

THE OPEN UNIVERSITY OF TANZANIA

THE OFFICE OF THE DEPUTY VICE CHANCELLOR
(ACADEMIC, RESEARCH AND CONSULTANCY)



Directorate of Undergraduate Studies

OUT ORIENTATION BOOKLET 2023-2024

**FACULTY OF BUSINESS
MANAGEMENT**

CONTACTS INFORMATION

Directorate of Undergraduate Studies

Kawawa Road, Kinondoni

P.O. Box 23409

Dar es Salaam, Tanzania

Tel: +255 22 2668820

Fax: +255 22 2668759

Email: dugs@out.ac.tz

Website: <http://www.out.ac.tz>

VISION

To be a leading open and online University in knowledge creation and application.

MISSION

To persistently provide relevant, quality, flexible, accessible, and affordable open online education, research, and services to community for socio-economic development of Tanzania and the rest of the world

TABLE OF CONTENTS

OUT ORIENTATION BOOKLET 2023-2024	i
CONTACTS INFORMATION	ii
VISION	ii
MISSION	ii
PREFACE	vi
1.0 GENERAL ADMINISTRATION ACTIVITIES	7
1.1 Admission and Registration	7
1.2 Registration	7
1.2.1 Requirement for Registration	7
1.2.2 Procedures for Course Registration.....	7
1.2.3 Registered Student.....	8
1.2.4 Change of Study Programme	8
1.2.5 Postponement and Resumption of Studies	8
1.2.6 De-registration from Studies	9
1.2.7 Student’s Identity Card.....	9
2.0 LEARNING AND TEACHING ACTIVITIES	9
2.1 Mode of delivery	9
2.2 Units and field attachment and project.....	11
2.2.1 Units	11
2.3 Attendance.....	12
2.4 Examinations and Assessments.....	12
2.5 Eligibility to Sit for Main Test and Annual Examinations	13
2.6 Supplementary and Repeat of Examinations.....	13
2.7 Examination Regulations	13
2.8 Assessment Grading System	15
2.9 Grade Point Average (GPA)	16
2.10 Academic Results.....	17
2.11 Course Exemption.....	17
2.12 Graduation Requirements.....	18
3.0 STUDENT SUPPORT SERVICES	18
3.1 OUT Regional Resource Centers	18
3.2 Institute of Education Information Management and Technology (IEMT)	18

3.3	Supplementary Reading Materials	19
3.3.1	Library Facilities	19
3.3.2	Information Service.....	19
3.4	Students with special needs.....	20
4.0	DEPARTMENT OF MARKETING	
	ENTREPRENEURSHIP AND MANAGEMENT	20
4.1	Degree programmes	20
4.1.1	Bachelor of Business Administration in Human Resource Management (BBA HRM).....	20
4.1.2	Bachelor of Business Administration in International Business (BBA IB).....	21
4.1.3	Bachelor of Business Administration in Marketing (BBA MARKETING)	22
4.1.4	Bachelor of Human Resource Management (BHRM)	23
4.1.5	Bachelor of Procurement and Supply Chain Management (BPSCM).....	24
4.2	Non-Degree Programmes	25
4.2.1	Basic Technician Certificate in Entrepreneurship (NTA Level 4)	25
4.2.2	Technician Certificate in Entrepreneurship (NTA level 5	25
4.2.3	Diploma in Entrepreneurship (NTA Level 6)	26
4.2.4	Basic Technician Certificate in Business Administration (NTA Level 4).....	26
4.2.5	Technician Certificate in Business Administration (NTA Level 5) 13 units	27
4.2.6	Diploma in Business Administration (NTA Level 6)	27
5.0	DEPARTMENT OF ACCOUNTING AND FINANCE ...	28
5.1	Degree Programmes Offered.....	28
5.1.1	Bachelor of Business Administration in Accounting (BBA Accounting).....	28
5.1.2	Bachelor of Business Administration in Finance (BBA Finance).....	29
5.2	Non-Degree Programmes Offered.....	30
5.2.1	Basic Technician Certificate in Accountancy (NTA Level 4)	30
5.2.2	Technician Certificate in Accountancy (NTA Level 5)	30

5.2.3	Ordinary Diploma in Accountancy (NTA Level 6)	31
5.2.4	Basic Technician Certificate in Procurement (NTA Level 4)	31
5.2.5	Technician Certificate in Procurement (NTA Level 5).....	32
5.2.6	Ordinary Diploma in Procurement (NTA Level 6)	32
5.3	Bachelor Degrees – Tuition fee (Payable to the University)..	34
5.4	Diploma Programmes Tuition fees.....	35
5.5	Certificate Programmes tuition fees	36
6.0	IMPORTANT CONTACTS.....	38
6.1	The Undergraduate Course Coordinators’ Contacts	38

PREFACE

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 various courses at undergraduate and postgraduate levels. Currently, the Faculty is staffed with 52 permanent academic staff, of whom 21 academic staff have PhDs and their seniority ranks are as follows: 1 Associate Professor, 4 senior lecturers, 20 Lectures, 26 Assistant Lecturers and 3 Tutorial Assistants. Moreover, we have 2 administrative staff. The faculty has two academic departments; which are Department of Accounting and Finance and Department of Marketing, Entrepreneurship and Management. I hope that new and continuing students will utilize the 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 front staff who will be always happy to help you. Each programme and core activity has a Coordinator whose job is to deal with queries concerning a particular FBM programme. 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 the production of this handbook possible.

I wish you all the best.

