

COLLEGE OF BUSINESS EDUCATION

Course/Seminar Title (Aina ya Mafunzo/Mada)	Overall Objective (Lengo Kuu la Mafunzo)	Target Group (Walengwa)	Medium of Instruction (Lugha Itakayotumika)	Duration (Muda wa Mafunzo/Semmina)	Fee (TZS) (Gharama ya Mafunzo/Semina Tshs)	Venue/Campus (Eneo/ Kampasi)	Dates (Tarehe)
<i>Writing PhD/Masters Degree Research Proposal</i>	The course intended to provide skills to participants to make the able to choose a researchable topic, -write research background, -frame the statement, aim, objectives, and research significance - Review empirical and theoretical literatures- chose appropriate research methods-make correct referencing - produce research proposal	Postgraduate candidates, researchers, lecturers	English	Three (3) Days	300,000/=	CBE - Dar es Salaam	8 th - 10 th January 2019
<i>Accounting Records for Small and Medium Enterprises (SMEs) for Taxation Purposes</i>	The course intended to provide skills on proper maintenance of books of accounts and preparation of simple and accurate financial statements which will be easily assessed by tax officials for proper income tax.	Small and medium business owners, the employees working with SMEs under accounting, administration and procurement departments.	English & Swahili	Five (5) Days	450,000/=	CBE-Dodoma	18 th - 22 nd January 2019
<i>Biometric and Scientometrics for librarians and researchers</i>	The broad purpose of the training course is to capacitate researchers, research managers and academic librarians with biometrics and scientometrics or research evaluation skills and competencies as well as deep knowledge on the role of metrics in open science so as for researchers to justify their research performance, research managers to account for research investments and librarians to render	Researchers, research managers and academic librarians	English	Four (4) Days	300,000/=	CBE - Dar es Salaam	21 st - 24 th January 2019

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	support services to researchers, students, research administrators, and the policy and decision makers at the respective universities						
<i>Training on systematic review and meta-analysis</i>	The main objective of this workshop is to equip participants with necessary hands-on skills to conduct systematic review and Meta-analysis. Participants will gain knowledge and skills on how to synthesize evidence and use it to inform policy and decision making. The evidence for making policy, programme and practice decisions is best based on careful analyses and syntheses of multiple studies.	Interested academic staff, researchers, information professionals, government ministry representatives, civil society representatives, postgraduate students from different institutions	English	Four (4) Days	300,000/=	CBE - Dar es Salaam	28 th - 31 st January 2019
<i>Advanced Academic Writing</i>	Ability to produce well written scientific paper, engage with academic texts, construct academic sentence, paragraph, and stories. Make good academic presentations. Demonstrate critical reading and analytical skills, including understanding an argument's major assertions and assumptions, and how to evaluate its supporting evidence. Ability to manage reviewers' comments successfully, access and publish in high quality journals, refrain from predatory/ fake publishers/ journals	Postgraduate candidates, researchers, lecturers	English	Four (4) Days	300,000/=	CBE - Dar es Salaam	12 th - 15 th January 2019
<i>Research Preparation and Data Analysis</i>	The training is intended to enable participants to comprehend the fundamentals of research data preparation and appreciate the fundamentals of using SPSS.	Any person with the basic knowledge of Microsoft computer application, with a good understanding of procedures required in undertaking research	English & Swahili	Five (5) Days	250,000/=	CBE-Dodoma	11 th - 15 th February 2019

