



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF INDUSTRY AND TRADE
COLLEGE OF BUSINESS EDUCATION
(INCORPORATED BY ACT OF PARLIAMENT No. 31 of 1965)**



Bibi Titi Mohamed Road, P. O. Box 1968, **Dar es Salaam**
Tel No.: +255 22 2150177; Fax No.: 255 22 2150122; Email: rector@cbe.ac.tz;
Website: www.cbe.ac.tz

CALL FOR APPLICATION FOR ORDINARY DIPLOMA AND POSTGRADUATE PROGRAMMES IN THE ACADEMIC YEAR 2021/2022 SEPTEMBER/OCTOBER INTAKE

The Rector of the College of Business Education (CBE) invites eligible Students to apply for admission in its Campuses located at **Dar es Salaam, Dodoma, Mwanza and Mbeya** in Ordinary Diploma and Postgraduate programmes for September/October intake, 2021/2022 academic year.

PART: I

Entry Requirements for Three-year Ordinary Diploma Programmes

- i. Ordinary Diploma in Marketing
- ii. Ordinary Diploma in Accountancy
- iii. Ordinary Diploma in Information Technology
- iv. Ordinary Diploma in Business Administration
- v. Ordinary Diploma in Procurement and Supplies Management
- vi. Ordinary Diploma in Business Administration Records and Archives Management
- vii. Ordinary Diploma in Business Administration Human Resources Management.

A Candidate shall be eligible for consideration for admission to all of the above programmes if the candidate has obtained:

- Form IV with at least four passes excluding religious subjects.
OR
- National Vocational Award (NVA) Level 3 which must be relevant to the programme applied for

Three-year Ordinary Diploma in Metrology and Standardization

Entry Requirements

- Form IV with at least four passes including Mathematics or Physics, excluding religious subjects.
OR
- National Vocational Award (NVA) Level 3, which must be relevant to the programme.

PART: II

A. Two-year Ordinary Diploma in Metrology and Standardization: - Entry Requirements

- Advanced Certificate of Secondary Education Examination (ACSEE) with at least one principal and one subsidiary passes one of which **must** be Physics or Advanced Mathematics.
- Certificate of Secondary Education with at least four (4) passes including Mathematics or physics **PLUS** any NTA level 4 Basic Technician Certificate from an institution recognized by NACTE
OR
- Other Basic Technician Certificate related courses from NACTE recognized Institution.

B. Two-year Ordinary Diploma in Information Technology

Entry Requirements

- Advanced Certificate of Secondary Education Examination (ACSEE) with one principal pass and one subsidiary in Advanced Mathematics, Physics, Chemistry, Geography, Biology, Economics, Accountancy, Commerce or Agriculture.
- Basic Technician Certificate in Information Technology
OR
- Other Basic Technician Certificate related courses from NACTE recognized Institution.

C. Two-year Ordinary Diploma Programmes:

- i. Ordinary Diploma in Marketing
- ii. Ordinary Diploma in Accountancy
- iii. Ordinary Diploma in Business Administration
- iv. Ordinary Diploma in Procurement and Supplies Management
- v. Ordinary Diploma in Business Administration Records and Archives Management
- vi. Ordinary Diploma in Business Administration Human Resources Management.

Entry Requirements

A Candidate shall be eligible for consideration for admission to any of the above Two-year Ordinary Diploma Programmes if the candidate has obtained:

- Advanced Certificate of Secondary Education Examination (ACSEE) with at least one principal and one subsidiary passes of the appropriate discipline.
- NTA- Level 4 (Basic Technician Certificate) in the programme applied for
OR
- Other Basic Technician Certificate related courses from NACTE recognized Institution.

PART: III

1. Bachelor Degree in Metrology and Standardization

This course is only offered at **College of Business Education (CBE) in Tanzania**. Students pursuing this course have high chance of **employment opportunities in the Government** and **scholarship priority** from HESLB.

