



**THE OPEN UNIVERSITY OF TANZANIA  
FACULTY OF BUSINESS MANAGEMENT (FBM)**

“Empowers you to make a difference”

**STUDENTS’ HANDBOOK**

**Issued by:**

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## PREFACE



**Dr. Joseph Magali**  
**Dean, Faculty of Business Management**

It is my pleasure to present to you this students' handbook of the Faculty of Business Management (FBM), which among other things, is intended at creating awareness of the Faculty, in all its core programmes. The Faculty of Business Management is one of the five Faculties of the Open University of Tanzania (OUT). The Faculty of Business Management came into existence following the Establishment Order No. 442 of 2002 as a supplement to Act No. 17 of 1992 which established the Open University of Tanzania. The Establishment Order provides for an independent and autonomous existence of the Faculty of Business Management, which separated it from the Faculty of Arts and Social Sciences.

FBM teach wide range of courses and course combinations at both undergraduate and postgraduate levels. Currently the Faculty is staffed with about 52 permanent academic staff, of whom 14 academic staff have PhDs and their seniority ranks are as follows: 1 is an Assistant Professor, 3 senior lectures, 14 Lectures, 29 Assistant Lecturers, 2 Tutorial Assistants and three administrative staff. The faculty has three academic departments; which are Department of Accounting and Finance, Department of Leadership and Governance and Department of Marketing and Entrepreneurship. I hope that prospective, new and continuing students will utilize information provided in this handbook to facilitate studying smoothly at OUT. The handbook will also provide relevant FBM specific information that complements the main OUT's prospectus. Since the handbook cannot provide all detailed information; if you have any queries on any issue concerning FBM core programmes do not hesitate to contact FBM fore font staff who will be always happy to help you (Ms. Lolitha Charles, Ms. Maselina Milanzi and Mr. Aggrey Mpeku at Block E, second Floor). Each programme and core activity has a Coordinator whose job it is to deal with queries that concerning a particular FBM programmes. The contacts of the key staff are indicated within this handbook. Lastly but not least, I sincerely express my gratitude to all individuals who have made production of this handbook possible. The handbook is available in both hard copy and in electronic copy in our website ([www.out.ac.tz/fbm](http://www.out.ac.tz/fbm)). I wish you all the best.

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## INTRODUCTION

Programs in business management seek to prepare you for management roles in both business and public organizations. They do this by exposing you to all areas of business including accounting, finance, marketing, procurement, management, entrepreneurship, and human resources.

The challenging programs at the Faculty of Business Management (FBM) will expose you to all areas of business through a diverse range of courses. A critical part of the programs is exploring how people and the environment impact on business thinking and the systems that can enhance this fundamental part of an organization.

Our programs have been structured in line with international knowledge with a strong emphasis on professionalism and high ethical standards. The focus over the years has been to develop responsible leaders for Africa in general and Tanzania specifically



# **ORGANIZATION**

## **Office of The Dean**

### *Dean and Lecturer*

Dr. Joseph J. Magali: BSc. Agric. Econ& Agribuss. (SUA) MBA (OUT). Ph.D. (Bus.Admn-FM)  
DUFE  
(China)

### *Associate Dean and Senior Lecturer*

Dr. Gwahula Raphael: BSc (Ed) (Hons.), UDSM; MBA (OUT); PhD (Finance) China

### *Human Resource Management and Faculty Administrative Officer*

Mr. Aggrey P. Mpeku: Certificate in Librarianship (TLSB); BBA, MBA (OUT)

### *Secretary*

Ms. Lolitha Charles: Diploma in Secretarial Studies (TPSC), MDEA I (TPSC)

### *Records Management Officer*

Vacant

### *Office Attendant*

Ms. Marcelina Milanzi: OCSSE

### *Driver*

Mr. Hashim Kalenzo

## ***The Vision of FBM***

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

## ***The Mission Statement***

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

## ***Broad Objective***

To enable students to acquire general business and management knowledge of both Tanzania and the World and provide them with the tools to assume middle and top-level management positions

for those who enter the labour market, pursue an academic career as PhD or DBA or become successful entrepreneurs in the case of those who seek self-employment.

***Specific Objectives:***

- To develop and run programmes that will expose students to modern business knowledge that will enable them to comprehend both theoretical and practical issues underpinning the operations of a business.
- To develop and run programmes that will enable students to acquire a wide range of transferable skills in such critical areas as business communication, research, critical thinking, and creative problem-solving.
- To develop and run programmes that will enable students to develop entrepreneurial awareness and encourage them to practice entrepreneurship.
- To develop and run programmes that will enable students to become competent management practitioners in the public, private and not for profit organizations - including NGOs.
- To become a centre of creating new knowledge and solutions to business problems by conducting research, publishing and disseminating such research finding which also contributes to a high quality of teaching.

To organize training programmes of varied duration, including tailored programmes to fit the interests and needs of particular groups, institutions, and individuals.



## AREAS OF COMPETENCE

FBM team of professionals has a diverse background and competences with the following expertise;

- Tax Administration and Management
- Auditing
- Accounting
- Microfinance Management
- Information and Communication Technology
- Management Information System
- Entrepreneurship and Business Planning
- Strategic Management
- Strategic Marketing
- Services Marketing
- General Management
- Human Resource Management
- Leadership and Governance
- Organizational Development
- Business Laws and Ethics
- Environmental Management
- Tourism and Hospitality
- Economic Analysis and Forecasting
- Financial Management and Investment Analysis
- Procurement and Logistics Management
- International Trade
- Planning, Monitoring, and Evaluation of Programs and Projects
- Organizational Strategic Planning
- Project Management
- Agricultural economics
- Agribusiness and Food Supply Chain
- Food Science and Nutrition
- Basic and Applied Research in Business and Social Sciences
- Health, Education and Human Rights Programmes
- Data Collection, Management, Analysis, and Report Writing





## **FACULTY HISTORY**

The Faculty of Business Management (FBM) came into existence following the Establishment Order No. 442 of 2002 as a supplement to Act No. 17 of 1992 which established The Open University of Tanzania. The Establishment Order provides for an independent and autonomous existence of the Faculty of Business Management, separate from the Faculty of Arts and Social Sciences.

The Faculty of Business Management evolved from natural growth and expansion of OUT programmes and faculties. The Business Studies Section which formed part of the Faculty of Arts and Social Sciences (FASS), co-existed with FASS since 1994 when the first batch of students pursuing Business Studies registered with OUT. Since then, the students pursued B.Com and B.Com (Ed) programmes in the Faculty of Arts and Social Sciences and graduated in Bachelor of Commerce and Bachelor of Commerce with Education. The programmes were reviewed in 2006 leading to the awards of BBA and BBA with education and also later in 2011 leading to award of BBA degrees based on the area in which the student specialized including education. The B.Com and B.Com with education awards were allowed to coexist with the BBA programmes in a phasing out fashion. In the same year, Bachelor of Human Resource Management (BHRM) was added to the undergraduate programmes portfolio. The Faculty also offers successful postgraduate programmes ranging from postgraduate diploma to Doctorate degree. From 2013/14 academic year, the BBA with education programme moved to the Faculty of Education, although FBM still responsible for the teaching subjects.

# PROGRAMMES

## NON-DEGREE PROGRAMMES

### Admission criteria

#### Admission Criteria for NTA Level 4

A candidate shall be deemed eligible for consideration for admission to the Basic Technician Certificate in Accountancy, procurement and Supply and Business Administration, Entrepreneurship Programmes (NTA Level 4) of the Open University of Tanzania if he/she has obtained: Certificate of Secondary Education with at least four (4) passes OR National Vocational Award (NVA Level 3) in any field from an institution recognized by VETA. However, students who apply for certificate in Accountancy should have passed at least “D” in Mathematics at O-level.

#### Admission Criteria for NTA Level 5

Admission to the Technician Certificate in Accountancy Program (NTA level 5) will be open to candidates, who possess either of the following minimum qualifications:

- Certificate of Secondary Education with at least four (4) passes, with additional to Basic Technician Certificate in Accountancy (NTA Level 4), or other Business related field from a recognized institution.
- Advanced Certificate of Secondary Education with at least one principal pass or three subsidiaries

#### Admission Criteria for NTA Level 6

Admission to the Ordinary Diploma in Accountancy Programme (NTA Level 6) will be open to candidates, who possess either of the following minimum qualifications:

- Certificate of Secondary Education with at least four (4) passes, in Basic Technician Certificate in Accountancy (NTA Level 4) with the addition of Technician Certificate in Accountancy (NTA Level 5) **or** other Business related field from any recognized institution
- Advanced Certificate of Secondary Education with at least one principal pass or three subsidiaries.