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	At the end of the course, every participant will be able to undertake the basic data manipulation in SPSS, run basic data analysis and descriptive statistics, undertake advanced data analysis in SPSS, and manipulate and use SPSS data output.	in social sciences. A solid background in econometrics or statistics is an added advantage. Master degree and PhD students are highly encouraged to attend.					
<i>Mbinu za 5S-KAIZEN kwa Usimamizi na Uendeshaji Bora wa Huduma za Hoteli</i>	Kuwapa washiriki uelewa wa mbinu bunifu za kutoa huduma kwa tija na ubora	Wamiliki, Wasimamizi na Wafanyakazi wa Hoteli na Migahawa	English & Swahili	Siku Moja	50,000/=	CBE- Mwanza	20 th February 2019
<i>Uandaaji wa Mpango wa Biashara (Business Plan Writing)</i>	Kujifunza namna ya kuandaa mchanganuo wa biashara	Wafanyabiashara Wadogo na wa Kati, Wanaopanga Kuanzisha au Kukuza Biashara	Kiswahili	Masaa Matatu (10:00 – 1:00 Jioni)	20,000/=	CBE-Mwanza	1 st March 2019
<i>Entrepreneurship and Business Management</i>	The main objective of this training is to equip participants with necessary entrepreneurial and business skills from business opportunity selection, idea generation, starting and managing the business ventures profitably and sustainably.	The program is specifically designed to all business people and small and medium enterprise owners and government officials. Specifically, the course targets trade officers in district, town and city councils, business owners, owners of manufacturing industries, business managers and employees and all people employed in public and private sector that plan to start and manage businesses in future.	English & Swahili	Five (5) Days	100,000/=	CBE-Dodoma	4 th - 8 th March 2019
<i>Vehicle tyre management</i>	The focus is to understand vehicle sidewall marking and it's meaning, vehicle tyres parameters, Proper inflation tyre pressure, Effect of underinflation and	<ul style="list-style-type: none"> ❖ Drivers ❖ Operators of tires service centers ❖ Weights and measures 	Mainly Kiswahili	Two (2) days	50,000/=	CBE-Dar es Salaam	6 th – 7 th March 2019

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	over inflation of vehicle tyres and Management of accurate tyres pressure gauges	<ul style="list-style-type: none"> ❖ officers ❖ Importers of tires pressures gauges ❖ SUMATRA officers ❖ Police officers 					
<i>Tender Document Preparation for Procurement of Non Consult and Services</i>	The training is intended to help participants to learn how to prepare comprehensive and customized tender documents in their daily working lives hence, providing them with practical solutions to improve individual and organizational performance.	Tender board members, procurement managers, CEO, administrators.	English & Swahili	One (1) Week	350,000/=	CBE-Dodoma	24 th - 29 th March 2019
<i>Design Science Research (DSR)</i>	To provide participants with ability to plan, implement, and evaluate DSR projects, and conduct PhD research through DSR	Ongoing & prospective Information Systems PhD Candidates, Information systems researchers	English	Three (3) Days	350,000/=	CBE-Dar es Salaam	25 th – 27 th March, 2019
<i>Fuel pump operators</i>	The objective is to understand theory behind fuel dispenser (pump), possible errors while operating fuel dispenser, tank Gauging and Tank Farm Management system, Ethics and law regarding their duties and Customer care and related services	<ul style="list-style-type: none"> ❖ Those works in oil companies and fuel stations. ❖ Fuel pump operators 	English & Swahili	One (1) week	200,000/=	CBE-Dar es Salaam	8 th – 12 nd April 2019
<i>Tendering Procedures & Bid Evaluation</i>	To provide participants with the knowledge, concepts and skills needed to perform all tendering tasks	Officials from Public Institutions involved in the contracting life cycle e.g. heads of procurement units, members of tender boards and college students in the relevant field	English	2 Days	120,000/=	CBE-Mwanza	23 rd – 24 th May, 2019
<i>Short Course on Basic Computer Application Skills</i>	To provide participants with skills necessary for basic computer applications	Form Four Leavers and any other interested person	English	4 Weeks	60,000/=	CBE-Mwanza	13 rd May. – 7 th June. 2019

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<i>Computer aided Qualitative Data Analysis (CAQDAS)-nvivo/atlas.ti</i>	This practical and hands-on course aims to give postgraduate students an understanding of qualitative data analysis and skills of using Computer Assisted Qualitative Data Analysis Software (CAQDAS). Upon completion of the course participant will be able to analyze qualitative data electronically	Researchers, lecturers, postgraduate candidates	English	Three (3) days	400,000/=	CBE-Dar es Salaam	27 th to 29 th May 2019
<i>Project Planning and Management Tools and Software</i>	To equip participant with knowledge on a wide variety Project management tools and software helps in planning, monitoring progress, identifying critical paths, and other tasks required for a project to run smoothly.	Project Managers, Associate/Assistant Project Managers, Team Leads/Team Managers, Project Executives/Project Engineers, Software Developers, Any professional aspiring to be a Project Manager	English	One (1) Week	400,000/=	CBE-Dar es Salaam	10 th to 14 th June 2019
<i>Weighbridge instrumentation management</i>	To understanding of the metrology of weighbridges, this includes metrological terms pertaining to weighbridges, principles of construction of weighbridges, accuracy, uncertainties of measurements, sources of errors and good maintenance etc.	<ul style="list-style-type: none"> ❖ Current employees in weighbridges ❖ Those who desire to work with weighbridges in various industries such as cement, fisheries and food milling industries. ❖ Various graduate and particularly engineers who intends to acquire TANROADS qualifications are also highly encouraged to participate. 	English & Swahili	One (1) week	200,000/=	CBE- Dar es Salaam	24 th – 28 th June 2019