Prof. Joseph Magali
Dean, Faculty of Business Management

1.0 GENERAL ADMINISTRATION ACTIVITIES

1.1 Admission and Registration

Admission to undergraduate and nondegree programmes is subject to satisfying the stipulated General University and Programme Admission Requirements as provided under The Open University of Tanzania (OUT) Prospectus.

1.2 Registration

1.2.1 Requirement for Registration

Newly admitted local students are required to pay Tshs. 210,000/= or its equivalent for international students prior to registration. The payment shall be made using control numbers generated from the student's application account used to apply for studies at the OUT. For example, S5431/0004/2018 and password 123456, then click control number. A student may also obtain control numbers from any nearest OUT regional centres. Upon the payment, the student shall be given Student Academic Records Information System (SARIS) account by OUT officials that will enable course registration and learning.

1.2.2 Procedures for Course Registration

- Visit OUT website (www.out.ac.tz)
- Log into the SARIS account by using the username and password given.
- Click the course registration icon to access courses and follow the guidelines provided in the registration system.
- Confirm the course/courses registered and print the invoice for paying the remaining fee balance.
- The SARIS account is also used for examination registration, accessing online academic materials in the MOODLE platform, accessing examination results and viewing payment status.
- A student may register for all first-year courses as per programme requirements or may register for some of the courses depending on ability to study and pay for the registered courses.
- Adding and dropping courses is allowed during course registration.

- Any student failed to register for courses during the registration period shall not be able to access materials in the Moodle platform and is not eligible to sit for examinations.
- Dates for the course registration are provided in the OUT almanac
- The university reserves the right to close or extend the registration period.

1.2.3 Registered Student

Newly admitted students shall be considered students of The Open University of Tanzania (officially) after paying the required initial fees and course registration.

1.2.4 Change of Study Programme

- Registered students may change programmes provided that they have entry qualifications into a programme they wish to switch to.
- The application for changing programme shall be made online through Open University Online Application System (OAS) within the first two weeks of the registration period.
- A fee of Tshs.30,000/- or its equivalent in foreign currency shall be paid for changing a programme by international students. The payment should be made using the control number issued at the OUT regional centres.

1.2.5 Postponement and Resumption of Studies

- Application for the postponement of studies by students can be made within 14 days after the registration period. The postponement of studies shall be allowed after approval by the UGSC and Senate.
- The SARIS account of the student shall be closed during the postponement period
- A student who wishes to resume studies must request the university in writing.
- The request for the postponement and resumption of studies shall be addressed to DVC Academic under the first

signature (ufs)of the Director of the OUT regional centre where the student resides.

1.2.6 De-registration from Studies

- Permission to withdraw from studies after the course registration shall be allowed in exceptional circumstances such as illness, personal or academic problems, or other unforeseen circumstances deemed acceptable to the university.
- Applications must follow procedures for de-registration as provided under the OUT-prospectus of 2023/24 academic year.
- Withdrawal from studies should be endorsed by the Dean of the Faculty and Director of Student Services and approved by the Undergraduate Studies Committee (UGSC) and the Senate.
- Withdrawal from studies should be made at the end of the academic year only.

1.2.7 Student's Identity Card

- Identity cards for registered students shall be issued by the OUT regional centre where the student registered during the registration period.
- No student shall be allowed to sit for the examination or receive other OUT services without the OUT student's identity card.

2.0 LEARNING AND TEACHING ACTIVITIES

2.1 Mode of delivery

The OUT follows an Open and online Learning mode of teaching, The mode represents a philosophy that combines the principles of learner-centeredness, lifelong learning, flexibility of learning, removal of barriers to access to education, recognition of prior learning and provision of relevant learner support.

At OUT, education is delivered through a Blended mode which comprises of mostly online interactivity between lecturers and

students with minimum contact (face to face) sessions. The online learning activities are embedded on the Learning Management System (LMS) known as MOODLE which includes online discussion, online assignment, online seminar, online independent learning and online lecture, while the face to face sessions are mainly for field//research/project work, teaching practice/tutorials as follows.

Real time (live) online lectures

OUT offers real time online lectures just as in any conventional university for all courses using video conference based on Zoom cloud meeting application, you are encouraged to observe a teaching timetable provided and join the online classes. The zoom joining links will be accessed on your MOODLE account. Students can also receive Zoom joining links in their academic whats app groups.

Recorded Online lectures

In this activity, lectures are recorded to video, audio or both then uploaded and made viewable on a MOODLE. The advantage is that, you may access online lectures posted on your designated websites anywhere in the world, at any time you wish, as long as you have an internet connection, but you can also view offline using OUT mobile App. Students can also get the lectures on the OUT You Tube channel.

Online discussion

Online discussion is a collaborative tool to facilitate communication and knowledge construction. You can view content and contribute to an online discussion any time or anywhere on your computer/tablet/smart phone with an internet connection or offline using OUT mobile App.

Online assignment

Online assessment as any kind of assessment is used primarily to measure cognitive abilities, demonstrating what has been learned after a particular educational event has occurred, such as the end of an instructional unit or chapter. Online assignment is used to determine if learning is happening, to what extent and if changes need to be made for improvement of teaching and learning for both students and instructors.

Online independent study

In ODL, it is assumed that people have the potential to learn continuously in real time by interacting with their environment. Thus, OUT have created a self directed learning environment for you to discover your own strategies for learning, sharing your knowledge and understanding. Therefore this student-centred learning approach requires you to make your own decisions and do most of the work. You will find the interactive learning material on your MOODLE account.

Field/practicalresearch work

Practical work, which includes activities such as field work, research, project work etc is an integral part of most programs offered by OUT. The practical work allows a learner to learn through direct implementation of future professional role in real workplace settings. It prepares a learner for meaningful and productive participation in industry, the workforce and the community.

