



MOSHI CO-OPERATIVE UNIVERSITY (MoCU)

PROSPECTUS

Welcome Note from the Vice Chancellor



Prof. Faustine K. Bee
Vice Chancellor

It is my honour more than a pleasure to welcome you all to the Moshi Co-operative University (MoCU). Allow me to invite you all whether you're a secondary school student, parent, teacher, prospective students, colleague or anyone thinking of returning to education, I hope this prospectus will give you a flavour of the breadth of opportunities that awaits you at this University. MoCU has come a long way in a short amount of time and currently have over 4,800 students from less than 300 students in 2004. The University has a strong professional orientation with a focus on academic excellence and graduate employability. By way of illustration, we are recognised as the Centre for Excellence in Co-operative Studies and Business Management by the East Africa (EAC). The University aims to provide strong professional orientation with educational depth in co-operative studies. Areas of expertise among others include; co-operative education and development, business, economics, law, gender and community development. It demands that, students acquire distinguished expertise in their chosen disciplines of co-operative development and management, accounting and auditing, procurement, finance, banking and microfinance, law, and community development.

The University graduands of today are increasingly required to live and work across boundaries, borders and cultures. To this end, MoCU offers its students opportunities to study in a competitive environment of which individual student derive the best in it and be able to compete with other graduates. The University encourages international mix of students by drawing its students from various foreign countries in Africa and beyond. MoCU offers not only unique environment with excellent degree and non-degree programmes but also provides a wonderful array of clubs,

societies, and sporting facilities. We encourage students to “co-operatively learn from today, manage and govern tomorrow”. Many graduates have taken up the management positions in and across Tanzania; they are in Banks, Microfinance Institutions, Business, Politics Local Government and Agriculture. Accordingly, MoCU graduates are consistently ranked highly by employers and enjoy excellent job prospects. The University will prepare you to discover your true potential for whatever the future holds. You will acquire quality education and skills you need to meet challenges and seize the opportunities of today’s complex society.

ABBREVIATIONS AND ACRONYMS

ADB	Advanced Diploma in Business Administration
ADCA	Advanced Diploma in Co-operative Accounting
ADCM	Advanced Diploma in Co-operative Management
AMU	<i>Astashahada ya Misingi ya Uchumi na Ushirika</i>
BA-AF	Bachelor of Arts in Accounting and Finance
BA-BEC	Bachelor of Arts in Business Economics
BA-CED	Bachelor of Arts in Community Economic Development
BA-CMA	Bachelor of Arts in Co-operative Management and Accounting
BA-HRM	Bachelor of Arts in Human Resource Management
BA-ME	Bachelor of Arts in Marketing and Entrepreneurship
BA-MFED	Bachelor of Arts in Microfinance and Enterprise Development
BA-PSM	Bachelor of Arts in Procurement and Supply Management
BCS	Bureau of Cosultancy Services
BLIS	Bachelor of Library and Information Sciences
BSc.-BICT	Bachelor of Science in Business Information and Communication Technology
CAF	Certificate in Accounting and Finance
CAS	Central Admission System
CBE	College of Business Education
CED	Certificate in Enterprise Development
CEIC	Co-operative Entrepreneurship and Innovation Centre
CIT	Certificate in Information Technology
CLIS	Certificate in Library and Information Sciences
CMA	Certificate in Management and Accounting
CMF	Certificate in Microfinance Management
CPA	Certified Public Accountant
DBICT	Diploma in Business Information and Communication Technology
DCMA	Diploma in Co-operative Management and Accounting
DEMA	Diploma in Enterprise Management
DHRMA	Directorate of Human Resource Management and Administration
Dip.	
DIT	Diploma
DUT	Dar-es-salaam Institute of Technology
DLAS	Dalian University of Technology

Diploma in
Library and
Archival
Studies

III

DMFM	PGD
DCLA	PGD - AF
DVC-A	PGD -CBM
DVC-AF	
DPF	
DRPS	
FBIS	
FCCD	
FC- SACCOS	
ICCE	
ICT	
IFM	
ISS	
KCMC	
LL.B	
LL.M	
MA	
MA-CCD	
MA-PSM	
MA-RD	
MBA	
MBM	
MFIs	
MPA	
MSc	
MU	
MoCU	
NHIF	
PC- SACCOS	

Diploma in Microfinance Management	Management
Directorate of Co-operative Library and Achieves	Institute of Continuing Co-operative Education
Deputy Vice Chancellor (Academic)	Information and Communication Technology
Deputy Vice Chancellor (Administration and Finance)	Institute of Finance Management
Directorate of Planning and Finance	Institute of Social Studies (Netherlands)
Directorate of Research and Postgraduate Studies	Kilimanjaro Christian Medical Centre
Faculty of Business and Information Sciences	Bachelor of Laws
Faculty of Co-operative and Community Development	Master of Laws
Foundation Certificate in Savings and Credit Co-operative Societies	Master of Arts
	Master of Arts in Co-operative and Community Development
	Master of Arts in Procurement and Supply Management
	Master of Arts in Rural Development
	Master of Business Administration
	Master of Business Management
	Microfinance Institutions
	Master in Public Administration
	Master of Science
	Mzumbe University
	Moshi Co-operative University
	National Health Insurance Fund
	Professional Certificate in Savings and Credit Co-operative Societies
	Management
	Postgraduate Diploma
	Postgraduate Diploma in Accounting and Finance
	Postgraduate Diploma in Co-operative Business Management

PGD- CD	SMEs
PGD- SACCOS	SUA
	TCU
PhD	TZS
SJIIT	UDSM
SJCET	UNISA
SJUT	USD

VC Postgraduate Diploma in Community Development
 Postgraduate Diploma in Savings and Credit Co-
 operative Societies
 Management
 Doctor of Philosophy
 St. Joseph Institute of Information and Technology
 St. Joseph College of Engineering and Technology
 St. John's University of Tanzania
 Small and Medium Enterprises
 Sokoine University of Agriculture
 Tanzania Commission for Universities
 Tanzanian Shillings
 University of Dar-es-salaam
 University of South Africa
 United States of America Dollar
 Vice Chancellor

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4 CBM)		7
2.1. Master of Arts in Co-operative and Community Development (MA-		
5 CCD)		9
2. Department of Accounting (ACC)		1
2		0
2.2. Bachelor of Arts in Accounting and Finance (BA-		1
1 AF)		0
2. Department of Community and Rural Development		1
3		2
2.3. Bachelor of Arts in Community Economic Development (BA-		1
1 CED)		2
2.3. Postgraduate Diploma in Community Development (PGD-		1
2 CD)		4
2. Department of Economics and Statistics		1
4		5
2.4. Bachelor of Arts in Business Economics (BA-		1
1 BEC)		5
2. Department of Banking and Finance		1
5		7
2.5. Certificate in Accounting and Finance		1
1 (CAF)		7
2.5. Certificate in Microfinance Management		1
2 (CMF)		7
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3 (DMFM)		8
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4 MFED)		9
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		1
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		2
3.2. 12	Bachelor of Arts in Co-operative Management and Accounting (BA-CMA)	5
		2
3.2.	Bachelor of Arts in Community Economic Development (BA-	5

13	CED)	3
3.2.	Bachelor of Arts in Microfinance and Enterprise Development (BA-	5
14	MFED)	3
3.2.	Bachelor of Arts in Human Resource Management (BA-	5
15	HRM)	4
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19	PSM)	6
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20	CD)	6
3.2.	Postgraduate Diploma in Co-operative Business Management (PGD-	5
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THE UNIVERSITY EXECUTIVES

CHANCELLOR (C): Hon. PIUS MSEKWA

Hon. Pius Msekwa is a holder of B.A (Hons) degree in history from the University of London and an M.A degree in Political Science (UDSM); and LL.B of the Open University of Tanzania.

VICE CHANCELLOR (VC)

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OFFICERS IN THE OFFICE OF THE VC

CHIEF INTERNAL AUDITOR

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ACTING CORPORATE COUNSEL

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School
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INSTITUTIONAL TRANSFORMATION MANAGER

Mr. Elias Erasto Sanga : ADC (Moshi); MBA (IDM)

PROCUREMENT MANAGEMENT OFFICER

Ms. Dinnah Kirway : ADMM, (IDM) MBA (LOGO
MGT)
(MU) CPSP (T)

MARKETING AND PUBLIC RELATIONS OFFICER

Mr. David John Mashingia : ADCA, PGD-CBM (Moshi); PGD-
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QUALITY ASSURANCE

COORDINATOR Ms. Mwanahawa : ADCA(Moshi); PGD (AF)
Leonard Mhina : (SUA); MBA (UDSM)

CHAIRPERSON INTEGRITY

COMMITTEE Ms. Grace Mafunda : LL.B (MU)
Nolasco :

ACTING DEPUTY VICE CHANCELLOR ACADEMIC (DVC-A)

Mr. Basili Seimu Liheta : BA, MA-Econ. (UDSM); MSc. (Agric.
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TRAINING OFFICER - ACADEMIC STAFF

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(UDSM)

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OFFICERS IN THE OFFICE OF THE DVC-AF

DEAN OF STUDENTS

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**ASSISTANT DEAN OF STUDENTS
(Kizumbi)**

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Mwakabumbe (MU)

**ACTING HEAD - GUIDANCE AND
COUNSELING**

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(UDOM)

**ACTING HEAD - STUDENTS'
ACCOMMODATION**

Ms. Sarah Magoti : BSc. (Computer Sc.)(SJIIT); MSc. ICSE
Nyanjara: (NM-AIST)

**ACTING HEAD - SPORTS AND
RECREATION**

Mr. Hussein Laizer : BA-CMA (SUA); CPA (T); MBM
(SUA)

THE UNIVERSITY FACULTIES

**FACULTY OF CO-OPERATIVE AND COMMUNITY
DEVELOPMENT (FCCD)**

DEAN

Dr. Kitale Christian : BSc.Agri-Rural. Econ.(SUA); MBA-
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DEPUTY DEAN

Dr. Cyril Kalembara : BA (Env. Studies) & MA (Demog.)
Komba : (UDSM); PGD
(Poverty Analysis) (ISS) PhD (SUA)

**Examinations
Coordinator**

Mr. Kanti A. Kimaro : BA (Philosophy) (CUEA); PGD-CD
(SUA),
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**Assistant Examinations
Coordinator**

Hadriano Damasi
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HEADS OF DEPARTMENTS UNDER FCCD

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FACULTY OF BUSINESS AND INFORMATION SCIENCES (FBIS)

DEAN

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DEPUTY DEAN

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Assitant Examination Coordinator

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DEPARTMENT OF BANKING AND FINANCE

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DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY

Mr. Shadrack Stephen Madila : BEng. (SJCET), MSc ICSE (NM-AIST)

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DEPARTMENT OF MANAGEMENT

Dr. Neema Penance Kumburu : BPA & MPA (HRM) (MU); PhD (SUA)

DEPARTMENT OF LAW

Ms. Grace Nolasco : LL.B (MU); LL.M (UDSM).

THE UNIVERSITY ACADEMIC DIRECTORATES

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES DIRECTOR

Dr. Esther Naiman Towo : BA, MA (Econ.) (UDSM); PhD (SUA)

DEPUTY DIRECTOR

Dr. Benson Ndiege : BA (Ed.) (UDSM); MSc. (Econ.) (MU); PhD (DUT)

HEADS OF DEPARTMENTS

DEPARTMENT OF RESEARCH AND PUBLICATION

Dr. Somo Makanyaga Seimu : BA with Education (UDSM); MEd (Cardiff), PhD – University of central Lancashire WClan)

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DIRECTORATE OF UNDERGRADUATE STUDIES (DUS)

DIRECTOR

Mr. Legnard Nicholas Ngailo : BSc-Agric. (SUA); PGD-Project Mgt. (Odense); MSc-Agric. Econ. (SUA)

DEPUTY DIRECTOR

Mr. Ernest Lucas Hizza : BSc (Urban and Reg. Planning) & MSc. (Natural Resource Management) (UDSM)

HEAD ADMISSIONS UNIT Mr. Ernest Lucas Hizza

: BSc (Urban and Reg. Planning) & MSc. (Natural Resource Management) (UDSM)

HEAD EXAMINATIONS AND TIME TABLING UNIT

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MA-Development Studies (UDOM)

**HEAD ADMISSIONS, EXAMINATIONS AND STUDENTS'
RECORDS UNIT (KIZUMBI TEACHING CENTRE)**

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**DIRECTORATE OF CO-OPERATIVE LIBRARY AND ARCHIVES
(DCLA)**

DIRECTOR

Dr. John J. Iwata BA, MA. Ed. (UDSM), PhD (LIS)
(KwaZulu-Natal)

DEPUTY DIRECTOR

Dr. Mohamed Suleiman Dadi : (BA), MLIS & PhD (Malaysia)

HEADS OF DEPARTMENTS UNDER DCLA

**ACTING HEAD OF DEPARTMENT - DOCUMENTATION,
INFORMATION AND SERIALS**

Ms. Nathalia John : NLACC (TLSB) DIPLADS
(Bagamoyo)

**DEPARTMENT OF TECHNICAL
SERVICES**

Dr. Mohamed Suleiman Dadi : BA, MLIS & PhD (Malaysia)

DEPARTMENT OF READER SERVICES AND CIRCULATION

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MA-CCD (MoCU)

ACTING HEAD - DEPARTMENT OF ARCHIVES

Mr. Saleh Jumanne Sama : NLACC (TLSB); DIPLADS
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BSc. IT (Tumaini University)

HEAD KIZUMBI TEACHING CENTRE LIBRARY

Mr. Anthony Mchabwa Gikuri : BA (Rural Devpt.) & MA-CCD
(SUA)

THE UNIVERSITY BUREAU

BUREAU OF CONSULTANCY SERVICES (BCS)

DIRECTOR

Dr. Mangasini Atanasi Katundu : BA (Hons) (Geog. & Environ.)
(UDSM); MA (Rural Dev.)
(SUA), PhD (SUA)

DEPUTY DIRECTOR

Mr. Allan Lyimo Sethiel : B.Com (Accounting); CPA
(T); MBA (UDSM)

THE UNIVERSITY INSTITUTE(S)

INSTITUTE OF CONTINUING CO-OPERATIVE EDUCATION (ICCE) DIRECTOR

Mr. Justinian M. Bamanyisa : Cert. Philosophy (Kibosho Seminary, Moshi); BA (Hons) (Geo. & Env.); MA-DS (UDSM)

DEPUTY DIRECTOR

Mr. Haruni Makosi Kalineza : BSc (Agric.) & MSc. (Agric. Ed. & Ext.) (SUA)

HEADS OF DEPARTMENTS UNDER ICCE

DEPARTMENT OF DISTANCE EDUCATION

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CO-ORDINATOR PFCM

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CO-OPERATIVE ENTREPRENEURSHIP AND INNOVATION CENTRE (CEIC) COORDINATOR

Mr. Damian Boniface Sambuo : BSc. Applied Statistics, MSc Economics Project Plain & Mgt (MU)

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CO-ORDINATOR

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(Makerere)

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1.0 INTRODUCTION OF THE UNIVERSITY

Moshi Co-operative University (MoCU) was officially approved on 3rd July 2014 by the Tanzania Commission for Universities in its 64th meeting by granting approval to transform/upgrade the Moshi University of Co-operative and Business Studies (MUCCoBS) into a full fledged University. Following the approval by TCU, it was formally established by the Government on the 4th September, 2014.

The University history dates back to the 5th of January 1963 when the Co-operative College Moshi started its operations catering to the training of manpower in the co-operative sector under the then Ministry of Co-operatives and Community Development. It was officially established through the Co-operative College Act No. 32 (Repealed) of 1964 as an autonomous institution with its own Governing Board. Then in 2004 the Co-operative College Moshi was transformed into Moshi University College of Co-operative and Business Studies (MUCCoBS) as the Constituent University College of Sokoine University of Agriculture through Declaration Order No. 22 of 2004.

The new Moshi Co-operative University is located in the Moshi Municipality along Sokoine road. It has a teaching centre at Kizumbi in Shinyanga Municipality and 13 regional offices that cater for all regions in Tanzania. The regional offices are located in Kilimanjaro, Tanga, Shinyanga, Mwanza, Dodoma, Tabora, Kigoma, Mbeya, Iringa, Ruvuma, Coast, Mtwara and Singida regions. The University has several faculties, institute(s), bureau, directorates, centres and departments. They include:

- (I) The Faculty of Co-operative and Community Development (FCCD)
- (AI) The Faculty of Business and Information Sciences (FBIS);
- (BI) The Directorate of Research and Postgraduate Studies (DRPS)

- (V) The Directorate of Planning and Finance (DPF)
- (VI) The Directorate of Human Resource Management and Administration (DHRMA)
- (VII) Bureau of Consultancy Services (BCS)
- (VIII) The Institute of Continuing Co-operative Education (ICCE)

(IX) Students' Affairs Services

The University conducts a range of; residential, non-residential and distance learning programmes, tailor-made programmes, field training, research, and provides advisory services and undertake consultancy services. Over the years, the University has turned out experts in; co-operative

development and management, accounting and auditing, procurement, marketing, finance, banking and microfinance, and community development, who have successfully secured various employment opportunities within and outside Tanzania.

1.1 Objectives and Functions

The objectives of the University are advance knowledge, wisdom, understanding and enhance creativity through teaching, research, extension and consultancy on all matters relating to co-operative development, rural transformation, business studies, information and communication technology, law and any other relevant area of learning and knowledge at national and international levels. The specific objects and functions of the University are list these as they appear in the strategic plan.

1.2 Vision, Mission, Core Values and Motto

1.2.1 Vision Statement

The vision of the University is to become *“A centre of excellence in co-operative education and practice”*.

1.2.2 Mission Statement

The mission statement of the University is *“To provide quality education, training, research and advisory services to enhance co-operative development”*

1.2.3 Core Values

In fulfilling the Vision and Mission, the University will be guided by the following core values; *cooperation, objectivity, pursuit of excellence in service delivery, integrity and accountability, courtesy to all, and social responsibility*.

1.2.4 Motto

The motto of the University is *“Ushirika ni Biashara”*.

1.3 Summary of the University Academic Departments

1.3.1 Faculty of Co-operative and Community Development This consists of the following Departments:

- (1) Department of Economics and Statistics
- (2) Department of Co-operative Development and Management
- (3) Department of Community and Rural Development
- (4) Department of Accounting

1.3.2 Faculty of Business and Information Sciences This consists of the following Departments:

- (1) Department of Banking and Finance
- (2) Department of Information and Communication Technology
- (3) Department of Marketing, Procurement and Supply Management
- (4) Department of Management
- (5) Department of Law

1.3.3 Directorate of Research and Postgraduate Studies This consists of the following Departments:

- (1) Department of Research and Publications; and
- (2) Department Postgraduate Studies

1.3.4 Directorate of Co-operative Library and Archives This consists of the following Departments:

- (1) Department of Reader Services and Circulation
- (2) Department of Co-operative Documentation, Information and Serials
- (3) Department of Archives
- (4) Department of Technical Services

1.3.5 Institute of Continuing Co-operative Education

This consists of the following Departments:

- (1) Department of Extension and Outreach Programmes
- (2) Department of Distance Education
- (3) Department of Gender and Development.

2.0 PROGRAMMES OFFERED BY THE UNIVERSITY

MoCU offers different academic programmes ranging from certificate to postgraduate levels. Most

of the programmes are residential and follow a semester system. Some of the programmes are

distance and evening. The programmes are offered under faculties, directorate and institute as

described hereunder:

2.1 Department of Co-operative Development and Management (CDM)

2.1.1 Certificate in Management and Accounting (CMA)

Objectives of the Programme

This programme is designed to equip candidates with requisite knowledge and ability to enable them

handle lower level Accounting, Administrative and Management functions. Specifically, it is

designed to:

- (i) equip candidates with basic knowledge and skills in Management and Accounting
- (ii) enable candidates to appreciate basic principles and practices of management and accounting in their organizations.

Duration of the Programme: This is a two (2) semester programme. The programme is conducted at both Moshi Campus and Kizumbi Teaching Centre in Shinyanga.

Programme Structure

3

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CDM 011	Principles of Cooperation	2	ACC 012	Bookkeeping and Accounting II	3
ACC 011	Bookkeeping and Accounting I	3	ECS 012	Principles of Economics	2
ECS 011	Introduction to Business Maths and Statistics	3	MAL 012	Introduction to Management Principles	2
PSM 012	Commercial Knowledge	2	PSM 011	Introduction to Marketing	2
MAL 011	Basics of Communication Skills	2	ACC 013	Introduction to Costing and Materials Management	3
MAL 014	Introduction to Business Law	2	BMF 011	Elements of Savings and Credit Co-operative Management	2
CRD 011	Introduction to Sociology	2			
TOTAL SEMESTER I		16	TOTAL SEMESTER II		14

****CR(s) = CREDIT(s)**

2.1.2 Diploma in Co-operative Management and Accounting (DCMA)

Objectives of the Programme: This programme is designed to equip the candidates to deal with technical issues in cooperative management. Specifically, it seeks to:

- (i) equip candidates with basic level management and accounting knowledge and skills so as to become effective co-operative technicians
- (ii) enable candidates appreciate ethics relevant to co-operative accounting and management
- (iii) prepare candidates to qualify for professional examinations in management and accounting

Duration of the Programme: This is a four (4) semesters' programme. The programme is conducted at both Moshi and Kizumbi Teaching Campus in Shinyanga.

Program Structure

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YEAR 1

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CDM 051	Basics of Cooperation & Coop. Development	2	MAL 053	Principles of Management	2
MAL 052	Introduction to Communication Skills	1	BMF 052	Principles of Rural Finance	1
ACC 051	Book-Keeping and Accounting	2	CIT 051	Introduction to Computer Applications	2
ECS 051	Basic Business Math. and Statistics	2	CDM 052	Development Studies	1
ECS 052	Principles of Economics	1	ACC 052	Principles of Audit and Inspection	2
MAL 051	Commercial Law	2	ACC 053	Principles of Costing and Materials Management	2
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
CRD 052	Basics of Sociology	2	CRD 051	Basics of Community Organizing	2
PSM 051	Principles of Marketing	2	BMF 051	Principles of Savings and Credit Co-operative Management	2

TOTAL SEMESTER I	14	TOTAL SEMESTER II	14
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YEAR 2

SEMESTER III			SEMESTER IV		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
ACC 072	Financial Accounting I	2	ACC 074	Introduction to Co-operative Accounting	2
MAL 072	Introduction Co-operative Law	1	PSM 071	Basics of Agricultural Marketing	2
ACC 073	Cost and Management Accounting	2	ACC 071	Co-operative Supervision and Inspection	1
BMF 071	Principles of Microfinance	2	MAL 074	Principles of Entrepreneurship	1
ECS 071	Basics of Quantitative Methods	2	BMF 072	Principles of Financial Management	2
MAL 071	Introduction to Human Capital Management	1	ECS 072	Principles of Managerial Economics	2
Total Core Courses		10	Total Core Courses		10
ELECTIVE S			ELECTIVE S		
CDM 071	Project Identification and Implementation	2	CRD 072	Methods of Participatory Community Appraisal	2
MAL 073	Management Information Systems	2	CRD 071	Extension Education	2
			MAL 075	Aspects of Land Law	2
TOTAL SEMESTER III		14	TOTAL SEMESTER IV		16

****CR(s) = CREDIT(s)**

2.1.3 Bachelor of Arts in Co-operative Management and Accounting (BA-CMA)

Objectives of the Programme: This programme is designed to equip the undergraduate students to deal with complex issues in cooperative development and management in the national and international competitive business environment. Graduates in this programme should be able to take up managerial, promotional and accounting positions in cooperative, community development, government, and non-governmental establishments. Specific objectives shall be to:

- (i) equip students with high level Management and Accounting knowledge and skills so as to become effective Co-operative facilitators, Managers, Supervisors and Accountants.
- (ii) enable students appreciate and apply values and principles relevant to co-operative promotion and development
- (iii) prepare students to qualify for professional examinations in Accounting, Banking and Materials Management

Duration of the Programme: This is a six (6) semesters' programme for fulltime students and 12 semesters for part time students.