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<i>Career Planning and Business Succession Management</i>	This short course intends to enable managers and business owners to gain an increased understanding of the importance of employee and business development. It is intended for individuals or organizations seeking to understand concepts of career, business and entrepreneurial development in ensuring a good business succession management. It will help participants to identify factors contributing to successful career, business and entrepreneurial development. Learners will also discern the importance of business plan to a good business succession management	Middle and Senior level personnel officers/managers, business owners and prospective students.	English & Swahili	Five (5) Days	350,000/=	CBE – Dodoma	8 th - 12 th July 2019
<i>Customer Service</i>	Focusing on the Marketing of services and customer service areas of expertise, knowledge and process, the training is intended to equip participants with knowledge, skills and positive attitude that will help to highly ranked service providers in the service industry both locally and globally. At the end of the course, every participant will be able to understand the value of customer service to the organization, strategies to handle customers and give feedback timely and effectively and ways to assess the best and or poor service and strategies to overcome service gaps	The program is specifically designed to all public and private employees who interact with internal and external customers in their day to day service delivery activities. Specifically, the course targets desk front officers, customer service directors, managers and officers, sales representatives, marketing directors, managers and officers, academic staff in all levels of education, top management, government officials in both central and local government, business people, entrepreneurs and any other interested people.	English & Swahili	Five (5) Days	300,000/=	CBE-Dodoma/ CBE Mbeya	15 th – 19 th July 2019

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<i>Advanced Ms Word for Scholars & Internet Based Research Methods</i>	Effective writing using MS word, Ability to design online research tools, manage online data collection, and transfer data to other computer applications	Researchers, lecturers, postgraduate candidates	English	Four (4) days	350,000/=	CBE-Dar es Salaam	22 nd to 25 th July 2019
<i>Introduction to Office and Applications</i>	This course is intended for persons who will assist in performing routine operational activities with IT equipment and accessories: troubleshoot computer hardware and configure basis network; Install computer software, optimize office procedures, prepare simple programs, maintain computers, under close supervision. Furthermore, they will assist IT users and solve their own day-to-day IT related problems.	This program is specifically to beginners and those who want to upgrade the skills in ICT and also to students who have completed their form four or form six studies and they are currently looking for opportunities to have further / advanced studies in various	English & Swahili	Three (3) Days	100,000/=	CBE – Dodoma/ CBE Mbeya	5 th – 7 th August 2019
<i>Mafunzo ya Kujiandaa Kustafu na Mbinu za Ujasiriamali</i>	Kuwajegea watumishi uwezo wa kupanga vema maisha yao kabla ya kustaafu na kujifunza mbinu mbalimbali za ujasiriamali kama njia mojawapo ya kujiandaa vema kustaafu.	Watumishi/Waajiriwa wa Rika Zote katika Taasisi Binafsi na za Umma	Kiswahili	Siku Moja	30,000/=	CBE- Mwanza	13 th August 2019
<i>Kanuni na Nguzo Muhimu za Mafanikio Katika Biashara na Ujasiriamali</i>	Kuwapa Washiriki Uelewa ni kwa namna gani wanaweza kufanikiwa katika shughuli zao za biashara na ujasiriamali	Wafanyabiashara Wadogo na wa Kati, Wanaopanga Kuanza Biashara	Kiswahili	Masaa Matatu (10:00 – 1:00 Jioni)	20,000/=	CBE- Mwanza	15 th August 2019
<i>Presentation Skills for Researchers & How to Survive in PhD Studies</i>	Upon completion of the course participants will able to prepare and make excellent public presentation. Also, this course aims to help participants create a more supportive academic environment, where students can do their best research work	This training course is perfect for those with experience of presenting, who want to improve their communication delivery style and the impact of their academic presentations.	English	Four (4) days	350,000/=	CBE-Dar es Salaam	26 th to 29 th August 2019