Entry Requirements

A. Holders of Form Six Qualifications

-Advanced Certificate of Secondary Education Examinations with at least two Principal passes which one must be Advanced Mathematics or Physics which add up to at least 4 points.

B. Holders of Foundation Certificate from the Open University of Tanzania (OUT)

A GPA of 3.0 accumulated from six core subjects and at least a C grade from three subjects in Science cluster.

PLUS

An Advanced Certificate of Secondary Education Examination with at least 1.5 from two subjects in which one must be Mathematics or Physics

OR

An Ordinary Diploma from the recognized institution with a GPA of at least 2.0 OR Professional Technician Level II Certificate.

-Pass in Mathematics or Physics in O" Level is required.

C. Holders of Ordinary Diploma or Equivalent Qualifications

Full Technician Certificate (FTC) or Ordinary Diploma with a GPA of 3.0 from any institution recognized by NACTE in Mechanical Engineering, Civil Engineering, Electrical Engineering, Automobile Engineering, Computer Engineering, Telecommunication Engineering, Mining Engineering, Highway Engineering, Electro-mechanical Engineering, Petroleum Engineering, Instrumentation Engineering, Laboratory Technology, Oil and Gas, Metrology, Meteorology, Mining, Geology, Aviation, Mineral Processing Engineering, Chemical Processing Engineering, Food Science and Technology, Agricultural Engineering, Production Engineering, Radiology Engineering, Marine Engineering, Maritime Engineering or Aquaculture with an average of "B" or a minimum GPA of 3.0

2. Bachelor Degree in Information and Communication Technology (ICT)

Entry Requirements

A. Holders of Form Six Qualifications

- Advanced Certificate of Secondary Education with two principal passes with a total of 4.0 points in the combination subjects.

B. Holders of Foundation Certificate from the Open University of Tanzania (OUT)

A GPA of 3.0 accumulated from six core subjects and at least a C grade from three subjects in respective cluster (Science/ Business Studies)

PLUS

An Advanced Certificate of Secondary Education Examination with at least 1.5 from two subjects

C. Holders of Ordinary Diploma or Equivalent Qualifications

Ordinary Diploma in ICT, Computer Science, Computer Engineering, or Telecommunication Engineering with an average of “B” or a minimum GPA of 3.0

3. Bachelor in Business Studies with Education.

Entry Requirements:

A. Holders of Form Six Qualifications

- Advanced Certificate of Secondary Education with two principal passes with a total of 4.0 points in the combination subjects.

B. Holders of Foundation Certificate from the Open University of Tanzania (OUT)

A GPA of 3.0 accumulated from six core subjects and at least a C grade from three subjects in respective cluster (Arts, Science and Business Studies)

PLUS

An Advanced Certificate of Secondary Education Examination with at least 1.5 from two subjects

C. Holders of Ordinary Diploma or Equivalent Qualifications

-Ordinary Diploma in Business Studies or Science Subjects, Such as Mathematics, Physics, Chemistry, Geography, Computer Science, Engineering with an average of “B” or a minimum GPA of 3.0

4. Other Bachelor Degree programs.

- i. Bachelor Degree in Marketing
- ii. Bachelor Degree in Accountancy
- iii. Bachelor Degree in Business Administration
- iv. Bachelor Degree in Procurement and Supplies Management
- v. Bachelor Degree in Records and Archives Management
- vi. Bachelor Degree in Human Resources Management.

Entry Requirements into the above listed Bachelor Degree Programmes :

A. Holders of Form Six Qualifications

- Advanced Certificate of Secondary Education with two principal passes with a total of 4.0 points in the combination subjects.

