

# WHAT IS TIA

Tanzania Institute of Accountancy (TIA)



## INTRODUCTION

Tanzania Institute of Accountancy (TIA) is one of the pre-eminent Public Academic Institutes in Tanzania, under the Ministry of Finance, with a mandate of training, researching and conducting consultation services in business related fields including Accountancy, Procurement and Logistics Management, Business Administration, Marketing and Public Relations, Public Sector Accounting and Finance, Human Resource Management and Education with Accountancy and Business Studies. TIA was established in 2002 under the Executive Agencies Act, Cap 245, as a successor of the former Dar es Salaam School of Accountancy (DSA) which commenced in 1973.

TIA's professional programmes are recognised by the National Board for Accountants and Auditors (NBAA), Procurement and Supplies Professional & Technicians Board (PSPTB) and Association of Chartered Certified Accountants (ACCA) for exemption in professional examinations.

## OUR CAMPUSES

Currently TIA has seven campuses strategically located in Dar es Salaam, (Also serves as the Institute's headquarters) Mbeya, Singida, Mtwara, Mwanza, Kigoma and Zanzibar. Plans are underway to open a new campus in Tanga region. The aim is to bring services closer to our stakeholders.

## OUR VISION

A leading Institute of excellence in delivering quality business education, research, and professional services.

## OUR MISSION

To provide quality innovative training, research, and consultancy services in the areas of accountancy, procurement, and other business-related disciplines.

## OUR MOTTO

"Education for Efficiency"

## OUR CORE VALUES

**1: Collaboration:** We work closely with stakeholders locally and internationally to positively impact our activities.

**2: Innovation:** We continuously challenge ourselves to think creatively, embrace new ideas, and adopt smarter ways of working to address emerging challenges and drive institutional transformation.

**3: Professionalism:** We uphold high standards of conduct, competence, and work ethics, demonstrating reliability, respect, and a commitment to quality in everything we do.

**4: Transparency:** We operate in an open, honest, and accountable environment emphasising the flow of information internally and externally

**5: Integrity:** We are committed to being honest, fair, and guided by strong moral principles in serving our customers

**6: Excellence:** We commit to delivering the highest quality in our teaching, services, and operations by setting high standards, continuously improving, and taking pride in outstanding performance.

**7: Accountability:** We commit to being liable to our stakeholders and nations in the execution of the mandate and responsibilities bestowed upon the institute.

## OUR MAIN FUNCTIONS

1. Provide quality education.
2. Provide quality research and consultancy services.
3. Create an effective, efficient, well-managed, and self-sustaining agency.

# ORGANISATION STRUCTURE

## MINISTERIAL ADVISORY BOARD



## 1. SENIOR MANAGEMENT

### Rector

Prof. William A. Pallangyo



### Deputy Rector: Academic, Research and Consultancy

Prof. Momole A. Kasambala



### Deputy Rector: Planning, Finance and Administration

Prof. Issaya B. Hassanal



## 2. DIRECTORATE DEPARTMENTS

Ag. Director of Research, Consultancy  
& Publications

Prof. Mark Msaki



Director of Academic Support Services

Prof. Modest P. Assenga



Director of Academic Affairs

Dr. Mugisha K. Kamala



Director of Library Service.

Dr. Bahati G. Shagama



Director of Human Resource  
Management and Administration

Ms. Steria E. Sanga



Director of Finance and Accounting

CPA. Burkad Paul. Haule



Director of Student's Services

Ms. Lucina L. Comino



Ag. Director of Planning and Development

Mr. Oyombe E. Simba



### 3.HEADS OF INDEPENDENT UNITS

Head of Quality Assurance Unit

Prof. Aniceth K. Mpanju



Chief Internal Auditor

CPA. Elias D. Msabi



Head of Procurement Management

CPSP. Geofrey J. Magembe



Head of ICT Department

Mr. Gideon M. Ndal



Ag. Head Legal Services Unit

Ms. Penila A. Muganda



Head of Communication and Marketing

Ms. Lilian Mpanju Rugaitika



## 4. CAMPUS DIRECTORS

Director Singida Campus

Dr. James E. Mrema



Director Mbeya Campus

Dr. Godwin S. Mollel



Director Mtwara Campus

Dr. Bajjet S. Narescho



Director Mwanza Campus

Dr. Honest F. Kimario



#### Director Kigoma Campus

Prof. Elimeleck Akyoo



#### Director Zanzibar Campus

Dr. Mohammed A. Balazi



#### Director Tanga Campus

Dr. Mwita S. Mkami





# **PROGRAMMES OFFERED**



# 1. BASIC TECHNICIAN CERTIFICATE, (NTA LEVEL 4) ONE YEAR

## (i) Basic Technician Certificate in Accountancy (BTCA), NTA Level 4

| S/N                  | Module code | Module name                     | Year | Semester | Class       | Credits |
|----------------------|-------------|---------------------------------|------|----------|-------------|---------|
| 1                    | ACT 04101   | Basic Book Keeping              | 1    | 1        | Core        | 14      |
| 2                    | BAT 04101   | Basic Commercial Knowledge      | 1    | 1        | Fundamental | 12      |
| 3                    | GST 04101   | Elementary Business Mathematics | 1    | 1        | Fundamental | 12      |
| 4                    | GST 04102   | Basic Communication skills      | 1    | 1        | Fundamental | 12      |
| 5                    | PLT 04101   | Basic Store Keeping             | 1    | 1        | Fundamental | 12      |
| 6                    | ACT 04202   | Basic Accounting                | 1    | 2        | Core        | 14      |
| 7                    | ACT 04203   | Elements of Cost Accounting     | 1    | 2        | Core        | 14      |
| 8                    | ACT 04204   | Elements of Taxation            | 1    | 2        | Core        | 14      |
| 9                    | ACT 04205   | Elements of Auditing            | 1    | 2        | Core        | 14      |
| 10                   | GST 04204   | Basic Computer Applications     | 1    | 2        | Fundamental | 12      |
| <b>Total Credits</b> |             |                                 |      |          |             | 130     |

## (ii) Basic Technician Certificate in Procurement and Logistics Management (BTCPLM), NTA Level 4

| S/N                  | Module code | Module name                      | Year | Semester | Class       | Credits |
|----------------------|-------------|----------------------------------|------|----------|-------------|---------|
| 1                    | PLT 04101   | Basic Store Keeping              | 1    | 1        | Core        | 14      |
| 2                    | PLT 04106   | Basic Procurement Principles     | 1    | 1        | Core        | 14      |
| 3                    | GST 04101   | Elementary Business Mathematics  | 1    | 1        | Fundamental | 12      |
| 4                    | GST 04102   | Basic Business Communication     | 1    | 1        | Fundamental | 11      |
| 5                    | ACT 04101   | Basic Book Keeping               | 1    | 1        | Fundamental | 11      |
| 6                    | PLT 04202   | Elements of Freight Forwarding   | 1    | 2        | Core        | 14      |
| 7                    | PLT 04203   | Elements of Logistics Operations | 1    | 2        | Core        | 14      |
| 8                    | MPT 04210   | Elements of Marketing            | 1    | 2        | Fundamental | 11      |
| 9                    | GST 04204   | Basic Computer Applications      | 1    | 2        | Fundamental | 12      |
| 10                   | GST 04205   | Elements of Business Law         | 1    | 2        | Fundamental | 11      |
| <b>Total Credits</b> |             |                                  |      |          |             | 124     |

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

| S/N | Module code | Module name                         | Year | Semester | Class       | Credits |
|-----|-------------|-------------------------------------|------|----------|-------------|---------|
| 1   | GST04101    | Elementary Business Mathematics     | 1    | 1        | Fundamental | 11      |
| 2   | ACT04101    | Basics of Book-keeping              | 1    | 1        | Fundamental | 13      |
| 3   | BAT04101    | Basics of Commerce.                 | 1    | 1        | Fundamental | 13      |
| 4   | BAT04105    | Elements of Business Administration | 1    | 1        | Core        | 13      |
| 5   | GST04102    | Basics of Business Communication    | 1    | 1        | Fundamental | 11      |

|                      |          |                                        |   |   |             |     |
|----------------------|----------|----------------------------------------|---|---|-------------|-----|
| 6                    | GST04101 | Office Practice and Records Management | 2 | 2 | Core        | 11  |
| 7                    | ACT04101 | Elements of Marketing                  | 2 | 2 | Core        | 15  |
| 8                    | BAT04101 | Basics of Computer Applications        | 2 | 2 | Fundamental | 11  |
| 9                    | BAT04105 | Basics of Entrepreneurship             | 2 | 2 | Core        | 13  |
| 10                   | GST04102 | Elements of Business Law               | 2 | 2 | Fundamental | 11  |
| <b>Total Credits</b> |          |                                        |   |   |             | 122 |

**(iv) Basic Technician Certificate in Human Resource Management (BTCHRM), NTA Level 4**

| S/N                  | Module code | Module name                            | Year | Semester | Class       | Credits |
|----------------------|-------------|----------------------------------------|------|----------|-------------|---------|
| 1                    | GST 04102   | Business Communication                 | 1    | 1        | Fundamental | 10      |
| 2                    | GST 04101   | Elementary Business Mathematics        | 1    | 1        | Fundamental | 12      |
| 3                    | MPT04105    | Elements of Public Relations.          | 1    | 1        | Fundamental | 12      |
| 4                    | HRT04105    | Elements of Human Resource Management. | 1    | 1        | Core        | 13      |
| 5                    | HRT 04101   | Elements of Human Resource Management. | 1    | 1        | Core        | 12      |
| 6                    | GST 04204   | Basic Computer Applications            | 1    | 2        | Fundamental | 12      |
| 7                    | HRT 04206   | Basics of Labour Law                   | 1    | 2        | Core        | 12      |
| 8                    | HRT04202    | Basics of Organizational Psychology    | 1    | 2        | Core        | 12      |
| 9                    | HRT04204    | Basics of Organisation Behaviour       | 1    | 2        | Core        | 13      |
| 10                   | HRT04204    | Basics of Industrial Relations         | 1    | 2        | Core        | 12      |
| <b>Total Credits</b> |             |                                        |      |          |             | 120     |

**v) Basic Technician Certificate in Marketing and Public Relations (BTCMPR) NTA Level 4**

| S/N                  | Module code | Module name                                 | Year | Semester | Class       | Credits |
|----------------------|-------------|---------------------------------------------|------|----------|-------------|---------|
| 1                    | GST 04104   | Basics of Business Communication            | 1    | 1        | Fundamental | 11      |
| 2                    | MPT 04101   | Elements of Marketing                       | 1    | 1        | Core        | 12      |
| 3                    | GST 04103   | Elementary Business Mathematics             | 1    | 1        | Fundamental | 12      |
| 4                    | MPT 04102   | Customer Care and Ethics                    | 1    | 1        | Core        | 12      |
| 5                    | MPT 04105   | Elements of Public Relations                | 1    | 1        | Core        | 14      |
| 6                    | MPT 04201   | Elements of Sales Management                | 1    | 2        | Core        | 14      |
| 7                    | BAT 04205   | Basic Commercial Knowledge                  | 1    | 2        | Core        | 11      |
| 8                    | MPT 04208   | Essentials of Media Relations               | 1    | 2        | Core        | 11      |
| 9                    | GST 04209   | Basics of Computer Applications             | 1    | 2        | Fundamental | 11      |
| 10                   | MPT 04207   | Basics of Marketing Creation and Innovation | 1    | 2        | Core        | 12      |
| <b>Total Credits</b> |             |                                             |      |          |             | 120     |