Programme Structure

YEAR 1

5

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
ACC 101	Financial Accounting I	2	ACC 102	Financial Accounting II	2
CDM 101	Cooperation & Coop. Development	2	CRD 105	Sociology	1
ECS 101	Business Maths & Statistics	2	CDM 102	Theoretical and Practical Aspects of Development	1
MAL 101	Business Law	1	ECS 103	Economics	2
MAL 102	Communication Skills	2	BMF 101	SACCOS Management I	2
CIT 101	Information & Communication Technology	1	MAL 103	Principles of Management	2
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
CRD 102	Introduction to Community Organizing	2	CRD 101	Introduction to Rural Development Approaches	2
MAL 105	Leadership in Co-operatives	2	CRD 103	Methods of Participatory Community Appraisal	1
			MAL 104	Business Communication	2
TOTAL SEMESTER I		14	TOTAL SEMESTER II		15

YEAR 2

SEMESTER III			SEMESTER IV		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 213	Co-operative Law	1	ECS 206	Agricultural Econ. & Planning	2
ECS 207	Economics of Co-operative Business Enterprises	2	MAL 204	Small Business and Entrepreneurship	2
ECS 201	Quantitative Techniques	2	MAL 201	Human Resource Management	2
ECS 202	Managerial Economics	2	CDM 202	Research Methods	2
CRD 210	Extension Methods	1	PSM 207	Marketing of Agricultural Products	2
PSM 201	Marketing Management	2			
CDM 200	Field Attachment	-			
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
BMF 203	Principles of Social Security	2	ACC 206*	Co-operative Accounting	1
CDM 201	Development Perspectives	1	BMF 205*	Public Finance	2
BMF 202	Principles of Risk and Insurance	1	ECS 204	Economics of Urban Farming	2
CDM 203	Organisations & Society	2	CDM 204	Organizational Issues in Co-operatives	2
CRD 202	Community Economic Development	2	CRD 208	Planning Community	2

	I		Economic Development Projects
ACC 201*	Financial Accounting III	2	
ACC 204*	Cost Accounting	2	
TOTAL SEMESTER III		22	TOTAL SEMESTER IV 19

YEAR 3 (MANAGEMENT OPTION)

SEMESTER V			SEMESTER VI		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)

BMF 303	Financial Management	2	BMF 309	SACCOS Management II	2
CDM 307	Coop. Corporate Governance	2	CDM 301	Project Planning & Appraisal	2
BMF	Co-operative Financial Institutions	2	MAL 308	Coop. Entrepreneurship	1
MAL 303	Production Management	2	MAL 310	Labour and Administrative Law	2
MAL 304	Co-operative Strategic Management	1	CRD 301	Community Intervention	1
CDM 300	Research Project	1	CDM 300	Research Project	2
Total Core Courses		10	Total Core Courses		10
ELECTIVE S			ELECTIVE S		
MAL 302	Business Policy	2	CDM 304	People in Co-operatives	1
MAL 305	Perspectives in Co-operative Management	1	CDM 305	Practices of Cooperation	2
MAL 309	Power, Conflicts and Conflict Resolution	1	CDM 308	Advocacy Practices	2
CDM 303	Co-operative Policy Analysis	1	CDM 303	Consultancy Techniques	1
CRD 302	Community Economic Development II	2			
TOTAL SEMESTER V		17	TOTAL SEMESTER VI		16

YEAR 3 SEMESTER V (ACCOUNTING OPTION)

SEMESTER V			SEMESTER VI		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
BMF 307	Co-operative Financial Institutions	2	ACC 301	Financial Accounting IV	2
ACC 304	Co-operative Auditing and Inspection	1	BMF 305	International Trade Finance	2
BMF 303	Financial Management	2	ACC 303	Auditing and Investigation	2
ACC 302	Management Accounting	2	BMF 304	Corporate Finance	2
BMF 306	Taxation	2	CDM 300	Research Project	2
CDM 300	Research Project	1			
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVE S		
CDM 309	Farm Records and Accounting	2	CDM 305	Practices of Co-operation	2
CDM 306	Co-operative Education & Training	1	BMF 302	Community Finance	2
CDM 303	Co-operative Policy Analysis	1	MAL 308	Co-operative Entrepreneurship	1
BMF 301	Intermediate Microfinance Management	2	CDM 302	Consultancy Techniques	1
TOTAL SEMESTER V		16	TOTAL SEMESTER VI		16

****CR(s) CREDIT(s)**

2.1.4 Postgraduate Diploma in Co-operative Business Management (PGD-CBM)

Objectives of the Programme: This programme is designed to equip candidates with requisite skills to deal with complex issues in cooperative development and

management in the national and international competitive business environment. Graduates in this program should be able to take up managerial and promotional positions in cooperative, community development, government, non-governmental establishments and other business enterprises. Specifically, it is designed to:

- (i) equip candidates with high level cooperative and business management knowledge and skills so as to become effective co-operative facilitators, promoters, managers and supervisors

(ii) enable candidates appreciate the role of co-operative facilitation, values and principles relevant for promotion, development and management

Duration of the Programme: This is a two (2) semesters' programme.

Programme Structure

Fulltime Mode

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 602	Perspectives and processes in Co-operative Management	2	BMF 605	Financial Management for Co-operatives	2
MAL 604	Advanced Business Law and Ethics	2	BMF 601	Advanced Microfinance Management	2
CDM 602	Project Planning and Management	1	MAL 601	Strategic Business Planning and Development	2
ECS 604	Quantitative Methods for Decision Making	2	CRD 607	Co-operative & Community Entrepreneurship	1
CDM 605	Applied Research Methods & Consultancy Techniques	1	PSM 601	Advanced Agricultural Marketing	1
CRD 608	Development Approaches	1	CDM 600	Research Project	2
CDM 600	Research Project	1			
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
CIT 601	Intermediate Computer Applications	1	ACC 604	Advanced Managerial Accounting	1
ECS 603	Business Economics	1	BMF 606	Advanced Public Finance	1
CDM 607	Globalization	2	MAL 607	Human Capital Management	2
ACC 605	Accounting for Bankers	2	CDM 603	Natural Resource Management	2
CDM 601	Co-operative Policy, Legislation and Criminal Procedures	1	CDM 604	Power Dynamics, Conflicts and Conflict Resolution	1
			ECS 601	Price and Pricing Policy	1
TOTAL SEMESTER I		17	TOTAL SEMESTER II		18

Evening Mode

SEMESTER I (MODULE I)			SEMESTER I (MODULE II)		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 602	Perspectives and processes in Co-operative Management	2	CRD 608	Development Approaches	1
ECS 604	Quantitative Methods for Decision Making	2	MAL 601	Strategic Business Planning and Development	2
CDM	Applied Research	1	CDM 602	Project Planning and	1

605	Methods & Consultancy Techniques			Management	
			CDM 600	Research Project	1
Total Core Courses		5	Total Core Courses		5
ELECTIVES			ELECTIVES		
CDM 607	Globalization	2	CIT 601	Intermediate Computer Applications	1
MAL 605	Legal Issues in Corporate Management	2	ECS 602	Business Economics	1
CDM 603	Natural Resources Management	2	CRD 605	Planning Community Development Projects	2
TOTAL MODULE I		11	TOTAL MODULE II		9

SEMESTER II (MODULE III)			SEMESTER II (MODULE IV)		
BMF 605	Financial Management for Co-operatives	2	MAL 604	Advance Business Law and Ethics	2
BMF 601	Advanced Microfinance Management	2	PSM 601	Advanced Agricultural Marketing	1
ECS 601	Price and Pricing Policy		CRD 607	Co-operative & Community Entrepreneurship	1
			CDM 600	Research Project	2
Total Core Courses			Total Core Courses		6
ELECTIVE S			ELECTIVE S		
CDM 604	Power Dynamics, Conflicts and Conflict Resolution	1	ECS 605	Economics of Urban Agriculture	1
CDM 601	Co-operative Policy, Legislation and Criminal Procedures	1	CRD 606	Community Intervention Processes	1
CRD 603	Rural Development Policy Formulation and Analysis	1	CRD 604	Gender Issues in Community development	2
BMF 606	Advanced Public Finance	1			
TOTAL MODULE III		9	TOTAL MODULE IV		10

****CR(s) = CREDIT(s)**

P = Practical

2.1.5 Master of Arts in Co-operative and Community Development (MA-CCD)

Objectives of the Programme: This programme is designed to:

- (i) provide an intellectual setting in which candidates can develop appreciation of substantive issues in relation to cooperative and community development;
- (ii) provide candidates with a multi-disciplinary understanding of the changing trends in cooperative and community development thinking with an indepth knowledge of evolving theoretical, conceptual, methodological and policy debates;
- (iii) poster candidates' ability to collect, analyse and interpret information on key issues related to cooperative and community development and use this to construct reasoned and evidenced arguments;
- (iv) develop abilities and skills as a self-motivated, autonomous learner;
- (v) develop a range of analytical and professional skills that permit graduates to fill responsible positions in cooperative and community organizations.

Duration of the Programme: The programme is conducted for a period of 18 months.

Programme Structure

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SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CDM 651	Co-operative Business Management	2	BMF 652	Financial Management for Non Financial Managers	2
CDM 654	Social Science Research Methods and Statistics	2	CRD 651	Community Economic Development	2
CDM 652	Project Design and Management	2	CDM 655	Participatory Planning Approaches	2
Total Core Courses		6	Total Core Courses		6
ELECTIVES			ELECTIVE S		
CDM 653	Governance in Co-operative and Community Development	2	CDM 656	Advocacy, Lobbying and Negotiation Skills	2
BMF 651	Microfinance Management	2	MAL 651	Laws and Policies Related to Co-operative and Community Development	2
CDM 657	Contemporary Challenges in Co-operative and Community Development	2	CDM 658	Consultancy Techniques	2
CRD 652	Community Information Systems	2	CRD 653	Management of Community Resources	2
TOTAL SEMESTER I		14	TOTAL SEMESTER II		14

SEMESTER THREE

ANTE	COURSE TITLE	CR(s)
CDM 699	Dissertation	12

****CR(s) CREDIT(s)**

2.2 Department of Accounting (ACC)

2.2.1 Bachelor of Arts in Accounting and Finance (BA-AF)

Objectives of the Programme: This programme is designed to equip the undergraduate students to deal with complex issues in cooperative development and management in the national and international competitive business environment. Graduates in this programme should be able to take up managerial, promotional and accounting positions in cooperative, community development, government, and non-governmental establishments. Specific objectives shall be to:

- (i) equip students with high level Management and Accounting knowledge and skills so as to become effective Co-operative facilitators, Managers, Supervisors and Accountants.
- (ii) enable students appreciate and apply values and principles relevant to co-operative promotion and development
- (iii) prepare students to qualify for professional examinations in Accounting, Banking and Materials Management

Duration of the Programme: This is six (6) semesters' programme for fulltime students and 12 semesters for part time students.

Programme Structure

YEAR 1

10

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
ACC 101	Financial Accounting I	2	ACC 102	Financial Accounting II	2
MAL 101	Business Law	1	MAL 103	Principles of Management	2
MAL 102	Communication Skills	2	MAL 104	Business Communication	2
CIT 101	Information & Communication Technology	1	CDM 102	Theoretical and Practical Aspects of Development	1
EC S 101	Business Maths & Statistics	2	ECS 103	Economics	2
CDM 101	Cooperation and Co-operative Development	2	CRD 105	Sociology	1
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
MAL 105	Leadership in Co-operatives	2	ECS 102	Agricultural Economics	2
CRD 102	Introduction to Community Organizing	2	CRD 101	Introduction to Rural Development Approaches	2
TOTAL SEMESTER I		14	TOTAL SEMESTER II		14

YEAR 2

SEMESTER III			SEMESTER IV		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
ACC 201	Financial Accounting III	2	MAL 204	Small Business and Entrepreneurship	2
ACC 204	Cost Accounting	2	ACC 206	Co-operative Accounting	1
MAL 205	Business Ethics	1	CDM 202	Research Methods	2
BM F 202	Principles of Risk and Insurance	1	MAL 212	Legal Aspects of Corporate Management	1
ECS 201	Quantitative Techniques	2	ECS 203	Environmental Economics	2
ECS 202	Managerial Economics	2	BMF 205	Public Finance	2
ACC 200	Field Attachment	-			
Total Core Courses		10	Total Core Courses		10

ELECTIVES			ELECTIVES		
BMF 203	Principles of Social Security	2	MAL 201	Human Resources Mgt.	2
CDM 201	Development Perspectives	1	PSM 209	Legal Metrology	1
PS M 201	Marketing Management	2	PSM 207	Marketing of Agricultural Products	2
			ACC 205	Environmental Auditing	2
			ACC 209	Accounting Packages	2
TOTAL SEMESTER III		15	TOTAL SEMESTER IV		17

YEAR 3

SEMESTER V			SEMESTER VI		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
BMF 303	Financial Management	2	ACC 301	Financial Accounting IV	2
ACC 302	Management Accounting	2	ACC 303	Auditing and Investigation	2
BMF 306	Taxation	2	BMF 304	Corporate Finance	2
MAL 307	Strategic Management	2	BMF 305	International Trade Finance	2
ACC 304	Co-operative Auditing and inspection	1	ACC 300	Research Project	2
ACC 300	Research Project	1			
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
BMF 307	Co-operative Financial Institutions	2	BMF 308	Financial Institutions	2
CDM 309	Farm Records & Accounting	2	BMF 302	Community Finance	2
MAL 303	Production Management	2	CDM 301	Project Planning & Appraisal	2
			CDM 302	Consultancy Techniques	1
TOTAL SEMESTER V		16	TOTAL SEMESTER VI		17

****CR(s) CREDIT(s)**

2.3 Department of Community and Rural Development

2.3.1 Bachelor of Arts in Community Economic Development (BA-CED)

Objectives of the Programme: The programme is designed to:

- (i) equip candidates with hands on knowledge in community economic development theories and processes
- (ii) enable candidates develop entrepreneurial skills in order to facilitate the planning, identification and prioritization of community needs
- (iii) enable candidates appreciate the role of Community participation in socio-economic development for poverty reduction.

Duration of the Programme: This is a six (6) semesters' programme for fulltime students or 12 semesters for part time students.

Programme Structure

YEAR 1

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CRD 110	Communication Skills for CED	1	ACC 103	Introduction to Book-Keeping and Accounts	1
CDM 101	Cooperation and Co-operative Development	2	CRD 106	Theories of Community Development	2
CRD 109	Basic Sociology	2	CRD 107	Rural Sociology	2
ECS 107	Basic Mathematics and Statistics for Social Sciences I	1	MAL 106	Introduction to Entrepreneurship	1
ECS 105	Economics I	2	CRD 108	Co-operatives in Community Economic Development	2

CDM 103	Theories of Development	2	ECS 106	Economics II	2
Total Core Courses		10	Total Core Courses		10

ELECTIVE S			ELECTIVE S		
PSM 105	Elements of Commerce	1	CIT 102	Computer and Computer Applications	1
MAL 103	Principles of Management	2	BMF 101	SACCOS Management I	2
BMF 102	Introduction to Financial Institutions	2	MAL 107	Aspects of Business Law	1
			MAL 104	Business Communication Skills	2
TOTAL SEMESTER I		15	TOTAL SEMESTER II		16

YEAR 2

SEMESTER III			SEMESTER IV		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CRD 202	Community Economic Development I	2	CRD 207	Promotion and Management of Community Organizations	2
CRD 203	Approaches to Rural Development	2	CDM 217	Project Planning and Management	2
BMF 204	Community Financial Landscape	2	CRD 208	Adult Training Methodologies	1
CRD 210	Extension Methods	1	CRD 211	Social Research Methods for CED	2
CRD 204	Organizational Development for CED Initiatives	2	MAL 203	Micro-enterprise Development and Business Planning	1
ECS 205	Economic Development and Planning	2	BMF 206	Micro-finance Development and Management	2
CRD 200	Field Attachment	-			
Total Core Courses		11	Total Core Courses		10
ELECTIVES			ELECTIVE S		
CRD 205	Population and Development	2	CRD 209	Community Governance	2
CRD 206	Social Anthropology	2	CDM 207	Farming as Business	1
ECS 208	Basics of Co-operative Economics	1	MAL 201	Human Resources Management	2
BMF 215	SACCOS Management II	2			
TOTAL SEMESTER III		18	TOTAL SEMESTER IV		15

YEAR 3

SEMESTER V			SEMESTER VI		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CRD 302	Community Economic Development II	2	CDM 311	Co-operative Policy and Legislation	1
CRD 303	Community Organizing	2	CDM 310	Current Challenges in Development	2
PSM 311	Marketing and Market Linkages	1	PSM 312	Principles of Strategic Marketing Management	1
CRD 304	Community Interventions and Mobilization Techniques	1	CRD 308	Indigenous Knowledge and Community Development	2
MAL 311	Basic Laws Relating to	2	CRD 309	Participatory Community	1

	Community Development			Development Approaches	
CRD 305	Community Resource Planning and Management	2	MAL 312	Aspects of Business and Land Law	1
CRD 300	Research Project	1	CRD 300	Research Project	2
Total Core Courses		11	Total Core Courses		10
ELECTIVES			ELECTIVE S		
CRD 306	Conflict Resolution and Negotiation Strategies	2	CDM 302	Consultancy Techniques	1
CRD 307	Advocacy and Lobbying	1	BMF 310	Promotion and Setting up a Community Based SACCOS	2
TOTAL SEMESTER V		14	TOTAL SEMESTER VI		13

****CR(s)= CREDIT(s)**

2.3.2 Postgraduate Diploma in Community Development (PGD-CD)

Objectives of the Programme: The programme is designed to equip candidates with advanced knowledge and skills in Community development so that they effectively facilitate self-help community development initiatives. Specifically, it is designed to:

- (i) provide professional training in community development, facilitation approaches and strategies
- (ii) enable candidates apply participatory community development methods and techniques
- (iii) enable candidates to appreciate the role of community development in the economy

Duration of the Programme: This is a two (2) semesters' programme.

Programme Structure

Full Time Mode

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 602	Perspectives and Processes in Co-operative Management	2	MAL 603	Laws Relating to Community Development	1
CDM 602	Project Planning and Management	2	BMF 601	Advanced Microfinance Management	2
CDM 605	Applied Research Methods and Consultancy Techniques	1	CRD 602	Organizational Issues in Community Development	1
CRD 601	Aspects of Community Development	1	ECS 602	Economic Policy and Planning	1
CRD 608	Development Approaches	1	CRD 607	Co-operative and Community Entrepreneurship	1
CDM 606	Current Challenges in Development	2	CRD 609	Advanced Community Economic Development	2
CDM 600	Research Project	1	CDM 600	Research Project	2
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
CIT 601	Intermediate Computer Applications	1	CDM 603	Natural Resources Management	2
CRD 605	Planning Community Development Projects	2	ECS 605	Economics of Urban Agriculture	1
CRD 604	Gender Issues in Community Development	2	CRD 603	Rural Development Policy Formulation and Analysis	1
CDM 607	Globalization	2	CDM 604	Power Dynamics, Conflicts and Conflict Resolution	1

CDM 601	Co-operative Policy, Legislation and Criminal Procedures	1	CRD 606	Community Intervention Processes	1
TOTAL SEMESTER I		18	TOTAL SEMESTER II		16

Evening Mode

SEMESTER I (MODULE I)			SEMESTER I (MODULE II)		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CRD 601	Aspects of Community Development	1	CDM 602	Project Planning and Management	1
MAL 602	Perspectives and Processes in Co-operative Management	2	CRD 608	Development Approaches	1

CDM 605	Applied Research Methods and Consultancy Techniques	1	CRD 609	Advanced Community Economic Development	2
			CDM 600	Research Project (Proposal)	1
Total Core Courses		4	Total Core Courses		5
ELECTIVES			ELECTIVES		
CDM 607	Globalization	2	CIT 601	Intermediate Computer Applications	1
MAL 605	Legal Issues in Corporate Management	2	CRD 605	Planning Community Development Projects	2
CDM 603	Natural Resources Management	2			
TOTAL MODULE I		10	TOTAL MODULE II		8
SEMESTER II (MODULE III)			SEMESTER II (MODULE IV)		
MAL 603	Laws Relating to Community Development	1	ECS 602	Economic Policy and Planning	1
CRD 602	Organizational Issues in Community Development	2	CRD 607	Co-operative and Community Entrepreneurship	1
BMF 601	Advanced Microfinance Management	2	CDM 606	Current Challenges in Development	2
			CDM 600	Research Project (Report)	2
Total Core Courses		5	Total Core Courses		6
ELECTIVES			ELECTIVES		
CDM 604	Power Dynamics, Conflict and Conflicts resolution	1	CRD 604	Gender Issues in Community development	2
CRD 603	Rural Development Policy Formulation and Analysis	1	ECS 605	Economics of Urban Agriculture	1
MAL 607	Human Capital Management	2	CRD 606	Community Intervention Processes	1
CDM 601	Co-operative Policy, Legislation and Criminal Procedures	1			
TOTAL MODULE III		10	TOTAL SEMESTER IV		10

****CR(s) = CREDIT(s)**

2.4 Department of Economics and Statistics

2.4.1 Bachelor of Arts in Business Economics (BA-BEC)

Objectives of the Programme: The programme aims at equipping candidates with knowledge, attitude, skills and values so as to enable them contribute to faster social and economic development at the individual, community and national level. Specifically, it seeks to:

- (i) equip candidates with applied knowledge of economics, well blended with core knowledge of business management, in order to handle various contemporary business decisions and processes

- (ii) inspire the spirit of innovativeness and creativity in initiating; establishing and managing sustainable businesses
- (iii) empower entrepreneurs to take up challenges arising from the introduction of the East African Common Market and the global economy as whole

Duration of the Programme: This is a six (6) semesters' programme, and candidates will be required to cover a minimum of 38 courses which will enable them to acquire a minimum of 72 CR(s) in order to graduate.