Face to face sessions

Face-to-face learning is an instructional method where course content and learning materials are delivered in person to a students. This teaching approach is common in convetional universities. However, at OUT, being a distance learning institution this teaching method has been mostly replaced by real time online lectures and real time online seminars which allows for a live interaction between a learner and an instructor, a student can get a lecture anywhere in the world. Nevertheless in some programs a few face to face sessions have been retained particularly for non degree programs.

2.2 Units and field attachment and project

2.2.1 Units

- Each programme has a required number of units for the student to qualify for graduation. The number of units assigned to a course indicates the study time associated with course in a year.
- The contents of the units constitute the basic information that you must know, and therefore it should be studied

systematically, lecture by lecture. The lectures are divided into six areas of knowledge.

- The main purpose of dividing the lectures into six knowledge areas is to help you understand the subject more easily.
- Each lecture includes some activities. The activities normally involve presenting you with a problem or a question to respond to, and where possible, answers or suggested answers are given for self-testing.
- It is necessary to work through the question thoroughly before checking on the solutions or answers. It is also recommended that you discuss your responses with your colleagues or the field lecturer.
- In case of challenges in understanding the subject, you may interact with a lecturer in question through Moodle platform or during the real-time lectures conducted through the online teleconference software known as Zoom.

Field attachment/Project

All students studying business programmes from Faculty of Business Management are required to attend field attachment and write a report.

2.3 Attendance

Students are required to attend the orientation, all scheduled Zoom classes, examination and field attachment.

2.4 Examinations and Assessments

- Examinations are administered by the Directorate of Teaching, Learning and Examination Services (DTLES)
- Students enrolled on an undergraduate degree programme are assessed by coursework and examinations.
- The course work includes online Moodle assignments and the Main Test, both constituting 30% of the marks.
- The Annual Examination done at the end of the academic year carries 70% of the marks.
- students who fail to sit for the annual examination shall be eligible to sit for the special examination or on-demand

examination depending on the timetable issued by the DTLES

- Students should sit for all registered main tests and examinations.

2.5 Eligibility to Sit for Main Test and Annual Examinations

- A student must pay the required tuition and examination fees.
- Must register for the examination four (4) weeks before the commencement of examination sessions.
- The student shall use the SARIS account to register for the examination.
- Only students registered for examinations shall be permitted to sit for the main test and the annual examination of the registered courses.
- Students are required to sit for examinations at the centres where they registered. In case of any emergency, the student may sit for the examination at any nearest OUT centre provided have a student ID and a hall ticket for the registered examinations.

2.6 Supplementary and Repeat of Examinations

- A student who fails to obtain a pass mark of 40% for both coursework and annual examination shall be required to sit for the supplementary examination.
- A student fails to clear the supplementary examination will be required to repeat the course by doing both the main test and the annual examination.
- A student repeating the examination is required to pay a new tuition and examination fee for that particular course.

2.7 Examination Regulations

- Students are not allowed to sit for an examination if they have not registered for the examination in question or completed the proper course or have not settled any fees due to the university.

- Students should read the examination timetable carefully and take note of the dates, times and venues of examinations.
- Students should arrive at the examination venue at least 30 minutes before the scheduled time of the examination. Once they enter the examination venue, they should sit according to the seating plan provided.
- Students will not be allowed to enter the examination venue after the first 30 minutes of the examination.
- Students are not allowed to leave the examination venue after they enter the examination venue during the first 30 minutes after the examination has started (except with the permission of the Chief Invigilator).
- Students should bring their Student ID Card and hall ticket and put them at the top right-hand corner of the desk throughout the examination. Students without any such identification may not be allowed to sit for the examination.
- Before entering the examination venue, students should make sure that unauthorized articles/items (e.g. books, manuscripts, notes, paper and all kinds of electronic/communication devices such as mobile phones, iPod, MP3 players, electronic dictionaries, databank watches) are taken out from their pockets and placed inside their bags. Mobile phones/electronic devices must be turned off.
- Once they have entered the examination venue, students should place their bags at a place directed by the Chief Invigilator.
- Students must not turn over the pages of the examination question paper and should not start writing until they are instructed to do so.
- Students should remain silent once they enter the examination venue. They must not talk to each other or disturb other students. If they have questions, they should put up their hands and wait patiently for an invigilator.
- Students wish to leave the examination venue temporarily during an examination session should only leave with the invigilator's permission.

- Before a student leaves a venue, the invigilator has the right to check whether the student has placed any unauthorized articles/items in his/her pocket(s).
- Students completed their examination and wish to leave the venue early during an examination session should submit their booklet to the chief invigilator and sign the examination attendance and the master list.
- A student found to have committed an act of academic dishonesty such as plagiarism, submission of material(s) for assessment which is not the student's own work, the use of fabricated or copied data shall receive zero marks for the course. In addition, the case will be submitted to the examination irregularity Committee for further action.
- Students found to have committed academic dishonesty may be suspended or discontinued from studies at the OUT. (see prospectus)
- Students have the sole responsibility to ensure that the examination regulations are observed and complied with. Students who are found to have breached any of the examination regulations will be subject to penalty or disqualification.