**(vi) ) Basic Technician Certificate in Public Sector Accounting and Finance (BTCPSAF)**

| S/N                  | Module code | Module name                              | Year | Semester | Class       | Credits    |
|----------------------|-------------|------------------------------------------|------|----------|-------------|------------|
| 1                    | ACT04101    | BBasic Book-keeping                      | 1    | 1        | Fundamental | 10         |
| 2                    | BAT04102    | Basic Commercial Knowledge               | 1    | 1        | Fundamental | 12         |
| 3                    | GST04103    | Commercial Arithmetic                    | 1    | 1        | Fundamental | 10         |
| 4                    | GST04104    | Introduction to Communication Skills     | 1    | 1        | Fundamental | 10         |
| 5                    | PLT04105    | Basic Store Keeping                      | 1    | 1        | Fundamental | 10         |
| 6                    | GST04208    | Introduction to Customer Care and Ethics | 1    | 2        | Fundamental | 10         |
| 7                    | GST04209    | Introduction to Computer Applications    | 1    | 2        | Fundamental | 10         |
| 8                    | PST04206    | Elements of Public Sec Accounting        | 1    | 2        | Core        | 18         |
| 9                    | PST04207    | Elements of Public Finance and Taxation  | 1    | 2        | Core        | 12         |
| 10                   | PST04210    | Elementary Cooperative and Taxation      | 1    | 2        | Core        | 12         |
| <b>Total Credits</b> |             |                                          |      |          |             | <b>114</b> |

**ASSESSMENT SYSTEM**

The marks will be allocated out of 100 percent. The marks obtained from various assessment components will be distributed as follows:

| S/N | SCORE RANGE | GRADE | DEFINITION |
|-----|-------------|-------|------------|
| 1.  | 80 – 100    | A     | EXCELLENT  |
| 2.  | 65 – 79     | B     | GOO D      |
| 3.  | 50 – 64     | C     | AVERAGE    |
| 4.  | 40 – 49     | D     | POO R      |
| 5.  | 0 – 39      | F     | FAILURE    |

## 2. DIPLOMA (NTA LEVEL 5 &6) Two Years

### i) Diploma in Accountancy (DA) NTA Level 5.

| S/N                  | Module code | Module name                            | Year | Semester | Class       | Credits    |
|----------------------|-------------|----------------------------------------|------|----------|-------------|------------|
| 1                    | ACT 05101   | Bookkeeping and Accounts               | 1    | 1        | Core        | 14         |
| 2                    | ACT 05105   | Financial literacy                     | 1    | 1        | Core        | 14         |
| 3                    | GST 05105   | Principles of commerce                 | 1    | 1        | Fundamental | 12         |
| 4                    | GST 04102   | Principles of Economics                | 1    | 1        | Fundamental | 12         |
| 5                    | GST 05106   | Business Mathematics and Statistics    | 1    | 1        | Fundamental | 12         |
| 6                    | ACT 05206   | Elementary financial Accounting        | 1    | 2        | Core        | 14         |
| 7                    | ACT 05207   | Principles of public sector Accounting | 1    | 2        | Core        | 14         |
| 8                    | ACT 05210   | Principles of Auditing                 | 1    | 2        | Core        | 14         |
| 9                    | GST 05207   | Business communication skills          | 1    | 2        | Fundamental | 12         |
| 10                   | GST 05212   | Information Technology                 | 1    | 2        | Fundamental | 12         |
| <b>Total Credits</b> |             |                                        |      |          |             | <b>130</b> |

### Ordinary Diploma in Accountancy (DA) NTA Level 6.

| Code              | Module Title                                     | Year | Semester | Credits | Category    |
|-------------------|--------------------------------------------------|------|----------|---------|-------------|
| ACT06102          | Principles of Taxation                           | 2    | 1        | 12      | Core        |
| ACT06103          | Principles of Cooperative Accounting             | 2    | 1        | 12      | Core        |
| ACT06104          | Principles of Financial Accounting               | 2    | 1        | 14      | Core        |
| GST06104          | Introduction to Business Law                     | 2    | 1        | 10      | Fundamental |
| GST06107          | Principles of Management                         | 2    | 1        | 10      | Fundamental |
| ACT06206          | Introduction to Cost Accounting                  | 2    | 2        | 12      | Core        |
| ACT06208          | Principles of Internal Audit and Control Systems | 2    | 2        | 14      | Core        |
| ACT06209          | Introduction to Financial Management             | 2    | 2        | 12      | Core        |
| ACT06210          | Principles of Financial Reporting                | 2    | 2        | 14      | Core        |
| GST06211          | Project Paper                                    | 2    | 2        | 10      | Fundamental |
| GST06212          | Principles of Marketing and Entrepreneurship     | 2    | 2        | 10      | Fundamental |
| <b>11 Modules</b> |                                                  |      |          |         |             |

**(ii) Diploma in Procurement and Logistics Management (DPLM) NTA Level 5**

| S/N                  | Module code | Module name                                       | Year | Semester | Class       | Credits    |
|----------------------|-------------|---------------------------------------------------|------|----------|-------------|------------|
| 1                    | PLT 05101   | Procurement Principles                            | 1    | 1        | Core        | 14         |
| 2                    | PLT 05102   | Stores Administration                             | 1    | 1        | Core        | 14         |
| 3                    | GST 05103   | Business Communication Skills and Office Practice | 1    | 1        | Fundamental | 11         |
| 4                    | GST 05106   | Business Mathematics and Statistics               | 1    | 1        | Fundamental | 11         |
| 5                    | MPT 05103   | Principles of Marketing                           | 1    | 1        | Fundamental | 11         |
| 6                    | PLT 05201   | Inventory Control                                 | 1    | 2        | Core        | 14         |
| 7                    | PLT 05202   | Transport and Distribution                        | 1    | 2        | Core        | 14         |
| 8                    | PLT 05203   | E-procurement Principles                          | 1    | 2        | Core        | 14         |
| 9                    | ACT 05204   | Principles of Financial Accounting                | 1    | 2        | Fundamental | 12         |
| 10                   | GST 05213   | Fundamentals of Information Systems               | 1    | 2        | Fundamental | 12         |
| <b>Total Credits</b> |             |                                                   |      |          |             | <b>127</b> |

**Ordinary Diploma in Procurement and Logistics Management – DPLM), NTA Level 6**

| Code              | Module Title                             | Year | Semester | Credits | Category    |
|-------------------|------------------------------------------|------|----------|---------|-------------|
| BAT06106          | Introduction to Entrepreneurship         | 2    | 1        | 15      | Fundamental |
| GST06104          | Introduction to Business Law             | 2    | 1        | 10      | Core        |
| PLT06101          | Public Procurement                       | 2    | 1        | 15      | Core        |
| PLT0610           | Procurement Contract Management          | 2    | 1        | 15      | Core        |
| PLT06104          | Freight Forwarding                       | 2    | 1        | 15      | Core        |
| ACT06207          | Principles of Costing                    | 2    | 2        | 14      | Fundamental |
| GST06206          | Principles of Economics                  | 2    | 2        | 10      | Fundamental |
| GST06208          | Introduction to Principles of Management | 2    | 2        | 10      | Fundamental |
| GST06211          | Project Paper                            | 2    | 2        | 10      | Fundamental |
| PLT06201          | Introduction to Logistics Management     | 2    | 2        | 20      | Core        |
| PLT06202          | Introduction to International            | 2    | 2        | 15      | Core        |
| <b>11 Modules</b> |                                          |      |          |         |             |

### (iii) Diploma in Business Administration (DBA) NTA Level 5

| S/N                  | Module code | Module name                                       | Year | Semester | Class       | Credits    |
|----------------------|-------------|---------------------------------------------------|------|----------|-------------|------------|
| 1                    | GST05107    | Business Communication Skills and Office Practice | 1    | 1        | Fundamental | 12         |
| 2                    | GST05106    | Business Mathematics and Statistics               | 1    | 1        | Fundamental | 12         |
| 3                    | BAT05103    | Principles of Commerce                            | 1    | 1        | Core        | 13         |
| 4                    | ACT05104    | Fundamentals of Financial Accounting              | 1    | 1        | Fundamental | 12         |
| 5                    | PLT05101    | Procurement Principles                            | 1    | 1        | Core        | 12         |
| 6                    | GST05212    | Computer Applications                             | 1    | 2        | Fundamental | 12         |
| 7                    | GST05207    | Public Relations and Customer Care                | 1    | 2        | Fundamental | 12         |
| 8                    | ACT05211    | Principles of Financial Management                | 1    | 2        | Core        | 12         |
| 9                    | BAT05209    | Principles of Management                          | 1    | 2        | Core        | 12         |
| 10                   | BAT05210    | Fundamentals of Entrepreneurship                  | 1    | 2        | Core        | 13         |
| <b>Total Credits</b> |             |                                                   |      |          |             | <b>122</b> |

### Ordinary Diploma in Business Administration (DBA) NTA Level 6

| Code              | Module Title                                         | Year | Semester | Credits | Category    |
|-------------------|------------------------------------------------------|------|----------|---------|-------------|
| ACT06101          | Business Accounting                                  | 2    | 1        | 12      | Fundamental |
| BAT06102          | Principles of Marketing                              | 2    | 1        | 15      | Core        |
| BAT06107          | Introduction to Production and Operations Management | 2    | 1        | 10      | Core        |
| GST06104          | Introduction to Business Law                         | 2    | 1        | 10      | Fundamental |
| PLT06105          | Stores Administration and Inventory Control          | 2    | 1        | 15      | Fundamental |
| ACT06209          | Introduction to Financial Management                 | 2    | 2        | 12      | Fundamental |
| BAT06207          | Introduction to Business Environment                 | 2    | 2        | 12      | Core        |
| GST06206          | Principles of Economics                              | 2    | 2        | 12      | Fundamental |
| GST06211          | Project Paper                                        | 2    | 2        | 10      | Fundamental |
| HRT06211          | Introduction to Human Resource Management            | 2    | 2        | 10      | Fundamental |
| MPT06208          | Sales Management                                     | 2    | 2        | 12      | Fundamental |
| <b>11 Modules</b> |                                                      |      |          |         |             |

#### (iv) Diploma in Human Resource Management (DHRM) NTA Level 5

| S/N                  | Module code | Module name                                     | Year | Semester | Class       | Credits    |
|----------------------|-------------|-------------------------------------------------|------|----------|-------------|------------|
| 1                    | GST 05106   | Business Mathematics and Statistics             | 1    | 1        | Fundamental | 12         |
| 2                    | HRT 05101   | Fundamentals of Human Resource Management       | 1    | 1        | Core        | 13         |
| 3                    | HRT 05102   | Fundamentals of Local Government Administration | 1    | 1        | Core        | 12         |
| 4                    | MPT 05105   | Public Relations and Customer Care              | 1    | 1        | Fundamental | 12         |
| 5                    | GST 05110   | Principles of Management                        | 1    | 1        | Fundamental | 12         |
| 6                    | GST 05201   | Business Communication Skills                   | 1    | 2        | Fundamental | 10         |
| 7                    | GST 05212   | Computer Application                            | 1    | 2        | Fundamental | 13         |
| 8                    | HRT 05210   | Fundamentals of Organization Psychology         | 1    | 2        | Core        | 12         |
| 9                    | HRT 05208   | Fundamentals of Organizational Behaviour        | 1    | 2        | Core        | 13         |
| 10                   | BAT 05210   | Entrepreneurship                                | 1    | 2        | Fundamental | 12         |
| <b>Total Credits</b> |             |                                                 |      |          |             | <b>121</b> |

#### Ordinary Diploma in Human Resource Management (DHRM) NTA Level 6

| Code              | Module Title                                         | Year | Semester | Credits | Category    |
|-------------------|------------------------------------------------------|------|----------|---------|-------------|
| HRT06102          | Labor Law                                            | 2    | 1        | 12      | Core        |
| HRT06103          | Industrial Relations                                 | 2    | 1        | 12      | Core        |
| HRT06105          | Introduction to Occupational Healthy and Safety      | 2    | 1        | 12      | Core        |
| HRT06107          | Human Resource Planning and Resourcing               | 2    | 1        | 12      | Core        |
| HRT06108          | Human Resource Records Management                    | 2    | 1        | 12      | Core        |
| GST06211          | Project Paper                                        | 2    | 2        | 10      | Fundamental |
| HRT06201          | Introduction to International HRM                    | 2    | 2        | 12      | Core        |
| HRT06202          | Intro. to Performance Management and Decision Making | 2    | 2        | 12      | Core        |
| HRT06203          | Introduction to Staff Training and Development       | 2    | 2        | 12      | Core        |
| HRT06204          | Introduction to HR Information System                | 2    | 2        | 12      | Core        |
| MPT06201          | Principles of Marketing                              | 2    | 2        | 12      | Fundamental |
| <b>11 Modules</b> |                                                      |      |          |         |             |