## NON DEGREE COURSES DESCRIPTION

### *Basic Technician Certificate in Entrepreneurship (NTA Level 4)*

This programme comprises a total of twelve (12) Modules that spread over one academic year with two semesters. Students in this course will be involved in class sessions as well as industrial training. To reach the course objectives, the whole course is designed in a more practical oriented. Students are encouraged to put into practice all that they learn to develop their interest and competencies in problem-solving skills, self-reflection and critical thinking. Students who successfully complete the course programme are eligible for the award of NTA Level 4 provided they meet a Minimum Cumulative Grade Point Average (GPA) of 2.0 which is equivalent to pass. Upon successful completion of NTA level 4, a student may continue to NTA Level 5.

#### Semester I Modules

S/N	Module code	Module title	Class	Credit
1	MET 04101	Essentials of Entrepreneurship	C	10
2	MET 04102	Fundamentals of Marketing	C	10
3	AFT 04101	Basic Business Mathematics and Statistics	F	10
4	LGT 04101	Basic ICT Skills	F	10
5	LGT 04102	Basic Business Communication Skills	F	10
6	LGT 04103	Introduction to Cross Cutting Issues	F	10
<b>Total Credits</b>				<b>60</b>

#### Semester II Modules

S/N	Module Code	Module Title	Class	Credit
7	MET 04201	Business Opportunities	C	10
8	MET 04202	Small Business Management	C	10
9	MET 04203	Promotion	C	10
10	AFT 04201	Basic Book keeping and Accounting	F	10
11	MET 04204	Customer Care	F	10
12	BMT 04299	Field Practicum	C	10
<b>Total Credits</b>				<b>60</b>

**Key: F = Fundamental, C= Core**

### *Basic Technician Certificate in Business Administration (NTA Level 4)*

This programme comprises a total of nine (9) Modules that spread over one academic year with two semesters. Students in this course will be involved in class sessions as well as industrial training. To reach the course objectives, the whole course is designed in a more practical oriented. Students are encouraged to put into practice all that they learn to develop their interest and competencies in problem-solving skills, self-reflection and critical thinking. Students who

successfully complete the course programme are eligible for the award of NTA Level 4 provided they meet a Minimum Cumulative Grade Point Average (GPA) of 2.0 which is equivalent to pass. Upon successful completion of NTA level 4, a student may continue to NTA Level 5.

### Semester I Module

C/Code	Course Name/ Title	Class	Credits
LGBA 04101	Basic Communication Skills	F	10
LGBA 04102	Basic Computer Application	F	10
LGBA 04103	Business Mathematics	F	20
LGBA 04108	Life Skills	F	10
LGBA 04106	Customer Care Skills	C	10
Total Credits			60

**Key: F=Fundamental C= Core**

### Semester II Module

C/Code	Course Name/ Title	Class	Credits
LGBA 04204	Principles of Bookkeeping	C	10
LGBA 04205	Elements of Marketing	C	10
LGBA 04207	Fundamentals of Entrepreneurship	C	20
LGBA 04209	Field Practical Training	C	20
Total Credits			60

**Key: F=Fundamental C= Core**

### *Technician Certificate in Business Administration (NTA Level 5)*

This programme comprises a total of eleven (11) Modules that spread over one academic year with two semesters. Students in this course will be involved in class sessions as well as industrial training. To reach the course objectives, the whole course is designed in a more practical oriented. Students are encouraged to put into practice all that they learn to develop their interest and competencies in problem-solving skills, self-reflection and critical thinking. Students who successfully complete the course programme are eligible for the award of NTA Level 5 provided they meet a Minimum Cumulative Grade Point Average (GPA) of 2.0 which is equivalent to pass. Upon successful completion of NTA level 4, a student may continue to NTA Level 6.

### Semester I Module

C/Code	Course Name/ Title	Class	Credits
LGBA 05101	Commercial Arithmetic	F	20
LGBA 05106	Principles of Marketing	C	17
LGBA 05105	Business Communication Skills	F	8
LGBA 05108	Commercial Knowledge and Business Ethics	C	15
Total Credits			60

### Semester II Module

C/Code	Course Name/ Title	Class	Credits
LGBA 05202	Fundamentals of Accounts	C	10
LGBA 05203	Office Management	F	7
LGBA 05204	Basics of e-commerce	C	5
LGBA 05207	Fundamentals of Economics	C	8
LGBA 05209	Elements of Commercial Law	C	10
LGBA 05210	Fundamentals of Procurement and Supply	C	10
LGBA 05211	Field Practical	C	10
Total Credits			60

**Key: F=Fundamental C= Core**

### *Diploma in Business Administration (NTA Level 6)*

This programme comprises a total of ten (10) Modules that spread over one academic year with two semesters. Students in this programme will be involved in class sessions as well as industrial training. To reach the objectives, the whole programme is designed in a more practical oriented. Students are encouraged to put into practice all that they learn to develop their interest and competencies in problem-solving skills, self-reflection and critical thinking. Students who successfully complete the programme are eligible for the award of NTA 6 Level provided they meet a Minimum Cumulative GPA of 2.0 which is equivalent to pass.

### Semester I Module

C/Code	Course Name/ Title	Class	Credits
LGBA 06101	Business Law	C	10
LGBA 06102	Business Contract	C	10
LGBA 06104	Elements of Finance	C	10
LGBA 06105	Elements of Human Resource Management	F	20
LGBA 06106	Small Business Development	C	10
Total Credits			60

**Key: F=Fundamental C= Core**

## Semester II Module

C/Code	Course Name/ Title	Class	Credits
LGBA 06101	Principles of Management	F	10
LGBA 06102	Principles of Business Research	C	10
LGBA 06104	Principles of Production Management	C	10
LGBA 06105	Elements of Human Logistics and Inventory Control	C	10
LGBA 06106	Field Practical	C	20
Total Credits			60

**Key: F=Fundamental C= Core**

### *Basic Technician Certificate in Accountancy*

#### Course Structure and Course Programs

Students will be required to complete 120 credit points of study and field practical in each programme. Subjects vary in weight according to the amount of credits assigned to each module.

#### Semester I & II Modules (NTA Level 4)

<b>BASIC TECHNICIAN CERTIFICATE IN ACCOUNTANCY NTA LEVEL 4</b>			<b>Class</b>	<b>Credits</b>
	<b>MODULE CODE</b>	<b>Module title</b>		
<b>SEMESTER I</b>				
1	AFAC 04101	Elements of book keeping and accounts	C	16
2	AFAC 04102	Elements of business mathematics	F	12
3	AFAC 04103	Communication skills	F	10
4	AFAC 04104	Basic computer skills	F	12
5	AFAC 04105	Elements of commerce	F	10
Total credits				60
<b>SEMESTER II</b>				
1	AFAC 04206	Computer applications in accounting	C	16
2	AFAC 04207	Basic records management	C	16
3	AFAC 04208	Customer care	F	08
4	AFAC 04209	Principles of entrepreneurship	F	10
5	AFAC 04210	Field practical	C	10
Total credits				60

**Key: F=Fundamental C= Core**

*Technician Certificate in Accountancy*

**Semester I &II Modules (NTA Level 5 )**

<b>TECHNICIAN CERTIFICATE IN ACCOUNTANCY NTA LEVEL 5</b>			<b>Class</b>	<b>Credits</b>
MODULE CODE	Module title			
<b>SEMESTER I</b>				
1	AFAC 05101	Bookkeeping and accounts	C	20
2	AFAC 05102	Business mathematics	F	16
3	AFAC 05103	Business communication	F	12
4	AFAC 05104	Ict applications	F	12
Total credits				60
<b>SEMSTER II</b>				
1	AFAC 05205	Principles of accounting	C	18
2	AFAC 05206	Accounting package	C	18
3	AFAC 05207	Stores management	C	14
5	AFAC 05209	Field practical	C	10
Total credits				60

**Key: F=Fundamental C= Core**

*Ordinary Diploma in Accountancy*

**Semester I &II Modules (NTA Level 6)**

<b>ORDINARY DIPLOMA IN ACCOUNTANCY NTA LEVEL 6</b>			<b>Class</b>	<b>Credits</b>
MODULE CODE	Module title			
<b>SEMESTER I</b>				
1	AFAC 06101	Principles of financial reporting	C	15
2	AFAC 06102	Elements of management and cost accounting	C	19
3	AFAC 06103	Principles of taxation	C	12
4	AFAC 06104	Business communication and information system	F	07
5	AFAC 06105	Commercial law	F	06
Total credits				60