Programme Structure

YEAR 1

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
ECS 111	Micro-economics	2	ECS 113	Introduction to Macroeconomics	2
ECS 112	Mathematics and Statistics for Economists	2	CDM 106	Perspectives in Co-operative Development	2
MAL 104	Business Communication Skills	2	PSM 106	Principles of Marketing	2
MAL 103	Principles of Management	2	BMF 107	Principles of Banking	2
ACC 105	Financial Accounting	2	CDM 107	Development Perspectives	2
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
CDM 103	Theories of Development	2	MAL 116	Introduction to Organizational Behaviour	2
CIT 102	Computer Applications	2	ECS 114	Urban Economics	2
BMF 105	Fundamentals of Finance	2	MAL 113	Principles of Law	2
TOTAL SEMESTER I		16	TOTAL SEMESTER II		16

YEAR 2

SEMESTER III			SEMESTER IV		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
ECS 210	Agricultural Economics	2	ECS 202	Managerial Economics	2
ECS 211	Econometrics	2	ECS 218	Research Methods	2
ECS 212	Economics of Co-operative Enterprises	2	ECS 219	Strategic Business Management	2
ECS 213	Development Economics	2	ECS 220	Agricultural Marketing Management	1
ECS 214	International Economics	2	BMF 216	Financial Management	2
ECS 200	Field Attachment	-	ECS 221	Strategic Economic Planning	1
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
BMF 201	Microfinance Management	2	ECS 222	Mathematics of Finance	2
ECS 215	Transport Economics	2	ECS 223	Pricing Decisions	2
ECS 216	Export Management	2	PSM 211	Service Marketing	2
ECS 217	Agri-Business Management	2	MAL 214	Corporate Governance	2
TOTAL SEMESTER III		18	TOTAL SEMESTER IV		18

YEAR 3

SEMESTER V			SEMESTER VI		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
ECS 301	Public Economics	2	MAL 319	Entrepreneurship Management	2
ECS 302	International Business Finance	2	ECS 308	Monetary Economics	2
ECS 303	Strategic Business Planning	2	PSM 314	International Marketing Management	2
MAL 329	Business Ethics	1	ECS 309	Investment Appraisal	2
MAL 338	Business Law	2	ECS 300	Research Project Report	2
ECS 300	Research Project Proposal	1			

Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVE S		
ECS 304	Industrial Economics	2	BMF 318	Business Insurance	2
ECS 305	Economic Policy Formulation and Analysis	2	BMF 319	Intermediate Corporate Finance	2
ECS 306	Environmental Economics	2	ECS 310	Consulting Skills	2
ECS 307	Quantitative Methods for Decision Making	2	ECS 311	Labour Economics	2
TOTAL SEMESTER V		18	TOTAL SEMESTER VI		18

****CR(s) CREDIT(s)**

2.5 Department of Banking and Finance

2.5.1 Certificate in Accounting and Finance (CAF)

Objectives of the Programme: This programme is designed to equip candidates with basic knowledge and skills in accounting and finance to handle lower level basic accounting and finance functions. Specifically, it seeks to:

- (i) equip candidates with basic knowledge and skills in accounting and finance
- (ii) enable candidates to appreciate and apply basic principles and practices of accounting and finance.

Duration of the Programme: This is a two (2) semester programme.

Programme Structure

SEMESTER 1			SEMESTER 2		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
ACC 011	Book-keeping and Accounting I	3	ACC 012	Bookkeeping and Accounting II	3
ECS 011	Introduction to Business Maths and Statistics	3	ACC 013	Introduction to Costing and Materials Management	3
PSM 012	Commercial Knowledge	2	MAL 012	Introduction to Management Principles	2
BMF 012	Principles of Finance	2	ECS 012	Principles of Economics	2
MAL 011	Basics of Communication Skills	2	BMF 013	Essentials of Public Finance & Taxation	2
CDM 011	Principles of Cooperation	2	BMF 014	Introduction to Microfinance and Rural Finance	2
MAL 014	Introduction to Business Law	2	CIT 017	Introduction to Computer Applications	2
TOTAL SEMESTER I		16	TOTAL SEMESTER II		16

****CR(s) = CREDIT(s)**

2.5.2 Certificate in Microfinance Management (CMF)

Objectives of the Programme: The programme is designed to provide candidates with basic knowledge and skills in microfinance for management of micro-finance operations. Specifically, it is designed to:

- (i) equip candidates with basic knowledge and skills in microfinance management
- (ii) enable candidates appreciate the role and practices of microfinance in development.

Duration of the Programme: This is a two (2) semester programme.

Programme Structure

SEMESTER 1			SEMESTER 2		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CDM 011	Principles of Cooperation	2	CIT 017	Introduction to Computer Applications	2
ECS 013	Economics of Microfinance	2	BMF 016	Portfolio Management	2
ACC 011	Book-Keeping and Accounting I	3	BMF 017	Microfinance Accounting	3
MAL 011	Basics of Communication Skills	2	MAL 016	Legal Aspects of microfinance and governance	3
ECS 011	Introduction to Business Maths	3	MAL 015	Introduction to Entrepreneurship	

	and Statistics			and Management	2
CRD 011	Introduction to Sociology	2	BMF 011	Elements of Savings and Credit Co-operative Management	2
MAL 014	Introduction to Business Law	2			
TOTAL SEMESTER I		16	TOTAL SEMESTER II		16

****CR(s) CREDIT(s)**

2.5.3 Diploma in Microfinance Management (DMFM)

Objectives of the Programme: The overall objective of the programme is to improve the knowledge and skills required by microfinance practitioners to initiate and manage viable MFIs. Specifically, the aim of the programme is to:

- (i) equip candidates with knowledge and skills in microfinance management
- (ii) enable students to acquire knowledge and skills that shall make them more competent and competitive in managing MFIs
- (iii) inculcate the spirit of innovativeness and creativity in initiating, establishing, managing and sustaining viable MFIs
- (iv) empower Tanzanian microfinance practitioners and school candidates to take up challenges in the microfinance labour market arising from the introduction of the East African community.
- (v) enhance professionalism and build capacity in the microfinance industry.

Duration of the Programme: This is a four (4) semesters' programme. Each semester shall have a total of 15 teaching weeks.

Programme Structure

YEAR 1

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
BMF 053	Introduction to Microfinance	2	ACC 055	Introductory Accounting for Bankers	2
BMF 054	Basics of Accounting and Finance for MFIs	2	BMF 057	Savings and Lending Processes Management	1
ECS 057	Introduction to Financial Mathematics and Statistics	2	MAL 066	Introduction to Business Law	2
MAL 064	Effective Business Communication	2	BMF 058	Principles of Financial Systems and Microfinance	2
CDM 053	Introduction to Cooperation	1	CIT 061	Information Technology and Computer Applications	2
ECS 058	Fundamentals of Macro	1	CDM 052	Development Studies	1

	and Monetary Economics				
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVE S		
CRD 053	Introduction to Gender Issues in Community Development	2	BMF 059	Rural and Agricultural Finance	2
BMF 055	Nature and Distinguishing Features of SACCOS	2	MAL 065	Fundamentals of Business Ethics	2

BMF 056	Economics of Microfinance	2	BMF 060	Structure and Management of SACCOS	2
TOTAL SEMESTER I		16	TOTAL SEMESTER II		16

YEAR 2

SEMESTER III			SEMESTER IV		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
BMF 078	Recruitment, Training and Retention of MFIs Clients	1	PSM 080	Introduction to Marketing for MFIs	1
BMF 079	Introduction to Microfinance Methodologies and Customer Services	2	BMF 083	Financial Management and Analysis for MFIs	2
BMF 080	Principles of Risk Management in MFIs	2	BMF 084	Procedures for Setting up MFIs	1
BMF 070	Field Attachment	2	MAL 082	Elements of Criminal Law and Evidence	1
MAL 074	Principle of Entrepreneurship	2	CIT 080	Information Systems Management, Security and Audit	2
BMF 081	MFI Governance, Policy Formulation and Procedures	1	BMF 086	Strategic Business Planning for MFIs	1
			BMF 087	Fund Raising and Resource Mobilization	2
ELECTIVES		10	ELECTIVES		10
CDM 074	Project Management Principles	2	CRD 073	Rural and Industrial Sociology	2
BMF 082	Human Resources and Staff Training in MFIs	2	BMF 088	Product Development, Outreach and Promotion in MFIs	2
CIT 079	Business Systems Applications	2	BMF 089	Audit and Supervision of SACCOS	2
TOTAL SEMESTER III		16	TOTAL SEMESTER IV		16

****CR(s) = CREDIT(s)**

2.5.4 Bachelor of Arts in Microfinance and Enterprise Development (BA-MFED)

Objectives of the Programme: The Programme aims to develop students' knowledge, attitude, skills and values so as to enable them contribute to effective performance of microfinance institutions and small and micro enterprises for sustainable development. Specific objectives are to:

- provide the necessary background in knowledge, skills and attitude which will enable graduates to analyze and assess microfinance and small

business systems for efficient performance and for sustainable development.

- (ii) produce professionalism that permits graduates to fill responsible positions in Microfinance Institutions and small and micro-enterprises.
- (iii) provide a sound base from which graduate can embark on post-graduate training leading to research in microfinance and small and micro-enterprises
- (iv) produce graduates with a view to acquiring knowledge and skills in entrepreneurship for self employment

(v) produce students with intellectual and problem solving skills in microfinance and enterprise development fields.

Duration of the Programme: This is a six (6) semesters' programme, and candidates will be required to cover a minimum of 38 courses which will enable them to acquire a minimum of 72 credits in order to graduate.

Programme Structure

YEAR 1

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CDM104	Fundamentals of Cooperation	1	CRD 104	Rural Sociology and Livelihood	2
BMF 103	Microfinance and Financial Systems	2	CDM 105	Basic Theories of Development	1
ECS 107	Maths and Statistics for Social Sciences I	1	BMF 104	Microfinance Methodologies and Customer Services	2
ACC 104	Fundamentals of Financial Accounting	2	CIT 102	Computer and Computer Applications	1
ECS 108	Fundamentals of Economics	2	ECS 110	Maths and Statistics for Social Sciences II	1
MAL 108	Business Communication	1	MAL 110	Business Law and Ethics	1
MAL 109	Fundamentals of Management	1	BMF 105	Fundamentals of Finance	2
Total Core Courses		10	Total Core Courses		10
ELECTIVE S			ELECTIVE S		
ECS 109	Economics of Co-operative Enterprises	1	MAL 111	Principles of Human Capital Management	1
CRD 102	Introduction to Community Organizing	2	BMF 106	Rural Finance	2
CRD 103	Methods of Participatory Community Appraisal	2	BMF 101	SACCOS Management I	2
TOTAL SEMESTER I		15	TOTAL SEMESTER II		15

YEAR 2

SEMESTER III			SEMESTER IV		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
BMF 207	Microfinance Product Design and Development	1	CDM 209	Cross cutting Issues in MFIs and Small and Micro-Enterprises (SMEs)	1
BMF 208	Banking Operations I	1	BMF 211	Treasury Management	1
BMF 209	Risk Management in MFIs and Micro-Enterprises (MEs)	1	CDM 210	Business Research Methods	2
MAL 206	Entrepreneurship and Enterprise Development	2	CRD 214	Critical Thinking and Problem Solving Skills	2
ECS 209	Quantitative Methods for MFIs	2	BMF 213	Analyzing and Managing Banking	1

	and SMEs			Risks	
MAL 207	Business Planning and Development	1	BMF 214	Auditing of MFIs and MEs	2
BMF 210	Credit and Portfolio Quality Management	1	BMF 212	Aspects of Microfinance Governance	1
ECS 224	Value Chain Management	1	BMF 200	Field Attachment	-
BMF 200	Field Attachment	-			
Total Core Courses		10	Total Core Courses		10

ELECTIVE S			ELECTIVE S		
MAL 208	Organizational Behaviour I	1	MAL 210	Business Negotiation and Ethics	1
CRD 206	Social Anthropology	2	MAL 211	Labour Market Analysis	2
CRD 212	Fund Raising for Development	2	MAL 216	Organizational Behaviour II	2
			PSM 210	Fundamentals of Marketing and Market Linkages	2
TOTAL SEMESTER III		15	TOTAL SEMESTER IV		17

YEAR 3

SEMESTER V			SEMESTER VI		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CRD 304	Community Interventions and Mobilization Techniques	1	BMF 316	Strategies and Procedures for Setting up MFIs	1
BMF 306	Taxation	2	BMF 315	Banking Operations II	1
MAL 314	Organizational Development and Corporate Governance	1	MAL 316	E-Business Technology	1
CDM 311	Co-operative Policy and Legislation	1	BMF 312	Accounting for Bankers	2
BMF 314	Microfinance Accounting	2	MAL 313	Criminal Law, Procedure and Evidence	1
BMF 313	Fundamentals of Corporate Finance	1	BMF 301	Intermediate Microfinance Management	2
CDM 313	Micro-enterprise Project Planning and Management	1	BMF 300	Research Project	2
BMF 300	Research Project	1			
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVE S		
CRD 310	Social Entrepreneurship	2	CRD 307	Advocacy and Lobbying	1
CDM 312	Consulting in Micro Enterprises	2	MAL 315	Information Technology & Business Compliance	2
BMF 302	Community Finance	2	BMF 317	International Financial Institutions	2
TOTAL SEMESTER V		16	TOTAL SEMESTER VI		15

****CR(s) = CREDIT(s)**

2.5.5 Postgraduate Diploma in Savings and Credit Co-operative Societies Management (PGD-SACCOS)

Objectives of the Programme: The programme is designed to equip SACCOS and other Microfinance Institutions (MFIs) practitioners with appropriate knowledge and skills to carry out governance and managerial functions in SACCOS and other Microfinance Institutions, and to undertake consultancy service in the local and international competitive financial environment.

Duration of the Programme: The duration of the programme for residential candidates is two (2) semesters. The duration of the programme for distance learning candidates is a minimum period of 18 months and a maximum of 27 months.

Programme Structure

Full-time Mode

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CRD 610	Adult Training	1	BMF 601	Advanced Microfinance Management	2
MAL 609	Business Law & Criminal Procedures	2	BMF 611	Credit Management	2
ECS 606	Monetary Economics and Financial Systems	2	BMF 609	Financial Management and Analysis of SACCOS	2
BMF 607	Nature and Features of SACCOS	1	BMF 610	Strategies and Procedures for Setting up SACCOS	1
BMF 608	Structure and Organization of SACCOS	2	BMF 612	Surveillance in SACCOS	1
CDM 605	Applied Research Methods and Consultancy Techniques	1	BMF 600	Research Project	2
CDM 600	Research Project	1			
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
ACC 605	Accounting for Bankers	2	BMF 613	Advanced Microfinance Methodologies and Customer Service	2
CDM 601	Co-operative Policy, Legislation and Criminal Procedures	1	MAL 610	Entrepreneurship and Small Business Management	1
CRD 604	Gender Issues in Community Development	1			
CIT 601	Intermediate Computer Applications	1			
CDM 602	Project Planning and Management	1			
TOTAL SEMESTER I		16	TOTAL SEMESTER II		13

NB.: Candidates with no accounting background shall be required to take ACC 620- Accounting for Bankers in addition to other electives

Evening Mode

SEMESTER I (MODULE I)			SEMESTER I (MODULE II)		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CRD 610	Adult Training	1	BMF 620	Nature and Features of SACCOS	1
MAL 609	Business Law & Criminal procedures	2	BMF 607	Structure and Organization of SACCOS	1
ECS 606	Monetary Economics and Financial systems	2	CDM 605	Applied Research Methods & Consultancy Techniques	1
			CDM 600	Research Project	1
Total Core Courses		5	Total Core Courses		4
			ELECTIVES		
ACC 605	Accounting for Bankers	2	CRD 604	Gender Issues in	1

				Community Development	
CDM 601	Co-operative Policy and Legislation	1	CIT 601	Intermediate Computer Applications	1
MAL 610	Entrepreneurship and Small Business Management	1	CDM 602	Project Planning and Management	1
TOTAL MODULE I		9	TOTAL MODULE II		7
SEMESTER II (MODULE III)			SEMESTER II (MODULE IV)		
BMF 601	Advanced Microfinance Management	2	BMF 610	Strategies and Procedures for Setting up SACCOS	2

BMF 611	Credit Management	2	BMF 612	Surveillance in SACCOS	1
BMF 609	Financial Management and Analysis of SACCOS	2	BMF 600	Research Report	2
BMF 613	Advanced Microfinance Methodologies and Customer Service	2			
TOTAL MODULE III		8	TOTAL SEMESTER IV		5

N.B.: Candidates with no accounting background shall be required to take ACC 620- Accounting for Bankers in addition to other electives

Distance Learning Mode

SEMESTER I (MODULE I)			SEMESTER I (MODULE II)		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 609	Business Law & Criminal procedures	2	BMF 613	Advanced Microfinance Methodologies and Customer services	2
ECS 606	Monetary Economics and Financial systems	2	BMF 601	Advanced Microfinance Management	1
BMF 620	Nature and Features of SACCOS	1	CDM 605	Applied Research Methods & Consultancy Techniques	1
			CDM 600	Research Project	1
Total Core Courses		5	Total Core Courses		5
ELECTIVES			ELECTIVES		
MAL 610	Entrepreneurship and Small Business Management	1	ACC 605	Accounting for Bankers	2
CDM 602	Project Planning and Management	1	CDM 601	Co-operative Policy and Legislation	1
			CRD 604	Gender Issues in Community Development	1
			CIT 601	Intermediate Computer Application	1
TOTAL MODULE I		6	TOTAL MODULE II		12
SEMESTER II (MODULE III)			SEMESTER II (MODULE IV)		
BMF 608	Structure and Organization of SACCOS	2	BMF 611	Credit Management	2
BMF 622	Financial Management and Analysis of SACCOS	2	BMF 612	Surveillance in SACCOS	1
BMF 610	Strategies and Procedures for Setting up SACCOS	1	CRD 610	Adult Training	2
			CDM 600	Research Project	2
TOTAL MODULE III		5	TOTAL SEMESTER IV		7

****CR(s) = CREDIT(s)**

N.B.: Candidates with no accounting background are required to take ACC 620- Accounting for Bankers in addition to any other elective course.

2.5.6 Postgraduate Diploma in Accounting and Finance (PGD-AF)

Objectives of the Programme: This programme is designed to equip the candidates with appropriate knowledge and skills to deal with complex issues in accounting and finance in the national and international competitive business environment. Graduates of this programme should be able to take up accounting and finance positions in organizations. Specific objectives shall be to:

- (i) equip candidates with a blended high level accounting and finance knowledge and skills so as to become professionals in their fields
- (ii) enable candidates appreciate ethics relevant to the accounting and finance professions (iii) prepare candidates to undertake further training.

Duration of the Programme: This is a two (2) semesters' programme.

Programme Structure

Full-time Mode

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
ECS 606	Monetary Economics and Financial Systems	2	BMF 604	International Finance	2
ACC 603	Advanced Financial Accounting	2	BMF 602	Taxation and Tax Laws	1
MAL 602	Perspectives and Processes in Co-operative Management	2	BMF 606	Advanced Public Finance	1
ECS 604	Quantitative Methods for Decision Making	2	ACC 601	Advanced Management Accounting	2
CDM 605	Applied Research Methods and Consultancy Techniques	1	ACC 602	Auditing and Investigation	1
CDM 600	Research Project	1	BMF 603	Advanced Corporate Finance	1
			CDM 600	Research Project	2
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVE S		
MAL 605	Legal Issues in Corporate Management	2	MAL 606	Intermediate Strategic Management	1
CIT 601	Intermediate Computer Applications	1	MAL 607	Human Capital Management	2
CDM 602	Project Planning and Management	2	BMF 601	Advanced Microfinance Management	2
CDM 601	Co-operative Policy , Legislation and Criminal Procedures	1	CRD 607	Co-operative and Community Entrepreneurship	1
ACC 605	Accounting for Bankers	2	PSM 601	Advanced Agricultural Marketing	2
CDM 607	Globalization	2			
TOTAL SEMESTER I		20	TOTAL SEMESTER II		18

Evening Mode

SEMESTER I (MODULE I)			SEMESTER I (MODULE II)		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)

ECS 604	Quantitative Methods for decision making	2	ACC 603	Advanced Financial Accounting	2
MA L 602	Perspectives and processes in Co-operative Management	2	ECS 606	Monetary Economics and Financial Systems	2
CDM 605	Applied Research Methods and Consultancy Techniques	1	BMF 603	Advanced Corporate Finance	1
			CDM 600	Research Project	1
Total Core Courses		5	Total Core Courses		6
ELECTIVES			ELECTIVE S		
CDM 607	Globalization	2	CIT 601	Intermediate Computer Applications	1
CDM 603	Natural Resource	2	CRD 605	Planning Community Development	2

	Management			Projects	
MAL 605	Legal Issues in Corporate Management	2	CDM 602	Project Planning and Management	1
TOTAL MODULE I		11	TOTAL MODULE II		10

SEMESTER II (MODULE III)			SEMESTER II (MODULE IV)		
BMF 602	Taxation and Tax Laws	1	ACC 602	Auditing and Investigation	1
			BMF 604	International Finance	
BMF 606	Advanced Public Finance	1	CDM 600	Research Project	2
ACC 601	Advanced Management Accounting	2			
Total Core Courses			Total Core Courses		
ELECTIVES			ELECTIVES		
MAL 607	Human Capital Management	2	ECS 605	Economics of Urban Agriculture	1
BMF 601	Advanced Microfinance Management	2	PSM 601	Advanced Agricultural Marketing	2
CRD 603	Rural Development Policy Formulation and Analysis	1	CRD 607	Co-operative and Community Entrepreneurship	1
CDM 604	Power Dynamics, Conflicts and Resolution	1	CRD 606	Community Intervention Processes	1
CDM 601	Co-operative Policy, Legislation and Criminal Procedures		CRD 604	Gender Issues in Community Development	2
TOTAL MODULE III		10	TOTAL SEMESTER IV		10

****CR(s) = CREDIT(s)**

2.6 Department of Information and Communication Technology

2.6.1 Certificate in Information Technology (CIT)

Objectives of the Programme: This programme is designed to equip candidates with requisite knowledge and ability to handle lower level information communication functions. Specifically, the programme aims to:

- (i) equip candidates with basic knowledge and skills in information technology.
- (ii) enable candidates to utilize the knowledge acquired in the dynamic society.
- (iii) value the role of information communication technology in business development.

Duration of the Programme: This is a two (2) semesters' programme.

Programme Structure

SEMESTER 1			SEMESTER 2		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
ECS 011	Introduction to Business Maths and Statistics	3	MAL 013	Office Communication	2
CIT 011	Computer Management Information Systems	3	CIT 014	Introduction to Computer Programming	3

ACC 011	Book-keeping and Accounting I	3	MAL 014	Introduction to Business Law	2
MAL 011	Basics of Communication Skills	2	CIT 015	Computer Software Applications	2
CIT 012	Computer Hardware and Accessories	3	CIT 016	Introduction to Networking	2
PSM 012	Commercial Knowledge	2	CDM 011	Principles of Cooperation	2
			CIT 013	Introduction to Database Management	3
TOTAL SEMESTER I		16	TOTAL SEMESTER II		16

****CR(s) = CREDIT(s)**

2.6.2 Diploma in Business Information and Communication Technology (DBICT)

Objectives of the Programme: This programme is designed for acquisition of diploma level in Business Information and Communication Technology and equips the candidates to deal with technical issues in Information and Communication Technology in solving business problems.

Duration of the Programme: The duration of this programme shall be four (4) semesters.

Programme Structure

YEAR 1

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CIT 052	Essentials of Computer Systems	2	CIT 055	Computer Software Programming	2
CIT 053	Computer Software Applications	2	CIT 056	Theories and Applications of Database Management	2
MAL 054	Aspects of Business Organizations and Associations	1	CIT 057	Practical Networking and the Internet	2
ECS 051	Basic Business Math. and Statistics	2	CIT 058	Introduction to Operating Systems	1
CDM 051	Basics of Co-operation & Coop. Development	2	CIT 059	Basics of Website Designing	1
MAL 055	Principles of Business Communication	1	MAL 056	Basics of Business Law and Ethics	1
			CDM 052	Development Studies	1
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVE S		
ECS 053	Numerical Analysis	2	CIT 078	Statistical and Accounting Packages	2
CIT 054	Computer Troubleshooting and Maintenance	2	ECS 054	Mathematical Logic	2
TOTAL SEMESTER I		14	TOTAL SEMESTER II		14

YEAR 2

SEMESTER III			SEMESTER IV		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CIT 071	Systems Analysis and Design	1	PSM 078	Basic Marketing	2
CIT 072	Commercial Programming	2	PSM 072	Fundamentals of E-Commerce	1
CDM 072	Basics of Research Methods	1	CIT 075	Database Systems Implementation	2
CIT 073	Computer Arithmetic	1	PSM 073	Procurement for ICT tools	2
CIT 074	Dynamic Website Designing and Graphics	2	MAL 074	Principles of Entrepreneurship	1

MAL 076	Introduction to Corporate Social Responsibility	1	CIT 077	ICT Project	3
ECS 071	Basics of Quantitative Methods	2			
Total Core Courses		10	Total Core Courses		11
ELECTIVES			ELECTIVE S		
CDM 071	Project Identification and Implementation	2	CIT 076	Logic Circuits	2
MAL 073	Management Information Systems	2	CRD 074	Critical Thinking and Problem Solving Skills	2
TOTAL SEMESTER III		14	TOTAL SEMESTER IV		15

****CR(s) = CREDIT(s)**

2.6.3 Bachelor of Science in Business Information and Communication Technology (BSc.-BICT)

Objectives of the Programme: The aims of the programme include to:

- (i) enable students appreciate the role of information and communication technology in social and economic development.
- (ii) develop an ability to analyze ICT applications and to specify and develop solutions to organizational and technical problems requiring ICT support.
- (iii) prepare students become experts in the use of ICT
- (iv) enable students effectively manage ICT resources.
- (v) develop an ability to critically evaluate ICT and its organizational relevance

Duration of the Programme: This is a six (6) semesters' programme. Each semester shall have a total of 15 teaching weeks.