### (v) Diploma in Marketing and Public Relations (DMPR) NTA Level 5

| S/N                  | Module code | Module name                                       | Year | Semester | Class       | Credits    |
|----------------------|-------------|---------------------------------------------------|------|----------|-------------|------------|
| 1                    | GST 05101   | Business Communication Skills and Office Practice | 1    | 1        | Fundamental | 11         |
| 2                    | GST 05102   | Business Mathematics and Statistics               | 1    | 1        | Fundamental | 11         |
| 3                    | MPT 05104   | Marketing Creativity and Design Thinking          | 1    | 1        | Core        | 12         |
| 4                    | MPT 05101   | Principles of Marketing                           | 1    | 1        | Core        | 14         |
| 5                    | PLT 05106   | Procurement and Supply                            | 1    | 1        | Fundamental | 12         |
| 6                    | GST 06106   | Computer Applications                             | 1    | 2        | Fundamental | 12         |
| 7                    | MPT 05207   | Public Relations and Advertising                  | 1    | 2        | Core        | 14         |
| 8                    | ACT 05201   | Principles of Financial Management                | 1    | 2        | Fundamental | 11         |
| 9                    | GST 05210   | Principles of Management                          | 1    | 2        | Core        | 12         |
| 10                   | GST 05208   | Principles of Economics                           | 1    | 2        | Core        | 11         |
| <b>Total Credits</b> |             |                                                   |      |          |             | <b>120</b> |

### Ordinary Diploma in Marketing and Public Relations (DMPR) NTA Level 6

| Code              | Module Title                                         | Year | Semester | Credits | Category    |
|-------------------|------------------------------------------------------|------|----------|---------|-------------|
| GST06102          | Principles of Office Practice and Records Management | 2    | 1        | 10      | Fundamental |
| GST06104          | Introduction to Business Law                         | 2    | 1        | 10      | Fundamental |
| GST06106          | Business Information Technology                      | 2    | 1        | 14      | Fundamental |
| MPT06103          | Integrated Marketing Communication                   | 2    | 1        | 12      | Core        |
| MPT06104          | Buyer Behavior and Consumerism                       | 2    | 1        | 12      | Core        |
| GST06214          | Project Paper                                        | 2    | 2        | 12      | Fundamental |
| MPT06206          | Introduction to Public Relations Campaign            | 2    | 2        | 12      | Core        |
| MPT06207          | Introduction to Entrepreneurship Development         | 2    | 2        | 11      | Core        |
| MPT06208          | Sales Management                                     | 2    | 2        | 12      | Core        |
| MPT06209          | Introduction to Customer Relations Management        | 2    | 2        | 13      | Core        |
| MPT06210          | Introduction to Events Management                    | 2    | 2        | 14      | Core        |
| <b>11 Modules</b> |                                                      |      |          |         |             |

## (vi) Ordinary Diploma in Public Sector Accounting and Finance (DPSAF) NTA Level 5

| S/N                  | Module code | Module name                                         | Year | Semester | Class       | Credits    |
|----------------------|-------------|-----------------------------------------------------|------|----------|-------------|------------|
| 1                    | ACT05101    | Book-keeping and Accounts                           | 1    | 1        | Core        | 16         |
| 2                    | BAT05103    | Commercial Knowledge                                | 1    | 1        | Fundamental | 15         |
| 3                    | GST05102    | Business Mathematics and Statistics                 | 1    | 1        | Fundamental | 10         |
| 4                    | GST05214    | Communication Skills and Office1 Practice           | 1    | 1        | Fundamental | 8          |
| 5                    | PST05105    | Introduction to Public Sector1Accounting            | 1    | 1        | Core        | 14         |
| 6                    | PST05106    | Introduction to Public Assets                       | 1    | 1        | Core        | 11         |
| 7                    | ACT05210    | Management and Valuation Principles of Auditing     | 1    | 2        | Core        | 10         |
| 8                    | GST05105    | Introduction to Economics                           | 1    | 2        | Fundamental | 8          |
| 9                    | GST05209    | Introduction to Compute 1 Applications              | 1    | 2        | Fundamental | 10         |
| 10                   | PLT05210    | Principles of Public Procurement 1 and Supply Chain | 1    | 2        | Core        | 11         |
| 11                   | PST052 07   | Introduction to Public Finance1and Taxation         | 1    | 2        | Core        | 14         |
| 12                   | PST05208    | Cooperative Accounting                              | 1    | 2        | Core        | 12         |
| <b>Total Credits</b> |             |                                                     |      |          |             | <b>120</b> |

## Diploma in Public Sector Accounting and Finance (DPSAF) NTA Level 6

| Code              | Module Title                                            | Year | Semester | Credits | Category    |
|-------------------|---------------------------------------------------------|------|----------|---------|-------------|
| ACT06102          | Principles of Taxation                                  | 2    | 1        | 12      | Core        |
| BAT06105          | Introduction to Project Planning and Management         | 2    | 1        | 11      | Core        |
| GST06104          | Introduction to Business Law                            | 2    | 1        | 10      | Fundamental |
| HRT06106          | Introduction to Public Service Management               | 2    | 1        | 10      | Fundamental |
| PST06101          | Principles of Public Sector Accounting                  | 2    | 1        | 11      | Core        |
| PST06106          | Introduction to Resources Governance in Rural and Urban | 2    | 1        | 9       | Core        |
| ACT06211          | Introduction to Cost Accounting                         | 2    | 2        | 9       | Core        |
| ACT06212          | Principles of Financial Accounting                      | 2    | 2        | 12      | Core        |
| GST06211          | Project Paper                                           | 2    | 2        | 12      | Core        |
| GST06215          | Principles of Marketing and Entrepreneurship            | 2    | 2        | 8       | Fundamental |
| PST06209          | Principles of Internal Audit and Control Systems        | 2    | 2        | 11      | Core        |
| PST06210          | Introduction to Public Sector Financial Management      | 2    | 2        | 11      | Core        |
| PST06211          | Introduction to Public Sector Financial Reporting       | 2    | 2        | 12      | Core        |
| <b>13 Modules</b> |                                                         |      |          |         |             |

### ASSESSMENT SYSTEM (NTA LEVEL 5)

The marks will be allocated out of 100 percent. The marks obtained from various assessment components will be distributed as follows:

| S/N | SCORE RANGE | GRADE | DEFINITION |
|-----|-------------|-------|------------|
| 1.  | 80 – 100    | A     | EXCELLENT  |
| 2.  | 65 – 79     | B     | GOOD       |
| 3.  | 50 – 64     | C     | AVERAGE    |
| 4.  | 40 – 49     | D     | POOR       |
| 5.  | 0 – 39      | F     | FAILURE    |

### ASSESSMENT SYSTEM (NTA LEVEL 6)

The marks will be allocated out of 100 percent. The marks obtained from various assessment components will be distributed as follows:

| S/N | SCORE RANGE | GRADE | DEFINITION |
|-----|-------------|-------|------------|
| 1.  | 75 – 100    | A     | EXCELLENT  |
| 2.  | 65- 74      | B     | GOOD       |
| 3.  | 55 – 64     | C     | AVERAGE    |
| 4.  | 45 – 54     | D     | POOR       |
| 5.  | 35 – 44     | F     | FAILURE    |

### 3. BACHELOR DEGREE PROGRAMMES (NTA LEVEL 7 & 8) THREE YEARS

#### (i) Bachelor in Accountancy (BAC) NTA Level 7

| Code       | Module Title                         | Year | Semester | Credits | Category    |
|------------|--------------------------------------|------|----------|---------|-------------|
| ACU 07101  | Principles of Financial Accounting   | 1    | 1        | 12      | Core        |
| GSU 07101  | Business Mathematics and Statistics  | 1    | 1        | 12      | Fundamental |
| GSU 07102  | Business Information Technology      | 1    | 1        | 11      | Fundamental |
| GSU 07103  | Development Studies                  | 1    | 1        | 12      | Fundamental |
| GSU 07108  | Communication Skills                 | 1    | 1        | 12      | Fundamental |
| ACU 07204  | Public Sector Accounting             | 1    | 2        | 12      | Core        |
| ACU 07205  | Financial Accounting                 | 1    | 2        | 12      | Core        |
| GSU 07206  | Quantitative Methods                 | 1    | 2        | 12      | Fundamental |
| GSU 07207  | Business Law                         | 1    | 2        | 12      | Fundamental |
| GSU 07208  | Principles of Economics              | 1    | 2        | 12      | Fundamental |
| ACU07314   | Financial Management                 | 2    | 1        | 15      | Core        |
| ACU07315   | Intermediate Financial Accounting    | 2    | 1        | 18      | Core        |
| ACU07319   | Public Finance and Taxation          | 2    | 1        | 12      | Core        |
| GSU07303   | Entrepreneurship and Marketing       | 2    | 1        | 8       | Fundamental |
| PSU07312   | Public Sector Financial Reporting    | 2    | 1        | 15      | Fundamental |
| ACU07416   | Cost Accounting                      | 2    | 2        | 14      | Core        |
| ACU07423   | Corporate Finance                    | 2    | 2        | 14      | Core        |
| ACU07424   | Auditing Theory and Practice         | 2    | 2        | 16      | Core        |
| GSU07401   | Research Methodology and Consultancy | 2    | 2        | 8       | Fundamental |
| GSU07421   | Managerial Economics                 | 2    | 2        | 8       | Fundamental |
| 20 Modules |                                      |      |          |         |             |

#### Bachelor in Accountancy (BAC) NTA Level 8

| Code       | Module Title                                   | Year | Semester | Credits | Category    |
|------------|------------------------------------------------|------|----------|---------|-------------|
| ACU08101   | Management Accounting                          | 3    | 1        | 12      | Core        |
| ACU08102   | Financial Reporting                            | 3    | 1        | 15      | Core        |
| ACU08103   | International Finance                          | 3    | 1        | 15      | Core        |
| ACU08104   | Corporate Governance and Social Responsibility | 3    | 1        | 10      | Core        |
| GSU08102   | Management Principles                          | 3    | 1        | 10      | Fundamental |
| ACU08202   | Corporate Reporting                            | 3    | 2        | 15      | Core        |
| ACU08203   | Advance Public Finance and Taxation            | 3    | 2        | 12      | Core        |
| ACU08205   | Performance Management                         | 3    | 2        | 12      | Core        |
| ACU08206   | Auditing and Assurance Services                | 3    | 2        | 10      | Core        |
| BAU08213   | Business Consultancy                           | 3    | 2        | 10      | Fundamental |
| GSU08212   | Project Paper                                  | 3    | 2        | 15      | Core        |
| 11 Modules |                                                |      |          |         |             |

**(ii) Bachelor in Procurement and Logistics Management (BPLM) NTA Level 7**

| Code       | Module Title                               | Year | Semester | Credits | Category    |
|------------|--------------------------------------------|------|----------|---------|-------------|
| PLU 07101  | Procurement Principles & Practices         | 1    | 1        | 11      | Core        |
| GSU 07101  | Business Mathematics and Statistics        | 1    | 1        | 11      | Fundamental |
| ACU 07102  | Financial Accounting                       | 1    | 1        | 11      | Fundamental |
| GSU 07103  | Development Studies                        | 1    | 1        | 11      | Fundamental |
| GSU 07108  | Communication Skills                       | 1    | 1        | 11      | Fundamental |
| PLU 07205  | Transportation and Distribution Management | 1    | 2        | 11      | Core        |
| PLU 07203  | Stores Management and Control              | 1    | 2        | 11      | Fundamental |
| GSU 07208  | Principles of Economics                    | 1    | 2        | 11      | Fundamental |
| MPU 07201  | Marketing Management                       | 1    | 2        | 11      | Fundamental |
| PLU 07207  | Legal Aspect of Procurement                | 1    | 2        | 11      | Fundamental |
| ACU07318   | Cost and Management Accounting             | 2    | 1        | 10      | Fundamental |
| GSU07301   | Information Systems                        | 2    | 1        | 10      | Fundamental |
| PLU07302   | Warehouse Management                       | 2    | 1        | 15      | Core        |
| PLU07303   | Freight Forwarding                         | 2    | 1        | 10      | Core        |
| PLU07304   | Logistics Management                       | 2    | 1        | 12      | Core        |
| ACU07421   | Financial Management                       | 2    | 2        | 12      | Fundamental |
| GSU07401   | Research Methodology and Consultancy       | 2    | 2        | 10      | Fundamental |
| GSU07402   | Quantitative Methods                       | 2    | 2        | 10      | Fundamental |
| PLU07401   | Inventory Management                       | 2    | 2        | 10      | Core        |
| PLU07419   | Public Procurement                         | 2    | 2        | 18      | Core        |
| 20 Modules |                                            |      |          |         |             |

