence Day	Public Holiday
10/12/10	Friday	Workers Council	Chairman of Workers Council
13/12/10	Monday	RDCC	DVC (RS)
14/12/10	Tuesday	RSP	VC, DPD
15/12/10	Wednesday	RSP	VC, DPD
15/12/10	Wednesday	Last day for module 1 Executive MBA- ARUSHA	COORDINATOR Executive- MBA
16/12/10	Thursday	70th COUNCIL MEETING	Chairperson of Council
18/12/10	Saturday	End of F2F for DPTE	DVC Ac, DICE
20/12/10	Monday	Management Committee	Vice Chancellor
21/12/10	Tuesday	Tender Board	Chairperson
25/12/10	Saturday	XMAS day	Public Holiday
26/12/10	Sunday	Boxing Day	Public Holiday

31/12/10	Friday	Last day for Registration for Jan/Feb TTs and Special/Supp Exams	DVC Ac, DES
2011 JANUARY			
1/01/2011	Saturday	New Year	Public Holiday
3/01/2011	Monday	Management Committee	VC
10/01/2011	Monday	Commencement of lessons for module 1 Executive MBA-MBEYA	COORDINATOR Executive- MBA
12/01/2011	Wednesday	Mapinduzi Day	Public Holiday
14/01/2011	Friday	FACULTY BOARD MEETING	DFBM
17/01/2011	Monday	Management Committee	VC
17/01/2011	Monday	Commencement of examinations-2009 intake-EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
19/01/2011	Wednesday	Tender Board	Chairperson
20/01/2011	Thursday	RPPC Meeting	DVC Ac
24/01/2011	Monday	Management Committee	VC
24/01/2011	Monday	Special TT2 begin – LAST CHANCE	DVC Ac, DES
26/01/2011	Wednesday	UGSC	DVC Ac, STC
26/01/2011	Wednesday	Last day for module 1 Executive MBA-MBEYA	COORDINATOR Executive- MBA
27/01/2011	Thursday	ICT Steering Committee	VC
28/01/2011	Friday	Special TT2 End – LAST CHANCE	DVC Ac, DES
28/01/2011	Friday	3rd ACDE Conference LOC	DVC Ac,
31/01/2011	Monday	Management Committee	VC, STC
31/01/2011	Monday	Last day of examination 2009 intake-EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
31/01/2011	Monday	Special/Supp Exams begin	DVC Ac, DES
31/01/2011	Monday	Commencement of lessons for module 1 Executive MBA-ZANZIBAR	COORDINATOR Executive- MBA
2011 FEBRUARY			
4/02/2011	Friday	Special/Supp Exams End	DVC Ac, DES
4/02/2011	Friday	Tender Board	Chairperson
7/02/2011	Monday	Main/Special TT Begins	DVC Ac, DES
7/02/2011	Monday	Commencement of Fifth trimester 2009 intake-EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
8/02/2011	Tuesday	HRMC Meeting	VC
10/02/2011	Thursday	Audit Committee Meeting	DVC (RM)
10/02/2011	Thursday	Commencement of examinations 2010 intake-EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
11/02/2011	Friday	Commencement of lessons for module 2 Executive MBA-MWANZA	COORDINATOR Executive- MBA

14/02/2011	Monday	Management Committee	VC
16/02/2011	Wednesday	Main/Special TT Ends	DVC Ac, DES
16/02/2011	Wednesday	Last day for module 1 Executive MBA-ZANZIBAR	COORDINATOR Executive- MBA
18/02/2011	Friday	FPDC Meeting	Vice Chairperson of Council
19/02/2011	Saturday	SPORTS BONANZA	DOS, COACH
23/02/2011	Wednesday	Workers Council – Executive Committee	Chairman of Workers Council
23/02/2011	Wednesday	Panel Marking Begins	DVC Ac, DES
25/02/2011	Friday	3rd ACDE Conference LOC	DVC Ac
25/02/2011	Friday	Commencement of lessons for module 2 Executive MBA-ARUSHA	COORDINATOR Executive- MBA
28/02/2011	Monday	Deadline of submission of results 2009 intake-EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
2011 MARCH			
1/03/2011	Tuesday	Management Committee	VC
2/03/2011	Wednesday	70th SENATE MEETING	VC
2/03/2011	Wednesday	Last day for module 1 Executive MBA-MWANZA	COORDINATOR Executive- MBA
03/03/2011	Thursday	Last day of examinations 2009 intake-EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
4/03/2011	Friday	Workers Council Meeting	Chairman of Workers Councils, Coach
10/03/2011	Thursday	Commencement of lessons of second trimester 2010 intake- EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
11/03/2011	Friday	END OF PANEL MARKING	DVC AC, DES
14/03/2011	Monday	Management Committee	VC
16/03/2010	Wednesday	Last day for module 2 Executive MBA-ARUSHA	COORDINATOR Executive- MBA
25/03/2011	Friday	71st COUNCIL MEETING	Chairperson of Council
25/03/2011	Friday	Commencement of lessons for module 2 Executive MBA-MBEYA	COORDINATOR Executive- MBA
28/03/2011	Monday	Management Committee	VC
2011 APRIL			
1/04/2011	Friday	3rd ACDE Conference LOC	DVC Ac
04/04/2011	Monday	Last day for submission of results for 2009 intake- EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
7/04/2011	Thursday	IET Board Meeting	DIET
8/04/2011	Friday	USRC meeting at University Level	OUTSO President