B. Holders of Foundation Certificate from the Open University of Tanzania (OUT)

A GPA of 3.0 accumulated from six core subjects and at least a C grade from three subjects in respective cluster

PLUS

An Advanced Certificate of Secondary Education Examination with at least 1.5 from two subjects

C. Holders of Ordinary Diploma or Equivalent Qualifications

i. Bachelor Degree in Accountancy

Ordinary Diploma in; Accountancy, Business Administration, Taxation, Customs and Tax Management, Financial Administration, Accounting, Banking and Finance, Government Accounting and Finance, or Public Sector Finance Management with an average of “B” or a minimum GPA of 3.0

ii. Bachelor Degree in Business Administration

Ordinary Diploma in; Business Administration, Marketing Social Studies, Industrial Relations, Economic Studies, Public Sector Finance Management, Information Technology with Accounting or Human Resource Management, Financial Administration, Business Administration, Local Government Accounting and Finance, Insurance and Risk Management, Customs and Tax Management, Freight Clearing and Forwarding, Statistics, Business Management, Procurement and Logistic Management, or Banking and Finance with an average of “B” or a minimum GPA of 3.0.

iii. Bachelor Degree in Marketing

Ordinary Diploma in; Business Administration, Marketing, Economic Studies, Public Sector Finance Management, Information Technology with Accounting or, Financial Administration, Business Administration, Local Government Accounting and Finance, Insurance and Risk Management, Economic Studies, Statistics, Business Management, Procurement and Logistic Management, Banking and Finance with an average of “B” or a minimum GPA of 3.0.

iv. Bachelor Degree in Procurement and Supplies Chain Management

Ordinary Diploma in; Procurement & Supplies Management, Procurement and Logistic Management, Local Government Administration, Accounting and Finance, Finance and Banking Management, Insurance and Risk Management, Tax Management, Business Administration, Public Administration, Business and Project Management, Economic Development, Public Sector Finance Management with an average of “B” or a minimum GPA of 3.0.

v. Bachelor Degree in Records and Archives Management

Ordinary Diploma with a minimum GPA of 3.0 (NTA 6) in Archaeology, Business Administration in Human Resources Management, Business Administration, Information and Communication Technology, Information Technology, Library and Information Studies Records and Archives Management, Marketing Management, Medical Records, Procurement and Supplies, Public Administration, Records and Archives management,

vi. Bachelor Degree in Human Resources Management.

Ordinary Diploma with a minimum GPA of 3.0 (NTA 6) in: Accountancy, Business Administration, Customs and Tax, Education, Enterprise Development, Entrepreneurship, Hotel Management, Human Resource Management, Information Studies, International Relations and Diplomacy, Journalism, Labour Studies, Local Governance Management, Logistic Management, Mass Communication, Marketing Management, Office Management, Political Science, Procurement and Supply Chain Management, Procurement Management, Procurement, Public Administration, Records and Archives, Management, Social Studies, Social Work, Statistics, Tax Administration,

NOTE:

Applicants who Completed A" Level Studies before 2014

Two principal passes with a total of 4.0 points in Two Subjects defining the admission into the respective programme (where A = 5; B = 4; C= 3; D = 2; E = 1; S = 0.5) [The Principal level passes in Divinity/Islamic Knowledge are not counted]

OR

Ordinary Diploma (NTA level 6) in Business Studies with a GPA of 3.0 and above.

Applicants who Completed A" Level Studies in 2014 and 2015

Two principal passes ('C' and above) with a total of 4.0 points from Two Subjects defining the admission into the respective programme (where A = 5; B+ = 4; B = 3; C= 2; D = 1; E = 0.5)

NB: All Programmes are offered at Degree and Ordinary Diploma levels, in all Campuses except Mbeya Campus where the Programmes are offered only at Ordinary Diploma Level.