**Bachelor in Procurement and Logistics Management (BPLM) NTA Level 8**

| Code     | Module Title                       | Year | Semester | Credits | Category    |
|----------|------------------------------------|------|----------|---------|-------------|
| GSU08102 | Management Principles              | 3    | 1        | 9       | Fundamental |
| PLU08101 | Procurement Management             | 3    | 1        | 10      | Core        |
| PLU08102 | International Procurement          | 3    | 1        | 9       | Core        |
| PLU08103 | Production & Operations Management | 3    | 1        | 10      | Core        |
| PLU08104 | Supply Chain Management            | 3    | 1        | 12      | Core        |
| PLU08106 | Procurement Negotiation Skills     | 3    | 1        | 9       | Core        |
| BAU08207 | Entrepreneurship and Innovation    | 3    | 2        | 9       | Fundamental |
| GSU08212 | Project Paper                      | 3    | 2        | 10      | Core        |

| Code       | Module Title                    | Year | Semester | Credits | Category |
|------------|---------------------------------|------|----------|---------|----------|
| PLU08202   | Procurement & Supplies Audit    | 3    | 2        | 10      | Core     |
| PLU08203   | E-Procurement and E-Logistics   | 3    | 2        | 10      | Core     |
| PLU08205   | Contract and Project Management | 3    | 2        | 10      | Core     |
| PLU08208   | Strategic Procurement           | 3    | 2        | 12      | Core     |
| PLU08210   | Supply Chain Risk Management    | 3    | 2        | 10      | Core     |
| 11 Modules |                                 |      |          |         |          |

### (iii) Bachelor in Business Administration (BBA) NTA Level 7

| Code       | Module Title                         | Year | Semester | Credits | Category    |
|------------|--------------------------------------|------|----------|---------|-------------|
| GSU07101   | Business Mathematics and Statistics  | 1    | 1        | 10      | Fundamental |
| GSU07103   | Development Studies                  | 1    | 1        | 9       | Fundamental |
| GSU07108   | Business Communication               | 1    | 1        | 10      | Fundamental |
| GSU07102   | Business information technology      | 1    | 1        | 10      | Core        |
| ACU07102   | Financial Accounting                 | 1    | 1        | 10      | Core        |
| BFU07101   | Principles of Banking (BF)           | 1    | 1        | 10      | Core        |
| GSU07209   | Principles of Management             | 1    | 2        | 10      | Fundamental |
| GSU07208   | Principles of Economics              | 1    | 2        | 10      | Fundamental |
| MPU07205   | Marketing Management                 | 1    | 2        | 12      | Core        |
| ACU07221   | Financial Management                 | 1    | 2        | 10      | Core        |
| PLU07210   | Procurement and Supply               | 1    | 2        | 12      | Core        |
| BFU07201   | Money and Banking                    | 1    | 2        | 10      | Core        |
| BAU07313   | Management Information System        | 2    | 1        | 10      | Core        |
| GSU07314   | Research Methodology and Consultancy | 2    | 1        | 8       | Fundamental |
| GSU07318   | Quantitative Methods                 | 2    | 1        | 9       | Fundamental |
| HRU07315   | Organizational Behavior              | 2    | 1        | 11      | Fundamental |
| HRU07317   | Human Resources Management           | 2    | 1        | 14      | Fundamental |
| ACU07421   | Financial Management                 | 2    | 2        | 9       | Fundamental |
| ACU07422   | Risk Management                      | 2    | 2        | 14      | Fundamental |
| BAU07402   | Business Leadership                  | 2    | 2        | 14      | Core        |
| BAU07419   | International Business               | 2    | 2        | 14      | Core        |
| BAU07425   | Business Organization Management     | 2    | 2        | 14      | Core        |
| 22 Modules |                                      |      |          |         |             |

## Bachelor in Business Administration (BBA) NTA Level 8

| Code       | Module Title                                              | Year | Semester | Credits | Category    |
|------------|-----------------------------------------------------------|------|----------|---------|-------------|
| ACU08106   | Business Taxation                                         | 3    | 1        | 12      | Fundamental |
| BAU08101   | Strategic Management                                      | 3    | 1        | 10      | Core        |
| BAU08104   | Operations Management                                     | 3    | 1        | 12      | Core        |
| BAU08106   | Project Management                                        | 3    | 1        | 12      | Core        |
| GSU08107   | Business Consultancy Business Ethics and Corporate Social | 3    | 1        | 10      | Fundamental |
| BAU08203   | Responsibility                                            | 3    | 2        | 10      | Core        |
| BAU08204   | Business Contract Management                              | 3    | 2        | 11      | Core        |
| BAU08214   | Project Monitoring and Evaluation                         | 3    | 2        | 11      | Core        |
| BAU08215   | Risk Management                                           | 3    | 2        | 12      | Core        |
| GSU08208   | International Management                                  | 3    | 2        | 11      | Fundamental |
| GSU08212   | Project Paper                                             | 3    | 2        | 10      | Core        |
| 11 Modules |                                                           |      |          |         |             |

## (iv) Bachelor in Human Resource Management (BHRM) NTA Level 7

| Code      | Module Title                                         | Year | Semester | Credits | Category    |
|-----------|------------------------------------------------------|------|----------|---------|-------------|
| HRU 07101 | Principles and Practice of Human Resource Management | 1    | 1        | 13      | Core        |
| GSU 07103 | Development Studies                                  | 1    | 1        | 10      | Fundamental |
| GSU 07104 | Communication Skills and Report Writing              | 1    | 1        | 10      | Fundamental |
| BAU 07103 | Principles and Practice of Management                | 1    | 1        | 12      | Core        |
| BAU 07102 | Administrative Law                                   | 1    | 1        | 12      | Core        |
| GSU 07102 | Business Information system                          | 1    | 1        | 12      | Fundamental |
| HRU 07203 | Local Government Administration                      | 1    | 2        | 12      | Core        |
| HRU 07204 | Organizational Psychology                            | 1    | 2        | 12      | Core        |
| ACU 07206 | Financial Accounting                                 | 1    | 2        | 10      | Fundamental |
| GSU 07208 | Principles of Economics                              | 1    | 2        | 10      | Fundamental |
| GSU 07201 | Business Mathematics and Statistics                  | 1    | 2        | 10      | Fundamental |
| ACU07317  | Principles of Financial Management                   | 2    | 1        | 8       | Fundamental |
| BAU07301  | Public Service Delivery                              | 2    | 1        | 14      | Fundamental |
| HRU07301  | Organizational Development                           | 2    | 1        | 14      | Core        |
| HRU07302  | Human Resource Consultancy                           | 2    | 1        | 14      | Core        |
| HRU07318  | Advanced Human Resources Management                  | 2    | 1        | 14      | Core        |

| Code       | Module Title                                                      | Year | Semester | Credits | Category    |
|------------|-------------------------------------------------------------------|------|----------|---------|-------------|
| GSU07403   | Social Science Research                                           | 2    | 2        | 8       | Fundamental |
| HRU07401   | Organization Behaviour                                            | 2    | 2        | 14      | Core        |
| HRU07402   | Office Practice and Record Management                             | 2    | 2        | 14      | Core        |
| HRU07420   | Industrial Relations and labour Law                               | 2    | 2        | 14      | Core        |
| HRU07421   | Principles and Practice of Human Resources Management<br>Planning | 2    | 2        | 14      | Core        |
| 21 Modules |                                                                   |      |          |         |             |

## Bachelor in Human Resource Management (BHRM) NTA Level 8

| Code       | Module Title                            | Year | Semester | Credits | Category    |
|------------|-----------------------------------------|------|----------|---------|-------------|
| GSU08108   | Entrepreneurship                        | 3    | 1        | 10      | Fundamental |
| HRU08101   | Human Resource Training and Development | 3    | 1        | 13      | Core        |
| HRU08103   | Human Resource Information System       | 3    | 1        | 12      | Core        |
| HRU08108   | Labour Economics                        | 3    | 1        | 10      | Core        |
| HRU08109   | Human Resource Performance Management   | 3    | 1        | 12      | Core        |
| BAU08213   | Business Consultancy                    | 3    | 2        | 10      | Fundamental |
| GSU08205   | Project Management                      | 3    | 2        | 10      | Fundamental |
| GSU08206   | Public Policy                           | 3    | 2        | 10      | Core        |
| GSU08207   | Occupational Health and Safety Services | 3    | 2        | 10      | Core        |
| GSU08212   | Project Paper                           | 3    | 2        | 10      | Core        |
| HRU08206   | International Human Resource Management | 3    | 2        | 12      | Core        |
| 11 Modules |                                         |      |          |         |             |

## (v) Bachelor in Marketing and Public Relations (BMPR) NTA Level 7.

| Code      | Module Title                        | Year | Semester | Credits | Category    |
|-----------|-------------------------------------|------|----------|---------|-------------|
| GSU07101  | Communication skills                | 1    | 1        | 12      | Fundamental |
| GSU 07102 | Business Mathematics and Statistics | 1    | 1        | 12      | Fundamental |
| GSU 07103 | Development Studies                 | 1    | 1        | 12      | Fundamental |
| MPU 07104 | Public Relations Writing            | 1    | 1        | 12      | Core        |
| MPU07105  | Marketing Management                | 1    | 1        | 14      | Core        |
| MPU 07206 | Events and Campaign Management      | 1    | 2        | 14      | Core        |
| MPU07207  | Business and Media Law              | 1    | 2        | 12      | Core        |
| MPU07208  | Customer Relationship Management    | 1    | 2        | 12      | Core        |
| GSU07209  | Principles of Management            | 1    | 2        | 12      | Fundamental |

| Code       | Module Title                         | Year | Semester | Credits | Category    |
|------------|--------------------------------------|------|----------|---------|-------------|
| MPU07210   | Consumer Behaviour                   | 1    | 2        | 12      | Core        |
| GSU07314   | Research Methodology and Consultancy | 2    | 1        | 8       | Fundamental |
| GSU07315   | Entrepreneurship                     | 2    | 1        | 1       | Fundamental |
| HRU07315   | Organizational Behavior              | 2    | 1        | 11      | Core        |
| MPU07419   | Consumer Behaviour                   | 2    | 1        | 12      | Core        |
| MPU07420   | Media Relations                      | 2    | 1        | 11      | Core        |
| GSU07416   | Business Information Technology      | 2    | 2        | 8       | Fundamental |
| GSU07417   | Principles of Economics              | 2    | 2        | 2       | Fundamental |
| HRU07419   | Human Resource Management            | 2    | 2        | 2       | Fundamental |
| MPU07422   | Advertising and Promotion            | 2    | 2        | 14      | Core        |
| MPU07423   | Events Management                    | 2    | 2        | 16      | Core        |
| 20 Modules |                                      |      |          |         |             |

### Bachelor in Marketing and Public Relations (BMPR) NTA Level 8

| Code       | Module Title                                          | Year | Semester | Credits | Category    |
|------------|-------------------------------------------------------|------|----------|---------|-------------|
| BAU08106   | Project Management                                    | 3    | 1        | 12      | Fundamental |
| GSU08105   | Business Ethics & Corporate Social Responsibility     | 3    | 1        | 10      | Fundamental |
| MPU08103   | Corporate Public Relations                            | 3    | 1        | 12      | Core        |
| MPU08104   | Strategic Marketing                                   | 3    | 1        | 12      | Core        |
| MPU08105   | Service Marketing                                     | 3    | 1        | 12      | Core        |
| ACU08208   | Financial Management                                  | 3    | 2        | 8       | Fundamental |
| GSU08212   | Project Paper                                         | 3    | 2        | 8       | Fundamental |
| MPU08205   | Sales & Retail Management                             | 3    | 2        | 12      | Core        |
| MPU08207   | Contemporary Issues in Marketing and Public Relations | 3    | 2        | 10      | Core        |
| MPU08208   | International Marketing                               | 3    | 2        | 13      | Core        |
| MPU08210   | E-Marketing and E-Public Relations                    | 3    | 2        | 12      | Core        |
| 11 Modules |                                                       |      |          |         |             |