<b>SEMESTER II</b>				
1	AFAC 06206	Accounting for specialized entities and items	C	12
2	AFAC 06207	Principles of auditing	C	12
3	AFAC 06208	Principles of financial management	C	11
4	AFAC 06209	Entrepreneurial skills	F	08
5	AFAC 06210	Principles of economics	F	07
5	AFAC 06211	Field practical	C	10
Total credits				60

**Key: F=Fundamental      C= Core**

***Basic Technician Certificate in Procurement***

**Semester I &II Modules (NTA Level 4)**

<b>BASIC TECHNICIAN CERTIFICATE IN PROCUREMENT NTA LEVEL 4</b>		<b>Class</b>	<b>Credits</b>
<b>MODULE CODE</b>	<b>Module title</b>		
<b>SEMESTER I</b>			
1	AFPS 04101	Introduction to storekeeping	C
2	AFPS 04102	Introduction to procurement principles	C
3	AFPS 04103	Elements of commercial arithmetic	F
4	AFPS 04104	Basic communication skills	F
5	AFPS 04105	Elements of commercial knowledge	F
Total credits			60
<b>SEMESTER II</b>			
1	AFPS 04206	Storekeeping	C
2	AFPS 04207	Introduction to public procurement	C
3	AFPS 04208	Elements of entrepreneurship	F
4	AFPS 04209	Introduction to computer application	F
5	AFPS 04210	Bookkeeping	F
6	AFPS 04211	Field practical	C
Total credits			60

**Key: F=Fundamental      C= Core**



### *Technician Certificate in Procurement*

#### **Semester I & II Modules (NTA Level 5 )**

<b>TECHNICIAN CERTIFICATE IN PROCUREMENT NTA LEVEL 5</b>			<b>Class</b>	<b>Credits</b>
	<b>MODULE CODE</b>	<b>Modele title</b>		
	<b>SEMESTER I</b>			
1	AFPS 05101	Stores administration	C	15
2	AFPS 05102	Procurement principles	C	15
3	AFPS 05103	Marketing	F	10
4	AFPS 05104	Elements of business mathematics	F	10
5	AFPS 05105	Communication skills	F	10
	Total credits			60
	<b>SEMESTER II</b>			
1	AFPS 05206	Inventory control	C	10
2	AFPS 05207	Law of contract	C	10
3	AFPS 05208	Introduction to ICT	F	10
4	AFPS 05209	Introduction to accounting and costing	F	10
5	AFPS 05210	Elements of logistics	F	10
6	AFPS 05211	Field practical	C	10
	Total credits			60

**Key: F=Fundamental      C= Core**

### *Ordinary Diploma in Procurement*

#### **Semester I &II Modules (NTA Level 6)**

<b>ORDINARY DIPLOMA IN PROCUREMENT NTA LEVEL 6</b>			<b>Class</b>	<b>Credits</b>
	<b>MODULE CODE</b>	<b>Modele title</b>		
	<b>SEMESTER I</b>			
1	AFPS 06101	Introduction to warehouse management	C	15
2	AFPS 06102	International procurement	C	15
3	AFPS 06103	ICT	S	10
4	AFPS 06104	Principles of economics	S	10
5	AFPS 06105	Organization behaviour	S	10
	Total credits			60

	<b>SEMESTER II</b>			
1	AFPS 06206	Public procurement	C	10
2	AFPS 06207	Elements of strategic management	C	10
3	AFPS 06208	Computer application	S	10
4	AFPS 06209	Financial management	S	10
5	AFPS 06210	Entrepreneurship	S	10
6	AFPS 06211	Field practical	C	10
	Total credits			60

**Key: S=Support      C= Core**

## **UNDERGRADUATE DEGREE PROGRAMMES**

### ***Bachelor of Business Administration (BBA)***

Until 2009, the Faculty of Business Management has been offering B.Com, B.Com (with Education), BBA, and BBA (with education). In 2008, the Faculty decided to streamline its undergraduate degree programmes and also to review the content of its business studies curriculum. The review also involved a change in the coding system.

As an outcome of these processes the Faculty decided, with effect from 2010/2011 academic year, to offer only BBA in Accounting, Finance, Human Resource Management, International Business, and in Marketing. The number of courses was reduced and each course had been beefed up with more content, in many cases through merging, resulting in two units each. All students are required to do **36 units only** to graduate irrespective of the BBA programme one is studying. The BBA with education programme which used to be offered jointly with Faculty of Education is now housed in the Faculty of Education. Faculty of Business Management still contributes to the teaching subjects (business courses) in the programme. From the 2013/14 academic year, students in BBA with education programme must have two teaching subjects. Therefore, students registered in the BBA with Education programme from the 2013/14 onwards are advised to follow carefully details of the programme in this prospectus under the Faculty of Education and establish how these changes will affect their learning paths.

The course codes are based on departments. OAF serves for the Accounting and Finance Department courses; OME for the Marketing and Entrepreneurship Department courses; and OLG for the Leadership and Governance Department courses. Furthermore, the numeric codes have a specific meaning. The first digit stands for the level of study (Levels 1, 2, and 3) while the last two digit stand for the serial number of the course in the department.

You must apply for the BBA programme in the area of your interest right from the outset; namely: BBA in Accounting, BBA in Finance, BBA in Human Resource Management, BBA in

International Business, and BBA in Marketing. In addition to the business courses specified in a given programme of study, students must also do four university-wide courses, namely, ODS 101A, ODS 101C, OCP 100 and OFP 017. The first two are offered in the Faculty of Arts and Social Sciences (FASS), the third from The Faculty of Science, Technology and Environmental Studies (FSTES), and the fourth in the Institute of Continuing Education (ICE). Students gaining admission into the BBA programmes through the Foundation Programme option are allowed to carry credits earned in OCP 100 and OFP 017 provided they passed each individually. Consequently, each BBA programme will have four university-wide units, twenty faculty-wide units and twelve units from their chosen degree programme. Successful candidates will graduate in either BBA in Accounting, BBA in Finance, BBA in Human Resource Management, BBA in International Business, or BBA in Marketing. The programme structure for each degree programme is presented hereunder.

***Bachelor of Business Administration in Accounting (BBA Accounting)***

Level One

C/Code	Course Name/ Title	Units	Credits
OCP 100	Introduction to Microcomputer studies and Information Technology I	1	10
ODS 101 A	Concepts and Theories of Social Development	1	10
ODS 101 C	Political and Social Development in Africa	1	10
OFP 017	Communication Skills	1	10
OLG 111	Principles of Human Resource Management and Administration	2	20
OAF 111	Principles of Accounting	2	20
OAF 112	Business Mathematics and Statistics	2	20
OAF 121	Finance I	2	20
	Total Units	12	120

Level Two

C/Code	Course Name/ Title	Units	Credits
OAF 211	Intermediate Accounting	2	20
OME 212	Business Environment and Strategies	2	20
OME 213	Principles of Economics	2	20
OLG 221	Business Research Methods and Philosophy	2	20
OLG 222	Business Law and Ethics	2	20
OME 312	Entrepreneurship and Business Planning	2	20
	Total Units	12	120

Level Three:

C/Code	Course Name/ Title	Units	Credits
OAF 221	Management and Cost Accounting	2	20
OAF 311	Advanced Accounting	2	20
OAF 312	Auditing	2	20
OAF 321	Taxation and Public Finance	2	20
OAF 322	International Finance	2	20
OBM 399	Field Practical	2	20
	Total Units	12	120

Total Number of Units for BBA (Accounting) = 36

***Bachelor of Business Administration in Finance (BBA Finance)***

Level One

C/Code	Course Name/ Title	Units	Credits
OCP 100	Introduction to Microcomputer studies and Information Technology I	1	10
ODS 101 A	Concepts and Theories of Social Development	1	10
ODS 101 C	Political and Social Development in Africa	1	10
OFP 017	Communication Skills	1	10
OLG 111	Principles of Human Resource Management and Administration	2	20
OAF 111	Principles of Accounting	2	20
OAF 112	Business Mathematics and Statistics	2	20
OAF 121	Finance I	2	20
	Total no. of units	12	120

Level Two

C/Code	Course Name/ Title	Units	Credits
OAF 212	Finance II	2	20
OME 212	Business Environment and Strategies	2	20
OME 213	Principles of Economics	2	20
OLG 221	Business Research Methods and Philosophy	2	20
OLG 222	Business Law and Ethics	2	20
OME 312	Entrepreneurship and Business Planning	2	20
	Total no. of units	12	120