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<i>Usimamizi wa Fedha na Utunzaji Kumbukumbu za Biashara</i>	Kuboresha ujuzi na stadi za kusimama fedha na utunzaji wa kumbukumbu za biashara	Wafanyabiashara Wadogo na wa Kati, Wanaopanga Kuanza Biashara	Kiswahili	Masaa Matatu (10:00 – 1:00 Jioni)	20,000/=	CBE– Mwanza	10 th September 2019
<i>Stadi za Masoko na Mauzo na Mbinu za Kuhimili Usindani katika Kibiashara</i>	Kujifunza stadi na mbinu za kutafuta masoko, kuuza kwa faida na kuhimili ushindani	Wafanyabiashara Wadogo na wa Kati, Wanaopanga Kuanza Biashara	Kiswahili	Masaa Matatu (10:00 – 1:00 Jioni)	20,000/=	CBE-Mwanza	18 th September 2019
<i>Result-Based Monitoring & Evaluation Skills</i>	To equip participants with knowledge and skills necessary for effective and systematic monitoring and evaluation of development programs and projects	Project Management Professionals from all sectors such as Monitoring and Evaluation Officers, Directors, Managers, Project Managers, Municipal Directors and DEDs, Programme Managers, Strategic Planners, Project Accountants in both public and private organizations	English	Four (4) Days	400,000/=	CBE-Dar es Salaam	7 th -10 th October 2019
<i>Branding and packaging skills</i>	At the end of the course participants will be able to develop their brands/ trademarks, brand their business as well as be able to package and label well their products.	Existing SMEs, Business Development Providers, Business Graduates	English	Two (2) days	200,000/=	CBE-Dar es Salaam	16 th - 17 th October 2019
<i>Public Procurement,</i>	It is designed to impart knowledge and skills to the participants on performing various procurement activities as directed by Public Procurement Act, 2011 (and its amendment, 2016) and Public Procurement Regulations, 2011 (and its amendment, 2016). It will enrich the participants to skills and competences on procurement contracts management	This course is ideal for you if you are working in the public organization and employed as Procurement Management unit staff, members of Tender Board, members of Procurement Contracts Management team, and any interested person who wish to be familiar with the Public	English	Four (4) days	400,000/=	CBE- Dar es Salaam	21 st – 25 th October, 2019.

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		procurement process.					
<i>Scale technician training on mechanical weighing instruments</i>	This training is intended to develop general theory of mechanical weighing instruments, Lever systems, Construction details and working principle of beam scales, counter scales, platform scales, and spring balance. It will also provide skills on repair of counter scales, platform scales, and spring balance; Verification of counter scales, platform scales, and spring. Last it will teach participants with General overview of Weights and Measures Act cap 340 and its regulation	Scale technicians and those who desire to become repairer of weighing instrument	English & Swahili	Three (3) weeks	300,000/=	CBE- Dar es Salaam	21st October – 8th November 2019
<i>Entrepreneurship/ Ujasiriamali</i>	Mafunzo haya yana lengo la kutoa elimu juu ya dhana ya ujasiriamali yaani maana, sifa ya mjasiriamali, faida ya mjasiriamali, wazo la biashara, fursa ya biashara na changamoto za ujasiriamali.	Wajasiriamali, Wafanyabiashara, wahitimu wa vyuo katika ngazi mbalimbali.	Swahili	Four (4) days	200,000/=	CBE-Dar es Salaam	28 th – 31 th October, 2019
<i>Intellectual Property Right for Business,</i>	This course therefore is intended to equip entrepreneurs with Intellectual Property Rights (IPRs) knowledge and skills that Include Trade secrets protectives, copy rights, design and trademarks rights, Patents as well as other types of rights. These are essentially for creating tradable asset out of products of human intellect and provide large array of IPR tools on which businesses can rely to help drive their success through Innovative Business Models	The course is intended to entrepreneurs, senior managers, lectures, religious leaders, policy advocacy experts, and whoever involved in public speaking related circles.	English	Two (2) days	200,000/=	CBE- Dar es Salaam	4 th - 8 th November, 2019