### (vi) Bachelor in Public Sector Accounting and Finance (BPSAF) NTA Level 7

| Code     | Module Title                                       | Year | Semester | Credits | Category    |
|----------|----------------------------------------------------|------|----------|---------|-------------|
| ACU07105 | Introduction to Financial Accounting               | 1    | 1        | 19      | Core        |
| GSU07101 | Business Mathematics and Statistics                | 1    | 1        | 10      | Fundamental |
| GSU07103 | Development Studies                                | 1    | 1        | 10      | Fundamental |
| GSU07104 | Communication Skills and Report Writing            | 1    | 1        | 8       | Fundamental |
| PSU07102 | Information Technology and Computerized Accounting | 1    | 1        | 10      | Fundamental |
| PSU07104 | Public Sector Accounting                           | 1    | 1        | 24      | Core        |

| Code       | Module Title                                   | Year | Semester | Credits | Category    |
|------------|------------------------------------------------|------|----------|---------|-------------|
| ACU07210   | Financial Accounting                           | 1    | 2        | 24      | Core        |
| GSU07207   | Business Law                                   | 1    | 2        | 10      | Fundamental |
| GSU07208   | Principles of Economics                        | 1    | 2        | 10      | Fundamental |
| PSU07210   | Public Finance and Taxation                    | 1    | 2        | 14      | Core        |
| PSU07211   | Public Sector Auditing and Control Systems     | 1    | 2        | 16      | Core        |
| PSU07212   | Corporate Governance and Social Responsibility | 1    | 2        | 20      | Core        |
| ACU07311   | Corporate Finance                              | 2    | 1        | 19      | Core        |
| ACU07312   | Taxation                                       | 2    | 1        | 20      | Core        |
| GSU07303   | Entrepreneurship and Marketing                 | 2    | 1        | 10      | Fundamental |
| GSU07313   | Operational Research                           | 2    | 1        | 13      | Fundamental |
| GSU07314   | Research Methodology and Consultancy           | 2    | 1        | 22      | Fundamental |
| PSU07313   | Public Assets Management and Valuation         | 2    | 1        | 10      | Core        |
| ACU07416   | Cost Accounting                                | 2    | 2        | 20      | Core        |
| ACU07417   | Intermediate Financial Accounting              | 2    | 2        | 30      | Core        |
| ACU07419   | Advanced Taxation                              | 2    | 2        | 15      | Core        |
| ACU07422   | Risk Management                                | 2    | 2        | 14      | Core        |
| PLU07417   | Public Procurement                             | 2    | 2        | 10      | Fundamental |
| PSU07411   | Intermediate Public Sector Accounting          | 2    | 2        | 21      | Core        |
| 24 Modules |                                                |      |          |         |             |

### Bachelor in Marketing and Public Relations (BMPR) NTA Level 8

| Code       | Module Title                                         | Year | Semester | Credits | Category    |
|------------|------------------------------------------------------|------|----------|---------|-------------|
| ACU08103   | International Finance                                | 3    | 1        | 15      | Core        |
| ACU08105   | Advanced Financial Accounting                        | 3    | 1        | 15      | Core        |
| GSU08102   | Management Principles                                | 3    | 1        | 10      | Fundamental |
| HRU08105   | Strategic Human Resource Management                  | 3    | 1        | 12      | Fundamental |
| HRU08107   | Public Service Management                            | 3    | 1        | 9       | Core        |
| PSU08101   | Resources Governance in Local Government Authorities | 3    | 1        | 11      | Core        |
| ACU08206   | Auditing and Assurance Services                      | 3    | 2        | 10      | Core        |
| ACU08207   | Management Accounting                                | 3    | 2        | 15      | Core        |
| GSU08212   | Project Paper                                        | 3    | 2        | 8       | Fundamental |
| PSU08208   | Advanced Local Government Accounting & Reporting     | 3    | 2        | 10      | Core        |
| PSU08209   | Advanced Public Sector Accounting & Reporting        | 3    | 2        | 11      | Core        |
| PSU08210   | Contemporary Issues on Public Sector Accounting      |      | 2        | 10      | Core        |
| PSU08211   | Public Policy and Programme Evaluation               |      | 2        | 16      | Core        |
| 13 Modules |                                                      |      |          |         |             |

**(vii) Bachelor in Education with Accountancy and Business Studies (BEDABS) NTA Level 7**

| Code       | Module Title                        | Year | Semester | Credits | Category    |
|------------|-------------------------------------|------|----------|---------|-------------|
| ACU 07101  | Principles of Financial Accounting  | 1    | 1        | 13      | Core        |
| GSU 07101  | Business Mathematics and Statistics | 1    | 1        | 10      | Fundamental |
| GSU 07102  | Computer Application                | 1    | 1        | 10      | Fundamental |
| GSU 07103  | Development Studies                 | 1    | 1        | 10      | Fundamental |
| GSU 07108  | Communication Skills                | 1    | 1        | 10      | Fundamental |
| EDU 07101  | Principles of Education             | 1    | 1        | 10      | Core        |
| ACU 07204  | Public Sector Accounting            | 1    | 2        | 13      | Core        |
| ACU 07205  | Financial Accounting                | 1    | 2        | 14      | Core        |
| GSU 07206  | Quantitative Methods                | 1    | 2        | 10      | Fundamental |
| EDU 07203  | Education Media and Technology      | 1    | 2        | 10      | Core        |
| GSU 07208  | Principles of Economics             | 1    | 2        | 10      | Fundamental |
| EDU 07204  | Teaching Practice I                 | 1    | 2        | 10      | Core        |
| ACU 07314  | Financial Management                | 2    | 1        | 13      | Core        |
| ACU 07315  | Advanced Financial Accounting       | 2    | 1        | 14      | Core        |
| ACU 07319  | Public Finance and Taxation         | 2    | 1        | 14      | Core        |
| EDU 07102  | Education Psychology                | 2    | 1        | 10      | Core        |
| EDU 07307  | Educational Research                | 2    | 1        | 10      | Core        |
| ACU 07416  | Cost Accounting                     | 2    | 2        | 14      | Core        |
| EDU 07408  | Guidance and Counseling             | 2    | 2        | 10      | Core        |
| EDU 07306  | Curriculum Development              | 2    | 2        | 10      | Core        |
| EDU 07205  | Social Science Teaching Methods     | 2    | 2        | 10      | Core        |
| EDU 07409  | Teaching Practice II                | 2    | 2        | 10      | Core        |
| 22 Modules |                                     |      |          |         |             |

**Bachelor in Education with Accountancy and Business Studies (BEDABS) NTA Level 8**

| Code      | Module Title                                      | Year | Semester | Credits | Category    |
|-----------|---------------------------------------------------|------|----------|---------|-------------|
| GSU 08101 | Entrepreneurship                                  | 3    | 1        | 10      | Fundamental |
| EDU 08102 | Psychology of Exceptionalities                    | 3    | 1        | 10      | Core        |
| EDU 8102  | Management of Education and School Administration | 3    | 1        | 12      | Core        |
| PSU 07312 | Public sector Financial Reporting                 | 3    | 1        | 12      | Core        |
| ACU 08101 | Corporate Finance                                 | 3    | 1        | 12      | Core        |
| ACU 08102 | Financial reporting                               | 3    | 1        | 12      | Core        |
| ACU 08202 | Corporate Reporting                               | 3    | 2        | 12      | Core        |
| ACU 08203 | Advanced Public Finance and Taxation              | 3    | 2        | 12      | Core        |

| Code       | Module Title                         | Year | Semester | Credits | Category    |
|------------|--------------------------------------|------|----------|---------|-------------|
| ACU 08206  | Auditing and Assurance Services      | 3    | 2        | 10      | Core        |
| EDU 08204  | Education Measurement and Evaluation | 3    | 2        | 10      | Core        |
| EDU 08203  | Sociology of Education               | 3    | 2        | 10      | Core        |
| GSU 08202  | Managerial economics                 | 3    | 2        | 10      | Fundamental |
| 12 Modules |                                      |      |          |         |             |

### Viii) Bachelor Degree in Business Development and Entrepreneurship (BBDE) NTA Level 7

| Code       | Module Title                                 | Year | Semester | Credits | Category    |
|------------|----------------------------------------------|------|----------|---------|-------------|
| BEU07102   | Financial Accounting                         | 1    | 1        | 13      | Core        |
| BEU 07105  | Business Technologies and Information System | 1    | 1        | 13      | Core        |
| GSU07103   | Development Studies                          | 1    | 1        | 11      | Fundamental |
| GSU07101   | Business Mathematics                         | 1    | 1        | 11      | Fundamental |
| BEU07108   | Business Communication Skills                | 1    | 1        | 13      | Core        |
| GSU07208   | Principles of Economics                      | 1    | 2        | 11      | Fundamental |
| BEU07211   | Business Auditing                            | 1    | 2        | 13      | Core        |
| GSU 07209  | Principles of Management                     | 1    | 2        | 11      | Fundamental |
| PLU07211   | Supply Chain Management                      | 1    | 2        | 11      | Fundamental |
| BEU 07205  | Marketing Management                         | 1    | 2        | 13      | Core        |
| BEU 07319  | Entrepreneurship Development                 | 2    | 1        | 13      | Core        |
| BEU 07310  | Business Contract Management                 | 2    | 1        | 13      | Core        |
| BEU 07318  | Business Branding                            | 2    | 1        | 13      | Core        |
| GSU07318   | Quantitative Methods                         | 2    | 1        | 11      | Fundamental |
| BEU07318   | Business Financing & Valuation               | 2    | 1        | 13      | Core        |
| BEU 07420  | Business Consultancy                         | 2    | 2        | 13      | Core        |
| GSU07401   | Research Methodology                         | 2    | 2        | 11      | Fundamental |
| BEU 07425  | Project Management                           | 2    | 2        | 13      | Core        |
| BEU 07413  | Entrepreneurship Management                  | 2    | 2        | 13      | Core        |
| BEU 07423  | Corporate Finance                            | 2    | 2        | 13      | Core        |
| 20 Modules |                                              |      |          |         |             |

## ASSESSMENT SYSTEM

The marks will be allocated out of 100 percent. The marks obtained from various assessment components will be distributed as follows::

| S/N | SCORE RANGE | GRADE | DEFINITION |
|-----|-------------|-------|------------|
| 1.  | 80 – 100    | A     | EXCELLENT  |
| 2.  | 65 – 79     | B     | GOOD       |
| 3.  | 50 – 64     | C     | AVERAGE    |
| 4.  | 40 – 49     | D     | POOR       |
| 5.  | 0 – 39      | F     | FAILURE    |



## 4. POSTGRADUATE DIPLOMA (ONE YEAR)

### (i) Postgraduate Diploma in Accounting (PGDA)

| Code       | Module Title                     | Year | Semester | Credits | Category |
|------------|----------------------------------|------|----------|---------|----------|
| ACC410     | Performance Management           | 1    | 1        | 10      | Core     |
| ACC411     | Financial Accounting             | 1    | 1        | 10      | Core     |
| ACC412     | Auditing Principles and Practice | 1    | 1        | 10      | Core     |
| ACC413     | Public Finance and Taxation      | 1    | 1        | 10      | Core     |
| ACC414     | Financial Management             | 1    | 1        | 10      | Core     |
| ACC425     | Management Governance and Ethics | 1    | 2        | 10      | Core     |
| ACC426     | Corporate Reporting              | 1    | 2        | 10      | Core     |
| ACC427     | Auditing and Assurance           | 1    | 2        | 10      | Core     |
| ACC428     | Business and Corporate Finance   | 1    | 2        | 10      | Core     |
| ACC429     | Public Finance and Taxation II   | 1    | 2        | 10      | Core     |
| 10 Modules |                                  |      |          |         |          |