Programme Structure

YEAR 1

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 102	Communication Skills	2	MAL 104	Business Communication	1
CDM 101	Cooperation and Co-operative Development	1	CIT 105	Event-Oriented Programming I	2
CIT 106	Fundamentals of Information and Communication Technology	2	CIT 107	Operating Systems I	2
ECS 116	Discrete Mathematics	1	CDM 103	Theories of Development	1
CIT 108	Introduction to Algorithms and Programming	2	CIT 109	Database Systems I	2
ECS 101	Business Mathematics and Statistics	2	CIT 110	Computer Networking I	2
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
ECS 108	Fundamentals of Economics	2	CIT 112	Software Applications in Business	2
CIT 111	Information Systems in Organizations	2	CIT 113	Digital Logic and Computer Organization	2
MAL 106	Introduction to Entrepreneurship	2			
TOTAL SEMESTER I		16	TOTAL SEMESTER II		14

YEAR 2

SEMESTER III			SEMESTER IV		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CIT 202	Management Information Systems	2	CIT 207	Event-Oriented Programming II	2
CIT 203	Computer Networking II	2	CIT 204	Scripting Languages	1
CIT 208	Website Design and Management	2	CIT 209	Database Systems II	2

CIT 205	Operating Systems II	2	CIT 206	Systems Analysis and Design	1
CIT 210	IT Security Management	2	ACC 208	Computerized Accounting	1
ECS 225	Business Statistics	1	CDM 202	Research Methods	2
CIT 200	Field Attachment	-			
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
CIT 211	Electronic Media Systems and Multimedia	2	PSM 211	Principles of Marketing	2
MAL 228	Legal and Ethical Issues in Information Technology	2	PSM 212	Principles of e-Business	2
MAL 201	Human Resource Management	2	CRD 213	Critical Thinking and Problem Solving Skills	2
TOTAL SEMESTER III		16	TOTAL SEMESTER IV		16

YEAR 3

SEMESTER V			SEMESTER VI		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 338	Business Law	2	CIT 306	Business Intelligence & Data Warehousing	2
CIT 301	Internet Applications and Web Programming	2	CIT307	Software Quality Assurance	2
CIT 302	Wireless Technology	2	CIT 308	Group Project	2
CIT 303	Statistical Packages for Data Analysis	2	CIT 309	Information Technology Project Management	2
CIT 305	Computer Maintenance and Troubleshooting	2	CIT 300	Research Project (Report)	2
CIT 300	ICT Research Project (Proposal)	1			
Total Core Courses		11	Total Core Courses		10
ELECTIVES			ELECTIVES		
CIT 304	Computer Graphics	2	MAL 341	Business Planning and Budgeting	2
MAL 340	Business Policy and Ethics	2	MAL 356	Business Negotiation Skills	2
			CIT 310	Open Source Software Development	2
TOTAL SEMESTER V		15	TOTAL SEMESTER VI		16

****CR(s)= CREDIT(s)**

Department of

2.7 Management

2.7.1 Certificate of Human Resource Management (CHRM)

The overall objective of the programme is to improve the knowledge and skills required by human resource managers at lower levels to implement and manage personnel policies at work place. Graduates in this programme will be able to perform human resource management functions in all forms of organizations.

Specific objectives shall be to:

- (i) Equip students with a blend of human resource management knowledge and skills so as to become professionals in their field
- (ii) Enable students to uphold ethics relevant to the human resource management field
- (iii) Address the national professional requirements for best practices in organizational human resource management

- (iv) Inculcate innovative attitudes in candidates to handle contemporary human resource management related problems
- (v) Provide a basis for higher level study in related fields

Module Description for Full time Certificate Course

SEMESTER I								
Course Ante	Course Title	Cred	Total hrs	Lect 40%	Sem. 20%	P/Study 20%	Assign. 10%	P/train 10%
CDM 012	Fundamentals of Business Mathematics and Statistics	8	80	48	8	8	8	8
MGT 014	Fundamentals of Human Resource Management	10	100	60	10	10	10	10
ACC 011	Fundamentals of Bookkeeping and Accounting	8	80	48	8	8	8	8
MGT 011	Communication Skills	8	80	48	8	8	8	8
CDM 011	Introduction to Cooperation	8	80	48	8	8	8	8
ICT 012	Basics of Computer and computer application	8	80	48	8	8	8	8
MGT 015	Introduction to Principles of Management	8	80	48	8	8	8	8
ECS 013	Introduction to Economics	8	80	48	8	8	8	8
	TOTAL	66	660					
SEMESTER II								
Course Ante	Course Title	Cred	Total hrs	Lect 40%	Sem. 20%	P/Study 20%	Assign. 10%	P/train 10%
MGT 016	Introduction to Management Information System	8	80	48	8	8	8	8
CDM 019	Development Studies	8	80	48	8	8	8	8
MGT 017	Office Procedures and Record Management	8	80	48	8	8	8	8
MGT 018	Introduction to Organizational Behaviour.	10	100	60	10	10	10	10
LAW 012	Introduction to	10	100	60	10	10	10	10

	Labour Law							
PSM 015	Introduction to Customer Service	8	80	48	8	8	8	8
MGT 019	Introduction to Counseling and Guidance	8	80	48	8	8	8	8
PSM 016	Commercial knowledge	6	60	36	6	6	6	6
	TOTAL	66	660					

Module Description for Evening Certificate Course

MODULE 1								
Course Ante	Course Title	Cred	Total hrs	Lect 40%	Sem. 20%	P/Study 20%	Assign. 10%	P/train 10%
CDM 012	Fundamentals of Mathematics and Statistics	8	80	48	8	8	8	8

MODULE 1								
Course Ante	Course Title	Cred	Total hrs	Lect 40%	Sem. 20%	P/Study 20%	Assign. 10%	P/train 10%
MGT 014	Fundamentals of Human Resource Management	10	100	60	10	10	10	10
ACC 011	Fundamentals of Bookkeeping and Accounting	8	80	48	8	8	8	8
MGT 011	Communication Skills	8	80	48	8	8	8	8
CDM 011	Introduction to Cooperation	8	80	48	8	8	8	8
ICT 012	Basics of Computer and computer application	8	80	48	8	8	8	8
MODULE 2								
MGT 015	Introduction to Principles of Management	8	80	48	8	8	8	8
ECS 013	Introduction to Economics	8	80	48	8	8	8	8
MGT 016	Introduction to Management Information System	8	80	48	8	8	8	8
CDM 019	Development Studies	8	80	48	8	8	8	8
MGT 017	Office Procedures and Records Management	8	80	48	8	8	8	8
MODULE 3								
MGT 018	Introduction to Organizational Behaviour.	10	100	60	10	10	10	10
LAW 012	Introduction to Labour Law	10	100	60	10	10	10	10
PSM 015	Introduction to Customer Service	8	80	48	8	8	8	8
MGT 019	Introduction to Counseling and Guidance	8	80	48	8	8	8	8
PSM 016	Commercial Knowledge	6	60	36	6	6	6	6
	TOTAL	66	660					

2.7.2 Diploma in Enterprise Management (DEMA)

Objectives of the Programme: The overall objective of the programme is to improve the knowledge and skills required by entrepreneurs to initiate and manage viable enterprises. Specifically, the objectives of the programme are to:

- (i) equip candidates with knowledge and skills in enterprise management
- (ii) inspire the spirit of innovativeness and creativity in initiating, establishing, managing and sustaining own business enterprise
- (iii) empower Tanzanian entrepreneurs to take up emerging opportunities and deal with challenges arising from the introduction of the East African Common Market.

Duration of the Programme: This is a four (4) semesters' programme. Each semester shall have a total of 15 teaching weeks.

Programme Structure

YEAR 1

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 057	Fundamentals of Entrepreneurship	2	MAL 060	Business Opportunity Identification	2
ACC 054	Practical Accounting Principles	2	ECS 056	Basic Economics for Entrepreneurs	2
MAL 058	Introduction to Business Communication	2	MAL 061	Laws Relating to Enterprise Management	2
ECS 055	Introduction to Financial Mathematics and Statistics	2	MAL 062	Management Principles for Entrepreneurs	1
MAL 059	Introduction to Creativity and Innovation	2	CDM 053	Introduction to Co-operation	1
			PSM 053	Marketing Principles for Entrepreneurs	2
Total Core Courses		10	Total Core Courses		10
ELECTIVE S			ELECTIVE S		
CIT 060	Fundamentals of Computer Applications	2	PSM 054	Selling and Distribution	2
PSM 052	Purchasing Principles	2	MAL 063	Managing Enterprise Human Resource	2
TOTAL SEMESTER I		14	TOTAL SEMESTER II		14

YEAR 2

SEMESTER III			SEMESTER IV		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
BMF 073	Management of Enterprise Finance	2	MAL 078	Elements of Enterprise Planning	2
BMF 074	Basics of Microfinance	1	BMF 077	Taxation Principles	1
PSM 078	Trade Across Borders	2	PSM 075	Introduction to e-Commerce	2
ECS 073	Fundamentals of Quantitative Methods	2	PSM 079	Consumer Behaviour in Market Place	1
BMF 075	Introduction to Banking and Insurance	2	PSM 076	Retail Management	2
BMF 076	Basics of SACCOS Management	1	MAL 080	Introduction to Production and Operations Management	2
MAL 070	Field Attachment	-			
Total Core Courses		10	Total Core Courses		10
ELECTIVE S			ELECTIVE S		
PSM 074	Introduction to Market Research	2	MAL 081	Introduction to Enterprise Performance Measurement	2
CDM 074	Project Management Principles	2	PSM 077	Introduction to Service Marketing	2
TOTAL SEMESTER III		14	TOTAL SEMESTER IV		14

****CR(s) = CREDIT(s)**

2.7.3 Bachelor of Arts in Human Resource Management (BA-HRM)

Objectives of the Programme: This programme aims to:

- (i) provide candidates with a foundation for graduate careers in people management and for other careers in business;
- (ii) enable candidates to cultivate practical experience of people management activities;
- (iii) provide a basis for postgraduate study;

- (iv) provide candidates with the opportunity to conceptualize and critically evaluate theories related to the management of people;
- (v) develop candidates' intellectual and transferable skills and build their capacity to become independent learners.

Duration of the Programme: This is a six (6) semesters' programme. Each semester shall have a total of 15 teaching weeks.

Programme Structure

YEAR 1

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 120	Communication Skills for Entrepreneurs and Human Resource Managers	2	MAL 115	Introduction to Human Resource Management	2
CDM 106	Theory of Co-operation and Development	1	MAL 116	Introduction to Organizational Behavioural	2
ECS 101	Business Mathematics and Statistics	2	CDM 103	Theories of Development	1
MAL 103	Principles of Management	2	ECS 115	Macro Economics	1
MAL 113	Introduction to Law	1	MAL 117	Administrative Law	2
ECS 111	Fundamentals of Micro Economics	2	ACC 103	Introduction to Book keeping and Accounts	2
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
CIT 103	Introduction to Information and Communication Technology	1	MAL 118	Organizational Development	2
MAL 114	Organization Theory	2	MAL 119	Business Law	2
CRD 102	Introduction to Community Organizing	2	BMF 102	Introduction to Financial Institutions	1
TOTAL SEMESTER I		15	TOTAL SEMESTER II		15

YEAR 2

SEMESTER III			SEMESTER IV		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 215	Labour Law	1	MAL 220	Strategic Business Management	2
MAL 216	Organizational Behaviour II	2	CDM 203	Organizations and Society	1
BMF 216	Financial Management for non Financial Managers	2	CDM 212	People in Co-operative Development	1
CIT 201	Computer Applications and Data Processing	2	CDM 205	Social Research Methods	1
MAL 217	Basics of Public Administration	2	MAL 221	Human Resource Functions and Practices	2

CDM 211	International Cooperation & Development	1	MAL 222	Office Procedures and Records Management	1
MAL 200	Field Attachment	-			
Total Core Courses		10	Total Core Courses		8
ELECTIVES			ELECTIVES		
PSM 202	Total Quality Management	2	ACC 207	Accounting for Non Accountants	2
MAL 218	Leadership Theories and Practice	2	MAL 204	Small Business and Entrepreneurship	2
MAL 219	Systems Theory	2	MAL 223	Development Administration	1

TOTAL SEMESTER III	16	TOTAL SEMESTER IV	13
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YEAR 3

SEMESTER V			SEMESTER VI		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 317	Legal Aspects of Human Resource Management	1	MAL 326	Employee Relations	2
MAL 318	Corporate Governance	2	MAL 327	Human Resource Planning	1
MAL 319	Law of Contract	2	MAL 328	Performance Management	2
MAL 320	Human Resource Development	2	MAL 329	Business Ethics	1
MAL 321	International HRM	2	MAL 330	Reward Management	2
MAL 300	Research Proposal	1	MAL 300	Research Report	2
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
MAL 322	Stress and Time Management	2	MAL 331	Change Management	1
MAL 323	Conflict Management	2	MAL 332	Public Policy	2
MAL 324	Disaster Management	2	CDM 302	Consultancy Techniques	2
MAL 325	Legal Issues in Corporate Management	2	MAL 333	Company Law	1
TOTAL SEMESTER V		18	TOTAL SEMESTER VI		16

****CR(s) = CREDIT(s)**

2.7.4 Bachelor of Arts in Marketing and Entrepreneurship (BA-ME)

Objectives of the Programme: The overall aim of this programme is to produce graduates who are technically and intellectually competent to build careers in entrepreneurial businesses, specifically to:

- equip candidates with theoretical and practical knowledge in entrepreneurial and marketing skills.
- enable candidates become change agents in the social and economic development in a country.
- inculcate the spirit of initiating; developing, managing and sustaining own business enterprises.

Duration of the Programme: This is a six (6) semesters' programme. Each semester shall have a total of 15 teaching weeks.

Programme Structure

YEAR 1

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 120	Communication Skills for Entrepreneurs and Human Resource Managers	2	MAL 122	Legal and Ethical Aspects in Marketing	2

CDM 106	Theory of Cooperation and Development	2	ECS 108	Fundamentals of Economics	2
ECS 107	Business Mathematics and Statistics	1	CDM 103	Theories of Development	1
PSM 106	Introduction to Marketing	2	ACC 105	Basic Accounting	1
MAL 106	Introduction to Entrepreneurship	2	MAL 123	Entrepreneurial Approach to SMEs Development	2
CIT 103	Introduction to Information	1	PSM 108	Consumer Behaviour	2

	and Communication Technology				
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
MAL 103	Principles of Management	2	MAL 114	Organizational Theories	2
PSM 107	Introduction to Commerce	2	CDM 106	Economics of Co-operative Enterprise	1
MAL 121	New Venture Creation	1	BMF 102	Introduction to Financial Institutions	1
TOTAL SEMESTER I		15	TOTAL SEMESTER II		14

YEAR 2

SEMESTER III			SEMESTER IV		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
PSM 211	Pricing Decisions	2	PSM 214	Marketing Communications	2
MAL 224	Business Environment Analysis	1	PSM 207	Marketing of Agricultural products	2
PSM 212	Product Development and Innovation	2	MAL 226	Business Management Technologies	2
CIT 201	Computer Applications and Data Processing	1	PSM 215	Business Research Methods	1
CDM 206	Project Planning and Management	2	PSM 216	Marketing in Hospitality and Tourism	1
ACC 207	Business Accounting	2	PSM 217	Marketing Logistics	2
PSM 200	Field Attachment				
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
PSM 202	Total Quality Management	1	MAL 227	Corporate Social Responsibility	1
MAL 225	Business Consulting Skills	1	PSM 218	Inventory Management	2
PSM 213	Retail Management	1	PSM 219	Customer Service	1
MAL 201	Human Resource Management	1			
TOTAL SEMESTER III		14	TOTAL SEMESTER IV		14

YEAR 3

SEMESTER V			SEMESTER VI		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
PSM 314	Strategic Marketing Planning	1	MAL 337	Social Entrepreneurship	2
PSM 315	Global Marketing	2	PSM 304	Supply Chain Management	2
MAL 317	Business Planning	2	BMF 305	International Trade Finance	1
PSM 316	Marketing Research	2	BMF 318	Financial Management for Entrepreneurs	1
PSM 317	Services Marketing	1	PSM 320	Social Marketing	1
MAL 334	Negotiation skills and Business Contracts	1	PSM 321	Export Management	1
PSM 300	Research Project	1	PSM 300	Research Project	2
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
PSM 318	Warehouse Management	2	PSM 322	Industrial Marketing	2
MAL 335	Production and Operations Management	1	PSM 323	Co-operative Marketing	1
CRD 307	Lobbying and Advocacy	1	BMF 311	Property Insurance	1
PSM 319	Entrepreneurial Marketing	2			
MAL 336	Innovations and Entrepreneurship Management	1			

TOTAL SEMESTER V	17	TOTAL SEMESTER VI	14
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****CR(s) = CREDIT(s)**

2.7.5 Master of Business Management (MBM)

Objectives of the Programme: The programme is designed to:

- (i) Develop candidates understanding and critical thinking in the application of the theories, tools and techniques of business management.
- (ii) Enable candidates to effectively initiate and manage change in business organizations.
- (iii) Enable candidates make effective use of resources in the strategic decision making process.
- (iv) Facilitate candidates to improve performance in business organizations.
- (v) Enable candidates initiate and manage own businesses in a competitive environment
- (vi) Facilitate candidate to exploit emerging business opportunities regionally and internationally.

Duration of the Programme: The programme is conducted for a period of 18 months.

Programme Structure

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 655	Advanced Research Methods	2	ECS 652	Quantitative Methods for Business Decisions	2
MAL 656	Business Organization and Management	2	MAL 658	Entrepreneurship Development and Growth	2
BMF 654	Financial Management	2	MAL 659	Cooperative Business Management and Governance	2
Total Core Courses		6	Total Core Courses		6
ELECTIVES			ELECTIVES		
MAL 657	Legal Aspects of Employment, Labour Relations and Ethics	2	MAL 660	Production and Operations Management	2
ACC 651	Financial Accounting	2	MAL 661	Human Resource Management	2
PSM 660	Marketing Management	2	MAL 662	Strategic Management	2
BMF 655	International Business Finance	2	BMF 655	Investment Analysis and Portfolio	2

			Management	
TOTAL SEMESTER I	14	TOTAL SEMESTER II	14	

SEMESTER THREE

ANTE	COURSE TITLE	CR(s)
MAL 699	Dissertation	12

****CR(s)= CREDIT(s)**

2.8 Department of Law

2.8.1 Bachelor of Laws (LL.B)

Objectives of the Programme: The programme is designed to:

- (i) provide a thorough and basic training in law and the legal techniques required for successful practice of law and scholarly work in law;
- (ii) prepare graduates for the lawyer's responsibility to improve the administration of justice and providing government and community leadership;
- (iii) develop legal and practical skills among students and inculcating to them ethical principles;
- (iv) challenge students to think critically;
- (v) produce a society conscious lawyer;
- (vi) impart students with sufficient legal research skills, analytical skills, counselling skills, advocacy skills; record keeping skills, negotiation skills, draftsmanship skills and procedural skills;
- (vii) enable students to acquire sufficient knowledge of substantive and adjectival law.

Duration of the Programme: This is a six (6) semesters' programme. Each semester shall have a total of 15 teaching weeks.

Programme Structure

YEAR 1

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 123	Legal Methods I	2	MAL 124	Legal Methods II	2
MAL 125	Criminal Law	2	MAL 126	Criminal Procedure Law	2
MAL 127	Law of Contract I	2	MAL 128	Law of Contract II	2
MAL 129	Legal Systems of East Africa	2	CDM 103	Theories of Development	1
MAL 102	Communication Skills	1	ACC 105	Accounting for Lawyers	1
CIT 103	Introduction to ICT	1	MAL 132	Constitutional Law	2
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
MAL 130	Law of Sale of Goods	2	MAL 133	Law of Banking	2
MAL 131	Law of Negotiable Instruments	2	MAL 134	Insurance Law	2
TOTAL SEMESTER I		14	TOTAL SEMESTER II		14

YEAR 2

SEMESTER III			SEMESTER IV		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 226	Land Law I	2	MAL 227	Land Law II	2
MAL 228	Law of Evidence	2	MAL 230	Law of Torts II	2
MAL 229	Law of Torts I	2	MAL 232	Administrative Law II	2
MAL 231	Administrative Law I	2	MAL 236	Legal Research	2
MAL 233	Co-operative Law and Policy I	2	MAL 234	Co-operative Law and Policy II	2
MAL 200	Field Attachment				
Total Core Courses		10	Total Core Courses		10

ELECTIVES			ELECTIVES		
MAL 237	Human Rights Law	2	MAL 238	Local Government Law	2
MAL 213	Intellectual Property Law	2	MAL 239	Private International Law	2

TOTAL SEMESTER III	14	TOTAL SEMESTER IV	14
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YEAR 3

SEMESTER V			SEMESTER VI		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
MAL 338	Jurisprudence I	2	MAL 339	Jurisprudence II	2
MAL 340	Legal Skills	2	MAL 347	Alternative Dispute Resolution (ADR)	2
MAL 341	Civil Procedure I	2	MAL 348	Labour Law	2
MAL 343	Law of Business Associations	2	MAL 342	Civil Procedure II	2
MAL 344	Family Law	2	MAL 349	Comparative Co-operative Policy and Legislation	2
MAL 300	Research Project/Proposal	1	MAL 300	Research Project/Report	2
Total Core Courses		11	Total Core Courses		12
ELECTIVES			ELECTIVES		
MAL 345	Legal Aspects of Procurement	2	MAL 350	Capital Market and Securities Law	2
MAL 346	Public International Law	2	MAL 351	Probate and Administration of Estates	2
TOTAL SEMESTER V		15	TOTAL SEMESTER VI		16

****CR(s)= CREDIT(s)**

2.9 Department of Marketing, Procurement and Supply Management

2.9.1 Bachelor of Arts in Procurement and Supply Management (BA-PSM)

Objectives of the Programme: This programme is designed to equip the undergraduate students to deal with complex issues in purchasing and supply functions in the national, global and competitive business environment. Graduates in this programme should be able to take up professional positions in the purchasing and supply functions in government, public, private and non-governmental establishments. Specific objectives shall be to:

- (i) equip students with high level knowledge and skills in purchasing and supply management so as to become professionals in the field.
- (ii) enable students appreciate ethics relevant to the materials management profession
- (iii) prepare students to qualify for NBMM and other purchasing and supply Management professional examinations.

Duration of the Programme: This is six a (six) 6 semesters' programme for fulltime students and twelve semesters for part time students.