Level Three

C/Code	Course Name/ Title	Units	Credits
OAF 221	Management and Cost Accounting	2	20
OAF 313	Micro Finance Management	2	20
OAF 314	Finance III	2	20
OAF 322	International Finance	2	20
OAF 323	Financial Markets and Institutions	2	20
OBM 399	Field Practical	2	20
	Total Units	12	120

Total Number of Units for BBA (Finance) = 36

***Bachelor of Business Administration in Human Resource Management (BBA HRM)***

Level One

C/Code	Course Name/ Title	Units	Credits
OCP 100	Introduction to Microcomputer studies and Information Technology I	1	10
ODS 101 A	Concepts and Theories of Social Development	1	10
ODS 101 C	Political and Social Development in Africa	1	10
OFP 017	Communication Skills	1	10
OLG 111	Principles of Human Resource Management and Administration	2	20
OAF 111	Principles of Accounting	2	20
OAF 112	Business Mathematics and Statistics	2	20
OAF 121	Finance I	2	20
	Total Units	12	120

Level Two:

C/Code	Course Name/ Title	Units	Credits
OME 211	Principles of Marketing	2	20
OME 212	Business Environment and Strategies	2	20
OME 213	Principles of Economics	2	20
OLG 221	Business Research Methods and Philosophy	2	20
OLG 222	Business Law and Ethics	2	20
OME 312	Entrepreneurship and Business Planning	2	20
	Total Units	12	120

Level Three:

C/Code	Course Name/ Title	Units	Credits
OLG 223	Workforce Planning	2	29
OME 311	Organizational Behaviour	2	20
OLG 311	Training and Development	2	20
OLG 321	Labour Law	2	20
OLG 322	Labour Relations	2	20
OBM 399	Field Practical	2	20
	Total Units	12	120

Total Number of Units for BBA HRM = 36

***Bachelor of Business Administration in International Business (BBA IB)***

Level One:

C/Code	Course Name/ Title	Units	Credits
OCP 100	Introduction to Microcomputer studies and Information Technology I	1	10
ODS 101 A	Concepts and Theories of Social Development	1	10
ODS 101 C	Political and Social Development in Africa	1	10
OFP 017	Communication Skills	1	10
OLG 111	Principles of Human Resource Management and Administration	2	20
OAF 111	Principles of Accounting	2	20
OAF 112	Business Mathematics and Statistics	2	20
OAF 121	Finance I	2	20
	Total Units	12	120

Level Two:

C/Code	Course Name/ Title	Units	Credits
OME 211	Principles of Marketing	2	20
OME 212	Business Environment and Strategies	2	20
OME 213	Principles of Economics	2	20
OLG 221	Business Research Methods and Philosophy	2	20
OLG 222	Business Law and Ethics	2	20
OME 312	Entrepreneurship and Business Planning	2	20
	Total Units	12	120

Level Three:

C/Code	Course Name/ Title	Units	Credits
OLG 224	Regional Economic Integrations	2	20
OME 311	Organizational Behaviour	2	20
OLG 312	Legal Aspects of International Trade	2	20
OME 322	International Marketing	2	20
OLG 323	International Business Management and e-commerce	2	20
OBM 399	Field Practical	2	20
	Total Units	12	120

Total Number of Units for BBA (IB) = 36

***Bachelor of Business Administration in Marketing (BBA Marketing)***

Level One

C/Code	Course Name/ Title	Units	Credits
OCP 100	Introduction to Microcomputer studies and Information Technology I	1	10
ODS 101 A	Concepts and Theories of Social Development	1	10
ODS 101 C	Political and Social Development in Africa	1	10
OFP 017	Communication Skills	1	10
OLG 111	Principles of Human Resource Management and Administration	2	20
OAF 111	Principles of Accounting	2	20
OAF 112	Business Mathematics and Statistics	2	20
OAF 121	Finance I	2	20
	Total Units	12	120

Level Two:

C/Code	Course Name/ Title	Units	Credits
OME 211	Principles of Marketing	2	20
OME 212	Business Environment and Strategies	2	20
OME 213	Principles of Economics	2	20
OLG 221	Business Research Methods and Philosophy	2	20
OLG 222	Business Law and Ethics	2	20
OME 312	Entrepreneurship and Business Planning	2	20
	Total Units	12	120

Level Three:

C/Code	Course Name/ Title	Units	Credits
OME 221	Marketing Strategy, Planning and Control	2	20
OME 311	Organisational Behaviour	2	20
OME 313	Services Marketing and Customer Care	2	20
OME 321	Sales Management	2	20
OME 322	International Marketing	2	20
OBM 399	Field Practical	2	20
	Total Units	12	120

Total Number of Units for BBA (Marketing) = 36

### **Entry Qualifications**

Applicants should fulfill the following conditions (to be ready together with the General University Regulations)

#### **Option I**

Certificate of Secondary Education Examination (C.S.E.E.) or East African Certificate of Education (Ordinary Level) or equivalent, with passes in FOUR approved subjects, obtained before the sitting of the Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or equivalent.

and

Either

Two principal level passes in Advanced Certificate of Secondary Education Examination (A.C.S.E.E.) or equivalent where the sum of points in the two subjects must be 4.0 and above

or

An appropriate equivalent Diploma/Certificate approved by the Senate of The Open University of Tanzania. (The sum of points in Diploma must be 3.0 and above)



Diplomas required for admission in Bachelor of degree under the Faculty of Business Management

- Diploma in human resource management
- Diploma in business administration
- Ordinary Diploma in records and archives management
- Ordinary Diploma in secretarial studies
- Diploma in community development
- Ordinary Diploma in industrial relations
- Diploma in public administration
- Ordinary Diploma in local government administration
- Diploma in counseling psychology
- Diploma in primary teachers education
- Diploma in Education
- Ordinary Diploma in development planning
- Ordinary Diploma in community development and social work
- Diploma in international business
- Ordinary Diploma in freight clearing and forwarding
- Diploma in business administration and procurement
- Diploma in microfinance management
- Diploma in economics
- Ordinary Diploma in procurement and logistics management
- Diploma in computer science
- Ordinary Diploma in statistics
- Ordinary Diploma in procurement and supply management
- Ordinary Diploma in procurement and supply
- Ordinary Diploma in banking and finance
- Ordinary Diploma in business and project management
- Ordinary Diploma in accounting
- Diploma in business administration and accounting
- Ordinary Diploma in records management
- Ordinary Diploma in information technology with accountin
- Ordinary Diploma in computing and information technology
- Diploma in co-operative management and accounting
- Ordinary Diploma in banking and finance
- Any other relevant Diploma

## Option II

Candidates who do not qualify under options I may register for the Foundation Programme (OFP) offered by The Open University of Tanzania. Those who pass examinations set at the end of the course will be eligible for registration for any of the degree programmes in Business Administration listed above, provided that they took the relevant subject combination in the OFP.

## Option III

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

### *Bachelor of Human Resource Management (BHRM)*

Bachelor of Human Resource Management is an independent programme from the newly streamlined BBA programme. In contrast to the BBA programmes detailed in Section 2.1, the Bachelor of Human Resource Management (BHRM) prepares students to become professional human resource managers. The programme aims to enable the students to acquire knowledge and skills in human resource management and apply them in various organizational performance processes in all sectors of the economy.

### Entry Qualifications

As specified in the BBA programme

Level One

Code	Course Title	Units	Credits
OCP 100	Introduction to Microcomputer studies and Information Technology I	1	10
OFP 017	Communication Skills	1	10
OAF 111	Principles of Accounting	2	20
OLG 117	Performance Management	2	20
OLG 116	Labour Economics	2	20
OLG 111	Principles of Human Resource Management and Administration	2	20
****	Elective	2	20
	Total Units	12	120

### Level Two

Code	Course Title	Units	Credits
OLG 221	Business Research methods and philosophy	2	20
OLG 213	Strategic Human Resource Management	2	20
OLG 222	Business Law and Ethics	2	20
OLG 223	Workforce Planning	2	20
****	Elective	2	20
****	Elective	2	20
	Total Units	12	120

### Level Three

Code	Course Title	Units	Credits
OME 311	Organizational Behavior	2	20
OLG 311	Training and Development	2	20
OLG 321	Labour Law	2	20
OLG 322	Labour Relations	2	20
****	Elective	2	20
OBM 399	Field Practical	2	20
	Total Units	12	120

\*\*\*\*Electives courses

Select any four electives to cover the indicated slots in levels I, II and III

Code	Course Title	Units	Credits
OLG 115	Operations Management	2	20
OAF 121	Finance I	2	20
OLG 122	International Human Resource Management	2	20
OME 211	Principles of Marketing	2	20
OLG 216	Diversity at Workplace	2	20
OLG 217	Work Place Health and Safety	2	20
OME 312	Entrepreneurship and Business Planning	2	20
OLG 314	Strategic Leadership Governance and Conflict Management	2	20
OLG 315	Group Dynamics and Team Building	2	20

Assessment

Same as in the BBA programme

## **HIGHER DEGREE PROGRAMMES IN BUSINESS MANAGEMENT**

### ***Postgraduate Diploma in Business Studies (PGDBS)***

#### **INTRODUCTION**

The Postgraduate Diploma in Business Studies is a general business management higher diploma, which prepares graduates for a range of executive and business management careers. It is equally valuable for the person who aspires to such a role, by helping them to gain the knowledge and understanding necessary to carry it out. Above all the course is a bridge to those aspiring for masters' degree but they do not have enough qualifications.