### (ii) Postgraduate Diploma in Procurement and Logistics Management (PGDPLM)

| Code       | Module Title                        | Year | Semester | Credits | Category    |
|------------|-------------------------------------|------|----------|---------|-------------|
| BAM403     | Entrepreneurship                    | 1    | 1        | 10      | Fundamental |
| PLM401     | Public Procurement                  | 1    | 1        | 10      | Core        |
| PLM402     | Inventory Management                | 1    | 1        | 10      | Core        |
| PLM404     | Procurement Contract Management     | 1    | 1        | 10      | Core        |
| PLM405     | International Logistics & Transport | 1    | 1        | 10      | Core        |
| MGT421     | Research Methodology & Consultancy  | 1    | 2        | 10      | Fundamental |
| PLM422     | Supply Chain Risk Management        | 1    | 2        | 10      | Core        |
| PLM423     | Strategic Procurement               | 1    | 2        | 10      | Core        |
| PLM424     | Supply Chain Management             | 1    | 2        | 10      | Core        |
| PLM425     | Procurement and Supplies Audit      | 1    | 2        | 10      | Core        |
| 10 Modules |                                     |      |          |         |             |

### (iii) Postgraduate Diploma in Project Planning and Management (PGD-PPM)

| Code   | Module Title                                 | Year | Semester | Credits | Category    |
|--------|----------------------------------------------|------|----------|---------|-------------|
| PFM101 | Corporate Finance Planning                   | 1    | 1        | 10      | Core        |
| PFM102 | Investment Analysis and Portfolio Management | 1    | 1        | 10      | Core        |
| MGT101 | Managerial Economics                         | 1    | 1        | 10      | Fundamental |
| MGT102 | Quantitative Techniques for Finance          | 1    | 1        | 10      | Fundamental |
| MGT103 | Business Research Methods                    | 1    | 1        | 10      | Core        |

| Code       | Module Title                          | Year | Semester | Credits | Category    |
|------------|---------------------------------------|------|----------|---------|-------------|
| PFM201     | Financial Markets and Institutions    | 1    | 2        | 10      | Core        |
| PFM202     | Financial Reporting and Analysis      | 1    | 2        | 10      | Core        |
| PFM203     | Public Finance and Taxation           | 1    | 2        | 10      | Core        |
| ACC201     | Ethics, Governance and Accountability | 1    | 2        | 10      | Core        |
| MGT202     | Strategic Management                  | 1    | 2        | 10      | Fundamental |
| MGT203     | Dissertation                          | 1    | 2        | 15      | Core        |
| 10 Modules |                                       |      |          |         |             |

#### (iv) Postgraduate Diploma in Business Administration (PGD-BA)

| Code       | Module Title                                                     | Year | Semester | Credits | Category    |
|------------|------------------------------------------------------------------|------|----------|---------|-------------|
| MGT410     | Research Methodology                                             | 1    | 1        | 10      | Fundamental |
| ACC411     | Financial Accounting                                             | 1    | 1        | 10      | Fundamental |
| MGT412     | Business Law                                                     | 1    | 1        | 10      | Core        |
| MGT413     | Human Capital Management                                         | 1    | 1        | 10      | Fundamental |
| PSM414     | Procurement and supply management                                | 1    | 1        | 10      | Core        |
| MGT415     | Management Information System                                    | 1    | 1        | 10      | Fundamental |
| MGT426     | Strategic Management                                             | 1    | 2        | 10      | Core        |
| PSM427     | Production and operation Management                              | 1    | 2        | 10      | Core        |
| ACC428     | Business Ethics and Corporate Governance<br>Financial Management | 1    | 2        | 10      | Core        |
| PMP429     | Marketing Management                                             | 1    | 2        | 10      | Core        |
| MGT430     | Economic Planning                                                | 1    | 2        | 10      | Fundamental |
| MGT431     | Research Paper                                                   | 1    | 2        | 15      | Fundamental |
| 12 Modules |                                                                  |      |          |         |             |

## (v) Postgraduate Diploma in Financial Management - PGDFM)

| Code       | Module Title                                                     | Year | Semester | Credits | Category    |
|------------|------------------------------------------------------------------|------|----------|---------|-------------|
| MGT410     | Research Methodology                                             | 1    | 1        | 10      | Fundamental |
| ACC411     | Financial Accounting                                             | 1    | 1        | 10      | Fundamental |
| MGT412     | Business Law                                                     | 1    | 1        | 10      | Core        |
| MGT413     | Human Capital Management                                         | 1    | 1        | 10      | Fundamental |
| PSM414     | Procurement and supply management                                | 1    | 1        | 10      | Core        |
| MGT415     | Management Information System                                    | 1    | 1        | 10      | Fundamental |
| MGT426     | Strategic Management                                             | 1    | 2        | 10      | Core        |
| PSM427     | Production and operation Management                              | 1    | 2        | 10      | Core        |
| ACC428     | Business Ethics and Corporate Governance<br>Financial Management | 1    | 2        | 10      | Core        |
| PMP429     | Marketing Management                                             | 1    | 2        | 10      | Core        |
| MGT430     | Economic Planning                                                | 1    | 2        | 10      | Fundamental |
| MGT431     | Research Paper                                                   | 1    | 2        | 15      | Fundamental |
| 12 Modules |                                                                  |      |          |         |             |

### ASSESSMENT SYSTEM

The marks will be allocated out of 100 percent. The marks obtained from various assessment components will be distributed as follows:

| S/N | SCORE RANGE | GRADE | DEFINITION    |
|-----|-------------|-------|---------------|
| 1   | 70 – 100    | A     | EXCELLENT     |
| 2   | 60 – 69     | B+    | VERY GOOD     |
| 3   | 50 – 59     | B     | GOOD          |
| 4   | 40 – 49     | C     | MARGINAL      |
| 5   | 35 - 39     | D     | FAIL          |
| 6   | 0 - 34      | E     | FAIL ABSOLUTE |

## 5. MASTER DEGREE PROGRAMMES (NTA LEVEL 9)

### (i) Master of Science in Accounting and Finance (MSC. ACC & FIN)

| Code     | Module Title                      | Year | Semester | Credits | Category    |
|----------|-----------------------------------|------|----------|---------|-------------|
| AFG09101 | Advanced Financial Accounting     | 1    | 1        | 15      | Core        |
| AFG09102 | Management Accounting             | 1    | 1        | 17      | Core        |
| AFG09103 | Corporate Finance                 | 1    | 1        | 17      | Core        |
| AFG09104 | International Finance             | 1    | 1        | 15      | Core        |
| GSG09101 | Strategic management              | 1    | 1        | 12      | Fundamental |
| AFG09201 | Corporate Reporting               | 1    | 2        | 15      | Core        |
| AFG09202 | Auditing and Assurance            | 1    | 2        | 15      | Core        |
| AFG09203 | Public Finance and Taxation       | 1    | 2        | 15      | Core        |
| AFG09204 | Financial Markets and Instruments | 1    | 2        | 17      | Core        |
| GSG09201 | Business Research Methods         | 1    | 2        | 12      | Fundamental |
| GSG09301 | Dissertation                      | 2    | 3        | 30      | Core        |

11 Modules



**(ii) Master of Science in Procurement & Supply Management (MSc. PSM)**

| Code       | Module Title                              | Year | Semester | Credits | Category    |
|------------|-------------------------------------------|------|----------|---------|-------------|
| PSG09101   | Operations Management                     | 1    | 1        | 12      | Core        |
| PSG09102   | Industrial Procurement Management         | 1    | 1        | 12      | Core        |
| PSG09103   | Transports & Distribution Management      | 1    | 1        | 12      | Core        |
| PSG09104   | Procurement Project & Contract Management | 1    | 1        | 12      | Core        |
| GSG09101   | Strategic Management                      | 1    | 1        | 12      | Fundamental |
| PSG09201   | Public Procurement Management             | 1    | 2        | 12      | Core        |
| PSG09202   | Inventory Management                      | 1    | 2        | 12      | Core        |
| PSG09203   | Supply Chain Management                   | 1    | 2        | 12      | Core        |
| PSG09204   | Ethics in Procurement & Supply Management | 1    | 2        | 12      | Core        |
| GSG09201   | Business Research Methods                 | 1    | 2        | 12      | Fundamental |
| GSG09301   | Dissertation                              | 2    | 3        | 30      | Fundamental |
| 11 Modules |                                           |      |          |         |             |

**(iii) Master of Business Administration in Project Management (MBA. PM)**

| Code       | Module Title                        | Year | Semester | Credits | Category    |
|------------|-------------------------------------|------|----------|---------|-------------|
| BAG 09101  | Project Planning and Implementation | 1    | 1        | 14      | Core        |
| BAG 09102  | Entrepreneurship Management         | 1    | 1        | 12      | Fundamental |
| GSG 09101  | Strategic Management                | 1    | 1        | 12      | Fundamental |
| BAG 09103  | Business Law and Ethics             | 1    | 1        | 12      | Fundamental |
| BAG 09104  | Managerial Economics                | 1    | 1        | 12      | Fundamental |
| GSG 09201  | Research Methodology                | 1    | 2        | 12      | Fundamental |
| GSG 09202  | Management Information System       | 1    | 2        | 14      | Fundamental |
| BAG 09201  | Project Monitoring and Evaluation   | 1    | 2        | 14      | Core        |
| BAG 09202  | Project Risk Management             | 1    | 2        | 14      | Core        |
| ACG 09201  | Financial Management                | 1    | 2        | 12      | Fundamental |
| GSG 09203  | Dissertation                        | 2    | 3        | 60      | Fundamental |
| 11 Modules |                                     |      |          |         |             |

**(iv) Master in Human Resource Management with Information Technology (MHRM-IT)**

| Code       | Module Title                                          | Year | Semester | Credits | Category    |
|------------|-------------------------------------------------------|------|----------|---------|-------------|
| HRG09101   | Principles and Practices of Human Resource Management | 1    | 1        | 10      | Fundamental |
| HRG09102   | Public Policy and Decision Making                     | 1    | 1        | 10      | Core        |
| HRG09103   | Industrial Relations and Labour Law                   | 1    | 1        | 13      | Core        |
| HRG09104   | Managerial and Leadership Skills                      | 1    | 1        | 10      | Fundamental |
| HRG09105   | Organizational Behaviour Management                   | 1    | 1        | 12      | Fundamental |
| HRG09106   | Information System for Digital Age                    | 1    | 1        | 12      | Core        |
| HRG09107   | Database and Communication Systems                    | 1    | 1        | 10      | Core        |
| HRG09201   | Strategic Human Resource Management                   | 1    | 2        | 12      | Core        |
| HRG09202   | Human Resource Planning                               | 1    | 2        | 10      | Core        |
| HRG09203   | Performance Management                                | 1    | 2        | 12      | Core        |
| HRG09204   | Enterprise Resource Planning                          | 1    | 2        | 13      | Core        |
| HRG09205   | Administrative Law                                    | 1    | 2        | 13      | Core        |
| GSG09201   | Research Methodology                                  | 1    | 2        | 12      | Fundamental |
| GSG09301   | Dissertation                                          | 2    | 3        | 30      | Fundamental |
| 14 Modules |                                                       |      |          |         |             |

**(v) Master of Science in Marketing and Public Relations [MSC. MPR]**

| Code       | Module Title                                       | Year | Semester | Credits | Category    |
|------------|----------------------------------------------------|------|----------|---------|-------------|
| MEG 09101  | M & E Framework                                    | 1    | 1        | 12      | Core        |
| MEG 09102  | Project Planning and Implementation                | 1    | 1        | 12      | Core        |
| MEG 09103  | Statistical Methods for M&E                        | 1    | 1        | 10      | Fundamental |
| MEG 09104  | M&E Planning Standards                             | 1    | 1        | 11      | Core        |
| MEG 09105  | M&E Performance Standards                          | 1    | 1        | 12      | Core        |
| MEG 09106  | Designing M&E System                               | 1    | 1        | 11      | Core        |
| MEG 09201  | Project M&E Information System Management          | 1    | 2        | 11      | Core        |
| MEG 09202  | Gender and Climate Change Responsive M&E           | 1    | 2        | 10      | Fundamental |
| MEG 09203  | Impact Evaluation                                  | 1    | 2        | 10      | Fundamental |
| GSG09201   | Research Methodology for Monitoring and Evaluation | 1    | 2        | 10      | Fundamental |
| MEG 09205  | M&E Ethics                                         | 1    | 2        | 11      | Core        |
| MSG 09210  | Dissertation                                       | 2    | 3        | 60      | Fundamental |
| 12 Modules |                                                    |      |          |         |             |