2.8 Assessment Grading System

- Letter grades are used to indicate the results of assessments. The number of grade points gained by a student in a particular course corresponds to the letter grade.
- Grade A (i.e., A) indicates that a student has an excellent performance in all Intended Learning Outcomes (ILOs) and a thorough mastery of the subject matter.
- Grade B (i.e., B+ and B) indicates that a student has a good performance in all ILOs and is competent in knowledge of the subject matter, or the student has an excellent performance in the majority of the ILOs and is competent in knowledge of the subject matter.
- Grade C (i.e., C) indicates that a student has a satisfactory performance in all ILOs and an acceptable level of knowledge of the course;

- Grade D indicates that a student has a satisfactory but does not allow him/her to proceed to more advanced work in the subject area.
- Grade E indicates unsatisfactory performance in the majority of the ILOs.
- Grade F indicates total fail.

2.9 Grade Point Average (GPA)

- The Grade Point Average (GPA) is an important indicator of the academic standing of a student. It is obtained by adding all the grade points gained and dividing the sum by the number of attempted units.
- Students must obtain a passing grade in all courses required in the programme.

Grading system for Diploma and certificates approved by NACTE

NACTE Grading System for Certificate & Diploma				
NACTE NTA Level	Score Range	Grade	Grade Point	Definition
NTA Level 4 & NTA Level 5	80-100	A	4	Excellent
	65-79	B	3	Good
	50-64	C	2	Pass
	40-49	D	1	Poor
	0-39	F	0	Failure
	-	I	0	Incomplete
	-	Q	0	Disqualification
NTA Level 6	75-100	A	5	Excellent
	65-74	B+	4	Very Good
	55-64	B	3	Good
	45-54	C	2	Average
	35-44	D	1	Poor
	0-34	F	0	Failure
	-	Q	0	Disqualification

Grading system for Diploma and Certificates approved by TCU

TCU Grading System for Certificate & Diploma					
Marks (%)	80-100	65-79	50-64	40-49	0-39
Letter Grade	A	B	C	D	E
Grade Points	4.0-5.0	3.0-3.9	2.0-2.9	1.0-1.9	0-0.9
Remarks	Excellent	Good	Satisfactory	Poor	Failure

Grading system for Bachelor's Degree programmes approved by TCU

Marks(%)	70-100	60-69	50-59	40-49	35-39	0-34
Letter Grade	A	B+	B	C	D	E
Grade Points	5	4	3	2	1	0
Remarks	Excellent	Very Good	Good	Satisfactory	Weak	Poor

2.10 Academic Results

- Students' academic results are officially posted to students; SARIS accounts immediately after the marking is complete. Hence, candidates can promptly access their results through SARIS accounts.
- Students should report any missing or inaccuracy or inconsistency in the academic records immediately after the release of the results.
- The request for missing results should be made by email to the head of departments through directors of regional centres for easy follow up.

2.11 Course Exemption

Students who graduated from the OUT foundation programme and selected to study a degree programme at the OUT are exempted from taking OCP 100 and OFP 017. The grades obtained from OFP shall be automatically transferred to the degree programme.

Students who prefer instead to register for the undergraduate courses OFC 017 and OCP 100 should do online course registration and pay the required tuition and examination fees as prescribed in the SARIS invoice printout.

2.12 Graduation Requirements

Students are approved for graduation by the Senate after fulfilling all the graduation requirements stipulated by the university. These requirements include general university requirements, programme requirements, and unit and grade point average requirements.

3.0 STUDENT SUPPORT SERVICES

3.1 OUT Regional Resource Centers

- Regional centres form a component of the administrative structure of The Open University of Tanzania. They are located in all regions of Tanzania, Mainland and Zanzibar.
- Roles of the regional centres include, but are not limited to, administrative activities such as application processes, issuing admission letters, registration, organizing orientation, examination venues, examination invigilation, tutoring and counselling, providing teaching and learning facilities, organizing public lectures, discussion groups, workshops and seminars and dissemination of information about The Open University of Tanzania programmes.

3.2 Institute of Education Information Management and Technology (IEMT)

- The IEMT is the primary information technology provider for the OUT. Services provided by the IEMT include the maintenance of the University's Information technology network and website, email services, installation of hardware and software, supporting faculties and departments to maintain and use ICT equipment, maintaining an e-learning management system in enhancing academic activities, supervision of admission and registration system.
- The HQ and all regional centres are connected with free internet to facilitate teaching and learning activities.
- The IEMT conducts tailor-made training for students to improve ICT skills.
- All students are required to have IT gadgets such as smartphones and laptops.

3.3 Supplementary Reading Materials

In addition to the study units and essential reading texts, important books are recommended to students in each area of study. This enables students to see alternative views on the subject or to reinforce the information presented in the study units. Your attention should be drawn to the updates in materials and information.

3.3.1 Library Facilities

- OUT Library Services comprises the main library at the head office at Kinondoni Dar es Salaam and mini-libraries in the regional centres
- The library is a place for study and provides reading materials in both hard and soft copies to supplement your study materials.
- Membership and access to library services is open to all undergraduate students
- Library opens from Monday to Friday; from 08.45 a.m. to 9.00 p.m. Saturday 10.00 a.m. to 9.00 p.m. and Sundays and Public Holidays 10.00 a.m. to 2.00 for main library. For regional centres mini libraries, the time is 8.00 am to 4.00 pm.
- Services offered at the library include; - e-library services, information literacy training, reading and studying facilities, leading books and other documents, reference services, newspapers and internet services.
- More details on how to access materials are provided in the Directorate speech.

3.3.2 Information Service

- The university almanac lists all academic events and their schedules.
- Examination timetable
- Real-time zoom lectures timetable
- Client service charter

3.4 Students with special needs

- The OUT has a special unit for helping students with special needs. The unit is located at the head office, Kinondoni. Dar es salaam.
- The services offered include ICT literacy training, whereby students with special needs are facilitated to access study materials and communicate with each other.
- At the regional centres, OUT staff provide special services to special needs students.