Programme Structure

YEAR 1

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
ACC 101	Financial Accounting I	2	MAL 103	Principles of Management	2
MAL 101	Business Law	1	MAL 104	Business Communication	2
MAL 102	Communication Skills	2	CRD 105	Sociology	1
CIT 101	Information & Communication Technology	1	ECS 103	Economics	2
ECS 101	Business Maths & Statistics	2	PSM 101	Purchasing Principles & Techniques	2
PSM 102	Stores Management	1	PSM 104	Organizational Procurement Behaviour	1
PSM 103	Inventory Handling	1			
Total Core Courses		10	Total Core Courses		10
ELECTIVE S			ELECTIVE S		
CRD 102	Introduction to Community Organizing	2	ACC 102	Financial Accounting II	2
MAL 105	Leadership in Co-operatives	2	CDM 102	Theoretical and Practical Aspects of Development	1
CDM 101	Cooperation & Co-operative Development	2	ECS 102	Agricultural Economics	2
			CRD 101	Introduction to Rural Development Approaches	2
TOTAL SEMESTER I		16	TOTAL SEMESTER II		17

YEAR 2

SEMESTER III			SEMESTER IV		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
ACC 203	Managerial Accounting	2	MAL 201	Human Resource Management	2
ACC 204	Cost Accounting	2	CDM 202	Research Methods	2
MAL 202	Legal Aspects for Business Management	1	PSM 204	Inventory Management & Control	2
EC S 201	Quantitative Techniques	2	MAL 204	Small Business and Entrepreneurship	2
PS M 203	Sourcing for Procurement	1	PSM 205	Integrated Logistics Management	1
PSM 202	Total Quality Management	1	PSM 208	Strategic Procurement Management	1
PSM 206	Purchasing and Information Communication Technology	1			
Total Core Courses			Total Core Courses		
ELECTIVE S			ELECTIVE S		
BM F 202	Principles of Risk & Insurance	1	ACC 204	Auditing & Inspection	1
EC S 202	Managerial Economics	2	MAL 212	Legal Aspects of Corporate Management	1
CDM 203	Organisations & Society	2	BMF 201	Microfinance Management	2

PSM 201	Marketing Management	2	PSM 209	Legal Metrology	1
			ECS 206	Agricultural Economics & Planning	2
			PSM 207	Marketing of Agricultural Products	2
TOTAL SEMESTER III		17	TOTAL SEMESTER IV		19

YEAR 3

SEMESTER V			SEMESTER VI		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
BMF 303	Financial Management	2	PSM 302	Procurement Management	2
MAL 303	Production Management	2	PSM 303	Procurement and Supplies Auditing	2

PSM 310	Physical Distribution Management	2	PSM 304	Supply Chain Management	2
PSM 301	Procurement Research	1	PSM 306	Procurement of works & Services	1
PSM 308	Pricing	1	PSM 307	Legal Aspects of Procurement	1
PSM 309	Supply Negotiations	1	PSM 300	Research Project	2
PSM 300	Research Project	1			
Total Core Courses		10	Total Core Courses		10
ELECTIVE S			ELECTIVE S		
MAL 306	Public Administration	1	BMF 311	Property Insurance	1
MAL 307	Strategic Management	2	BMF 305	International Trade Finance	2
PSM 313	Contract Management	2	CDM 301	Project Planning & Appraisal	2
			PSM 305	International Marketing	2
			CDM 302	Consultancy Techniques	1
TOTAL SEMESTER V		15	TOTAL SEMESTER VI		18

****CR(s) = CREDIT(s)**

2.9.2 Master of Arts in Procurement and Supply Management (MA-PSM)

Objectives of the Programme: The major objective of the programme is to train high level management cadre in the procurement and supply profession. The specific objectives are to:

- (i) provide candidates with a multi-disciplinary understanding of the changing trends in procurement and supply management
- (ii) develop appreciation of substantive issues in procurement and supply management.
- (iii) develop abilities and skills as a self-motivated autonomous learner
- (iv) develop a range of analytical and professional skills that permit candidates to fill responsible positions in organisations.

Duration of the Programme: This is an 18 months programme.

Programme Structure

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
PSM 651	Procurement Management	2	ECS 651	Quantitative Techniques	2
PSM 652	Logistics Management	2	PSM 657	Business Research Methods	2
PSM 653	Supply Chain Management	2	MAL 653	Business Law and Ethics	2
Total Core Courses		6	Total Core Courses		6
ELECTIVE S			ELECTIVE S		
PSM 654	Marketing in the International Environment	2	PSM 658	Procurement Information Technology	2
PSM 655	Procurement Management for Projects	2	MAL 654	Organisation and Human Resource Management	2

PSM 656	Business Negotiation Skills	2	BMF 653	Financial Analysis and Management in Procurement	2
MAL 652	Corporate Governance	2	PSM 659	Procurement Consulting Techniques	2
TOTAL SEMESTER I		14	TOTAL SEMESTER II		14

SEMESTER THREE

COURSE TITLE		CR(s)
PSM 699	Dissertation	12

****CR(s)= CREDIT(s)**

2.10 Department of Postgraduate Studies

2.10.1 Doctor of Philosophy (PhD)

The name of the degree is **Doctor of Philosophy** (with specialization in areas of Co-operative Development, Co-operative Management, Community Economic Development, Rural and Urban Transformation, Business Studies, Institutional and Organizational Development, Finance, Environmental Studies, Procurement and Supply; Entrepreneurship Development).

Objectives of the Programme: The overall objective of the programme is to develop and strengthen national and regional human resources and institutional capacity in impact-oriented research as an entry point towards sustainable co-operative development and related fields. Specifically, the programme is designed to:

- (i) impart in-depth and broad knowledge, skills and scientific orientation, in creating the ability to discuss and analyze concepts, theories and methodological underpinnings in Co-operative Development and Management and other related fields,
- (ii) create synergic effect among candidates and professionals with different backgrounds, and link with academic and research initiatives cutting across other fields of co-operative development and management, community economic development, rural and urban transformation, business studies, institutional and organizational development, finance, environmental studies, procurement and supply and entrepreneurship development,
- (iii) provide the technical know-how that will address problems related to co-operative development and management so as to foster national growth and improve livelihoods, as well as economic situation of the residents of Tanzania and the world at large,
- (iv) develop frontier actors in advancement of knowledge and innovations in co-operative development and management in a multidisciplinary and action research philosophy,
- (v) promote partnership with regional and international institutions and cultivate interest with other stakeholders in regional collaboration and resource

sharing and mobilization for training, research and outreach in co-operative development and management, community economic development, rural and urban transformation, business studies, institutional and organizational development, finance, environmental studies, procurement and supply and entrepreneurship development programmes.

Duration of the Programme: This is a four (4) years programme

2.11 Directorate of Co-operative Library and Archives (DCLA)

2.11.1 Certificate in Library and Information Sciences (CLIS)

Objectives of the Programme: This Programme emphasizes training in Library and Information Science which is necessary for social and economic development of a country. Therefore, the specific objectives of this programme are to:

- (i) equip candidates with theoretical and practical knowledge in Library and Information Science.
- (ii) inculcate the spirit of initiating; developing, managing and sustaining Information Institutions in the country.
- (iii) provide hands on skills for managing libraries

Duration of the Programme: This is a two (2) semesters; each semester having a total of 15 teaching weeks. **Programme Structure**

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
LI S 010	Library Administration and Management	2	LIS 014	Reference Services	3
LI S 015	Classification	3	MA L 012	Introduction to Management Principles	2
LI S 013	Cataloguing	3	LIS 017	Records Management and Archival Administration	3
CIT 017	Introduction to Computer Applications	2	CIT 013	Introduction to Database Management	3
CDM 011	Principles of Co-operation	2	LIS 018	Bibliographic Control	3
MAL 011	Basics of Communication Skills	2	LIS 019	Principles of Customer Care Services	2
MAL 017	Introduction to Management Information Systems	2	LIS 021	Field Attachment	-
TOTAL SEMESTER I		16	TOTAL SEMESTER II		16

2.11.2 Diploma in Library and Archival Studies (DLAS)

Objectives of the Programme: The overall objective of this programme is to provide training necessary for Library and Information services delivery for socio-economic and political development of the country. Therefore, the specific aims of this programme are to:

- (i) equip candidates with practical knowledge on principles and techniques required in library and information services.

- (ii) inculcate students with the spirit of initiating, developing, managing and maintaining library services.
- (iii) enable candidates recognize the importance and challenges of Information Sciences in globalized world for socio-economic development

Duration of the Programme: This is a four (4) semesters' programme. Each semester will consist of 15 teaching weeks.

Programme Structure

YEAR 1

SEMESTER I			SEMESTER II		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
LIS 051	Introduction to Library and Archival Studies	2	LIS 057	Records and Archives Management	2
LIS 052	Information Literacy	2	LIS 058	Classification, Subject Analysis and Control	2
MAL052	Introduction to Communication Skills	1	LIS 059	Theoretical and Practical Aspects of Cataloguing	2
CIT 051	Introduction to Computers Applications	2	CDM 053	Introduction to Co-operation	1
LIS 053	Information Sources and Services	2	CDM 052	Development Studies	1
LIS 054	Introduction to Library Automation	1	LIS 060	Publishing and Book Trade	2
Total Core Courses		10	Total Core Courses		10
ELECTIVES			ELECTIVES		
CIT 052	Essentials of Computer Systems	2	LIS 061	Children's Library Materials and Services	2
LIS 055	Academic Libraries	2	LIS 062	Special Libraries	2
LIS 056	Collection Development	2	LIS 063	Archives Administration	2
TOTAL SEMESTER I		16	TOTAL SEMESTER II		16

YEAR 2

SEMESTER III			SEMESTER IV		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
LIS 070	Field Attachment	1	LIS 077	Conservation and Preservation of Library Materials	2
CDM 072	Basics of Research Methods	2	LIS 078	Introduction to Statistics for Librarians	2
LIS 071	Introduction to Information User Studies	2	LIS 079	Human Relations	2
LIS 072	Reference Services	2	LIS 080	Procurement and Supply of Library Materials	1
MAL 073	Management Information System	1	LIS 081	Library Ethics and Legal Issues	1

LIS 073	Principles of Management in Library and Archival Centres	2	LIS 082	Marketing of Library Resources and Services	2
LIS 074	Bibliographic Analysis and Control	1			
Total Core Courses		11	Total Core Courses		10
ELECTIVES			ELECTIVES		
LIS 075	Building Library Design and Layout	2	LIS 083	Information Entrepreneurship	2
LIS 076	Indexing and Abstracting	2	LIS 084	Public Libraries	2
MAL 071	Introduction to Human Capital Management	2	LIS 085	Introduction to Electronic Libraries and Archives	2
TOTAL SEMESTER III		17	TOTAL SEMESTER IV		16

****CR(s) = CREDIT(s)**

2.12 Department of Extension and Outreach Programmes

2.12.1 Certificate in Enterprise Development (CED)

The programme is offered at Kizumbi Teaching Centre only.

Objectives of the Programme: The overall objective of the course is to improve the knowledge and skills required by entrepreneurs to initiate and run profitable enterprises, specifically the programme aims to:

- (i) equip candidates with knowledge and skills in enterprise development
- (ii) enable candidates to apply acquired knowledge and skills to bring social and economic changes in communities
- (iii) inculcate the spirit of innovativeness and creativity in initiating, developing, managing and sustaining own business enterprise
- (iv) enable candidates to take accurate and timely business and investment decisions
- (v) apply appropriate strategies in marketing of products and services

Duration of the Programme

The duration of this programme is two semesters for both full time and distance learning. For full time each semester shall have a total of 15 teaching weeks while distance learning will require three weeks tutorial sessions and 32 weeks individual reading in each semester.

Programme Structure

SEMESTER 1			SEMESTER 2		
ANTE	COURSE	CR(s)	ANTE	COURSE	CR(s)
CDE 011	Introduction to Entrepreneurship	3	CDE 017	Elements of Business Planning and Management	3
CDE 012	Basic Economics of Entrepreneurship	2	CDE 018	Principles of Management	2
CDE 013	Basic Business Communication Skills	3	CDE 019	Introduction to Legal Aspects in Entrepreneurship	2
CDE 014	Introduction to Book-keeping and Accounting	3	CDE 020	Introduction to Cross-cutting Issues in Enterprise Development	3
CDE 015	Introduction to Co-operation	2	CDE 021	Principles of Financial Management	3
CDE 016	Elementary Business Mathematics	3	CDE 022	Elements of Marketing in Entrepreneurship	3
TOTAL SEMESTER I		16	TOTAL SEMESTER II		16

****CR(s) = CREDIT(s)**

2.13 Department of Distance Learning

2.13.1 Astashahada ya Misingi ya Uchumi na Ushirika (AMU)

It is offered in Swahili language through residential and distance learning in all 13 regional centres of the

University College in Tanzania mainland.

Malengo ya Programu

Malengo ya jumla ya programu hii ni kuinua kiwango cha weledi katika uchumi na ushirika ili wadau wa asasi za ushirika waendeshe shughuli kitaalamu.

Mahsusi, programu hii inalenga mambo yafuatayo:

- (i) Kuwapa wanafunzi ujuzi na stadi katika dhana ya uchumi, ushirika, uongozi na usimamizi.
- (ii) Kuwawezesha wanafunzi kutumia ujuzi na stadi walizopata kuleta mabadiliko ya kijamii na kiuchumi kwa wanachama na jamii kwa ujumla;
- (iii) Kuwajengea wanafunzi dhana ya ubunifu na uthubutu katika kuanzisha, kuendesha na kuendeleza ushirika Biashara.
- (iv) Kuwawezesha wanafunzi kufanya maamuzi sahihi na kwa wakati yanayohusu ushirika, biashara na uwekezaji;
- (v) Kuwawezesha wanafunzi kutumia mikakati endelevu ya kimasoko katika kuendesha Biashara.
- (vi) Kuwawezesha watakaohitimu vizuri katika masomo ya hesabu na kiingereza kupata sifa za kujiunga na kozi za cheti

Muda wa Mafunzo ya Programu: Muda wa kusoma programu umegawanyika katika mihula miwili kwa njia ya mafunzo ya darasani au kwa masafa. Muda kwa kila muhula wa masomo ya darasani utakuwa wiki 15 na wiki nne za mafunzo kwa vitendo mwisho wa muhula wa kwanza. Muda wa mafunzo kwa masafa utakuwa wiki tatu za mafunzo ya darasani na wiki 32 za kujisomea mwenyewe kwa kila muhula na wiki nne za mafunzo kwa vitendo mwisho wa muhula wa kwanza. Muda wa chini wa kumaliza programu hii na kuhitimu ni miezi tisa kwa njia ya darasani na miezi 15 kwa njia ya masafa.

Muundo wa Programu kwa Njia ya Darasani

MUHULA WA 1			MUHULA WA 2		
CHAMBELE	KOZI	KREDITI	CHAMBELE	KOZI	KREDITI
CDE 023	Dhana ya Ushirika	3	CDE 029	Mpango wa biashara	3
CDE 024	Ujasiriamali katika ushirika	3	CDE 030	Uendeshaji na upimaji ufanisi wa asasi za ushirika	2
CDE 025	Uchumi katika ushirika	2	CDE 031	Introduction to english language	3
CDE 026	Asasi za Kifedha	2	CDE 032	Uongozi na Usimamizi	3
CDE 027	Utunzaji wa kumbukumbu za fedha	3	CDE 033	Usimamizi wa fedha	2
CDE 028	Hesabu za biashara	3	CDE 034	Kanuni za Masoko	3

	na Takwimu				
JUMLA MUHULA WA I		16	JUMLA MUHULA WA II		16

Muundo wa Programu kwa Njia ya Masafa

MODULI YA 1			MODULI YA 2		
CHAMBELE	KOZI	KREDITI	CHAMBELE	KOZI	KREDITI
CDE 023	Dhana ya Ushirika	3	CDE 026	Asasi za Kifedha	2
CDE 024	Ujasiriamali katika ushirika	3	CDE 027	Utunzaji wa kumbukumbu za fedha	3

CDE 025	Uchumi katika ushirika	2	CDE 028	Hesabu za biashara na Takwimu	3
JUMLA MUHULA WA I		16	JUMLA MUHULA WA II		16

MODULI YA 3			MODULI YA 4		
CHAMBELE	KOZI	KREDITI	CHAMBELE	KOZI	KREDITI
CDE 029	Mpango Biashara	3	CDE 032	Uongozi na Usimamizi wa asasi za Ushirika	3
CDE 030	Uendeshaji na upimaji wa ufanisi wa asasi za ushirika	2	CDE 033	Usimamizi wa fedha	2
CDE 031	Introduction to english language	3	CDE 034	Kanuni za Masoko	3
JUMLA MUHULA WA III		16	JUMLA MUHULA WA IV		16

2.13.2 Foundation Certificate in Savings and Credit Co-operative Societies Management (FC-SACCOS)

This programme is offered in Kiswahili language through distance learning.

Objectives of the Programme: The Programme is designed to equip Savings and Credit Co-operative Societies (SACCOS) and other Microfinance Institutions (MFIs) practitioners with appropriate knowledge and skills to carry out governance and managerial functions in SACCOS and other MFIs, and to undertake consultancy service in the local and international competitive financial environment.

Duration of the Programme: This is a 39- week training Programme targeting low cadre employees in SACCOS and other forms of MFIs.

Programme Structure

CHAMBELE	KOZI
MODUL I A	Asili na sifa zinazotofautisha vyama vya Ushirika wa Akiba na Mikopo
MODUL I B	Muundo na Mfumo wa Vyama vya Akiba na Mikopo
MODUL I C	Utunzaji vitabu na Uhasibu katika SACCOS
MODUL I D	Mikakati na Taratibu za kuanzisha Vyama vya Ushirika wa Akiba na Mikopo
MODUL I E	Menejimenti ya Mikopo katika Vyama vya Ushirika wa Akiba na Mikopo
MODUL F	Uchunguzi katika Vyama vya Ushirika wa Akiba na Mikopo

I	
MODUL	
I G	Mafunzo katika Vyama vya Ushirika wa Akiba na Mikopo

2.13.3 Professional Certificate in Savings and Credit Co-operative Societies Management (PC-SACCOS)

Objectives of the Programme: The Programme is designed to equip Savings and Credit Co-operative Societies (SACCOS) and other Microfinance Institutions (MFIs) practitioners with appropriate knowledge and skills to carry out governance and managerial functions in SACCOS and other MFIs, and to undertake consultancy service in the local and international competitive financial environment.

Duration of the Programme: This is a 39 week distance training Programme offered in English. **Programme Structure**

MODULE	COURSE
MODUL E A	Nature and Distinguishing Features of Savings and Credit Co-operatives
MODUL E B	Structure and Organization of Savings and Credit Co-operatives
MODUL E C	Financial Management and Analysis for Savings and Credit Co-operatives
MODUL E D	Strategies and Procedures for Setting Up Savings and Credit Co-operatives
MODUL E E	Credit Management in Savings and Credit Co-operatives
MODUL E F	Examination, Supervision and Regulation in Savings and Credit Co-operatives
MODUL E G	Training in Savings and Credit Co-operatives

2.13.3 Certificate in Coffee quality and Trade

The overall objective of the programme is to improve the knowledge and skills required by the Coffee Quality, Cupping and Trading practitioners in the industry. Specifically the aim of the programme is to:

- Equip candidates with knowledge and skills in Coffee Quality, Cupping and Trading
- Enable students to acquire knowledge and skills that shall make them more competent and competitive in the global coffee industry
- Inculcate the spirit of innovativeness and creativity in initiating, establishing, managing and sustaining viable coffee business enterprises
- Empower Tanzanians to take up challenges in the coffee labour market arising from the introduction of the East African Common Market.
- Enhance professionalism and build capacity in the coffee industry.

Duration of the Programme: This is a two semesters' training Programme offered in English.

Semester One

Course Ante	Course Name	Lecture Hrs	Seminar Hrs	Assignment Hrs	Independent Studies Hrs	Practical Training Hrs	Credit Hrs	CR(s)
MAL 018	Communication Skills for Traders	48	8	8	8	8	80	8
EOP 010	Coffee Production and Management	72	12	12	12	12	120	12
ECS 015	Basic Statistics for Traders	48	8	8	8	8	80	8

EOP 011	Coffee Supply Chain	48	8	8	8	8	80	8
CDM 012	Introduction to Theory and Practice of Cooperation	48	8	8	8	8	80	8
MAL 019	Fundamentals of Entrepreneurship	48	8	8	8	8	80	8
EOP 012	Basics of Coffee Cupping and Trading	12	12	12	12	72	120	12
	Total	384	64	64	64	64	640	64

Semester Two

Course Ante	Course Name	Lecture Hrs	Seminar Hrs	Assignment Hrs	Independent Studies Hrs	Practical Training Hrs	Credit Hrs	Credits
EOP 013	Coffee Quality Management	54	9	9	9	9	90	9
EOP 014	Coffee Marketing and Logistics	63	10.5	10.5	10.5	10.5	105	10.5
CRD 012	Basics of Extension Education	48	8	8	8	8	80	8
ACC 014	Commodity Financing and Accounting	48	8	8	8	8	80	8
EOP 015	Practices of Coffee Quality and Cupping (FPTs & Lab Tasks)	12.5	12.5	12.5	12.5	75	125	12.5
CIT 018	Computer Application for Traders	54	9	9	9	9	90	9
EOP 016	Coffee Pricing	48	8	8	8	8	80	8
	Total	390	65	65	65	65	650	65

FPT = Field Practical Training

3.0 ADMISSION REQUIREMENTS AND PROCEDURES

Generally, there is no minimum or maximum age limit for admission to the University for all programmes. Applications can only be considered if the University receives satisfactory evidence that the candidate qualifies for the programme applied for.

3.1 General Admission Requirements

3.1.1 Doctoral Programmes

Applicants for the Doctoral programmes are expected to have at least a Master's degree or the equivalent qualifications.

3.1.2 Masters Programmes

Applicants for Master Degree Programmes have to hold at least a second class Bachelor's degree from a recognized institution of higher learning. Applicants with Postgraduate diploma in relevant fields of study from recognized institutions of higher learning, and, those with relevant professional qualifications can also be considered.

3.1.3 Postgraduate Diploma Programmes

Applicants for Postgraduate Diploma Programmes should possess a relevant Advanced Diploma or a Bachelor's degree from a recognized higher learning institution.

3.1.4 Undergraduate Degree Programmes

Applicants for University Undergraduate Degree Programmes are expected to be Form Six leavers with the sum of at least 4.5 points from two principal subjects. Holders of Diploma (GPA of not less than 3.0) and equivalent qualifications from recognized institutions/professional bodies are also considered. Points are calculated as: A=5, B=4, C=3, D=2, E=1, S=0.5

3.1.5 Diploma Programmes

Applicants for University Diploma Programmes are expected to have completed Form Six or its equivalent with at least one principal pass and two subsidiaries, OR, holders of at least a one year Certificate from recognized institutions or its equivalent.

3.1.6 Certificate Programmes

Applicants for the University Certificate Programmes are expected to have completed Form Four with at least FOUR passes at D level and above

3.1.7 FC-SACCOS and PC-SACCOS Management Programmes

The minimum entry requirements for FC-SACCOS Management is Primary School Certificate while that of PC-SACCOS is Certificate of Secondary Education with at least four credit passes and has working experience of at least two years in a SACCOS or community-based organizations.

3.2 Specific Admission Requirements

3.2.1 Certificate in Co-operative Management and Accounting (CMA)

Direct Admission Requirements

Form IV certificate holders with four passes in Mathematics, Bookkeeping, Commerce, Physics, Geography, Chemistry, History and Biology.

Equivalent Qualification

- (i) Form IV Certificate holders with ATEC I
- (ii) Form IV Certificate holders with NABE stage I to II
- (iii) Form IV Certificate holders with Pre-foundation Certificate of the National Board for Materials Management (NBMM) OR
- (iv) Any other equivalent qualifications from a recognized Institution.