9/04/2011	Saturday	FACE TO FACE BEGINS (Group 1: Arusha, Singida, Morogoro, Iringa, Mbeya, Lindi, Kagera, Shinyanga, Zanzibar, Tanga, Tabora, Kinondoni, Ilala)	DVC Ac, DVC RS
11/04/2011	Monday	Management Committee	VC
12/04/2011	Tuesday	FACULTY BOARD MEETING	DFBM
13/04/2011	Wednesday	Audit Committee Meeting	DVC(RM)
13/04/2011	Wednesday	Last day for module 2 Executive MBA-MBEYA	COORDINATOR Executive- MBA
14/04/2011		F2F Ends Group 1	DVC AC, DVC RS
16/04/2011		FACE TO FACE BEGINS (Group 2: Manyara, Dodoma, Coast, Ruvuma, Rukwa, Mtwara, Mwanza, Mara, Pemba, Kilimanjaro, Kigoma, Kinondoni, Temeke)	DVC Ac, DVC (RS)
20/04/2011	Wednesday	Tender Board Meeting	Chairperson
21/04/2011	Thursday	F2F Ends Group 2	DVC AC, DVC RS
22/04/2011	Friday	GOOD FRIDAY	
22/04/2011	Friday	Commencement of lessons for module 2 Executive MBA-ZANZIBAR	COORDINATOR Executive- MBA
24/04/2011	Sunday	EASTER	
25/04/2011	Monday	EASTER MONDAY	
26/04/2011	Tuesday	UNION DAY	Public Holiday
27/04/2011	Wednesday	Management Committee	VC
29/04/2011	Friday	3rd ACDE Conference LOC	DVC Ac
2011 MAY			
1/05/2011	Sunday	MAY DAY	Public Holiday
6/05/2011	Friday	FPDC Meeting	Vice Chairperson of Council
09/05/2011	Monday	Commencement of examinations 2009 intake-EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
10/05/2011	Tuesday	RDCC	DVC (RS)
11/05/2011	Wednesday	RSP	VC, DPD
11/05/2011	Wednesday	Last day for module 2 Executive MBA-ZANZIBAR	COORDINATOR Executive- MBA
12/05/2011	Thursday	RSP	VC, DPD
13/05/2011	Friday	HRMC Meeting	VC
16/05/2011	Monday	LAST DAY FOR APPEALS ON EHTS	DVC AC, DES
16/05/2011	Monday	Management Committee	VC
20/05/2011	Friday	UGSC	DVC Ac, STC
23/05/2011	Monday	Last day of examination 2009 intake-EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
25/05/2011	Wednesday	RPPS	DVC Ac, DRPS

27/05/2011	Friday	3rd ACDE Conference LOC	DVC Ac
30/05/2011	Monday	Special TT begins	DVC Ac, DES
2011 JUNE			
6/06/2011	Monday	Management Committee	VC
06/06/2011	Monday	End of Special TT	DVC Ac, DES
7/06/2011	Tuesday	Annual Exams Begin	DVC AC
9/06/2011	Thursday	Face to Face for DPTE begins	DVC Ac, DICE
16/06/2011	Thursday	Management Committee	VC
17/06/2011	Friday	Annual exams Ends	DVC AC
17/06/2011	Friday	3rd ACDE Conference LOC	DVC Ac
20/06/2011	Saturday	STUDENTS AFFAIRS	DVC (Ac)
23/06/2011	Thursday	Deadline for submission of results 2009 intake- EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
24/06/2011	Friday	71ST SENATE MEETING	VC
27/06/2011	Monday	Panel Marking begins	DVC Ac, DES
28/06/2011	Tuesday	ICT Steering Committee (AM)	VC
29/06/2011	Wednesday	Sabasaba Exhibition Starts	DVC Ac, DCM
30/06/2011	Thursday	Commencement of Trimester three 2010 intake-EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
2011 JULY			
1/07/2011	Friday	3rd ACDE Conference LOC	DVC Ac
2/07/2011	Saturday	REGISTRATION OF CONTINUING STUDENTS BEGINS	DVC Ac, DVC RS
8/07/2011	Friday	72nd COUNCIL MEETING	Chairperson of Council
9/07/2011	Saturday	Sabasaba Exhibition Ends	DVC Ac, DCM
11/07/2011	Monday	Management Committee	VC
11/07/2011	Monday	Commencement of supplementary examinations 2009 intake- EVENING MBA- MWALIMU HOUSE	COORDINATOR Evening- MBA
12/07/2011	Tuesday	3 rd ACDE Conference Begins	VC, DVC Ac
15/07/2011	Friday	3 rd ACDE Conference Ends	VC, DVC Ac
18/07/2011	Monday	Management Committee	VC
20/07/2011	Wednesday	Tender Board Meeting	Chairperson
23/07/2011	Saturday	Deadline for submission of results 2010 intake- EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
22/07/2011	Friday	Panel Marking Ends	DVC Ac, DES
24/07/2011	Thursday	Last day of supplementary examinations 2009 intake- EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
27/07/2011	Wednesday	Audit Committee Meeting	DVC(RM)