**(vi) Master of Science in Project Monitoring and Evaluation (MSC PME)**

| Code       | Module Title                                  | Year | Semester | Credits | Category    |
|------------|-----------------------------------------------|------|----------|---------|-------------|
| MPG09101   | Management Practices                          | 1    | 1        | 12      | Fundamental |
| MPG09102   | Advanced Marketing Management                 | 1    | 1        | 12      | Core        |
| MPG09103   | Strategic Marketing                           | 1    | 1        | 12      | Core        |
| MPG09104   | Marketing Communication                       | 1    | 1        | 13      | Core        |
| MPG09105   | Corporate Public Relations                    | 1    | 1        | 10      | Core        |
| MPG09106   | Consumer Behaviour                            | 1    | 1        | 9       | Core        |
| MPG09207   | Managerial Economics                          | 1    | 2        | 13      | Fundamental |
| MPG09209   | Public Relations Campaign management          | 1    | 2        | 12      | Core        |
| MPG09210   | International Marketing                       | 1    | 2        | 10      | Core        |
| MPG09211   | Public Relations Writing and Media Techniques | 1    | 2        | 12      | Core        |
| MPG09212   | Service Marketing                             | 1    | 2        | 13      | Core        |
| GSG09201   | Research Methodology                          | 1    | 2        | 12      | Fundamental |
| GSG09301   | Dissertation                                  | 2    | 3        | 30      | Fundamental |
| 13 Modules |                                               |      |          |         |             |

**(vii) Master's degree in Business Development and Entrepreneurship (MBDE)**

| Code       | Module Title                                            | Year | Semester | Credits | Category    |
|------------|---------------------------------------------------------|------|----------|---------|-------------|
| BEG 09101  | Business Creation and Innovation                        | 1    | 1        | 13      | Core        |
| BEG 09102  | Digital Business Marketing                              | 1    | 1        | 12      | Core        |
| GSG 09103  | Legal aspects of Entrepreneurship                       | 1    | 1        | 12      | Fundamental |
| GSG 09104  | Business Research Methodology                           | 1    | 1        | 12      | Fundamental |
| BEG 09105  | Entrepreneurship & Innovation Management                | 1    | 1        | 13      | Core        |
| GSG 09201  | Strategic Management                                    | 1    | 2        | 12      | Fundamental |
| GSG 09202  | Project Planning, Monitoring, Evaluations, and Learning | 1    | 2        | 12      | Core        |
| BEG 09203  | Financial Management                                    | 1    | 2        | 11      | Core        |
| GSG 09204  | Supply chain management                                 | 1    | 2        | 11      | Fundamental |
| BEG 09205  | International Business                                  | 1    | 2        | 12      | Core        |
| 10 Modules |                                                         |      |          |         |             |

## ASSESSMENT SYSTEM

The marks will be allocated out of 100 percent. The marks obtained from various assessment components will be distributed as follows:

| S/N | SCORE RANGE | GRADE | GRADE POINT | DEFINITION       |
|-----|-------------|-------|-------------|------------------|
| 1.  | 70 – 100    | A     | 5           | EXCELLENT        |
| 2.  | 60 – 69     | B+    | 4           | VERY GOOD        |
| 3.  | 50 – 59     | B     | 3           | GOOD             |
| 4.  | 40 – 49     | C     | 2           | MARGINAL FAIL    |
| 5.  | 35 – 39     | D     | 1           | FAIL             |
|     | 0 – 34      | F     | 0           | ABSOLUTE FAIL    |
|     | -           | I     |             | INCOMPLETE       |
|     | 0           | Q     |             | DISQUALIFICATION |



## ENTRY QUALIFICATIONS

### BASIC TECHNICIAN CERTIFICATE

- Four passes of grade “D” or above in relevant subjects excluding religious subjects in the Ordinary Certificate of Secondary Education.

### DIPLOMA

- Basic Technician Certificate in related programmes. In addition candidate must have passed at least four subjects at Ordinary Certificate of Secondary Education. Certificates from other institutes will be evaluated by the Institute; OR
- Advanced Certificate of Secondary Education with at least one principal pass and one subsidiary in relevant subjects excluding religious subjects

### BACHELOR DEGREE

- Two principal passes with total of 4.0 points from two subjects where A=5, B=4, C=3, D=2, E= 1 (For candidates who completed form six before 2014 and from 2016 onwards); OR
- Two principal passes with a total of 4.0 points from two subjects where A=5, B+=4, B=3, C=2, D=1 (For candidates who completed form six in 2014 and 2015)

**Note:** Form six applicants applying for Bachelor of Accountancy and Public Sector Accounting and Finance should have passed mathematics at either O-Level or A- Level.

- Ordinary Diploma (NTA Level 6) with at least a GPA of 3.0; OR
- Average of B grade for Diploma in Teacher Education; OR
- Upper Second Class for classified non NTA diplomas; OR
- A Distinction for unclassified diplomas; OR
- Average of B grade for health-related awards such as Clinical Medicine and Average of C for full Technician Certificate (FTC) where A=5, B=4, C=3 and D=2. Additionally, the above qualifications should be accompanied with at least four O-Level passes (Ds and above) or NVA LEVEL III with at least two passes at O-Level. Relevance of equivalent qualifications will be evaluated by the Institute

## **POATGRADUATE DIPLOMA**

### **1. POSTGRADUATE DIPLOMA IN ACCOUNTANCY (PGDA):**

- Bachelor or Advanced Diploma in Accountancy or relevant degree/ advanced diploma from a reputable Institution; OR
- NBAA's CPA.

### **2. POSTGRADUATE DIPLOMA IN PROCUREMENT & LOGISTICS MANAGEMENT (PGDPLM):**

- Bachelor or Advanced Diploma in Procurement or any relevant degree/ advanced diploma from a reputable Institution; OR
- PSPTB's CPSP

### **3. POST GRADUATE DIPLOMA IN FINANCIAL MANAGEMENT (PGDFM)**

- Possession of Bachelor Degree or Advanced Diploma diploma qualifications from reputable institutions OR
- NBAA CPA Intermediate Stage / PSPTB CPSP Intermediate stage

### **4. POSTGRADUATE DIPLOMA IN BUSINESS ADMINISTRATION (PGD-BA)**

- Possession of Bachelor Degree or Advanced Diploma diploma qualifications from reputable institutions

### **5. POSTGRADUATE DIPLOMA IN PROJECT PLANNING AND MANAGEMENT (PGD-PPM)**

- Possession of Bachelor Degree or Advanced Diploma diploma qualifications from reputable institution

## **MASTER DEGREE PROGRAMMES**

### **1. MASTER OF SCIENCE IN ACCOUNTING AND FINANCE (MSC. ACC & FIN)**

- Bachelor degree (NTA Level 8) or Advanced Diploma with at least Lower Second Class from any accredited higher learning institution in the following Fields; Accounting and Finance, Accounting, Public Sector Accounting and Business administration (Accounting) OR
- professional qualification recognized by professional bodies (CPA(T), ACCA, CIMA OR
- Postgraduate Diploma from an accredited higher learning institution in the following Fields; Accounting and Finance, Accounting, Public Sector Accounting and Business administration (Accounting)

### **2. MASTER OF SCIENCE IN PROCUREMENT & SUPPLY MANAGEMENT (MSC.PSM)**

- Holders of any bachelor degree/advanced diploma other than those of religious studies with a score of lower second and above. OR
- Certified Procurement and Supplies Professionals (CPA) or Certified Public Accountant (CPA) and their related professionals 'awards. OR
- Any postgraduate diploma other than those of religious studies

### **3. MASTER OF BUSINESS ADMINISTRATION IN PROJECT MANAGEMENT (MBA. PM)**

- Bachelor degree (NTA Level 8) or Advanced Diploma with at least Lower Second in business administration, Project Management, Participatory Project Planning & Management, Rural Development and any other business-related field from any recognized University
- Bachelor degree (NTA Level 8), or Advanced Diploma with at least a pass class in business administration Project Management, Participatory Project Planning & Management, Rural Development and any other business-related field and with at least three years of experience in a relevant field of study

### **4. MASTER OF SCIENCE IN HUMAN RESOURCE MANAGEMENT WITH INFORMATION TECHNOLOGY (MHRM-IT)**

- Bachelor degree (NTA Level 8) or Advanced Diploma with at least Lower Second Class in Human Resource Management and any other business-related studies from any recognized University OR
- Bachelor degree (NTA Level 8), or Advanced Diploma with at least a Pass class in Human Resource Management and any business-related studies from any recognized University and with at least three years of work experience and Holds a Post-graduate diploma in Human Resource Management or any other related studies from any recognized University

## 5. MASTER OF SCIENCE IN MARKETING AND PUBLIC RELATIONS (MSC. MPR)

- The admission for Master of Science in Marketing and Public Relations is open to holders of Bachelor degree (NTA Level 8) or Advanced Diploma in Marketing, Public Relations and any other business- related studies from any recognized University with at least Lower Second GPA, or Pass Class with at least three years of experience in a relevant field of study or a Postgraduate diploma

## 6. MASTER OF SCIENCE IN PROJECT MONITORING AND EVALUATION (MSC PME)

The applicant must possess a Bachelor's Degree (NTA Level 8) or an Advanced Diploma with at least a Lower Second Class qualification in Business Management, Project Management, Participatory Planning and Project Management, Rural Development, or any other business-related field from a recognized university or institution accredited by NACTVET/TCU. The qualifications will be verified during the admission process.

## 7. MASTER OF BUSINESS DEVELOPMENT AND ENTREPRENEURSHIP (MBDE)

The applicant must possess a Bachelor's Degree (NTA Level 8) with at least a Lower Second Class qualification in any business-related field from a recognized Higher Education Institution, OR an Advanced Diploma with at least a Pass Grade in any business-related field from a Higher Education Institution recognized by NACTVET/TCU. The qualifications will be verified during the admission process.)



## TUITION FEES

### 1. Basic Technician Certificate (NTA Level 4)

| SN | Payment                                       | Cost (Tshs)        |
|----|-----------------------------------------------|--------------------|
| 1  | Application Fee                               | 15,000/-           |
| 2  | Tuition Fee                                   | 890,000/-          |
| 3  | Registration Fee                              | 50,000/-           |
| 4  | Quality Assurance Fee – NACTVET               | 20,000/-           |
| 5  | Transcript / Statement of Results             | 20,000/-           |
| 6  | Graduation Gown                               | 25,000/-           |
| 7  | TIASO Fee                                     | 10,000/-           |
| 8  | Admission Coordination Fee                    | 20,000/-           |
| 9  | Student Identity Card                         | 20,000/-           |
|    | <b>Sub Total</b>                              | <b>1,070,000/=</b> |
| 10 | NHIF Health Insurance (for those not covered) | 50,400/=           |
|    | <b>Grand Total</b>                            | <b>1,120,400/=</b> |

### 2. Diploma (NTA Level 5 & 6)

| SN | Type of Payment                              | Year 1<br>(Tshs)   | Year 2<br>(Tshs)   |
|----|----------------------------------------------|--------------------|--------------------|
| 1  | Application Fee                              | 15,000/-           |                    |
| 2  | Tuition Fee                                  | 990,000/-          | 990,000/-          |
| 3  | Registration Fee                             | 50,000/-           | 25,000/-           |
| 4  | NACTVET Quality Assurance Fee                | 20,000/-           | 20,000/-           |
| 5  | Transcript / Statement of Results            | 20,000/-           | 20,000/-           |
| 6  | Graduation Gown Fee                          | 25,000/-           |                    |
| 7  | TIASO Fee                                    | 10,000/-           | 10,000/-           |
| 8  | Admission Coordination Fee                   | 20,000/-           | -                  |
| 9  | Student Identity Card                        | 20,000/-           | -                  |
|    | <b>Sub Total</b>                             | <b>1,170,000/-</b> | <b>1,090,000/-</b> |
| 10 | NHIF Health Insurance (for those without it) | 50,400/-           | 50,400/-           |
|    | <b>Grand Total</b>                           | <b>1,220,400/-</b> | <b>1,140,400/-</b> |