3.2.2 Certificate in Enterprises Development (CED)

Admission Requirements

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- (i) Form IV certificate holders with four passes in any of the following subjects Mathematics, Bookkeeping, Commerce, Physics, Geography, Chemistry, History, English Language, Kiswahili, Biology, Textile Technology or Agricultural Science and Nutrition
- (ii) Form IV Certificate holders with ATEC I
- (iii) Form IV Certificate holders with NABE stage I
- (iv) Form IV Certificate holders with Pre-foundation Certificate of the Procurement and Supplies Professionals and Technicians Board (PSPTB) OR
- (v) Any other equivalent qualifications from an accredited institution.

3.2.3 Certificate in Librarianship and Information Sciences (CLIS)

Direct Admissions requirements

- (i) "O" level secondary education certificate with at least four passes one being English and/or

Equivalent qualifications

- (i) Elementary course in Library and Information Science from MUCCoBS or any recognized institution.

3.2.4 Certificate in Accounting and Finance (CAF)

Direct Admission Requirements

Form IV certificate holders with four passes in Mathematics, Bookkeeping, Commerce, Physics, Geography, Chemistry, History and Biology.

Equivalent Qualification

- (i) Form IV Certificate holders with ATEC I
- (ii) Form IV Certificate holders with NABE stage I to II
- (iii) Form IV Certificate holders with Pre-foundation Certificate of the National Board for Materials Management (NBMM) OR
- (iv) Any other equivalent qualifications from a recognized Institution.

3.2.5 Certificate in Information Technology (CIT)

Direct Admission Requirements

- (i) Form IV certificate holders with four passes in Mathematics, Bookkeeping, Commerce, Physics, Geography, Chemistry, History and Biology.

Equivalent Qualification

(i) Form IV Certificate holders with ATEC I

- (ii) Form IV Certificate holders with NABE stage I to II
- (iii) Form IV Certificate holders with Pre-foundation Certificate of the National Board for Materials Management (NBMM) or
- (iv) Any other equivalent qualifications from a recognized Institution

3.2.5 Certificate in Microfinance (CMF)

Direct Admission Requirements

Form IV certificate holders with four passes in Mathematics, Bookkeeping, Commerce, Physics, Geography, Chemistry, History and Biology.

Equivalent Qualification

- (i) Form IV Certificate holders with ATEC I
- (ii) Form IV Certificate holders with NABE stage I to II
- (iii) Form IV Certificate holders with Pre-foundation Certificate of the National Board for Materials Management (NBMM) or
- (iv) Any other equivalent qualifications from a recognized Institution

3.2.6 Diploma in Co-operative Management and Accounting (DCMA)

Direct Admission Requirements

Form VI leavers with at least one principal pass and one subsidiary in any of the following subjects: Economics, Accountancy, Mathematics, Commerce, Physics, and History/Biology/ Chemistry/ Geography. The sum of points should not be less than 2.

Equivalent Qualification

- (i) Holders of relevant one year or more certificate qualifications (must have acquired the certificate) from the former Co-operative College Moshi or MUCCoBS or any other recognized academic institutions or Examination Boards, provided they have four passes at "O" Level Secondary Education.

3.2.7 Diploma in Business Information Communication Technology (DBICT)

Direct Admission Requirements

Form VI leavers with at least one principal pass and one subsidiary pass in any of the following subjects: Economics, Accountancy, Mathematics,

Commerce, Physics and History/Biology/Chemistry/Geography. ***The sum of points should not be less than 2.***

Equivalent Qualification

- (i) Holder of a one-year or more Certificate in Information Technology (IT) of the former Co-operative College Moshi or Moshi University College of Co-operative and Business Studies (MUCCoBS), OR
- (ii) Holders of one-year or more relevant certificate qualifications from recognized academic institutions/examining boards provided they have FOUR passes at “O” Level Secondary Education.

3.2.8 Diploma in Enterprise Management (DEMA)

Direct Admission Requirements

- (i) Form VI leavers with at least one principal pass and one subsidiary in any of the following subjects: Economics, Accountancy, Mathematics, Commerce, Physics, Geography and History / Biology / Chemistry / Kiswahili / English/ Agriculture / Nutrition. The sum of points should not be less than two.

Equivalent Qualification

- (i) Holders of relevant one year certificate qualifications from the former Co-operative College Moshi or MUCCoBS or any other recognized academic institutions or Examination Boards, provided they have four passes at “O” level Secondary Education.

3.2.9 Diploma in Microfinance Management (DMFM)

Direct Admission Requirements

Form VI leavers with at least one principal pass and one subsidiary in any of the following subjects: Economics, Accountancy, Mathematics, Commerce, Physics, Geography and History / Biology / Chemistry / Kiswahili / English/ Agriculture / Nutrition. The sum of points should not be less than two.

Equivalent Qualification

- (i) Holders of relevant one year certificate qualifications from the former Co-operative College Moshi or MUCCoBS or any other recognized academic institutions or Examination Boards, provided they have four passes at “O” level Secondary Education.

3.2.10 Diploma in Library and Archival Studies (DLAS)

Direct entry requirements

- (i) Form VI leavers with at least one principal pass and one subsidiary in any of the following subjects: Economics, Accountancy, Mathematics, Commerce, Physics, Geography and History / Biology /

Chemistry / Kiswahili / English/ Agriculture / Nutrition. The sum of points should not be less than two. OR

Equivalent qualifications

- (i) Holders of relevant one year certificate qualifications from the former Co-operative College Moshi or MUCCoBS or any other recognized academic institutions or Examination Boards, provided they have four passes at “O” level Secondary Education with at least four passes at “O” level.

3.2.11 Bachelor of Arts in Accounting and Finance (BA-AF)

Direct Admission Requirements

- (i) At least three credit passes of relevant subjects at “O” Level.
- (ii) Two Advanced Level subjects in Economics, Accountancy, Mathematics, Commerce, Physics, and History/Biology/Chemistry/Geography, ***provided the sum of the points should not be less than 4.5. (Where A=5; B=4; C=3; D=2; E=1; S=0.5 & F=0.)***

Equivalent Qualification

- (i) Holders of two years Diploma in Co-operative Management and Accounting, Diploma in Microfinance Management, Professional Certificate in SACCOS Management from the former Moshi Co-operative College or from MoCU or its equivalent from other recognized institutions of higher learning or professional boards provided they have FOUR passes in relevant courses in their “O” Level Certificate of Secondary Education or equivalent and a one year or more ***Certificate*** from a recognized institution of higher learning, OR
- (ii) Holder of two year Diploma with a credit pass/distinction in Co-operative Management and Accounting, Community Development or equivalent qualifications from recognized institutions provided they have at least one principal pass at “A” Level.

3.2.12 Bachelor of Arts in Co-operative Management and Accounting (BA-CMA)

Direct Admission Requirements

- (i) At least three credit passes of relevant subjects at “O” Level.
- (ii) Two Advanced Level subjects in Economics, Accountancy, Mathematics, Commerce, Physics, and History/Biology/Chemistry/Geography ***provided the***

***sum of the points should not be less than 4.5. Points are counted as:
A=5; B=4; C=3; D =2; E=1; S=0.5 & F=0.)***

Equivalent Qualification

- (i) Holders of two years Diploma with at least a pass grade in Co-operative Management and Accounting, Rural Development Planning, Community Development, Urban and Regional Development Planning or equivalent qualifications from recognized institutions provided they have four passes in relevant courses in their “O” Level certificate of Secondary education and a one year or more certificate from a recognized institution of higher learning, OR
- (ii) Holders of two years Diploma with at least a pass grade in Co-operative Management and Accounting, Rural Development Planning, Community Development or equivalent qualifications from recognized institutions provided they have at least one principal pass at “A” Level.

3.2.13 Bachelor of Arts in Community Economic Development (BA-CED)

Direct Admission Requirements

- (i) At least three credit passes of relevant subjects at “O” Level.
- (ii) Two Advanced Level subjects in Economics, Accountancy, Mathematics, Commerce, Physics, and History/Biology/Chemistry/Geography.
Consideration may also be made in Kiswahili, History and English Language, ***provided the sum of the points should not be less than 4.5.***
Points are counted as: A=5; B=4; C=3; D =2; E=1; S=0.5 & F=0.)

Equivalent Qualification

- (i) Holders of two years Diploma with at least a pass grade in Co-operative Management and Accounting, Rural Development Planning, Community Development, Urban and Regional Development Planning or equivalent qualifications from recognized institutions provided they have four passes in relevant courses in their “O” Level certificate of Secondary education and a one year or more certificate from a recognized institution of higher learning, OR
- (ii) Holders of two years Diploma with at least a pass grade in Co-operative Management and Accounting, Rural Development Planning, Community Development or equivalent qualifications from recognized institutions provided they have at least one principal pass at “A” Level.

3.2.14 Bachelor of Arts in Microfinance and Enterprise Development (BA-MFED)

Direct Admission Requirements

- (i) At least three credit passes of relevant subjects at “O” Level.
- (ii) Two Advanced Level subjects in English Language, Economics, Mathematics, Commerce, Geography and History. Consideration may also be made in Physics, Chemistry and Biology,

provided the sum of the points should not be less than 4.5. Points are counted as: A=5; B=4; C=3; D =2; E=1; S=0.5 & F=0.)

Equivalent Qualification

- (i) Holders of two years Diploma in Co-operative Management and Accounting, Diploma in Diploma in Enterprise Management (DEMA), Diploma in Microfinance Management (DMFM) from MUCCoBS or its equivalent from other recognized institutions of higher learning or professional boards provided they have FOUR passes in relevant courses in their “O” Level Certificate of Secondary Education or equivalent and a one year or more ***Certificate*** from a recognized institution of higher learning, OR
- (ii) Holder of two year Diploma with a credit pass/distinction in Co-operative Management and Accounting, Community Development or equivalent qualifications from recognized institutions provided they have at least one principal pass at “A” Level.

3.2.15 Bachelor of Arts in Human Resource Management (BA-HRM)

Direct Admission Requirements

- (i) Two Principal Passes at ‘A’ Level in Economics, Mathematics, Commerce, Geography and History, Physics, Chemistry, Biology, and English Language provided **the sum of the points should not be less than 4.5**. Points are counted as: **A=5; B=4; C=3; D =2; E=1; S=0.5 & F=0.**, or

Equivalent Qualification

Holders of a two years Diploma from the former Co-operative College Moshi, MUCCoBS, any other recognised institutions of higher learning or its equivalent, provided that they have FOUR passes in relevant subjects in their “O” Level certificate of Secondary Education or equivalent and a one year certificate from a recognized institution of higher learning,

3.2.16 Bachelor of Science in Business Information and Communication Technology (BSc.-BICT)

Direct Admission Requirements

- (i) Credit passes in Mathematics and English at O-level

- (ii) At least two principal passes at advanced level in accountancy, economics, mathematics, and commerce, the sum of which should not be less than 4.5 points.
- (iii) Applicants with principal passes in any of the following subjects; Physics, Chemistry, Biology, Geography and English language may be considered **provided that the sum of points in two principal passes is not less than 4.5.**

Equivalent Qualification

Holders of Diploma from MUCCoBS or from any other accredited institution of higher learning or from recognized Professional Examinations Boards OR a first class in a Certificate in Information Technology from a recognized institution.

3.2.17 Bachelor of Laws (LLB)

The applicants for the degree of Bachelor of Laws (LL.B) must meet the basic requirements for admission to degree programmes as provided by the appropriate authority.

Direct Entry (Form Six)

A candidate shall be eligible for consideration for admission to the LL.B programme if:

- (i) He/she has obtained a Certificate of Secondary Education Examination (CSEE) or equivalent with passes in five approved subjects, obtained prior to sitting for the Advanced Certificate of Secondary Education Examination (ACSEE) or equivalent; and
- (ii) He/she has obtained at least two Principal level passes and a total of at least 4.5 points **(Where A=5, B=4, C=3, D=2, E=1, S=0.5)** in approved subjects in the Advanced Certificate of Secondary Education Examination (ACSEE).

Equivalent Qualifications

- (i) A Diploma in law from an accredited/recognized institution of higher learning of not less than upper second-class and an 'O' level credit pass of at least C grade in English; or
- (ii) A Certificate in Law with distinction (first class) from an accredited/recognized University passed with distinction and must have 'O' level credit pass of at least C grade in English.

3.2.18 Bachelor of Arts in Marketing and Entrepreneurship (BA-ME)

Direct Admission Requirements

- (i) At least three credit passes of relevant subjects at "O" Level.
- (ii) Two Advanced Level subjects in English Language, Economics, Mathematics, Commerce, Geography and History. Consideration may also be made in Physics, Chemistry and Biology,

provided the sum of the points should not be less than 4.5. Points are counted as: A=5; B=4;

C=3; D =2; E=1; S=0.5 & F=0.)

Equivalent Qualification

- (i) Holders of two years Diploma in Co-operative Management and Accounting, Diploma in Diploma in Enterprise Management (DEMA), Diploma in Microfinance Management (DMFM) from MUCCoBS or its equivalent from other recognized institutions of higher learning or professional boards provided they have FOUR passes in relevant courses in their “O” Level Certificate of

Secondary Education or equivalent and a one year or more **Certificate** from a recognized institution of higher learning, OR

- (ii) Holder of two year Diploma with a credit pass/distinction in Co-operative Management and Accounting, Community Development or equivalent qualifications from recognized institutions provided they have at least one principal pass at “A” Level.

3.2.19 Bachelor of Arts in Procurement and Supply Management (BA-PSM)

Direct Admission Requirements

- (i) At least three credit passes of relevant subjects at “O” Level.
- (ii) Two Advanced Level subjects in Economics, Accountancy, Mathematics, Commerce, Physics, and History/Biology/Chemistry/Geography, ***provided the sum of the points should not be less than 4.5. (Where A=5; B=4; C=3; D =2; E=1; S=0.5 & F=0.)***

Equivalent Qualification

- (i) Holders of two years Diploma in Co-operative Management and Accounting, Diploma in Diploma in Enterprise Management (DEMA), Diploma in Microfinance Management (DMFM) from MUCCoBS or its equivalent from other recognized institutions of higher learning or professional boards provided they have FOUR passes in relevant courses in their “O” Level Certificate of

Secondary Education or equivalent and a one year or more **Certificate** from a recognized institution of higher learning, OR
- (ii) Holder of two year Diploma with a credit pass/distinction in Co-operative Management and Accounting, Community Development or equivalent qualifications from recognized institutions provided they have at least one principal pass at “A” Level.

3.2.20 Postgraduate Diploma in Community Development (PGD-CD)

Direct Admission Requirements

- (i) Holders of a Bachelor degree from MUCCoBS or any other recognized institution of higher learning.

- (ii) Holders of an Advanced Diploma from the former Co-operative College Moshi or MUCCoBS or any other recognized institution of higher learning.

Equivalent Qualification

Holders of relevant professional qualifications equivalent to first degree or above status

3.2.21 Postgraduate Diploma in Co-operative Business Management (PGD-CBM)

Direct Admissions requirements

- (i) Holders of a Bachelor degree from MUCCoBS or any other recognized institution of higher learning.
- (ii) Holders of an Advanced Diploma from the former Co-operative College Moshi or MUCCoBS or any other recognized institution of higher learning.

Equivalent Qualification

- (i) Holders of relevant professional qualifications equivalent to first degree or above status

3.2.22 Postgraduate Diploma in Accounting and Finance (PGD-AF)

Direct Admissions requirements

- (i) Holders of a Bachelors degree from MUCCoBS or any other recognized institution of higher learning.
- (ii) Holders of an Advanced Diploma from the former Co-operative College Moshi or MUCCoBS or any other recognized institution of higher learning.
- (iii)

Equivalent Qualification

Holders of relevant professional qualifications equivalent to first degree or above status

3.2.23 Postgraduate Diploma in Savings and Co-operative Management (PGD-SACCOS)

- (i) Holders of a Bachelors degree from MUCCoBS or any other recognized institution of higher learning.
- (ii) Holders of an Advanced Diploma from the former Co-operative College Moshi or MUCCoBS or any other recognized institution of higher learning.

Equivalent Qualification

Holders of relevant professional qualifications equivalent to first degree or above status

3.2.24 Master of Arts in Co-operative and Community Development (MA-CCD)

Direct Admission Requirements

Second Class Bachelor's degree from recognized institution of higher learning in a relevant field of study,

Equivalent Qualification

- (i) A Postgraduate Diploma in related field of study from a recognized institution of higher learning or
- (ii) Relevant Professional qualifications plus a basic degree.

3.2.25 Master of Arts in Procurement and Supply Management (MA-PSM)

Admissions requirements

- (i) Second Class Bachelors degree from a recognized institution of higher learning. Or
- (ii) Good Postgraduate Diploma from a recognized institution of higher learning.
- (iii) Relevant professional qualifications plus a basic degree

3.2.26 Master of Business Management (MBM)

- (i) At least a Second Class Bachelor's degree from recognized institution of higher learning in a relevant field of study; or
- (ii) A Pass Class Degree with postgraduate diploma in a relevant field.
- (iii) Postgraduate Diploma in related field of study from a recognized institution of higher learning;
- (iv) Relevant professional qualifications plus a basic degree.

3.2.27 Doctor of Philosophy Degree (PhD) Programme

Entry qualifications for PhD programme

A candidate for admission to PhD degree programme shall hold Master's degree of MUCCoBS or relevant Master's degree of equivalent standing from another accredited university. The equivalent qualifications must be directly relevant to, and compatible with the academic discipline the candidate wishes to pursue for his/her Doctoral study

3.3 Mode of Applications

Applicants applying through the direct or indirect entry schemes after having completed Advanced Certificate of Secondary Education are required to apply through the Tanzania Commission for Universities (TCU) Central Admission System (CAS). For further information about the CAS applicants can visit TCU website www.tcu.go.tz. Other applicants for admission into all study programmes are made the application? by using an application form which can be obtained

from University upon payment of a prescribed fee, which currently is TShs. 30,000 or US\$ 30. The application forms can also be obtained from Kizumbi Teaching Centre, regional offices or can be downloaded from the University website (<http://www.mocu.ac.tz>). For further information about the application procedures contact:

Deputy Vice Chancellor (Academic)

Sokoine Road,

P. O. Box 474,

Moshi.

Tel. +255 272 754 402

Fax. +255 272 750 806

E-mail: dvca@mocu.ac.tz

3.4 Joining Instructions

Joining instructions are sent to all successful applicants and can be accessed from the University website as well. The Joining Instructions provide all the necessary information on what is expected and required from the successful applicants before and when they come for registration.

3.5 Registration for Programmes

All newly selected candidates shall register in their respective Departments/Faculties/Institutes and Directorates for the programmes during the orientation week. No candidate shall be allowed to change names during the course of studies. In addition, no candidate shall be allowed to change a programme earlier admitted to except under special conditions. A candidate shall be registered after paying University fees and verification of original certificates. No partial payments of University fees shall be entertained.

4.0 STUDENTS' WELFARE SERVICES

The office of the Dean of Students oversees the students' welfare at the University. It serves as bridge between the University and the students democratically elected government, the Moshi Co-operative University Students' Organization. The office is also responsible for disciplinary matters pertaining to guiding students' lives in pursuit of their transformation into life-long learners. Through Moshi Co-operative University Students' Organization, the office of the Dean of Students helps to ensure there is high standard of students well being during their stay at the University in the following areas:

4.1 Medical services

The University has a Health Centre facility in Moshi and a Dispensary at Kizumbi Teaching Centre which provides clinical and health services. The Health Centre and the Dispensary have full-time University Medical Officers and full-time Nursing staff

who attend the University students, staff as well as neighbouring community. The University Health Centre provides referral cases to Mawenzi Referral Hospital and Kilimanjaro Christian Medical Centre (KCMC) which is a consultant hospital. At Kizumbi campus, cases requiring specialist attention are referred to Shinyanga Referral Hospital. Staff and student medical services including hospitalization, are provided upon receipt of medical cards. University students and staff are required

to join National Health Insurance Fund (NHIF) which guarantees the medical treatment at the University Health Centre. Upon admission, all students are required to pay medical capitation fees and receive medical services based on these fees. All new students are required to furnish the University with a satisfactory medical report from a recognized government medical practitioner(s) or medical officer(s).

4.2. Accommodation

Students are either accommodated in the University halls of residence or find their own accommodation outside the campus. Students who are accommodated in hostels are obliged to pay accommodation fees at an authorised rate. All payments for on campus accommodation shall be made after one is officially registered as bona fide student and allocated a room. On campus accommodation places are limited therefore students who fail to secure one, are advised to arrange their accommodation in private hostels nearby. The list of private hostels and the contacts can be obtained at the Dean of Students' office (Students' Accommodation Department). It is the University's policy that students with physical disability, foreigners, first year undergraduate students who register first to be served first. Accordingly, students are required to share a room and there is no provision for married students and nursing mothers. Some rooms are modified to accommodate students with special needs.

4.3 Moshi Co-operative University Students' Organisation

Formal student activities are administered by the Moshi Co-operative University Student Organization. Moshi Co-operative University Students' Organization is concerned with students' academic, social and recreational activities. Every MoCU student is automatically a member of Moshi Co-operative University Students' Organization. The student organization addresses itself on aspects of representing students' interest on various decision making bodies such as faculty/institute/school boards, Senate and University Council. Moshi Co-operative University Student Organization under leadership of its President is a formal active voice of students within and outside the University. Under Moshi Co-operative University Student Organization there are affiliated organizations

such as religious societies, environmental protection and foreign students' organizations to mention a few.

4.4 Students' funding and loans desk

Most students at the University are privately sponsored, some get loans from the Higher Education Students Loans Board, and few are offered scholarships by various organizations. There is a Higher Education Students Loans Board Desk which links students and the Loans Board. The Desk handles and makes follow up on students queries regarding their loans. The University does not have its own scholarship scheme for students.

Students with scholarships are mainly foreign students sponsored by their respective governments and those who secure scholarship through personal efforts.

4.5 Games and sports

The University has facilities for outdoor and indoor games such as football, basketball, netball, table tennis, darts, athletics and volleyball. The University also has sports equipment such as balls for the aforementioned games, jerseys, whistles, ball pumps, stop watches, rackets, sports shoes, corner flags, and nets for different games. Qualified games tutors who organize and co-ordinate all games and sports activities are available for both students and staff in and out of the University. To facilitate sports and games, the University has a stadium (*Ushirika Stadium*) which accommodates five types of games, namely; volleyball, basketball, football, athletics and netball. The stadium has a capacity of accommodating 6,000 spectators at a time. The University is affiliated to national sports organizations such as Tanzania Universities Sports Association (TUSA). The University participates in National and International sports competitions. Therefore, all students are expected and encouraged to bring a sports outfit with them. Full participation of students in games and sports is highly encouraged under the motto "*a sound mind in a sound body*".

4.6 Catering and shopping services

Catering services at the University are commercialized. Students are required to pay cash for their meals. Cafeteria services are available but they are provided by private catering service providers who have been approved by the University. Catering services can be offered by the service providers to conference and seminar participants on a cash basis upon special arrangements. Students are not allowed to cook in halls of residence and therefore are advised to use the catering services approved by the University. There are shops within and outside the University campus to cater for basic shopping needs.

4.7 Religious activities

Students and staff have complete freedom of worship, with essential limits that the enjoyment of this freedom should not, in any way, prevent other members in the community from enjoying their own freedom. Facilities for all denominations are available within a walking distance from the University. However, the

University provides facilities (such as lecture halls/seminar rooms) to allow students and staff to participate in various religious activities.