4.0 DEPARTMENT OF MARKETING ENTREPRENEURSHIP AND MANAGEMENT

4.1 Degree programmes

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

Level I

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

Level II

Code	Title	Status	Credit	Units
OME 211	Principles of Marketing	Core	20	2
OME 212	Business Environment and Strategies	Core	20	2
OME 213	Principles of Economics	Core	20	2
OLG 221	Business Research Methods and Philosophy	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OME 312	Entrepreneurship and Business Planning	Core	20	2
	Total Units		120	12

Level III

Code	Title	Status	Credit	Units
OLG 223	Workforce Planning	Core	20	2
OME 311	Organizational Behaviour	Core	20	2
OLG 311	Training and Development	Core	20	2
OLG 321	Labour Law	Core	20	2
OLG 322	Labour Relations	Core	20	2
OBM 399	Field Practical	Core	20	2
	Total Units		120	12

Total Number of Units required for BBA HRM = 36

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

Level I

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

Level II

Code	Title	Status	Credit	Units
OME 211	Principles of Marketing	Core	20	2
OME 212	Business Environment and Strategies	Core	20	2
OME 213	Principles of Economics	Core	20	2
OLG 221	Business Research Methods and Philosophy	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OME 312	Entrepreneurship and Business Planning	Core	20	2
	Total Units		120	12

Level III

C/Code	Course Name/ Title	Status	Credit	Units
OLG 224	Regional Economic Integrations	Core	20	2
OME 311	Organizational Behaviour	Core	20	2
OLG 312	Legal Aspects of International Trade	Core	20	2

OME 322	International Marketing	Core	20	2
OLG 323	International Business Management and e-commerce	Core	20	2
OBM 399	Field Practical	Core	20	2
	Total Units		120	12

Total Number of Units required for BBA (IB) is 36

4.1.3 Bachelor of Business Administration in Marketing (BBA MARKETING)

Level I

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

Level II

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

Level III

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

Total Number of Units for BBA (Marketing) is 36

4.1.4 Bachelor of Human Resource Management (BHRM)

Level I

Code	Title	Status	credit	Units
OCP 100	Introduction to Microcomputer studies and Information Technology I	Core	10	1
OFP 017	Communication Skills	Core	10	1
OAF 111	Principles of Accounting	Core	20	2
OLG 117	Performance Management	Core	20	2
OLG 116	Labour Economics	Core	20	2
OLG 111	Principles of Human Resource Management and Administration	Elective	20	2
OLG 115	Operations Management	Elective	20	2
OAF 121	Finance I	Elective	20	2
OLG 122	International Human Resource Management	Elective	20	2
Total Units			120	12

Note: Choose any one elective

Level II

Code	Title	Status	credits	Units
OLG 221	Business Research methods and philosophy	Core	20	2
OLG 213	Strategic Human Resource Management	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OLG 223	Workforce Planning	Core	20	2
OME 211	Principles of Marketing	Elective	20	2
OLG 216	Diversity at Work place	Elective	20	2
OLG 217	Work place health and Safety	Elective	20	2
Total			120	12

Note: Choose any two electives

Level III

Code	Title	Status	Credits	Units
OME 311	Organizational Behavior	Core	20	2
OLG 311	Training and Development	Core	20	2
OLG 321	Labour Law	Core	20	2
OLG 322	Labour Relations	Core	20	2
OME 312	Entrepreneurship and Business Planning	Elective	20	2
OLG 314	Strategic Leadership Governance and Conflict Management	Elective	20	2
OLG 315	Group Dynamics and Team Building	Elective	20	2
OBM 399	Field Practical	Core	20	2
Total			120	12

Note: Choose any one elective course

4.1.5 Bachelor of Procurement and Supply Chain Management (BPSCM)

Level I

Code	Title	Status	Credit	Units
OCP 100	Introduction to Microcomputer Studies and Information technology	Core	10	1
OFC 017	Communication skills	Core	10	1
OME 111	Introduction to Procurement and Supply Chain Management	Core	20	2
OAF 112	Business Mathematics and Statistics	Core	20	2
OME 121	Physical Distribution Management	Core	20	2
OME 122	Principles of Warehouse Management	Core	20	2
OLG 112	Legal Aspects of Procurement and Supply Chain Management	Core	20	2
OAF 111	Principles of Accounting	Elective	20	2
OAF 121	Finance 1	Elective	20	2
	Total		120	12

Level II

Code	Title	Status	Credits	units
OME 222	International Procurement	Core	20	2
OME325	Procurement and Supply chain Risk Management	Core	20	2
OME 223	Procurement Contract Management	Core	20	2
OME 312	Entrepreneurship and Business Development	Core	20	2
OAF 222	Procurement and Supplies Audit	Core	20	2
OLG 222	Business Law and Ethics	Core	20	2
OME 211	Principles of Marketing	Elective	20	2
OME 213	Principles of Economics	elective	20	2
	Total		120	12

Level III

Code	Title	Status	credit	Units
OLG 221	Business Research Methodologies	Core	20	2
OME 314	E-procurement and Supply chain Management	Core	20	2
OME 327	Public procurement	Core	20	2
OME 323	Strategic Procurement and Supply chain management	Core	20	2

OME 324	Inventory and Warehousing Management	Core	20	2
OME 326	Production and Operations Management	Elective	20	2
OBM 399	Field practical	Core	20	2
	Total		120	12