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<i>Misingi, Mbinu na Kanuni za Huduma Bora kwa Wateja</i>	Kuwajengea washiriki uwezo wa kuhudumia na kuimarisha uhusiano mwema na wateja kwa ufanisi na usitawi wa taasisi/biashara zao	Watumishi wa kada ya kati katika mamlaka na taasisi mbalimbali za serikali	Kiswahili	Siku Mbili	80,000/=	CBE-Mwanza	5 th – 6 th November 2019
<i>Misingi, Mbinu na Kanuni za Huduma Bora kwa Wateja</i>	Kuwajengea washiriki uwezo wa kuhudumia na kuimarisha uhusiano mwema na wateja kwa ufanisi na usitawi wa taasisi/biashara zao	Wakuu wa Taasisi, Idara/Vitengo na Viongozi/Wasimamizi Waandamizi katika mamlaka na taasisi mbalimbali za Serikali	English & Swahili	Siku Moja	100,000/=	CBE-Mwanza	8 th November 2019
<i>Enterprise IT Governance</i>	To equip participants with the-state-of-the-art knowledge and hands-on skills that ensure effective and efficient use of IT in enabling an organization to achieve its goals and that IT investments support business objectives	Board Members, CEOs, Directors, Organizational Strategic Managers, IT Managers, IT Assurance and Audit Professionals & Chief Information Officers	English	3 Days	300,000/=	CBE-Mwanza	19 th -21 st November 2019
<i>Project/Programme Monitoring & Evaluation Skills</i>	To equip participants with knowledge and skills necessary for effective and systematic monitoring and evaluation of development programs and projects	Project Management Professionals from all sectors such as Monitoring and Evaluation Officers, Directors, Managers, Project Managers, Municipal Directors and DEDs, Programme Managers, Strategic Planners, Project Accountants in both public and private organizations	English	2 Days	200,000/=	CBE-Mwanza	21 st -22 nd November 2019
<i>Favourable and Memorable Customer Service Experiences</i>	This short course is designed to address many of the concepts, principles, values, tools and techniques organizations use to improve customer service. The course shall focus on the key drivers of service excellence (i.e. quick service delivery, service quality, professionalism, and positive work attitude).	Entrepreneurs, government institutions, private institutions/organizations, business-competitors (Daladaldas, train, Bodaboda, Bajaji's, Uber, Taxis), Legal and regulatory authorities (e.g. SUMATRA. local government), political etc.	English & Swahili	Two (2) days	200,000/=	CBE-Dar es Salaam	11 st – 12 nd December 2019

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<i>Training for Call Center Operators/ Agents</i>	To provide skill building in every aspect of handling customer calls and ensure that every customer receives the best possible service	Call center operators/agents from public and private institutions	English & Swahili	Two Days	80,000/=	CBE-Mwanza	16 th - 17 th December 2019
<i>Training for Call Center Supervisors</i>	To equip call center supervisors with skills and knowledge needed to improve performance of the call center	Call Center Supervisors from Public and Private Institutions	English & Swahili	Two Days	200,000/=	CBE-Mwanza	19 th -20 th December 2018

Please Note:

- i. Apart from the training courses articulated in this calendar, tailor-made and personalized training to meet specific needs of your organization may be designed and offered on request at your convenience.
- ii. The College also run professional courses on NBAA, PSPTB, TIOB and NABE.
- iii. **Training Fee:**
 - a) Please pay your fee through **TANZANIA POSTAL BANK**: Account Number **191504001632**, Account Name **ASSOCIATION CBE CONSULTANCY BUREAU**.
 - b) The fee for the trainings which take place for at least one full day covers costs for facilitation, training materials (stationery and other consumables), venue, light refreshments and lunch during session and certificates.
 - c) The fee for the trainings which take place for less than a day covers costs for facilitation and light refreshments.
 - d) Participants/clients are expected to meet their transport costs to and from the venue, accommodation, healthcare and other allowances if applicable for participants.

- iv. The specific venues will be confirmed and communicated to the applicants one week before a particular training.
- v. **Registration:** Please complete the attached registration form and submit it to our member of staff who has visited you or return it to CBE.
- vi. **Contact Details:**

Name:	Dr. Dickson Pastory Director of Postgraduate Studies, Research and Consultancy	Ngussa Kinamhala Consultancy Coordinator and Head-Entrepreneurship Centre	Dr. Mashenene, R.G (PhD) Lecturer	Mr. Urio Justine
	DSM/DODOMA/MWZ/MBEYA	DSM/DODOMA/MWZ/MBEYA	CBE – DODOMA CAMPUS	CBE – MWANZA CAMPUS
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