#### **Entry Qualifications**

The programme is open to candidates with a variety of backgrounds. However, prospective candidates must satisfy the following minimum requirements:

Must have a degree of any classification of the Open University of Tanzania or have an equivalent degree from other universities or recognized/accredited higher learning institutions.

Applicants holding unclassified degrees with grades which do not qualify them for a direct entry into Masters Degree.

Applicants with an advanced diploma from any recognized institution may also be considered provided that they have passed all courses.

Applicants enrolled for professional examination e.g. CPA(T) of the NBAA and CPSP of the PSPTB will be considered provided that at the time they lodge their application they have already attained Module D of the CPA or Professional stage III of the CPSP, through sitting formal examinations, and they have in addition a pass in sixth form education

#### **PGDBS programme structure**

The programme is structured under the assumption that learners will spend one academic year to complete the programme. The programme has a total of 16 units comprising six modules, each of which has a weight of two units and a project which carries four units. Each student shall be required to undertake all units offered in the programme. However, learners shall study and pass the prescribed courses in the first place before being allowed to do their projects.

MODULE I			
Module Code	Module Title	Units	Credits
OME 551	Entrepreneurship Development	2	20
OME 552	Marketing Management	2	20
OAF 551	Business Mathematics and Statistics	2	20
MODULE II			
Module Code	Module Title	Units	Credits
OLG 651	Strategic Human Resource Management	2	20
OLG 652	ICT in Business Management	2	20
OAF 652	Managerial and Financial Accounting	2	20
PROJECT:			
OBM 599	Comprehensive Business Plan	4	40
	Total	16	160

## PROGRAMME DELIVERY

The programme is offered under blended, Evening and Executive modes

### The Executive Mode

The mode is conducted in an enhanced face to face sessions, each addressing a different learning constraints. The programme shall run as per Open University academic calendar and intake size is based on class capacity in seven centres namely Arusha, Dar es Salaam, Dodoma, Mbeya, Mwanza, Shinyanga and Zanzibar and at any centre provided that the minimum number of required students are available. Students should note that for resource optimization reasons and also depending on student numbers, (i) Module two classes are taken with MBA classes, and (ii) Module one classes may be organized at a centre other than your own chosen centre. From (i), it follows that students in this mode of study may begin learning the courses in module two first and thereafter module one courses.

There will be a two months break between modules. Each course will be covered in five days. The assessment plan for the executive mode will be as follows:

- Term papers submitted through moodle e-learning platform - 30%
- Online Assignments -20%
- Final Examination - 50%

Orientation related to the preparation of Business plan will be conducted immediately after doing the final examinations for Module II which will be conducted at the centres, unless otherwise communicated and students are expected to end up with a draft of a Business Plan. Students will be assigned a supervisor to guide in finalizing the plan and produce the Comprehensive Business Plan for examination.

### **The Evening Mode**

The evening mode of delivery may appeal to any centre with a minimum number of the required students. This is a full-time face to face delivery and students will attend lectures from 17.00 to 20.00 hours, three days per week, covering three courses of module I for 15 weeks and thereafter students will break for two weeks.

The assessment plan for the evening mode will be as follows:

- Term papers submitted through moodle e-learning platform - 30%
- Online Assignments -20%
- Final Examination - 50%

After a brief break, the second module courses will be taken up in the second semester. Also students in this mode should note that for resource optimization reasons and due to student numbers, they may be required to take module two courses first with the MBAs and thereafter module one courses, after completion of all courses, students will be oriented on the preparation of Business plan in a face to face session where they will come up with a draft of a Business Plan. Students will be assigned a supervisor to guide them in finalizing the plan and produce the Comprehensive Business Plan for examination.

### **Blended Mode**

Candidates in the regions, as well as those in Dar es Salaam who for one reason or the other could not opt for the evening or executive modes, are advised to adopt the blended model. This mode follows the Open and Distance Learning (ODL) mode and Moodle platform which is the mainstay of OUT. Students will start the academic year in every quarter by an orientation week whereby they will also register themselves online. After paying the required fees, students will be provided with SARIS accounts and proceed to study the registered courses. They will also be required to register for examinations in the courses registered as directed by the Directorate of Examinations Syndicate (DES) as per the University's examination calendar.

## **Assessment**

The assessment plan for the blended mode will be as follows:

- Term papers submitted through moodle e-learning platform - 30%
- Online Assignments 20%
- Final Examination - 50%

## ***Master of Business Administration (MBA) Degree Programme***

### **INTRODUCTION**

The Master of Business Administration (MBA) degree programme is designed to cater to the contemporary business world and student needs. It is a highly professional two-year management development programme, which is largely delivered on a blended-learning mode. It offers a special learning opportunity and a unique self-development programme to the graduates who want to follow a management career in business and public sectors, or acquire higher qualifications such as PhD or Diploma in Business Administration.

### **GENERAL OBJECTIVES OF THE MBA PROGRAMME**

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

### **Entry Qualifications**

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

- Must have a first or second class honours degree of the Open University of Tanzania, or
- Must have an equivalent honours degree from other universities or recognized /accredited higher learning institutions.
- Applicants holding unclassified degrees (e.g. M.D.) must have at least a B grade average

- Applicants holding a pass degree may be considered for admission, if: The GPA is not below 2.7; have worked for at least 2 years in an organisation, after graduation and have satisfied the Faculty of their academic potentials through GMAT, its equivalent or additional training at a Diploma level and approved by the Faculty Board
- Applicants with recognized professional qualifications, e.g. CPA, CPSP, ACCA, etc., obtained through sitting formal examinations, may be considered for admission, if they have, in addition:
  - A pass in sixth form education;
  - Have worked for at least 2 years in an organisation, after graduation; and
  - Have satisfied the Faculty of their academic potentials through GMAT, its equivalent or additional training at a Diploma level and approved by the Faculty Board.

## **MODES OF DELIVERY**

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

MBA by Thesis is offered to candidates with business education and strong verifiable research background. Candidates will have the opportunity to specialize in Finance, Human Resources Management, Marketing, Leadership and Governance, and Transport and Logistics. Other areas of specialization will be added later on depending on the level of demand. The MBA by coursework and dissertation is offered in three different delivery modes, namely; distance, evening and executive modes. The MBA (evening) programme may appeal mainly to residents of Dar es Salaam or any centre with a minimum number of required students. The MBA executive mode is offered in 5 centres in the country, namely; Dar es Salaam, Arusha, Mbeya, Mwanza, and Zanzibar or any other centre with a minimum number of students. Candidates in the regions, as well as those in Dar es Salaam who for one reason or the other could not opt for the evening or executive modes, are advised to pursue the MBA blended programme. This mode is available anywhere in Tanzania and abroad. Current centres are in Nairobi (at Egerton University), Namibia (at Triumphant College, Windhoek) and Rwanda.

## **MBA PROGRAMME STRUCTURES**

### **MBA by Thesis**

The MBA by thesis shall be offered through a combination of distance and part-time learning modes to candidates with a business or management education, strong verifiable research



background and at least two years working experience. The programme consists of two parts; capacity strengthening and thesis writing.

### **Strengthening Capacity**

This particular activity is rationalised on the different learning environment associated with distance mode of learning. Even though the candidate will be studying under supervision, distance creates its own limitations that can frustrate students. Students in the programme are advised to attend the research methodology classes. Students must contact their nearest Regional Centre offices for details, timing and venues. The purpose of the part-time residential classes is to minimise the potentially negative impact of distance. Here students will be guided on the research methodologies and, where necessary, on the other appropriate courses to undertake based on one's needs. Students must register with Director of Regional Centres so that they are not missed out in any communication.