4.8 Postal and Banking services

The University has a letter box where the University community deposits letters for collection by the Tanzania Postal Corporation. Parcels and other postal services are obtained at the nearby post office and other service

providers. The University has an employee who collects incoming and deposits outgoing mails every working day at around 10:00 am. With regard to banking services, there are more than ten banks which offer services at Moshi town. Among the ten banks, CRDB has an Automated Teller Machines (ATM) to provide teller services in 24-hours at the University Campus in Moshi. In addition, there are mobile phones banking services (*M-Pesa, Tigo Pesa, and Airtel Money*) in the two campuses. Since the University community is ever growing, the University plan is to have banking facilities in Moshi and Kizumbi respectively.

4.9 The University Library at Moshi

The University library operates from Mondays to Sundays. The library is open from 8.30 to 22.00 hours. It is closed on Public Holidays. The University Library contains comprehensive list of the best and up-to-date book collections in the fields of Co-operative, Management, Accountancy, Business, Rural Development, Economics, Law, ICT, and Statistics. The collection currently comprises about 40,000 book volumes for all two campuses that cater for all the courses conducted at the University. There are about 60 titles of periodicals including journals which provide current information in related fields. The library can accommodate about 200 readers at a time and has 18 computers with Internet Services. The Library Services are automated.

5.0 UNIVERSITY FEES STRUCTURE

Fees and other financial obligations are solely the responsibility of the students. It is the student's responsibility to communicate with sponsors or guardians to ensure prompt and full payment of any fees due. Fees are payable in full at the beginning of each academic year. All payments by local institutions or individuals shall be made in Tanzanian currency. Foreign based institutions or sponsors, whether they are sponsoring a local or foreign student shall be made in US\$ or Euros. Fees shall be paid through a bank account and a pay-in-slip be presented for registration purposes. The University fees structure consists of direct and indirect student costs. The direct costs are payable to the University while the indirect costs are payable to the student.

5.1 Conditions Governing Payment of Fees

5.1.1 Time of Payment

At the beginning of each academic year, all students shall be required to pay the direct University fees for the year of study. Students failing to pay or to produce from the sponsor an acceptable document with a commitment to pay the required fees shall not be registered.

5.1.2 Direct Student Costs

All students' allowances, such as, living allowances, books, stationery and dissertation/thesis production allowances shall be paid directly to students by sponsors. Research money shall also be paid directly to students by sponsors, after their research proposals have been approved by relevant University authorities.

Students should make arrangements with their sponsors so that their allowances can be paid directly to them through their bank accounts. The University will not be responsible for the administration of students' allowances unless arrangements are made between the sponsors and the University. If such arrangements are made, an administration fee of 5% shall be charged.

5.1.3 Medical Capitation Fee

Medical Capitation fee is compulsory for all students and must be paid on registration. If the student is a member of the National Health Insurance Fund (NHIF), he/she shall be required to T.shs. 49,600 to the University to cover other health related risks that are not covered by the NHIF.

5.1.4 Other Conditions

- (a) Tuition fee paid is for that particular academic year, and it is subject to review from time to time when need arises.
- (b) Figures for direct students' costs are minimum amounts recommended by the University. Sponsors can pay higher rates depending on their own policies. This amount should be paid to students.
- (c) All students are required to pay twenty thousand (20,000) Tanzania shilling per course in order to sit for probation examinations when it applies.
- (d) Foreign students shall be required to pay for resident permit amounting to USD 120. This amount is subject to change as may be determined by the Government of Tanzania from time to time.
- (e) Students shall be required to pay TZS. 10,000 to cover costs of replacement of students ID if one gets lost.
- (f) Students shall be required to pay TZS. 30,000 (thirty thousand) to get a transcript.

5.2 Details of the Fees Structure for Various Academic Programmes

Table 1: Fee Structure for Certificate Programmes - Tanzanian Students

Direct Cost Payable to the University	CIT	CMF/CAF/CMA /CLIS/CED
	TShs.	TShs.
Tuition Fee	730,000	700,000
Total	730,000	700,000
Students' Costs Payable Direct to the University		
Medical Capitation	100,000	100,000

Facility Depreciation Fee	30,000	30,000
Students' Organization	10,000	10,000
TCU Quality Assurance Fee	20,000	20,000
Registration Fee	20,000	20,000
Total	140,000	140,000
Direct Recommended Minimum Students Costs : Payable to the Student		
Accommodation	400,000	400,000
Meals	1,310,000	1,310,000
Faculty Requirements	100,000	50,000
Books	100,000	100,000
Field Assignment	-	-
Research	-	-
Total	1,910,000	1,860,000
TOTAL FEES	2,820,000	2,740,000

Table 2: Fee Structure for Certificate Programmes - Foreign Students (USD)

Programmes	Tuition Fee	Application Fee	Registration Fee	Exams	Money Caution	Resident Permit	Medical Fee	Sub Total	Attachment Field	Books & Stationery	Accommodation	Meals	Sub Total	Grand Total	USD Identity Card	USD Supervision	USD Graduation	USD Grand Total
ALL CERTIFICATE PROGRAMMES																		
CMF/CALF CMA/CLIS CED	1100	20	45	80	20	102	100	1467		300	80	1300	168	314	5		15	316

Table 3: Table 1: Fee Structure for CIT Programme - Foreign Students (USD)

CIT	110	20	45	80	20	120	100	1485	300	80	130	1680	3165	5	15		318
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Table 4: Fee Structure for FC and PC - SACCOS Management

Direct Cost Payable to the University	Tanzanian Students (TZS)	Foreign Students (USD)
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Tuition fee	500,000/=	450
Registration fee	50,000/=	45
Examination fee	170,000/=	150
Graduation	30,000/=	25
Total	700,000/=	670

NB: The fee does not include direct cost payable to the student such as photocopy, internet facilities, accommodation, communication and travelling during consultation meetings. Sponsors are advised to facilitate their students where necessary.

Table 5: Fee Structure for Ordinary Diploma Programmes- Tanzanian Students

Direct Cost Payable to the University	DCMA/DBICT/DEMA/DMFM/DLAS	
	1 ST YEAR (in TShs)	2 ND YEAR (in TShs)
Tuition Fee	750,000	750,000
Total	750,000	750,000
Students' Costs Payable Direct to the University		
Medical Capitation	100,000	100,000
Facility Depreciation Fee	30,000	30,000
Students' Organization	10,000	10,000
TCU Quality Assurance Fee	20,000	20,000
Registration Fee	20,000	20,000
Total	140,000	110,000
Direct Recommended Minimum Students Costs Payable to the Student		
Accommodation	400,000	400,000
Meals	1,310,000	1,310,000
Faculty Requirement	50,000	50,000
Books	100,000	100,000
Field Assignment	-	350,000
Research	-	-
Total	1,860,000	2,210,000
TOTAL FEES	2,790,000	3,100,000

Table 6: Fee Structure for Ordinary Diploma Programmes - Foreign Students (USD)

	Programmes
	Tuition Fee
	Application Fee
	Registration Fee
	Exams
	Caution Money
	Resident Permit
	Medical Fee
	Sub Total
	earchField Attachment
	Books & Stationery
	Accommodation
	Meals
	Sub Total
	Grand Total
	USD Identity Card
	USD Supervision
	USD Graduation
	USD Grand Total

ALL DIPLOMA PROGRAMMES

2 ND YEAR	1 ST YEAR
1200	1200
20	20
25	45
90	80
	20
120	120
100	100
1555	1585
400	
300	300
80	80
1300	1300
2080	1680
3635	3265
	5
85	
15	
3735	3270

Table 7: Fee Structure for Undergraduate Programmes - Tanzanian Students (TZS.)

Direct Cost Payable to the University	All Undergraduate Degree Programmes		
	1 ST YEAR (in TShs)	2 ND YEAR (in TShs)	3 RD YEAR (in TShs)
Tuition Fee	1,100,000	1,100,000	1,100,000
Total	1,100,000	1,100,000	1,100,000
Students' Costs Payable Direct to the University			
Medical Capitation	100,000	100,000	100,000
Facility Depreciation Fee	30,000	-	-
Students' Organization	10,000	10,000	10,000
TCU Quality Assurance Fee	20,000	20,000	20,000
Registration Fee	20,000	20,000	20,000
Total	140,000	110,000	110,000
Direct Recommended Minimum Students Costs Payable to a Student			
Accommodation	400,000	400,000	400,000
Meals	1,310,000	1,310,000	1,310,000
Faculty Requirement	100,000	100,000	150,000
Books	200,000	200,000	200,000
Field Assignment	-	400,000	-
Research	-	-	400,000
Total	2,010,000	2,410,000	2,460,000
TOTAL FEES	3,215,000	3,670,000	3,810,000

Table 8: Fee Structure for Undergraduate Programmes - Foreign Students (USD)

Programmes	
Tuition Fee	
Application Fee	
Registration Fee	
Exams	
Caution Money	
Resident Permit	
Medical Fee	
Sub Total	
Field Attachment & Research	
Stationery Books & Supplies	
Accommodation	
Meals	
Sub Total	
Grand Total	
USD Identity Card	
USD Supervision	
USD Graduation	
USD Grand Total	

ALL UNDERGRADUATE DEGREE PROGRAMMES

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Year st 1	1300	20	45	90	20	120	100	1695		300	80	1300	1680	3375	5		3380
Year nd 2	1300	20	25	90		120	100	1655	400	300	80	1300	2080	3735		100	3835
Year rd 3	1300	20	25	100		120	100	1665	400	300	80	1300	2080	3745		100	3860

Table 9: Fee Structure for Postgraduate Diploma Programmes - Tanzanian Students

Direct Cost Payable to the University	All Fulltime Postgraduate Diploma Programmes
Tuition Fee	1,240,000
Total	1,240,000
Students' Costs Payable Direct to the University	
Medical Capitation	100,000
Caution Money	30,000
Students' Organization	10,000
Total	140,000
Direct Recommended Minimum Students Costs Payable to the Student	
Accommodation	400,000
Meals	1,310,000
Faculty Requirement	150,000
Books	300,000
Field Assignment	-
Research	500,000
Total	2,660,000
TOTAL FEES	4,040,000

Table 10: Fee Structure for Postgraduate Diploma Programmes- Foreign Students (USD)

sProgram	uate Diploma Programmes
All Fulltime Postgrad	

Tuition Fee	
Application Fee	
Registration Fee	
Exams	1500
	30
	45
	110
	120
	100
	1905
	500
	300
	80
	1300
	2180
	4085
	USD
	5
	USD
	150
	USD
	15
	USD
	4255
	USD

Table 11: Fee Structure for Postgraduate Diploma Programmes -Distance and Evening Modes

PGD-DISTANCE LEARNING			PGD- EVENING MODE				
Direct cost Payable to the University	Local Students	Foreign Students		Semester One		Semester Two	
	TZS.	USD		Module One	Module Two	Module Three	Module Four
Tuition Fee	890,000	1,500	Tuition fee	400,000	400,000	400,000	400,000
Registration fee	45,000	50	Registration fee	15,000			
Field Supervision	250,000	300	Caution money	30,000			
Examination Fee	100,000	110	Research supervision			150,000	
Medical Fee	-	-	Medical Fee	-	-		
Graduation	15,000	20	Graduation		-		15,000
Total	1,300,000	1,980	Total	445,000	400,000	550,000	415,000

Table 12: Fee Structure for Masters Degree Programmes-Tanzanian Students (TZS)

Item	Amount in TZS.	
	Year One	Year Two
Application fee	30,000	0
Registration fee	40,000	40,000
Tuition fee	1,040,000	927,500
Supervision honorarium	0	300,000
Examination of coursework	200,000	0
Supervision of field work	0	300,000
Examination of dissertation	0	450,000
Students Organization	10,000	10,000
Caution Money	30,000	0
Medical capitation	100,000	100,000
Graduation	0	40,000
Transcript	20,000	20,000
TOTAL	1,470,000	2,187,500

Table 13: Fee Structure for Masters Degree Programmes - Foreign Students (USD)

Item	Amount in USD	
	First Year	Second Year
Application fee	30	0

Registration fee	40	40
Tuition fee	2,795	2,460
Supervision honorarium	425	425
Examination of coursework	300	0
Supervision of field work	0	500
Examination of dissertation	0	500
Students organization	10	10
Caution money	30	0
Medical capitation	100	100
Graduation	0	40
Transcript	20	20
TOTAL	3,750	4,095

Table 14: Indicative Direct Student Cost for Masters Degree Programmes

Cost item	YEAR 1		YEAR 2	
	Tanzanian Students (TZS)	Foreign Students (USD)	Tanzanian Students (TZS)	Foreign Students (USD)
Accommodation	720,000	1,200	720,000	1,200
Meals	2,400,000	1,800	2,400,000	1,800
Pocket money	1,200,000	1,200	1,200,000	1,200
Books	500,000	500	500,000	500
Stationery	400,000	250	500,000	250
Dissertation production	0	0	200,000	200
Settling Allowance	300,000	300	0	0
Incorporating corrections and binding of dissertation	0	0	200,000	200

Table 15: Fee Structure for Doctoral Degree Programmes - Tanzanian Students (TZS)

Item	Amount in TShs.		
	Year One	Year Two and Three	Year Four
Application fee	30,000	0	0
Registration fee	40,000	0	0
Tuition fee	960,000	960,000	1,080,000
Supervision Honorarium	300,000	290,000	350,000
Viva voce examination	0	0	400,000
Supervision of Field Work	240,000	240,000	280,000
Examination of Thesis	0	0	720,000
Medical capitation	100,000	100,000	100,000
Graduation	0	0	40,000
Students Organization	10,000	10,000	10,000
Caution Money	30,000	0	0
Transcript	0	0	20,000
TOTAL	1,710,000	1,600,000	3,000,000
Extended Registration			63,000

Table 16: Fee Structure for Doctoral Degree Programmes - Foreign Students (USD)

Item	Amount in USD		
	Year One	Year Two and Three	Year Four

Application fee	30	0	0
Registration fee	40	0	0
Tuition fee	2,675	2,655	2,500
Supervision Honorarium	500	500	500
Viva voce examination	0	0	325
Supervision of Field Work	300	300	300
Examination of Thesis	0	0	600
Medical capitation	300	300	300
Graduation	0	0	40
Students Organization	10	10	10
Caution Money	30	0	0
Transcript	0	0	20
TOTAL	3,885	3,765	4,595
Extended registration			100

Table 17: Indicative PhD Direct Student Costs/Allowance

COST ITEM	YEAR 1		YEAR 2 & 3		YEAR 4	
	Tanzanian Students (TZS)	Foreign Students (USD)	Tanzanian Students (TZS)	Foreign Students (USD)	Tanzanian Students (TZS)	Foreign Students (USD)
Accommodation	720,000	1,200	720,000	1,200	720,000	1,200
Meals	2,400,000	1,800	2,400,000	1,800	2,400,000	1,800
Pocket Money	1,200,000	1,200	1,200,000	1,200	1,200,000	1,200
Books	500,000	600	500,000	500	500,000	500
Dissertation Production	0	0	0	0	300,000	200
Settling Allowance	300,000	500	0	0	0	0
Incorporating corrections and binding of dissertation	0	0	0	0	200,000	200

Table 18: Research Funds for Postgraduate Programmes

YEAR OF STUDY	MASTERS PROGRAMMES		PhD PROGRAMMES	
	Tanzanian Students(TZS)	Foreign Students (USD)	Tanzanian Students(TZS)	Foreign Students (USD)
Year one	0	0	3,000,000	3,000
Year two	4,000,000	4,000	5,000,000	6,000
Year three	0	0	5,000,000	6,000
Year four	0	0	3,000,000	3,000
TOTAL	4,000,000	4,000	16,000,000	18,000

6.0 ROLES AND FUNCTIONS OF THE UNIVERSITY DIRECTORATES, BUREAU,

INSTITUTE AND CENTRES

6.1 Directorate of Research and Postgraduate Studies

The directorate is responsible for initiating, coordinating and supervising the implementation of the

University research and publication activities. The directorate consists of two departments.

6.1.1 Department of Research and Publications

The research department is responsible for the coordination of research undertaken by members of staff, research fellows, associates and through other collaborative arrangements. Accordingly, the department is responsible for coordinating the quality of academic works produced by members of staff of the University and other stakeholders, and ensuring that the works are properly documented and disseminated.

6.1.2 Department of Postgraduate Studies

The Department of Postgraduate Studies is responsible for the overall management and coordination of the postgraduate programmes at the University at the University.

6.2 Bureau of Consultancy Services

The bureau is responsible for initiating, coordinating and supervising the implementation of consultancy, advisory and tailor-made activities.

6.3 Directorate of Co-operative Library and Archives

The directorate co-ordinates and provides support services for teaching, research, and consultancy services.

It also acquires and disseminates information to users, conserve and preserve co-operative archival materials.

In addition, it also offers library related courses at elementary, certificate, and diploma levels.

6.3.1 Department of Technical Services

The department is responsible for MoCU library technical services, such as co-ordinating and organizing all matters concerning collection development?.

6.3.2 Department of Reader Services and Circulation

The department is responsible for coordinating reader services and circulation. It is responsible for user education as well as annual clearance exercises.

6.3.3 Department of Co-operative Documentation, Information and Serials

The department is responsible for co-operative documentation, information and serials including indexing of periodicals.

6.3.4 Department of Archives

The department is responsible for acquisition, conservation, digitization, preservation and access to archival records at the University.

6.4 Directorate of Human Resource Management and Administration

The Directorate is responsible for human resource development and administration in the University. The Directorate consists of four departments namely; List here first

6.4.1 Department of Human Resource Management

The department is responsible for coordinating human resource development and management in the University.

6.4.2 Department of Administrative Services

The department is responsible for coordinating welfare services for the University, Staff

6.4.3 Department of Estates and Environment

The department is responsible for overseeing and managing estates and environmental activities in the University.

6.4.4 Department of Health Services

The department is responsible for providing medical care and other health services to employees of the University and students alike.

6.5 Directorate of Planning and Finance

Directorate of Planning and Finance (DPF) is among the administrative directorates of the University. The main functions of the directorate include planning, coordinating University capital projects, resource mobilization, and financial management as well as defining the long term physical vision of the University in terms of infrastructure and equipment. The Directorate is also responsible for coordinating and compiling the University budget. The directorate has four departments.

6.5.1 Department of Finance and Accounting

The department is responsible for all University payments, receipts, preparation and administration of budget as well as students finance affairs.

6.5.2 Department of Final Accounts

The department is responsible for coordinating and preparation of final accounts of the University.

6.5.3 Department of Staff Salaries and Other Benefits

The department is responsible for managing staff salaries and other benefits.

6.5.4 Department of Campus and Regional Offices Accounting

The department is responsible for coordinating financial matters at Kizumbi Centre and all Regional offices of the University.

6.5.5 Department of Planning, Income and Investments

The department is responsible for Planning, managing income generating activities and investment at the University.

6.6 The Institute of Continuing Co-operative Education

The Institute of Continuing Co-operative Education (ICCE) is the arm of the Moshi Co-operative University entrusted with coordinating all extension and outreach programmes. ICCE provides grassroots training to members of Board of Co-operatives, members and staff Based Organizations. (CBOs) and public in general through both short term face and distance learning and radio programmes. ICCE provides extension outreach programmes through 13 regional offices. It consists of three departments and one centre namely: List here first

6.6.1 Department of Distance Education

This department conducts distance learning programme at elementary, certificate and postgraduate levels, disseminates Co-operative education materials and prepare and air radio programmes to the public.

6.6.2 Department of Gender and Development

The department coordinates all gender-based programmes organized and implemented by the 13 regional offices throughout the country by providing education, training, counselling, advisory, and research and consultancy services.

6.6.3 Department of Extension and Outreach Programme

This department coordinates all the 13 regional offices by designing and implementing extension and outreach practical-oriented interventions with target groups at grassroots levels.

6.6.4 Co-operative Entrepreneurship and Innovation Centre

The Co-operative Entrepreneurship and Innovation Centre (CEIC) is a result of collaborative initiative between Moshi Co-operative University (MoCU and Humber Institute of Technology and Advanced Learning (HUMBER ITAL). It was officially launched in September 2009. The essence of establishing the Co-operative Entrepreneurship and Innovation Centre (CEIC) is to build capacity of co-operative entrepreneurs locally and internationally, and to equip the communities with entrepreneurial skills and knowledge. CEIC offers the following services:

- (i) Provision of practical training to students
- (ii) Business plan development
- (iii) Business counselling
- (iv) Training on entrepreneurial skills
- (v) Market research
- (vi) Conduct needs assessment studies
- (vii) Organization development
- (viii) Developing back-up materials in various areas
- (ix) Conduct baseline surveys

6.5. Kizumbi Teaching Centre

6.5.1 Location

Kizumbi Teaching Campus is situated along Shinyanga – Tabora highway and is located about six (6) kms from Shinyanga Town. The campus has an area of about 236 acres of which 80% of the land is planted with trees.

6.5.2 Functions

The function of Kizumbi Teaching Centre is to coordinate teaching, research and community services of the University.

6.5.3 Teaching and Outreach programmes

The Centre coordinates residential training and outreach programmes.

Certificate Programmes (residential)

- Certificate in Management and Accounting (CMA)

- Certificate in Microfinance (CMF)
- Certificate in Enterprise Development (CED)

Diploma Programmes (residential)

- Diploma in Co-operative Management and Accounting (DCMA)
- Diploma in Microfinance Management (DMFM)

In the near future, the campus will be coordinating degree programmes offered by the University.

Outreach Programmes

The conducts various outreach programmes, which include:

- Education and training of staff and members of the co-operative movement;
- Education and training for leaders and members of Women and Youth Economic Groups;
- Carrying out Training Needs Assessment (TNA);
- Training programmes for community development promoters such community based organisations (CBOs), non-governmental organizations (NGOs) and government departments;
- Training in: livelihood development, business planning, marketing, finance, feasibility study preparation, basic training on co-operatives, group management and evaluation, and resource mobilization;
- Training in organizational development (OD) for farmers and other organization;
- Entrepreneurship programmes for the youth and women groups;
- Develop microfinance programmes.

The campus also conducts short courses and tailor-made programmes.

6.5.4 Research Services

Apart from coordinating teaching and community services; research at the Centre provides current economic, business and social analysis and policy advice to the community, business people, policymakers and the public at large. Centre staff members conduct innovative researches on a wide range of topics that aim to improve understanding of the society, business environment and global economies and to encourage better policy outcomes. Some of the research areas include co-operative movement, entrepreneurship development, farming as a business, gender operative movement, entrepreneurship development, farming as

a business, gender mainstreaming, youth development, microfinance institutions, environment and development, marketing information and market and marketing linkages process. Through presentations, seminars and workshops research findings are shared with policymakers, business people, co-operators and the public at large.

6.5.5 Community Services and Consultancy Services

Kizumbi Teaching Centre has successfully coordinated a number of consulting assignments in various fields especially community and institutional needs assessment, development planning, project design, capacity building and evaluation.