PART IV

POSTGRADUATE DIPLOMA (PGD) PROGRAMMES

The College of Business Education (CBE) is offering under listed Postgraduate programmes:

- i. Postgraduate Diploma in Project Management (PGDPM)
- ii. Postgraduate Diploma in Business Administration (PGDBA)
- iii. Postgraduate Diploma in Marketing Management (PGDMM)
- iv. Postgraduate Diploma in Human Resources Management (PGDHRM)
- v. Postgraduate Diploma in International Business Management (PGDIBM)
- vi. Postgraduate Diploma in Investment Management (PGDIM)
- vii. Postgraduate Diploma in Accountancy (PGDA)
- viii. Postgraduate Diploma in Financial Management (PGDFM)
- ix. Postgraduate in Procurement and Supplies Management (PGDPS)
- x. Postgraduate Diploma in Industrial and Legal Metrology (PGDMET)

Admission Requirements/Criteria for Postgraduate Diploma Programmes

- a. Applicants for Postgraduate Diploma programmes must have a minimum of a first Degree or a good second class Advanced Diploma of Three years or its equivalent.
- b. Applicants for Postgraduate Diploma in Industrial and Legal Metrology (PGDMET) must be holders of Bachelor Degree or Advanced Diploma in Legal and Industrial Metrology, Metrology and Standardization, **or** any Engineering related courses from any recognized higher learning Institution.

PART V

MASTERS DEGREE PROGRAMMES

The College of Business Education (CBE) is offering eight (8) Masters programmes categorized in the fields of Information Technology (IT) and Business studies.

1. Master's Degree in Information and Communication Technology for Development (ICT4D).
2. Master's Degree in Information Technology in Project Management (ITPGMT)
3. Master's Degree in Information Technology (IT)

Admission Requirements/Criteria:

- a. Bachelor Degree in ICT and related disciplines, or
- b. Any Bachelor Degree with at least 30% ICT related courses, or
- c. Post graduate Diploma in ICT and related courses, or
- d. Bachelor Degree in Engineering, or
- e. Bachelor Degree in Project Management, or
- f. Any Master's degree with ICT courses

Master's Programmes in Business related field:

1. Master's Degree in Supply Chain Management (MSCM)
2. Master's Degree in International Business Management (MIBM)
3. Master's Degree in Business administration - Banking & Finance (MBA-B&F)
4. Master's Degree in Business administration - Human Resource Management (MBA-HRM)
5. Master's Degree in Business administration - Marketing Management (MBA-MKT)

Admission Requirements/Criteria:

- (a) Applicants Must have a Bachelor Degree with at least Lower Second Class in any business related studies from any accredited higher learning institution, or
- (b) Holds a Bachelor Degree with at least Pass Class in any business related studies from any accredited higher learning institution **PLUS** a professional qualification (CPA, CPB, CSP, ACCA, CFA, e.t.c), or
- (c) Holds a Postgraduate Diploma in any Business-related studies from any accredited higher learning institution.

NB: A candidate who holds a foreign Degree (Degree obtained outside Tanzania) or unclassified Degree should have an average credit of "B" or above and have his/her academic qualifications validated by the Tanzania Commission for Universities (TCU).

PART: V

A: Procedure for Applying:

1. Applicants should apply directly to CBE using College website. www.cbe.ac.tz
2. click/select "Online Application System"
3. Follow instructions given by the online Application system to apply for the course of your choice.

B: Deadlines:

Applicants for Ordinary Diploma (NTA level 4 & 5) programmes:

- i. Application and admission window opens on **27th May, 2021 to 08th September, 2021**

Applicants for Degree Programmes:

- i. Mini-application window opens for graduates of previous years on **15/06/2021**
- ii. The major application window opens on **15/07/2021 to 05/08/2021**
- iii. The Second-Round of applications - **24/08/2021 to 06/09/2021**.
- iv. Third Round of applications - **14/09/2021 to 20/09/2021**

C: Commencement:

*For non-Degree, Registration and Orientation will start on **11th October, 2020** and for all Degree programmes, Registration and Orientation starts on **18th October, 2021**.*

For any enquiry please contact the following numbers:

- 0757329498
- 0735250115

**Issued by the Office of Deputy Rector – Academic, Research and Consultancy,
College of Business Education,
Bibi Titi Mohamed Road,
P. O. Box 1968,
Dar es Salaam.**