### **Thesis Writing**

This aspect will follow the normal MBA dissertation writing process, namely writing of a feasible and approved research proposal, researching, writing and submit for examination a thesis, participating and presenting papers at MBA Seminars, and filing, through a supervisor, progressive report form every six months. The appropriate form is found in the appropriate Appendix of the OUT prospectus.

### **Evaluation of the Thesis**

The regulations of OUT Postgraduate Studies shall apply. Coursework marks shall not be used to evaluate the thesis. Successful candidates shall be awarded a Master of Business Administration (MBA) of the Open University of Tanzania.

### **MBA by Coursework and Dissertation**

The MBA programme has also undergone a major review. The number of courses has been reduced and the codes have been reviewed to follow the departmental codes. The dissertation part has been merged with the research methodology course and its weight reduced to a total of six units. All students will have an opportunity to specialize in one of the five areas; namely, finance, marketing, leadership and governance, human resource management and transport and logistics. The latter was introduced a new in the academic year 2011/2012 and it is run jointly with the National Institute of Transport (NIT). The Open University of Tanzania is the awarding authority. As a result of this review, the Faculty expects that students will spend lesser time on coursework and more on the dissertation. The delivery schedules will also vary as detailed hereunder.

## Programme Structure

The programme consists of six (6) core courses, three (3) courses from one's area of specialization which carry a weight of two (2) units each and Research methodology course with an academic dissertation which carries six (6) units to make a total of twenty-four (24) units to complete the programme. Core units provide a foundation of knowledge and understanding. Electives units allow in-depth study and reflection and provide a student with an opportunity to enhance and deepen knowledge and skills in areas of particular interest, and that are relevant to future career. The electives we offer vary depending on current faculty research agenda and relevance to business which includes Finance, Marketing, Leadership and Governance, Transport and Logistics and Human Resource options.

The Core Units			
Code	Title	Units	Credits
Module I			
OLG 651	Strategic Human Resource Management	2	20
OLG 652	ICT in Business Management	2	20
OAF 652	Managerial and Financial Accounting	2	20
Module II			
OME 651	Strategic Marketing	2	20
OAF 651	Financial Management	2	20
OLG 655	Management Decision Making Processes	2	20

The Electives (Module III)			
Specializations (students have to take all three)			
<b>Finance</b>			
OAF 661	Financial Markets and Institutions	2	20
OAF 662	International Business Finance	2	20
OAF 663	Advanced Corporate Finance	2	20
<b>Marketing</b>			
OME 661	Sales Management	2	20
OME 662	International Marketing	2	20
OME 663	Services Marketing	2	20
<b>Human Resource</b>			
OLG 656	Employment Law and Employee Relations	2	20
OLG 659	International Human Resource Management	2	20
OLG 661	Human Resource Planning and Development	2	20

<b>Leadership and Governance</b>			
OLG 665	Public Administration	2	20
OLG 666	Corporate Governance	2	20
OLG 667	Leadership and Human Rights	2	20
<b>Transport and Logistics</b>			
OME 666	Transport Systems Management	2	20
OME 667	Public Transport & Transportation	2	20
OME 648	Global Logistics Management	2	20
Dissertation:			
OBM 699	Business Research Methodology/Dissertation	6	60
	Total	24	240

### **Programme delivery**

The programme will be delivered in three modes, namely blended, Evening and Executive.

#### **(i) Blended Mode**

This combines the Open and Distance Learning (ODL) and other modes (moodle e-learning and face to face); is the mainstay of OUT. Students will start the academic year (usually at every quarter) by an orientation week whereby they will also register themselves. They will be issued SARIS and register their courses and start learning using the moodle e-learning platform. They will be expected to register for a minimum of 10 units from module I and II for the first year. After the registering their course, they will also be required to attend the face to face session which will be organized by the Faculty of Business Management, thereafter students are required to sit for final examinations and to attend research methodology course in a face to face session where they will come up with the research proposal. After completing the coursework, students will be assigned a supervisor who will guide him/her in the process of finalizing the research and producing the final dissertation for examination.

### **Assessment**

The assessment plan for the blended mode will be as follows:

- Term papers submitted through moodle e-learning platform - 30%
- Online Assignments 20%
- Final Examination - 50%

(ii) **The Evening Mode**

At the moment this mode will be held at Kinondoni Regional Centre in Dar es Salaam or at any centre with a minimum number of students. This is a full-time face to face delivery and students will attend lectures from 17.00 to 20.00 hours, three days per week, covering three courses of module I for 15 weeks. After a two weeks break, the second module course will be taken up and finally the specialization electives in the third trimester. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with research proposals. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination. The assessment plan for the evening mode will be as follows:

- Term papers submitted through moodle e-learning platform - 30%
- Online Assignments -20%
- Final Examination - 50%

(iii) **The Executive Mode**

Module I and II will be conducted in the MBA Executive centres (currently Dar es Salaam, Arusha, Mbeya, Mwanza, Shinyanga and Zanzibar or at any centre with a minimum number of required students while module III (specialization) will be done at Kinondoni Regional Centre Dar es salaam. There will be a two months break between modules. Thereafter, students are required to sit for final examinations and to attend the research methodology course in a face to face session where they will come up with the research proposal. After completing the coursework, students will be assigned a supervisor who will guide him/her in the process of finalizing the research and producing the final dissertation for examination.

The assessment plan for the executive mode will be as follows:

- Term papers submitted through moodle e-learning platform - 30%
- Online Assignments -20%
- Final Examination - 50%

## ***Master of Human Resource Management (MHRM)***

### **PROGRAMME CONTENT**

The programme consists of four (4) core courses, two (2) electives which carry a weight of two units each and Research methodology course with an academic dissertation which carries six (6) units to make a total of eighteen (18) units to complete the programme.

The Core Units			
Code	Title	Units	Credits
OLG 651	Strategic Human Resource Management	2	20
OLG 652	ICT in Business Management	2	20
OLG 653	Performance and Reward Management	2	20
OLG 656	Employment Law and Employee Relations	2	20
Any Two of the Electives below:			
OLG 657	Counseling and Coaching at Workplace	2	20
OLG 658	Human Resource Management Consultancy	2	20
OLG 659	International Human Resource Management	2	20
OLG 660	Management of Safety and Health	2	20
OLG 661	Human Resource Planning and Development	2	20
Dissertation:			
OBM 699	Business Research Methodology/Dissertation	6	60
	Total	18	180

### **PROGRAMME DELIVERY**

MHRM by coursework and dissertation is offered in three different delivery modes, namely; blended, evening and executive modes. Candidates in the regions, as well as those in Dar es Salaam who for one reason or the other could not opt for the evening or executive modes, are advised to pursue the MHRM blended programme.

#### **Programme delivery**

The programme will be delivered in three modes, namely blended, Evening and Executive.

**(i) Blended Mode**

This is the combination of Open and Distance Learning (ODL) and other modes (moodle e-learning and face to face); the mainstay of OUT. Students will start the academic year (usually at every quarter) by an orientation week whereby the student will be issued SARIS and register their courses and start learning using the moodle e-learning platform. They will be expected to register for a minimum of 10 units from module I and II for the first year. After the registering their course, students they will begin to study by using the moodle platform and they will also be required to attend the face to face session which will be organized by the Faculty of Business Management. Thereafter, students are required to sit for final examinations and to attend the research methodology course in a face to face session where they will come up with the research proposal. After completing the coursework, students will be assigned a supervisor who will guide him/her in the process of finalizing the research and producing the final dissertation for examination. A variant of this mode is customized to suit the needs of a segment of students in Kenya at the College of Human Resource Management (CHRM), Nairobi.

**Assessment**

The assessment plan for the blended mode will be as follows:

- Term papers submitted through moodle e-learning platform - 30%
- Online Assignments -20%
- Final Examination - 50%

**(ii) The Evening Mode**

At the moment this mode will be held at Kinondoni Regional Centre in Dar es Salaam or at any centre with a minimum number of required students. This is a full-time face to face delivery and students will attend lectures from 17.00 to 20.00 hours, three days per week, covering three courses of module I for 15 weeks. After a brief break, the second module course will be taken up and finally the specialization electives in the third trimester. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with research proposals. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination. A variant of this mode is customized to suit the needs of a segment of students in Rwanda. The assessment plan for the evening mode will be as follows:

- Term papers submitted through moodle e-learning platform - 30%
- Online Assignments 20%
- Final Examination - 50%

### (iii) **The Executive Mode**

Module I and II will be conducted in the MHRM Executive centres (currently Dar es Salaam, Arusha, Mbeya, Mwanza, Shinyanga and Zanzibar or at any centre with a minimum number of required students while module III (specialization) will be done at Kinondoni Regional Centre Dar es salaam. There will be a two months break between modules. Thereafter, students are required to sit for final examinations and to attend the research methodology course in a face to face session where they will come up with the research proposal. After completing the coursework, students will be assigned a supervisor who will guide him/her in the process of finalizing the research and producing the final dissertation for examination.