Note: Choose One course from electives
Total number of units required is 36

4.2 Non-Degree Programmes

4.2.1 Basic Technician Certificate in Entrepreneurship (NTA Level 4)

Semester I Modules

Code	Title	Class	Credit	Units
MET 04101	Essentials of Entrepreneurship	C	10	1
MET 04102	Fundamentals of Marketing	C	10	1
AFT 04101	Basic Business Mathematics and Statistics	F	10	1
LGT 04101	Basic ICT Skills	F	10	1
LGT 04102	Basic Business Communication Skills	F	10	1
LGT 04103	Introduction to Cross-Cutting Issues	F	10	1
	Total		60	6

Semester II

Code	Title	Status	Credits	Units
MET 04201	Business opportunities	C	10	1
MET 04202	Small business management	C	10	1
MET 04203	Promotion	C	10	1
AFT04201	Basic Bookkeeping and accounting	F	10	1
MET 04204	Customer care	F	10	1
BMT 04299	Filed Practicum	C	10	1
	Total		60	6

4.2.2 Technician Certificate in Entrepreneurship (NTA level 5)

Semester I

Code	Course title	Status	Credits	Units
AFT 05101	Fundamentals of Business Mathematics & Statistics	F	10	1
LGT 05101	Business Law	F	10	1
MET 05101	Entrepreneurship and Innovation	C	10	1
MET 05102	Fundamentals of Consumer Behaviour	C	10	1
MET 05103	Fundamentals of Procurement and Supplies	C	10	1
	Total		50	5

Semester II

Module Code	Module Title	Class	Units	Credit
AFT 05201	Fundamentals of Accounting	F	12	1
LGT 05201	Business Ethics	F	08	1
MET 05201	Fundamentals of Marketing and Retailing	C	12	1
MET 05202	Essentials of Small Business and E-commerce	F	12	1
MET 05203	New Business Development	C	12	1
BMT 05299	Special Project	C	20	2
Total Credits			70	7

4.2.3 Diploma in Entrepreneurship (NTA Level 6)

Semester I Modules

Code	Course title	Status	Credits	Units
LGT 06101	Introduction to Economics and Finance	F	10	1
MET 06101	Essentials of Business Planning	C	10	1
MET 06102	Financing Entrepreneurial Ventures	C	10	1
MET 06103	Basic Methods of Market Research	C	10	1
MET 06104	Basic Process of Product/Service Development and Branding	C	10	1
Total			50	5

Semester II

Code	Module Title	Class	Credits	Units
LGT 06201	Business Law	F	10	1
MET 06201	Social Entrepreneurship	C	10	1
MET 06202	Networking and Entrepreneurship	C	10	1
MET 06203	Sales Management	F	10	1
BMT 06299	Business Plan Development	C	30	3
Total			70	7

4.2.4 Basic Technician Certificate in Business Administration (NTA Level 4)

Semester I Module

Code	Title	Class	Credits	Units
LGBA 04101	English Communication Skills	F	10	1
LGBA 04102	Basic Computer Skills	F	10	1
LGBA 04103	Basic Business Mathematics	F	20	2
LGBA 04106	Customer Care Skills	C	20	2
LGBA 04108	Life Skills and cross cutting issues	F	10	1
Total Credits			70	7

Semester II

C/Code	Course Name/ Title	Class	Credits	Units
LGBA 04204	Principles of Bookkeeping	C	20	2
LGBA 04207	Entrepreneurship Skills	C	20	2
LGBA 04208	Commercial Knowledge	C	10	1
LGBA 04209	Field Practical Training	C	20	2
	Total		70	7

Key: F = Fundamental C = Core

4.2.5 Technician Certificate in Business Administration (NTA Level 5) 13 units

Semester I Module

C/Code	Course Name/ Title	Class	Credits	Units
LGBA 05101	Commercial Arithmetic/Business Mathematics	F	10	1
LGBA 05105	Business Communication Skills	F	10	1
LGBA 05106	Principles of Marketing	C	20	2
LGBA 05107	Information and Communication Technology	C	10	1
	Total		50	5

Semester II Module

Code	Course Name/ Title	Class	Credits	Units
LGBA 05202	Fundamentals of Accounts	C	10	1
LGBA 05203	Office Management	F	20	2
LGBA 05204	Basics of e-commerce	C	10	1
LGBA 05207	Fundamentals of Economics	C	10	1
LGBA 05209	Elements of Commercial Law and Ethics	C	10	1
LGBA 05210	Fundamentals of Procurement and Supply	C	10	1
LGBA 05211	Field Practical	C	20	1
Total Credits			90	9

Key: F = Fundamental C = Core

4.2.6 Diploma in Business Administration (NTA Level 6)

Semester I Module

Code	Title	Class	Credits	Units
LGBA 06101	Business Law	C	10	1
LGBA 06102	Business Contract	C	10	1
LGBA 06104	Elements of Finance	C	10	1
LGBA 06105	Elements of Human Resource Management	F	20	2
LGBA 06106	Small Business Development	C	10	1
Total Credits			60	60

Key: F = Fundamental C = Core

Semester II Module

Code	Course Name/ Title	Class	Credits	Units
LGBA 06203	Principles of Management	F	20	2
LGBA 06208	Principles of Production Management	C	10	2
LGBA 06209	Elements of Human Logistics and Inventory Control	C	10	2
LGBA 06211	Action Research	C	20	2
Total Credits			60	6