2011 AUGUST			
1/08/2011	Monday	Management Committee	VC
5/08/2011	Friday	HRMC Meeting	VC
12/08/2011	Friday	FPDC Meeting	Vice Chairperson of Council
15/08/2011	Monday	Commencement of lessons for module 3(Specialization) All Executive MBA	COORDINATOR Executive- MBA
16/08/2011	Tuesday	STUDENTS AFFAIRS	DVC (Ac)
17/08/2011	Wednesday	Examination Boards Meetings	Deans / Directors
18/08/2011	Thursday	Tender Board	Chairperson
19/8/2011	Friday	RPPS	DVC Ac, DRPS
22/08/2011	Monday	FACULTY BOARD MEETING	DFBM
24/08/2011	Wednesday	Management Committee	VC
02/09/2011	Friday	Last day for module 3(Specialization) All Executive MBA	COORDINATOR Executive- MBA
2011 SEPTEMBER			
5/09/2011	Monday	REGISTRATION OF CONTINUING STUDENTS BEGINS	AO, DRCs
14/09/2011	Friday	RPPS	DVC (Ac), DRPS
16/09/2011	Friday	UGSC	DVC (Ac), STC
19/09/2011	Monday	Management Committee	VC
20/09/2011	Tuesday	Audit Committee	DVC (RM)
22/09/2011	Thursday	Regional Director Co-ordination Committee	DVC (RS), DRCS
23/09/2011	Friday	Rolling, Strategic Man Review Workshop	Vice Chancellor
24/09/2011	Saturday	RSP Review Workshop	VC
29/09/2011	Thursday	Commencement of examinations 2010 intake- EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
30/09/2011	Friday	Executive Committee Convocation	DVC (RM)
2011 OCTOBER			
07/10/2011	Friday	Commencement of 2011/2012 Academic Year	ORRIENTATION DVC (Ac) DVC (RS)
07/10/2011	Friday	72ND SENATE MEETING	VC
08/10/2011	Saturday	Orientation Registration Begins	DVC (AC) DVC (RS)
10/10/2011	Monday	Management Committee	VC
13/10/2011	Thursday	Executive Committee Convocation	DVC (RM)
13/10/2011	Thursday	Last day of examinations 2010 intake- EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
14/10/2011	Friday	NYERERE DAY	Public Holiday
18/10/2011	Tuesday	Tender Board Meeting	Chairperson

27/10/2011	Thursday	73rd COUNCIL	CHAIRMAN
28/10/2011	Friday	ANNUAL CONVOCATION	PRESIDENT
29/10/2011	Saturday	22nd GRADUATION	CHANCELLOR
2011 NOVEMBER			
04/11/2011	Friday	End of Registration and Change of Programme	DVC Ac
05/11/2011	Saturday	Last Day of Registration	DVC (Ac) DVC (RS)
07/11/2011	Monday	FACULTY BOARD MEETING	DFBM
07/11/2011	Monday	Commencement of RESEARCH METHODOLOGY COURSE&FE for module 3 Executive MBA courses	COORDINATOR Executive- MBA
08/11/2011	Tuesday	UGSC	DVC (Ac)
09/11/2011	Wednesday	RPPC Meeting	DVC (Ac), drpc
10/11/2011	Thursday	HRMC Meeting	VC
11/11/2011	Friday	Induction Training for USRC Members	DOS / OUTSO
11/11/2011	Friday	Last day for RESEARCH METHODOLOGY COURSE & FE for module 3 Executive MBA courses	COORDINATOR Executive- MBA
12/11/2011	Saturday	USRC Meetings	DOS / OUTSO
12/11/2011	Saturday	Deadline for submission of results-2010 intake EVENING MBA-MWALIMU HOUSE	COORDINATOR Evening- MBA
14/11/2011	Monday	Management Committee	VC
18/11/2011	Friday	FPDC Meeting	Vice Chairperson of Council
18/11/2011	Friday	Deadline for Registration for January 2012 Tests and Special / Supp Exams	DVC Ac. DRCs, DES
19/11/2011	Saturday	National Legal Aid Day	DFLW
23/11/2011	Wednesday	QA Committee	DVC (Ac)
01/02/2012	Thursday	Commencement of Supplementary examinations-Executive-MBA	COORDINATOR Executive- MBA
04/02/2012	Sunday	Last day of Supplementary examinations-Executive-MBA	COORDINATOR Executive- MBA