The assessment plan for the executive mode will be as follows:

- Term papers submitted through moodle e-learning platform - 30%
- Online Assignments -20%
- Final Examination - 50%

### ***Master of Project Management (MPM)***

#### **INTRODUCTION**

The Master of Project Management is a professional qualification that will provide a student with a sound educational platform for a career in project management. The programme aims to create reflective project management professionals, with enhanced knowledge competence and multiple skills. This cutting edge interdisciplinary and cross-sectoral programme, designed with inputs from the relevant industries, will significantly strengthen and develop existing project management professionals' expertise besides meeting the needs of new entrants or aspiring professionals.

#### **GENERAL OBJECTIVES OF THE MPM PROGRAMME**

The education aims of the programme are:

To prepare and equip students with knowledge, skills and, competence to the level where they can make a professional contribution to the project management in an organization.

To assists students develop practical skills in the analysis of concepts and practices related to project management

To prepare students to undertake higher and professional roles in managing projects, thus enhancing their career opportunities and achieving self-development.

## **ENTRY QUALIFICATIONS**

The programme is open to candidates with a variety of backgrounds. However, prospective candidates must satisfy the following minimum requirements:

Must hold of a first or second class honours degree of Open University of Tanzania or, have an equivalent honours degree from other universities or recognized/accredited higher learning institutions.

Applicants holding an advanced diploma in project management or in a related field of at least upper second level.

Applicants holding lower classes of an advanced diploma or pass degrees may be considered for admission if they have satisfied the faculty of their academic potentials through GMAT, its equivalent or additional training at a diploma level and approved by the faculty board.

Applicants holding recognized professional qualifications of CPA (T), ACCA, CPSP etc, obtained through sitting formal examinations, may be considered provided they pass additional criteria as specified in OUT prospectus.

## **MPM PROGRAMME STRUCTURE**

The programme is structured to be completed within a maximum of three (3) years under the Open and Distance learning mode, and 18 months for the Evening or Executive modes. Student of Master of Project Management shall be required to undertake six (6) core, and two (2) elective courses carrying a weight of two units each. Upon successful completion of taught courses, a candidate will be required to take a research methodology course with an academic dissertation which carries six (6) units to make a total of twenty-two (22) units to complete the programme.



The Core Units			
Code	Title	Units	Credits
OLG 662	Project Process, Planning and Control	2	20
OLG 663	Project Human Resource Management	2	20
OAF 664	Finance for Project Management	2	20
OME 664	Project Procurement and Contracting	2	20
OAF 665	Quantitative Methods for Project Management	2	20
OLG 664	Project Sustainability, Monitoring and Evaluation	2	20
Any Two of the Electives below			
OME 665	Project Total Quality Management	2	20
OLG 668	Managing Successful Information Technology (IT) Projects	2	20
OAF 666	Project Portfolio and Risk Management	2	20
OLG 669	Management of Strategic Operations	2	20
Dissertation:			
OBM 699	Business Research Methodology/Dissertation	6	60
	Total	22	220

## **PROGRAMME DELIVERY**

MPM by coursework and dissertation is offered in three different delivery modes, namely; distance, evening and executive modes. Candidates in the regions, as well as those in Dar es Salaam who for one reason or the other could not opt for the evening or executive modes, are advised to pursue the MPM distance programme.

### **Programme delivery**

The programme will be delivered in three modes, namely blended, Evening and Executive.

#### **(i) Blended Mode**

This is the combination of Open and Distance Learning (ODL) and other modes (moodle e-learning and face to face); the mainstay of OUT. Students will start the academic year (usually at every quarter) by an orientation week whereby students will be issued SARIS and register their courses and start learning using the moodle e-learning platform. They will be expected to register for a minimum of 10 units from module I and II for the first year. After the registering their course, students will begin to study by using the moodle platform and they will also be required to attend the face to face session which will be organized by the Faculty of Business Management. Thereafter, students are required to sit for final examinations and to attend the

research methodology course in a face to face session where they will come up with the research proposal. After completing the coursework, students will be assigned a supervisor who will guide him/her in the process of finalizing the research and producing the final dissertation for examination.

## **Assessment**

The assessment plan for the blended mode will be as follows:

- Term papers submitted through moodle e-learning platform - 30%
- Online Assignments -20%
- Final Examination - 50%

### **(ii) The Evening Mode**

At the moment this mode will be held at Kinondoni Regional Centre in Dar es Salaam or at any centre with a minimum number of required students. This is a full-time face to face delivery and students will attend lectures from 17.00 to 20.00 hours, three days per week, covering three courses of module I for 15 weeks. After a two weeks break, the second module course will be taken up and finally the specialization electives in the third trimester. After completion of all courses the students will be taken through a research methodology course in a face to face session where they will come up with research proposals. They will be assigned a supervisor for the dissertation and finalize the research and produce the final dissertation for examination. A variant of this mode is customized to suit the needs of a segment of students in Rwanda. The assessment plan for the evening mode will be as follows:

- Term papers submitted through moodle e-learning platform - 30%
- Online Assignments 20%
- Final Examination - 50%

### **(iii) The Executive Mode**

Module I and II will be conducted in the MPM Executive centres (currently Dar es Salaam, Arusha, Mbeya, Mwanza, Shinyanga and Zanzibar or at any centre with a minimum number of

required students while module III (specialization) will be done at Kinondoni Regional Centre Dar es salaam. There will be a two months break between modules. Thereafter, students are required to sit for final examinations and to attend the research methodology course in a face to face session where they will come up with the research proposal. After completing the coursework, students will be assigned a supervisor who will guide him/her in the process of finalizing the research and producing the final dissertation for examination.

The assessment plan for the executive mode will be as follows:

- Term papers submitted through moodle e-learning platform - 30%
- Online Assignments -20%
- Final Examination - 50%

## **DISSERTATION**

The dissertation is an independent study done by the student under supervision. This is now combined with the Research Methodology course whereby face to face lectures will be conducted to the students after they have completed the rest of the courses. During this time the students are expected to come up with their dissertation proposal in an acceptable and complete form, and this will be assessed and contribute 100% coming from the final dissertation. Then each candidate shall be allocated a Supervisor with whom he/she shall have regular contacts during the period of research. The proposals, duly signed by both the candidates and their supervisors shall be submitted to the coordinator of Postgraduate Studies. A candidate shall undertake applied research and submit a dissertation of approximately 15000-20000 words in partial fulfillment of the Masters Degree requirements. In evaluating the dissertation, the approved regulations regarding dissertations shall apply.

## **ASSESSMENT REGULATIONS**

The following regulations shall apply

Assessment of examinations and coursework.

Each course carries 100% marks.

A candidate shall not pass the course unless he/she attains a minimum of 50% (B) in each course.

Before the candidate is allowed to start writing a dissertation, he/she must successfully complete the coursework part with a mean overall grade of “B” or above in all chosen/pursued core modules listed, or as the University regulations may provide.

The mode of evaluation for the dissertation comprises 100% and shall be evaluated by external examiners.

A Candidate who fails in ONE or TWO of the THREE courses undertaken in a year shall be allowed to do supplementary examination.

A candidate who fails in a repeated subject shall be requested to pay an appropriate fee and repeat the subject.

A candidate whose overall grade point is below “B” in the coursework part shall be requested to pay an appropriate fee and repeat the course.

### **DURATION OF THE COURSE**

All master students are given a maximum registration period of three years. However, there is nothing to prevent a candidate from completing their courses of study within a minimum of 18 months after registration. In fact, students are encouraged to complete their studies earlier to reduce costs and ensure the quality and usefulness of the acquired knowledge.

### **EVALUATION OF COURSEWORK**

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

- Continuous assessment      50%
- Examination      50%
- Total      100%

The pass mark for each examinable course shall be 50%. No candidate will be allowed to proceed with the dissertation stage formally if he or she has not completed and passed the entire course work.