Key: F = Fundamental C = Core

5.0 DEPARTMENT OF ACCOUNTING AND FINANCE

5.1 Degree Programmes Offered

5.1.1 Bachelor of Business Administration in Accounting (BBA Accounting)

Level I

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

Level II

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

Level III

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

Total Number of Units required for BBA (Accounting) is 36

5.1.2 Bachelor of Business Administration in Finance (BBA Finance)

Level I

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

Level II

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

Level III

Code	Title	Status	Credit	Units
OAF 221	Management and Cost Accounting	Core	20	2
OAF 313	Micro Finance Management	Core	20	2
OAF 314	Finance III	Core	20	2
OAF 322	International Finance	Core	20	2
OAF 323	Financial Markets and Institutions	Core	20	2
OBM 399	Field Practical	Core	20	2
	Total Units		120	12

Total Number of Units required for BBA (Finance) is 36

5.2 Non-Degree Programmes Offered

5.2.1 Basic Technician Certificate in Accountancy (NTA Level 4)

Semester I

Code	Title	Status	Credits	Units
AFAC 04101	Elements of book keeping and accounts	C	10	1
AFAC 04102	Elements of business mathematics	F	10	1
AFAC 04103	Basic Communication skills	F	10	1
AFAC 04104	Basic computer skills	F	10	1
AFAC 04105	Elements of commerce	F	10	1
AFAC 04106	Life Skills	F	10	1
Total credits			60	6

Semester II

AFAC 04206	Computer applications in Accounting	C	16	2
AFAC 04207	Basic records management	C	16	2
AFAC 04208	Customer care	F	08	1
AFAC 04209	Principles of entrepreneurship	F	10	1
AFAC 04210	Field practical	C	10	1
Total credits			60	6

Key: F = Fundamental C = Core

Total Number of Units = 12

5.2.2 Technician Certificate in Accountancy (NTA Level 5)

Semester I & II Modules () 13 units

Code	Module title	Class	Credits	Units
Semester I				
AFAC 05101	Bookkeeping and accounts	C	20	2
AFAC 05102	Business mathematics	F	20	2
AFAC 05103	Communication skills	F	10	1
Total			50	5

Semester II

Code	Title	Class	Credits	Units
AFAC 05204	ICT in accounting	C	20	2
AFAC 05205	Principles of accounting	C	20	2
AFAC 05208	Field practical	C	20	2
AFAC 05209	Elements of procurement and supply	C	20	2
Total credits			80	8

Key: F = Fundamental C = Core

Total Number of Units = 13

5.2.3 Ordinary Diploma in Accountancy (NTA Level 6)

Semester I

Code	Title	Class	Credits	Units
AFAC 06101	Principles of financial reporting	C	10	1
AFAC 06102	Elements of management and cost accounting	C	10	2
AFAC 06103	Principles of taxation	C	10	1
AFAC 06104	Business communication and information system	F	10	1
AFAC 06105	Commercial law	C	10	1
AFAC 06106	Action research	C	20	2
Total credits			70	7

Semester II

Code	Title	Class	Credits	Units
AFAC 06206	Accounting for specialized entities and items	C	10	1
AFAC 06207	Principles of auditing	C	10	1
AFAC 06208	Principles of financial management	C	10	1
AFAC 06209	Entrepreneurship Skills	F	10	1
AFAC 06210	Principles of Economics	c	10	1
AFAC 06211	Small Business Development	C	10	1
Total credits			60	6

Key: F = Fundamental C = Core

Total Number of Units = 13

5.2.4 Basic Technician Certificate in Procurement (NTA Level 4)

Semester I

Code	Module title	Class	Credits	Units
AFPS 04101	Basic storekeeping	C	10	1
AFPS 04102	Basic procurement principles	C	20	2
AFPS 04103	Elementary business arithmetic	F	10	1
AFPS 04104	English communication skills	F	10	1
AFPS 04105	Elementary commercial knowledge	F	10	1
AFPS 04106	Life Skills	F	10	1
Total credits			70	7

Semester II

Code	Title	Class	Credits	Units
AFPS 04207	Introduction to public procurement	C	20	2
AFPS 04208	Entrepreneurship Skills	F	10	1
AFPS 04209	Basic Computer Skills	F	10	1
AFPS 04210	Bookkeeping	F	10	1
AFPS 04211	Field practical	C	20	2
	Total		70	7

Key: F = Fundamental C = Core

Total Number of Units = 14

5.2.5 Technician Certificate in Procurement (NTA Level 5)

Semester I

Code	Module title	Class	Credits	Units
AFPS 05101	Stores administration	C	10	1
AFPS 05102	Procurement principles	C	20	2
AFPS 05103	Principles of Marketing	F	10	1
AFPS 05104	Business Mathematics	F	10	1
AFPS 05105	Business Communication Skills	F	10	1
Total credits			60	6

Semester II

Code	Title	Class	Credits	Units
AFPS 05206	Inventory control	C	10	1
AFPS 05207	Law of contract	C	20	2
AFPS 05208	Introduction to ICT	F	10	1
AFPS 05209	Introduction to accounting and costing	F	10	1
AFPS 05210	Fundamentals of Logistics	F	10	1
AFPS 05211	Field practical	C	20	2
Total credits			80	8

Key: F = Fundamental C = Core Modules

Total Number of Units = 14

5.2.6 Ordinary Diploma in Procurement (NTA Level 6)

Semester I

Code	Module title	Class	Credits	Units
AFPS 06101	Warehouse Management	C	20	2
AFPS 06102	International procurement	C	10	1
AFPS 06104	Principles of economics	C	10	1
AFPS 06106	Financial Management	C	10	1
AFPS 06107	Principles of Management	C	10	1
	Total		60	6