7.0 ACADEMIC STAFF

7.1 FACULTY OF CO-OPERATIVE AND COMMUNITY DEVELOPMENT

7.1.1 MEMBERS OF THE DEPARTMENT OF ECONOMICS AND STATISTICS

Senior Lecturers

Legnard Nicholas
Ngailo

BSc (Agric.) (SUA), PGD (Proj. Mgt.)
(Odense) MSc (Agric. Econ.) (SUA)

Basili Seimu Liheta***

BA, MA (UDSM), MSc (Agric. Econ.)
(Wageningen), (UDSM)

Dr. Esther Naiman
Towo

BA, MA (Econ.) (UDSM); PhD (SUA)

Dr Kitala Christian
. Malamsha

BSc (Agri.Econ.)(SUA); MBA (Fin. &
Banking)(IDM); PhD (SUA)

Lecturers

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BSc. (Agric. Econ & Agribuss.) (SUA); MSc (Agric.Econ)
(Reading, UK), MSc(Agri.Econ) (SUA)

Yusuph John Kulindwa***

BSc. (Home Econ) & Msc. (Agri.Econ)(SUA)

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Dr. Barnos William
Warsanga

BSc. (Agri. Econ & Agribuss.) & Msc (Agric. Econ.)
(SUA), PhD (UFL)-USA

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BSc. (Urban & Reg. Planning) &
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Assistant Lecturers

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Marko Bura Sanka

BA. Statistics (UDSM), MSc (Agric
& Applied Economics) (Makerere)

Damian Boniface
Sambuo***

BSc. Applied Statistics, MSc Economics
Project Plain & Mgt (MU)

Theodory Mrimi Meda

BSc. Agri Engineering, MBS (Agribusiness) (SUA)

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BA. Statistics (UDOM), MSc Statistics (Biostatistics)
(University Hossett) (Belgium)

Tutorial

Assistant Joyce
Charles Mhina

BSc. Applied Statistics (MU)

Denis Mathew Silayo

BA-Economics (UDSM)

Hadriano Damasi
Maghway

BSc. Statistics (UDOM)

Sweetbert Frank Mrope

Bed (Psychology) (St Augustine)

Deusdedith Manase
Youze

Bed in Arts (St. Augustine)

7.1.2 DEPARTMENT OF CO-OPERATIVE DEVELOPMENT AND MANAGEMENT

Proffesor

Prof. Faustine Karrani
Bee

BA (Economics) (UDSM); MA (DS)
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BA & MA (Econ.) (UDSM); MSc.
(International Marketing)
(Strathclyde)

Edwin Heriel Moshi

BA, MA (UDSM); MA-(DS) (ISS)

Senior Lecturers

Mr. Justinian M. Bamanyisa	⁷⁷ Cert. Philosophy (Kibosho Seminary, Moshi); BA(Hons) (Geo. & Env.); MA-DS (UDSM) BA. Econ (UDSM); Msc. (Agric. Econ.) (Wageningen)
Emrode Elia Kimambo	BA (Public Admin & International Relations) (UDSM); PGD (Devt Studies) Dublin; MA(Coop. Management) Leicester, UK
Grace Ngiwiri Maleko	

Assistant Lecturers

Grace Thomas Mori	BA (CMA) (SUA): MSc (Corporate Management) (Mzumbe)
Christina Alfred Mwakabumbe	BA(CMA)(SUA), MSc (AF) (Mzumbe) BA(CMA)(SUA); MSc (Entrepreneurship) (Mzumbe)
Gerald Absanto Sumari Christopher Alex Msongore	BA(CMA) (SUA), MBA (Agribusiness) (SUA); PC- SACCOS Management (SUA); CPA(T) (NBAA)
Richard Ibrahim Msuya***	BA-CMA (SUA); MA-CCD (SUA)
Angelina Lucas Nkilijiwa	BA-CMA (SUA); MA-CCD (SUA)
Alex Julius Ngowi	BA-CMA (SUA); MA-CCD (SUA) BA-CMA (SUA); MSc-Research methods (JKUAT) (NAIROBI)
Johnson James Kimambo	

Tutorial Assistants

Paul Anania**	BA-CED (SUA)
Mary R. Mwinuka**	BA-Development Studies (UDOM)

7.1.3 DEPARTMENT OF COMMUNITY AND RURAL DEVELOPMENT

Senior Lecturers

Dr. Jacob Ignatius Mbasha	Dip. Ed. CDP (Moshi); BA (Sociology); Dip. Pol.Science; PhD (Budapest)
	Mr. Mathew Lohay Diyamett

BA & MA (UDSM); MES (York, Canada)

Dr. Mangasini Atanasi
Katundu

BA (Hons) (Geog. & Environ.) (UDSM);
MA (Rural Dev.) PhD (SUA)

Lecturers

Dr. Cyril Kalembana
Komba

BA (Env. Studies); & MA (Demography)
(UDSM); PGD (Poverty Analysis) (ISS); PhD
(SUA)

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Dr. Somo Makanyaga
Seimu

BA with Education (UDSM); MEd
(Cardiff), PhD – University of central
Lancashire.

Dr. Gervas Mathias
Machimu

BA (Philosophy) (Urbaniana); PGD (Poverty Analysis)
(ISS); MA (Rural Dev.) (SUA); PhD (SUA)

Nicholous Paul
Ong'om

BA (UDSM); MA (Brandeis)

Alpha John
Mwongoso***

ADCD (Tengeru); PGD (CBM) (Moshi); MBA
(UDSM)

Luka Sabas Njau***

BSc. (Agric. Ed & Ext.) (SUA); MA (Rural Dev.) (SUA)

Assistant Lecturers

Dr. Maliwaza Francis
Mbwana

BSc, MSc. (Agr. Eco. & Agribuss.) (SUA); PhD (SUA)

Rashid Abdallah
Chikoyo***

Dip Ed; BSc (Agric. Ed & Ex), MA (Rural Dev.) (SUA)

Abel Raphael Ngowi

BSc. (Agric, Ed & Ext); MA (Rural Dev.) (SUA)

Paulin Paul***

Dip. Ed. (MTC); BA & MA (Rural Dev.) (SUA)

Kanti Ambrose
Kimario

BA(Philosophy) (CUEA); PGD-CD & MA-
CCD (SUA)

Bikolimana Muhihi***

Cert. Ed. (Kasulu T.T.C), Dip.Ed.(Marangu
T.TC), BA (Ed.) (SAUT) & MA (CD & PM)
(TUI)

Oscar. P. Mgya

Dip. Ed. (Korogwe), BA (RDP) (IRDP), MA (DS)
(UDOM)

Tutorial Assistant

Mary Wilbald Kessy**

BA (Sociology) (UDOM)

7.1.4 DEPARTMENT OF ACCOUNTING

Senior Lecturer(s)

Hellen Mollel
Longdare***

ADCA (Moshi); CPA (T); MBA (UDSM)

Lecturers

Allan Lyimo Sethiel

B.Com (Accounting); CPA (T); MBA (UDSM)

Nicodemus Simon

ADCA (Moshi) ; CPA (T) ; MBA (Finance)(UDSM)

Mwakilema***

ADCA(Moshi); PGD (AF) (SUA); MBA (UDSM)

Nathaniel Naiman

ADCA(Moshi); PGD (AF) (SUA); MBA (UDSM)

Towo***

ADCA(SUA); PGD (AF) (SUA); MBA (UDSM)

Mwanahawa Mhina

BA-AF (SUA) ; CPA (T) ; MBA (Finance) (UDSM)

Leonard

Matogoro Nchundi

Mayalla

Victor Emilian Shirima***

Assistant Lecturers

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Hussein Laizer

BA-CMA (SUA) CPA (T) MBM (SUA)

Hassan Lucas Patrick

BA-AF (SUA), CPA (T), MBA (Finance) (UDSM)

Shayo Gideon Obeid

BA-AF (SUA), MBA (Finance) (Osmania)

Njuga Deogratius

BA-AF (SUA); MA-CCD (SUA)

Basil Aikaruwa Riziki

BA-AF (SUA), MBM (MoCU) CPA (T)

Said Mwimbe

BA-AF (MU)

Spencer Biragi

Diploma (Computer Studies), BSc (Taxation) IFM,
CPA

Sanjawa**. William

Totnan Kaberege

(T), MA (Revenue Laws & Administration) UDSM.

Happiness Simon

BAF (SJUT), CPA (T), MSc-Finance (SJUT)

Mukaruka

Tutorial Assistant

Japhet Methusela

DCMA, BA-CMA (SUA) MSc Finance &
Investment (IFM)

Mgema

7.2 FACULTY OF BUSINESS AND INFORMATION SCIENCES

7.2.1 DEPARTMENT OF BANKING AND FINANCE

Senior Lecturers

Dr. Lucas Dudumila

DCA (Moshi); B.Com & MBA
(UDSM), PhD (Community Banking)
(SUA)

Mataba

Massambu Daudi

ADCA, PGD(CBM) (Moshi); MBA (IIFT)

Massambu *** Dr. Juda

Dip.(BA);PGD (FM);(Chennai); B.Com

Leonard Msaki

(Udaipur); ACCA (Delhi-India);

MBA(Kerala); PhD (Econfin) (Rajasthan)

Lecturers

Dr. Benson Otieno Ndiege	BA(Ed.) (UDSM); MSc.(Econ.) (MU) PhD (Dalian)
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Assistant Lecturer

Tumaini	BA (AF) (SUA); PGD (IFM); MSc. (Disaster Risk Management) (Ardhi University)
Hashimu Yarumba John	BA-CMA (SUA); MA-CCD (SUA)
Aloyce Moshly	BA (AF) (SUA) ; CPA(T); MBA (Marketing) (Punjab Agri. University)
Emmanuel Elioth	BSc. (Finance & Invest.) (IRDPA), MSc. (Finance) (Hons) (SJUT)
Lulandala*** Hamza	
Hussein	

Petro Gideon Nzowa***	BAF & MSc. (Finance) (SJUT)
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Tutorial Assistant

Salua Haji Othman	80 BSc. SP (IFM); MA (Social Protection) (University of Mauritius)
Veronica Willbroad Kawiche	BA-AF (SUA), CPA (T)

7.2.2 DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY

Lecturer(s)

George Elly Matto ***	BSc.(Computer Science)(UDSM); MSc (UDSM)
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Assistant Lecturer

Shadrack Stephen	BEng. CSE (SJCET), MSc ICSE (NM-AIST)
Madila George Sizya	BTech. (IT)(SJCET))
Germinous Abswaid	BSc. (Computer Sc.)(SJIIT); MSc. ICSE (NM-AIST)
Ramadhan Mfanga***	BSc. (Computer Sc.)(SJIIT); MSc. ICSE (NM-AIST)
Sara Nyanjara	B.E. ECE (SJCET), MSc. ICSE (NM-AIST)
Magoti*** Johevajile	B.Eng. CS (DIT)
Kamala Mazima ***	
Mustafa R. Bhoke	

Tutorial Assistant

Patrick N. Mark** Erick Ramadhani Samwi Adrian Karia

BSc. (Computer Science) (UDSM)

BSc. (Computer Science) (UDSM)
B Eng. CSE (SJCET)

7.2.3 DEPARTMENT OF MARKETING, PROCUREMENT AND SUPPLY MANAGEMENT

Senior Lecturers

Dr. Goodluck Aletaulwa ADC(Metrology) (CBE); PGD (DK); MBA (IDM); PhD (SUA)

Mmari Elias Erasto ADCD (Moshi); MBA (IDM)

Sanga

Lecturers

Innocent Masalu ADCA & PGD (CBM) (Moshi); MBA (IIFT)
BBA (Mt. Meru University); MSc. (Marketing Mgt.)(MU)

Makungu *** Maulid BBA(MU) ; CPSP(T); MSc. Intern Trans and Logistics (UDSM)

Hussein Bwabo Joseph Dip.Ed (Kleruu); BBA(Hons) (UDSM); MSc-Marketing (MU)

Modest Kimaro Isaac

Assistant Lecturers

Eliakimu Kazungu*** BA (PSM) (SUA), CPSP (T), MSc (PSM) (MU)
B(Ed.)(UDSM); MBA(Marketing)(MU)

Alban Dismas

Mchopa*** Julieth

Elimri Njau

Japhet Gabriel

Mbura*** Faustine

Peter Panga Cecilia

Sebastian Ruoja

Happiness Anthon

Huka Alban Dismas

Mchopa*** Living

Christopher Koka**

Tutorial Assistants

Alex I. Nyagango**

BBA (Hons) SJUT

7.2.4 DEPARTMENT OF MANAGEMENT

Senior Lecturers

Remigius Michael Tiruhungwa	Dip.(Journalism) (NSTI); BA (UDSM); MBA Maastricht)
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Lecturers

Sikawa Gideon Yona *** Gratian Cronery Rwekaza*** Elisifa Ezekiel Nnko ***	BPA (MU); MBA (UDSM) Dipl. (Ed.); BPA (MU), MA-CCD (SUA) BPA (HRM) & MSc.(HRM)(MU)
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Assistant Lecturers

Kelvin Luka Nzilano***	PC-SACCOS MGT(MUCCoBS); BA (CMA) (SUA)
Mkula Beatrice	MSc. (Entrepreneurship) (MU)
Machumu Deograsius	BA (CMA) (SUA), MBA (HRM) (UDSM)
Deogratius Mwoka	BPA (HRM) (MU), MSc. HRM (MU)
Reuben Yohana	BPA (HRM), MSc. G & IR (Yaounde)
Kiwambe Erick	BPA (HRM), MSc. HRM (MU)
Tegamaisho	Dip (Ed); BED (Languages) (Tumaini University), MA
Buberwa*** Asteria	(Linguistics)(UDSM)
Gabriely Ngaiza Enitha	BED ART (UDSM), MA (UDSM)
Michael Msamba***	BA, MA (Ed.) (UDSM)
Masatu Julius Malima	BA(Ed.) (Mt. Meru University); MA-CCD (MoCU)
Scholastika Albert	DJ (Kitwe); BA (Journalism) (Tumaini University)
Ngowi Jane Andrea	BA (Ed.) (UDSM), MA (Demography) (UDOM)
Mhalila** Paschal	B. Com (Marketing) (UDSM), MBA (Marketing) (UDSM)
Banga Nade ***	CPB (TIOB), BSc (POM) (MU), MBA (Finance) (SAUT)
Nyanjige Mbembela	BBA (Marketing) & MSc.(Marketing Mgt) (MU)
Mayala*** Godwin	BA (Ed.) (UDSM), MA (Ed.) (UDSM)
Katemi Majahasi Davis	BA-MFED (SUA); MBM (MoCU)

Tutorial Assistants

Phaustin Banga Bayo	BA Ed. (UDSM)
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7.2.5 DEPARTMENT OF LAW

Associate Professor(s)

Ikamba Robert Msanga

LL.B & LL.M (UDSM)

Senior Lecturer(s)

Alphonse Andrew Urio

LL.B & LL.M (UDSM)

Assistant Lecturers

Mathias Sylivester	LL.B (Hons.) (MU); LL.M (UDSM)
Nkuhi*** Alphonse	PGD-Legal Practice (LST); Advocate of the High Court. LL.B (SAUT),
Paul Mbuya *** Bosco	LL.M (University of Pretoria) LL.B
Mtani Thomson	(SAUT), LL.M (University of
Florida Neema Lucas	Mysore) LL.B (SAUT), LL.M (UDSM)

Tutorial Assistant

Irene S. Biseko	LL.B (MU); PGD Legal Practice (LST); Advocate of the High Court.
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7.3 DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES Director

Dr. Esther Naiman Towo	BA, MA-Econ (UDSM); PhD (SUA)
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Deputy Director

Dr. Benson Otieno Ndiege	BA(Ed.) (UDSM); MSc.(Econ.) (MU) PhD (Dalian)
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DEPARTMENT OF POSTGRADUATE STUDIES Head

Dr. Benson Otieno Ndiege	BA(Ed.) (UDSM); MSc.(Econ.) (MU) PhD (Dalian)
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DEPARTMENT OF RESEARCH AND PUBLICATIONS Head

Dr. Somo Makanyaga Seimu	BA (Ed) (UDSM); MA. Ed (Cardiff), PhD University of central Lancashire
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7.4 BUREAU OF CONSULTANCY SERVICES Director

Dr. Mangasini Atanasi Katundu :	BA (Hons) (Geog. & Environ.) (UDSM); MA (Rural Dev.) & PhD (SUA)
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Deputy

Director Allan
Lyimo Sethiel

B.Com (Accounting) & MBA
(UDSM) ; CPA (T)

7.5 INSTITUTE OF CONTINUING CO-OPERATIVE EDUCATION Director

Mr. Justinian M.
Bamanyisa***

Cert.Philosophy(Kibosho Seminary, Moshi);
BA (Hons)(Geo. & Env.); MA-DS (UDSM)

Deputy Director

Haruni Makosi Kalineza*** BSc (Agric.), MSc. (Agric. Ed. & Ext.) (SUA)

DEPARMENT OF EXTENSION AND OUTREACH PROGRAMMES

Head

Haruni Makosi Kalineza*** BSc (Agric.), MSc. (Agric. Ed. & Ext.) (SUA)

REGIONAL PROGRAMME COORDINATORS

S. No.	Name of the Regional Office Coordinator	Region(s)	Qualification(s)
1.	Alvin A. Uronu	Dodoma	ADCM (Moshi); MA (Leicester)
2.	Godwin Katemi Majahasi	Iringa	CPB (TIOB), BSc (POM) (MU), MBA (Finance) (SAUT)
3.	Riziki Said	Kigoma	BA-AF (SUA)
4.	Victor E. Shirima	Kilimanjaro, Arusha and Manyara	BA-AF (SUA) ; CPA (T) ; MBA (Finance) (UDSM)
5.	Novatus James Mwizarubi	Mbeya	DCA; ADCA; PGD-AF (Moshi)
6.	Charles Masolwa Malunde	Mwanza	ADCM (Moshi); MA (Leicester)
7.	Claud Kassian Silayo	Mtwara	ADCM & PGD (CBM) (Moshi); MA-Rura Devpt. (SUA)
8.	Abel Raphael Ngowi	Ruvuma	BSc. (Agric, Ed & Ext)(SUA)
9.	Marco Sanka	Shinyanga	BA. Statistics (UDSM); MSc (Agric & Applied Economics) (Makerere)
10.	Gerrald Absanto Sumari	Singida	BA(CMA)(SUA); MSc-Entrep (MU)
11.	Mbone Kavuta	Tanga	ADCM (Moshi), MA-CCD (SUA)
12.	Linus Vedastus	Tabora	BA (Rural Devpt.), MA (DS) (UDOM), PC-SACCOS (MoCU)
13.	Consesa Mauki Richard	Coast Region	BSc. (Agric.Ed & Ext)(SUA)

DEPARTMENT OF DISTANCE EDUCATION

Head

Kelvin Luka Nzilano***

PC-SACCOS MGT(MUCCoBS); BA (CMA) (SUA)
MSc. (Entrepreneurship) (MU)

Head, Radio

Unit Jane Andrea
Mhalila**

DJ (Kitwe); BA (Journalism) (Tumaini University)

DEPARTMENT OF GENDER AND DEVELOPMENT

Mr. Prosper John
Kimaro***

: BA (Ed.) (UDSM); MA (RD) (SUA)

7.6 DIRECTORATE OF CO-OPERATIVE LIBRARY AND ARCHIVES (DCLA) Director

Dr. John J. Iwata BA. Ed. (UDSM), MA (LIS) (UDSM) PhD (IS)
(KwaZulu-Natal)

Deputy Director

Dr. Mohamed Suleiman Dadi (BA), (MLIS) & PhD (Malaysia)

DEPARTMENT OF READER SERVICES AND CIRCULATION Head

Jaffar Msafiri Ponera BLIS (Makerere University), MA-CCD (MoCU)

Trainee Librarian

Erasto Luvanda** BALIS (Tumaini University)

DEPARTMENT OF CO-OPERATIVE DOCUMENTATION, INFORMATION AND SERIALS

Acting Head

Ms. Nathalia John NLACC (TLSB); DIPLADS (Bagamoyo)

DEPARTMENT OF ARCHIVES

Acting Head

Salehe Jumanne Sama NLACC (TLSB); DIPLADS (SLADS);
GHSLE (TPSC); BSc IT (Tumaini
University)

HEAD KIZUMBI TEACHING CENTRE LIBRARY

Mr. Anthony Mchabwa Gikuri : BA (Rural Devpt.) & MA-CCD (SUA)

DEPARTMENT OF TECHNICAL SERVICES

Dr. Mohamed Suleiman Dadi : (BA), (MLIS) & PhD (Malaysia)

Key

* On Study Leave
(Bachelor)

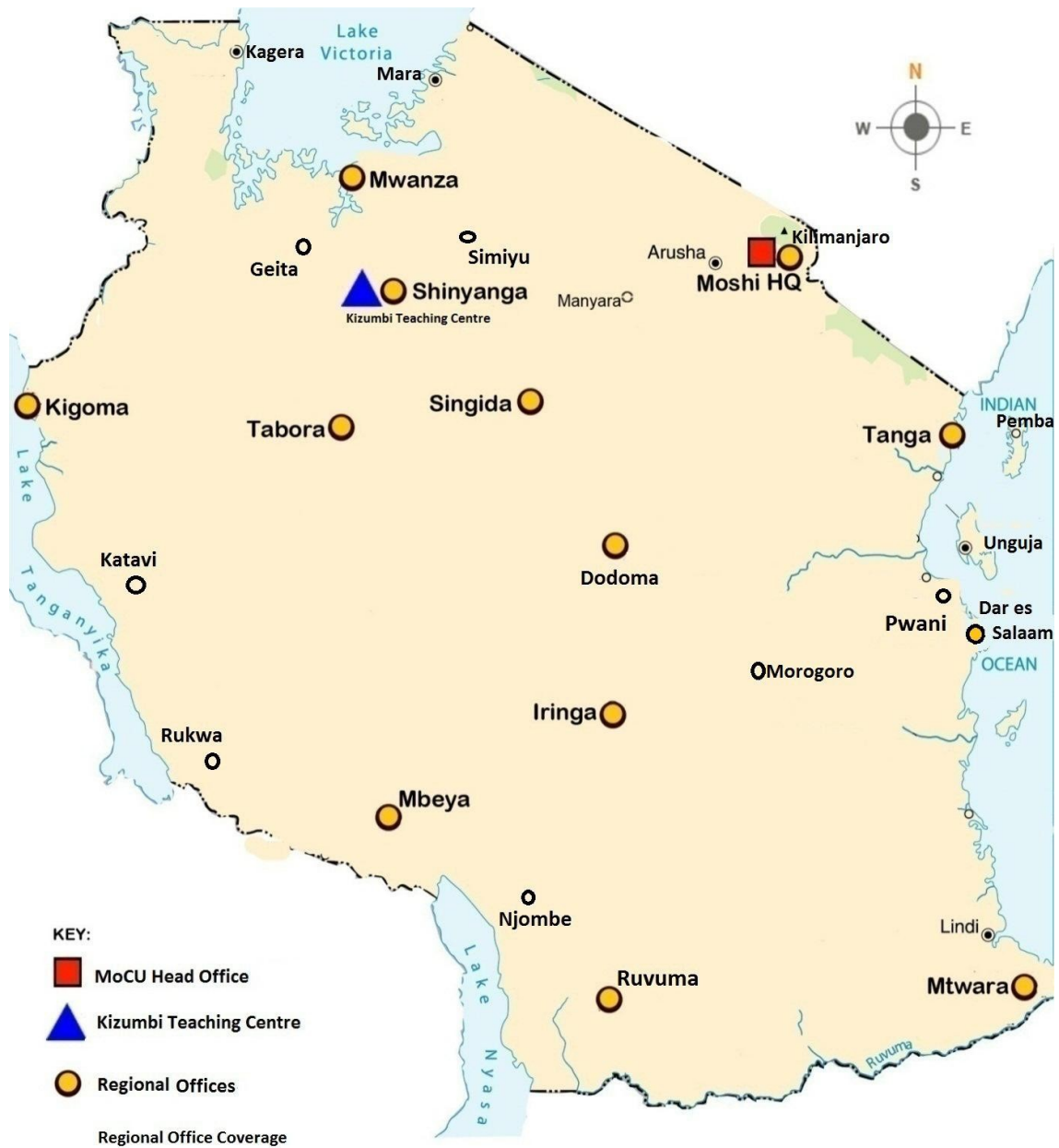
** On Study Leave (Masters)

*** On Study Leave
(PhD)

† On Secondment

†† On Exchange Programme

MoCU REGIONAL OFFICES



NB: Regional Offices serve nearby regions to deliver outreach services all over the country.