## **AWARD OF DEGREES**

Regardless of the mode of learning or area of specialization a candidate chooses, Master of Business Administration, Master of Human Resource Management and Master of Project Management shall be awarded and conferred on candidates who satisfactorily completed all the requirements for the award of the respective degree registered for. Neither of the degrees is classified.

## **EXIT AWARD**

If a student in any of the Masters degree programme completes all courses but for one reason or the other cannot proceed to the dissertation stage, he or she can apply for an exit award to the Deputy Vice Chancellor (Academic) through the Faculty of Business Management and Directorate of Research, Publications and Postgraduate Studies. Upon approval by University Senate, such student will be awarded a Postgraduate Diploma in the respective degree programme. This is different from the taught PGDBS detailed in Section 3.1

## ***DOCTOR OF PHILOSOPHY DEGREE (PhD)***

### **Objectives**

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

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

## **ENTRY REQUIREMENTS**

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

## **DURATION**

The candidate must submit his/her thesis within six years from the date of registration for the degree, although candidates are encouraged to complete their studies within 3 to 4 years to avoid

data obsolescence. However, no candidate shall be permitted to submit a thesis in less than two academic years from the date of registration.

### ***Postgraduate Research Methodology Course***

This particular activity is rationalised on the different learning environment associated with distance mode of learning. Even though the candidate will be studying under supervision, distance creates its own limitations that can frustrate students. Students in the programme are advised to attend the research methodology classes for postgraduate students organized by the Directorate of Research and Publications (DRP) in zones twice a year (April-May and November-December). Students must contact their nearest Regional Centre offices for details, timing and venues. The purpose of the part-time residential classes is to minimise the potentially negative impacts of distance. Here students will be guided on the research methodologies and, where necessary, on the other appropriate courses to undertake based on the needs of the student. Students must register with Director of Regional Centres so that they are not missed out in any communication.

The process will entail writing of a feasible and approved research proposal, researching, writing and submit for examination a thesis, participating and presenting papers at PhD Seminars and conferences, and filing, through a supervisor, progressive report form every six months. The appropriate form is found as an appendix to this prospectus.

Evaluation of Thesis: The regulations of OUT Postgraduate Studies shall apply.



# DEPARTMENTS AND STAFF

## Department of Accounting And Finance

Head of Department and Lecturer

Dr. Saganga M. Kapaya: BA (Ed) (Hons); MBA (Dar); PhD (OUT); CPA (T) NBAA

Senior Lecturers

Dr. Joseph J. Magali: BSc. Agric. Econ& Agribuss. (SUA) MBA (OUT). Ph.D. (Bus.Admn-FM)  
DUFE

(China)

Dr. Gwahula Raphael: BSc (Ed) (Hons.), UDSM; MBA (OUT); PhD (Finance) China

Lecturers

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

Dr. Salvio Macha: BSc. POM (Mzumbe), MBA WHUT (China), PhD Finance (China)

Dr.Saganga M. Kapaya: BA(Ed) (Hons); MBA (Dar); CPA (T) NBAA; PhD (OUT)

Dr. Asha Katamba: BBS (IUU); MAcc. (Glasgow), PhD (Nottingham)

Dr. Julius Manyanda: ADA (NBAA); BA (Hons), MBA (Dar), PhD (OUT)

Assistant Lecturers

Mr. James C. Kalanje: Dipl. Ed. (Mkwawa); B.Com. (OUT); MBA (MU); CPA (T) (NBAA),  
CPSP (PSPTB)

\*Mr. Renu A. Mchembe: B. Com (Ed.) (Hons) (OUT), MBA (Dar)

Mr. Mgumba P. M. Mgumba: B.Tech.(Mech) Kerala; MBA (Mzumbe); Dip.in Computer  
Applications (NICT).

Mr. Francis William: BAF (Hons); MBA CM (MU)

Mr. Dennis Semiono: BAF (Hons); MSc. AF (MU)

\*Mr. Mato Magobe: BAF (Hons.) (MU); MBA (International Business) (Ajou); CPA (T) (NBAA)

Mr. Dionis Ndolage: Dipl. Ed. (Monduli); B. Com (Hons) (OUT); MBA (Finance) (UDSM)

Mr. Godwin E. Kessy: BAF (Hons.), MBA (MU)

Mr. Michael J. Mwacha: FTC (TCA); B. Com(Hons)(OUT); MBA (OUT); CPA (T) NBAA

Mr. Biyani Katuma: BBA, MBA (OUT)

Mr. Kulwa Mang'ana:DCMA(SUA),BA CMA(SUA),MBM(MUCCoBS),CPA (T) (NBAA).

Mr. Ally A. Abdu: BA (Accounting & Finance)MUCCoBS; MPM (OUT);CPA (T) (NBAA)

### **Department of Leadership And Governance**

Lecturer and Head

Dr. Janet Isanzu: BBA (Acc. & Fin.) (ZU); MBA (WH China), PhD

Senior Lecturer

Dr. Bukaza L. Chachage: BBA (Tumaini), PDMIS (Maastricht), MA (Dar), MSc. (Lund), MBA (Mzumbe), PhD (Kwazulu Natal)

Lecturers

Dr. Janet Isanzu: BBA (Acc. & Fin.) (ZU); MBA (WH China), PhD

Dr. Nasra Kara: BA, MBA (Dar); PhD (Nottingham)

Dr. Bahati Mbilinyi: Cert. in Hotel Management (Bismarck College); B.Sc. (Home Econ.) (SUA), PhD (Dar)

Dr. Msafiri Njoroge: B.Com. MIT (Dar), CPA (T), PhD (Dar)

Assistant Lecturers

Mr. Chacha Matoka: Dip. (IT), BA Ed Hons. (Dar), MBA LSBU (UK)



MA (Dar), MEED (Dar)

Mr. Marcel S. M. Masalu: Dip Ed. (DTC); B.Sc. (Food Science), PDG. Ed (Dar), MBA (Agribusiness) (SUA).

Mr. Oscar H. Mwakasungula: FTC (Mbeya Tech.); LLB (Hons) (OUT), LLM (Dar).

Mr. Richard. Laizer: BA Economics, MA Economics (Ternopil National Economic University, Ukraine)

Mr. Faraja E. Karubanda: BPA (LGM); MPA & M (MU)

Mr. Steven Assenga: BAHRM (SUA), MHRM(OUT)

Mr Tumaini Mchete: BAHRM (MU), MHRM (OUT)

Mr Alex Seni

Tutorial Assistants

Mr. Lumbert Fulgence: B.Sc., POM (MU)

\* On study leave

\*\* On secondment

## **Department of Marketing And Entrepreneurship**

Head of Department and Lecturer

Dr. France Shayo: FTC (DIT); BBA (Hons) (Dar), MIT (Dar), PhD (OUT).

Associate Professor

Prof. Jan-Erik Jaensson: B. Com; Licentiate; PhD (USBE Sweden)

Lecturers

Dr. Salum S. Mohamed: BBA (Hons) (ZU), MBA (WHUT China), PhD (WHUT, China)

Dr. Emmanuel M. Tonya: B.Com. (Hons), MBA; PhD (OUT)

Dr. Juma Matonya: BSc. Horticulture (SUA); MSc. (Crop Sc) (SUA); MBA (OUT); PhD (OUT)

Dr. France Shayo: FTC (DIT); BBA (Hons) (Dar), MIT (Dar), PhD (Dar)

Dr. Lilian Macha: BA, MBA (Dar), PhD (OUT)

#### Assistant Lecturers

\*Ms. Rosemary Mubezi: BSc. URP (UCLAS), MBA (Dar)

Ms. Sophia Mbura: BSc. HE&HN (SUA), MBA Dar

\*Ms. Akinyi L. Sassi: BBA (MU); MA (International Trade) (Ajou)

\*Ms. Pamela Liana: BBA (Hons) (MU), MSc (Entrepreneurship) (MU)

Mr. Andrew Kundi: Dip. Ed, (Mkwawa), BBA (Hons); MBA (Transport & Logistics) (OUT)

Mr. Vincent Stanslaus: BA Econ. (KIU), MIB (Dar), MAE (OUT)

\*Ms. Felister Ndumbaro: BBA; MBA (MU)

Mr Stephen Lukansola: BBA PLM (SAUT) MCCITL (UDSM)

Mr Denis C. Kawishe: BPSCM (MUCCOBS), MPSCM (MoCU)

#### Tutorial Assistants

Ms. Anna Muro: BAPLM (MUCCOBS)

\*On study leave

**Table 2: Important Contacts**

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Welcome to study at the Faculty of Business Management!