Semester II

Code	Module title	Class	Credits	Units
AFPS 06206	Public procurement	C	20	2
AFPS 06207	Elements of Strategic Management	C	10	1
AFPS 06212	Electronic Procurement	C	10	1
AFPS 06214	Fundamental of Supply Chain Management	C	10	1
AFPS 06215	Small Business Development	C	10	1
AFPS 06113	Action research	C	20	2
	Total		80	8

Key: S = Support C = Core

Total Number of Units = 14

5.3 Bachelor Degrees – Tuition fee (Payable to the University)

S/N	Degree Program	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee (Practical)	Registration fee	Student ID	Total Fee
1	Bachelor of Human Resource Management	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
2	Bachelor of Business Administration (Accounting)	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
3	Bachelor of Business Administration (Finance) Bachelor of Business Administration (Marketing)	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
4	Bachelor of Business Administration (Human Resource Management)	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
5	Bachelor of Business Administration (International Business)	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000
6	Bachelor of Procurement and Supply Chain Management	34	2	36	2,040,000	200,000	30,000	20,000	2,290,000

Plus

No	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

5.4 Diploma Programmes Tuition fees

S/N	Diploma Programmes	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1	Ordinary Diploma in Entrepreneurship	9	3	12	400,000	300,000	30,000	20,000	750,000
2	Ordinary Diploma in Business Administration	10	2	12	400,000	200,000	30,000	20,000	650,000
3	Ordinary Diploma in Accountancy	11	2	13	440,000	200,000	30,000	20,000	690,000
4	Ordinary Diploma in Procurement And Supply	12	2	1	480,000	200,000	30,000	20,000	730,000

Plus

Direct University costs (Payable to the University)

No	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

5.5 Certificate Programmes tuition fees

S/N	Certificate Programmes	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID,	Total Fee
1	Basic Technician Certificate in Entrepreneurship NTA 4	11	1	12	440,000	200,000	30,000	20,000	680,000
2	Technician Certificate in Entrepreneurship NTA 5	10	2	12	400,000	200,000	30,000	20,000	650,000
3	Basic Technician Certificate in Business Administration NTA 4	12	2	14	480,000	200,000	30,000	20,000	730,000
4	Technician Certificate in Business Administration NTA 5	12	2	14	480,000	200,000	30,000	20,000	730,000
5	Basic Technician Certificate in Accountancy NTA 4	11	2	13	440,000	200,000	30,000	20,000	690,000
6	Technician Certificate in Accountancy NTA 5	11	2	13	440,000	200,000	30,000	20,000	690,000
7	Basic Technician Certificate in Procurement And Supply NTA 4	12	2	14	480,000	200,000	30,000	20,000	730,000
8	Technician Certificate in Procurement and Supply NTA 5	12	2	14	480,000	200,000	30,000	20,000	730,000

Plus

Direct University costs (Payable to the University)

No	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

Other charges payable to University

No	Item	Amount Tshs	Remarks
1	Repeating a course for degree programmes	140,000	120,000 for 2 units of a subject and 20,000 for Main test and annual examination
2	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
3	Transcript	50,000	Paid after completion of studies
4	Statement of results	10,000	Paid upon request of statement of results
5	Appeal for examination results	80,000	Paid during appeal request
6	Reprinting lost certificate	30,000	Paid during request
7	Credit transfer	80,000	Paid during request
8	Change of programme	30,000	Paid during request
9	Graduation gown and booklet	55,000	Paid before graduation day.

Key to tuition fee

No	Title	Rate in TShs
1	Theoretical courses degree programmes per unit	60,000
2	Practical courses degree programmes per unit	100,000
3	Theoretical courses for all non-degree programmes	40,000
4	Practical courses for all non-degree programmes	100,000

Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

6.0 IMPORTANT CONTACTS

Position	Name	Mobile No.	Email address
Dean	Prof. Joseph Magali	+255654388137	joseph.magali@out.ac.tz
Head, Accounting and Finance Department	Dr Saganga Kapaya	+255 7162 36 149	saganga.kapaya@out.ac.tz
Head, Marketing, Entrepreneurship and Managemnt	Dr France Shayo	+255 754 473 440	france.shayo@out.ac.tz
Faculty of Business Management Examination Officers	Mr Denis Kawishe, Mr Stephen Lukansola	+255 713 316 845 +255 752 665 385	denis.kawishe@out.ac.tz Stephen.lukansola@out.ac.tz
Field Practical Coordinator	Mr Denis Kawishe	+255 713 316 845	pfieldpractical.fbm@out.ac.tz
Faculty Secretary	Ms Lolitha Charles	+255 621 112 545	lolitha.charles@out.ac.tz
Faculty Administrator	Ms Halima Sumwa	+255 713 538 161	Halima.sumwa@out.ac.tz

6.1 The Undergraduate Course Coordinators' Contacts

Name of the Coordinator	Programme under Coordination	Mobile No.	E-mail
Ms. Agnes Stanslaus	Coordinator BBA (IB), BBA (HRM), BHRM	0716 634 479	Agnes.stanslaus@out.ac.tz
Mr Charles Mwasi	Coordinator Non-degree	0656 747 626	Charles.mwasi@out.ac.tz
Mr Katuma B. Wandwi	Coordinator - BBA(Accounting)	0713 184 869	katuma.wandwi@out.ac.tz
Mr Ally Abdu	Coordinator - BBA(Finance)	0764 234 821	ally.abdu@out.ac.tz
Mr Vicent Stanslaus	Coordinator BBA(MKT)	0658 429 650	Vicent.stanslaus@out.ac.tz
Mr Nassoro Mohamed	BPSCM Coordinator	0713 391 106	nassoro.mohammed@out.ac.tz