### 3. Bachelor Degree (NTA Level 7 & 8)

| Course                             | Year 1 Total (Tshs) | Year 2 Total (Tshs) | Year 3 Total (Tshs) |
|------------------------------------|---------------------|---------------------|---------------------|
| BAC & BEF                          | 1,560,400/-         | 1,270,400/-         | 1,500,400/-         |
| BED & ABS                          | 1,660,400/-         | 1,645,000/-         | 1,705,400/-         |
| BPLM, BBA, BHRM, BPSAF, BMPR, BBDE | 1,460,400/-         | 1,170,000/-         | 1,400,400/-         |

| Fee Type / Course                                 | Year 1 (Tshs) | Year 2 (Tshs) | Year 3 (Tshs) | Notes                                                        |
|---------------------------------------------------|---------------|---------------|---------------|--------------------------------------------------------------|
| Application Fee                                   | 15,000        | -             | -             | One-time, Year 1 only                                        |
| Registration Fee                                  | 50,000        | 25,000        | 20,000        | Annual                                                       |
| Quality Control                                   | 20,000        | 20,000        | 20,000        | Annual                                                       |
| Fee (NACTVET)                                     | 20,000        | 20,000        | 20,000        | Annual                                                       |
| Transcript/Statement of Results                   | 35,000        | -             | -             | One-time, Year 1 only                                        |
| Graduation Gown                                   | 10,000        | 10,000        | 10,000        | Annual                                                       |
| TIASO Fee Admission Coordination Fee              | 20,000        | -             | -             | One-time, Year 1 only                                        |
| NHIF Health Insurance (optional)                  | 50,400        | 50,400        | 50,400        | Optional, included here for students without other insurance |
| Identity Card                                     | 20,000        | -             | -             | One-time, Year 1 only                                        |
| Tuition Fees (BAC) & (BEF)                        | 1,240,000     | 1,140,000     | 1,340,000     | Bachelor of Accountancy & Bachelor of Economics and Finance  |
| Tuition Fees (BEA-BS)                             | 1,440,000     | 1,515,000     | 1,545,000     | Bachelor of Education with Accounting and Business Studies   |
| Tuition Fees (BPLM, BBA, BHRM, BPSAF, BMPR, BBDE) | 1,240,000     | 1,040,000     | 1,240,000     | Various other Bachelor programmes                            |

#### 4. Postgraduate Diploma

| Aina ya Malipo                    | Gharama (Tshs)     |
|-----------------------------------|--------------------|
| Application Fee                   | 25,000/-           |
| Tuition Fee                       | 1,840,000/-        |
| Registration Fee                  | 50,000/-           |
| Transcript / Statement of Results | 20,000/-           |
| TIASO Fee                         | 10,000/-           |
| Admission Coordination Fee        | 20,000/-           |
| Graduation Gown                   | 40,000/-           |
| Student Identity Card             | 20,000/-           |
| <b>Sub Total</b>                  | <b>2,025,000/-</b> |
| NHIF Health Insurance (optional)  | 50,400/-           |
| <b>Grand Total</b>                | <b>2,075,400/-</b> |

#### 5. Master Degree Programmes (NTA Level 9)

| Aina ya Malipo                                                         | Gharama (Tshs)     |
|------------------------------------------------------------------------|--------------------|
| Application Fee                                                        | 25,000/-           |
| Tuition Fee                                                            | 3,960,000/-        |
| Registration Fee                                                       | 500,00/-           |
| NACTVET Quality Assurance                                              | 25,000/-           |
| Transcript / Statement of Results                                      | 20,000/-           |
| TIASO Fee                                                              | 10,000/-           |
| Graduation Gown                                                        | 40,000/-           |
| Student Identity Card                                                  | 20,000/-           |
| Admission Coordination Fee                                             | 20,000/-           |
| <b>Sub Total</b>                                                       | <b>4,170,000/-</b> |
| NHIF Health Insurance (optional)                                       | 50,400/-           |
| <b>Grand Total</b>                                                     | <b>4,200,400/-</b> |
| SEMESTER ONE = <b>2,190,000/-</b><br>SEMESTER TWO = <b>1,980,000/-</b> |                    |

## HOSTEL FACILITIES

Hostel facilities are limited and payments will be made only after a student has been allocated a room on a first-come, first-served basis at an additional cost of:

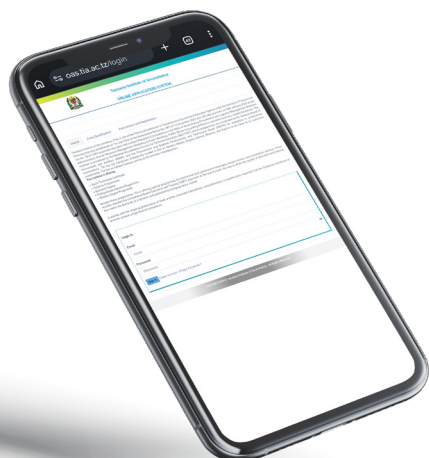
- Tzs. 450,000.00 per bed per year for Dar es Salaam Campus
- Tzs. 250,000.00 per bed per year for Mbeya, Singida, and Mtwara Campuses
- Tzs. 400,000.00 per bed per year for Mwanza and Kigoma Campuses

Accommodation fees are payable in full at the beginning of each academic year.

Note: Annual accommodation fees, once paid, are non-refundable under any circumstances.

## MODE OF APPLICATION

- Applicants for Basic Technician Certificates and Diploma programmes can apply by filling and submitting duly completed application forms. Application forms can be obtained at any TIA Campus or via the TIA website: [www.tia.ac.tz](http://www.tia.ac.tz).
- Application forms must be accompanied by genuine photocopies of all academic certificates/result slips, transcripts/statement of results, or relevant certificates where applicable. Candidates are warned not to attach photocopies of forged certificates or irrelevant information, otherwise their applications will not be considered and legal action will be taken against them.
- Applicants whose certificates or result slips have not yet been provided by NECTA are allowed to submit printed examination results with their names clearly marked or underlined for easy and quick identification. However, such candidates will be required to submit the original result slip to the Institute during the registration exercise.
- Applicants can also choose to apply online without filling and submitting paper application forms through our Online Application System at [oas.tia.ac.tz](http://oas.tia.ac.tz) via the TIA website: [www.tia.ac.tz](http://www.tia.ac.tz).



**[oas.tia.ac.tz](http://oas.tia.ac.tz)**

Scan Here to Apply



## RESEARCH AND CONSULTANCY SERVICES

The Institute offers professional consultancy services and undertakes research in the fields of Accountancy, Procurement and Supplies Management, Business Administration, Human Resource Management, Management, Marketing and Public Relations, as well as in other business-related disciplines.

## CAREER DEVELOPMENT PROGRAMME (CDP)

The Career Development Program at TIA is your gateway to a fulfilling and successful professional future. Our comprehensive program spans across all TIA campuses in Dar es Salaam, Singida, Mbeya, Mtwara, Mwanza, Kigoma, Zanzibar and Tanga, Join us and unlock your potential for a rewarding career



## EXTERNAL LINKAGES

TIA has forged extensive collaborations with a diverse array of local and international institutions, actively engaging with various global federations:

### **This collaborative effort involves:**

- Coordinating joint workshops, conferences, seminars, and symposia, and co-authoring publications for esteemed peer-reviewed scientific journals, including those indexed in the Web of Science and Scopus databases.
- Collaboratively participating in international grant programs and projects, disseminating the outcomes, and ensuring their sustained impact. Whenever feasible, seeking third-party funding to bolster joint initiatives.
- Collaboratively crafting successful grant proposals for projects, and embracing any other mutually beneficial pursuits as they emerge.

In essence, TIA's robust network of collaborative associations facilitates the exchange of knowledge, enriches the educational experience for students, and reinforces its active role within the global academic landscape. Takeaway: TIA's broad collaborations with global institutions enrich academic exchanges, joint research, and publications, enhancing its reputation and student experiences. These partnerships reflect TIA's commitment to global



## RESEARCH, CONSULTANCY AND PUBLICATIONS

The Tanzania Institute of Accountancy (TIA) is dedicated to supporting national and global agendas through research, consultancy, and publications. Aligned with Tanzania's Vision 2050, which aims for a strong, diversified, and semi-industrialized economy.

### RESEARCH SERVICES

TIA focuses on applied research addressing societal challenges. Their research themes, in accordance with national, regional, and global frameworks, cover areas such as finance, corporate governance, entrepreneurship, and more. TIA collaborates with local and international institutions on various research projects, including topics like bioeconomy, public financial management, public procurement management, business formulization, community engagement, perception studies, and among others. Examples of joint projects include partnerships with organizations like TARI, the Tanzania Police Force, international entities such as the Institute for African Studies of the Russian Academy of Sciences and the Russian.

### TIA CONSULTANCY BUREAU (TIA-CB)

The Tanzania Institute of Accountancy Consultancy Bureau (TIA-CB) is a semiautonomous, non-profit entity established and registered on January 26, 2023, under registration number T620231510004. Its mission is to provide consultancy services to the community, aiming to enhance the institute's consultancy activities. TIA-CB is committed to delivering high-quality consultancy services within Tanzania and beyond, aligning with national development goals, the African development agenda, and the Global Sustainable Development Goals. The bureau coordinates consultancy services across various fields such as accounting, finance, procurement, logistics, economics, management, law, social sciences, and information technology.

TIA-CB facilitates access to experts in diverse disciplines and functions include conducting consultancy activities, seeking potential partners for collaborations, organizing services in line with the institute's core objectives, ensuring proper implementation of consultancy results, and developing training materials.

## PUBLICATIONS, CONFERENCES AND SHORT COURSES

During the years 2021 to 2024, TIA underwent significant changes related to consultancy and publication. Our academic staff contributed to the publication of over 148 articles in both local and international journals. We have also revised our Publication Policy and introduced a Short Course Policy to provide guidance to our employees on how to carry out their duties in this aspect. Over the past three years, TIA has provided short-term training courses to approximately 2071 employees from various Public Institutions. The training covers a range of topics such as Preretirement and life after retirement, Customer experience and Office practice, Contract management, Procurement management, Auditing and Financial budget, Effective office management and e-office, Risk management, Procurement and supply chain management for managers, Auditing and Accounting MUSE, Public sector procurement procedures, Treasury management, and HR management.



## PARTNER UNIVERSITIES AND INSTITUTIONS

TIA has cultivated extensive collaborations with a variety of local and international institutions, actively participating in various global federations. Some of the notable institutions and organizations that TIA collaborates with include:

1. Mount Kenya University – Kenya
2. MS Training Centre for Development Cooperation (MS TCDC) - Tanzania
3. Institute for African Studies of the Russian Academy of Sciences – Russia
4. Vytautas Magnus University - Lithuania
5. Tanzania Police Force (TPF) – Tanzania
6. Global Education Link (GEL) – Tanzania
7. Mananga Centre for Regional Integration and Management Development - Eswatini
8. The Eastern Africa Statistical Centre (EASTC) - Tanzania
9. Sungkyunkwan University (SKKU) - Korea
10. Middlesex University - Mauritius
11. Hope Africa University - Bujumbura
12. Russian State University - Russia
13. Maykop State Technological University - Russia
14. Business Registrations and Licensing Agency (BRELA) – Tanzania
15. Tanzania Agricultural Research Institute (TARI) – Tanzania
16. Saint Petersburg State University - Russia
17. TIA is a member of Inter University Council for East Africa (IUCEA) – Rwanda
18. Chandigarh University - India
19. Sharda University - India
20. Maharishi- Markandeshwar University - India
21. Lovely Professional University - India
22. Sumy State University - Ukraine
23. V. N. Karazin Kharkiv National University - India
24. Pandit Deendayal Energy University (PDEU) - India

Establishing partnerships with domestic and international institutions is a vital component of TIA's work. These collaborations play a crucial role in enhancing TIA's global reputation, promoting academic and professional exchanges, and leveraging the expertise and knowledge available in these institutions. By fostering a spirit of collaboration, TIA is able to enhance its educational offerings, provide students with diverse learning opportunities, and actively contribute to the global academic community.

## OUR PHYSICAL AND POSTAL ADDRESSES:

For more information please contact:

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## ZANZIBAR CAMPUS

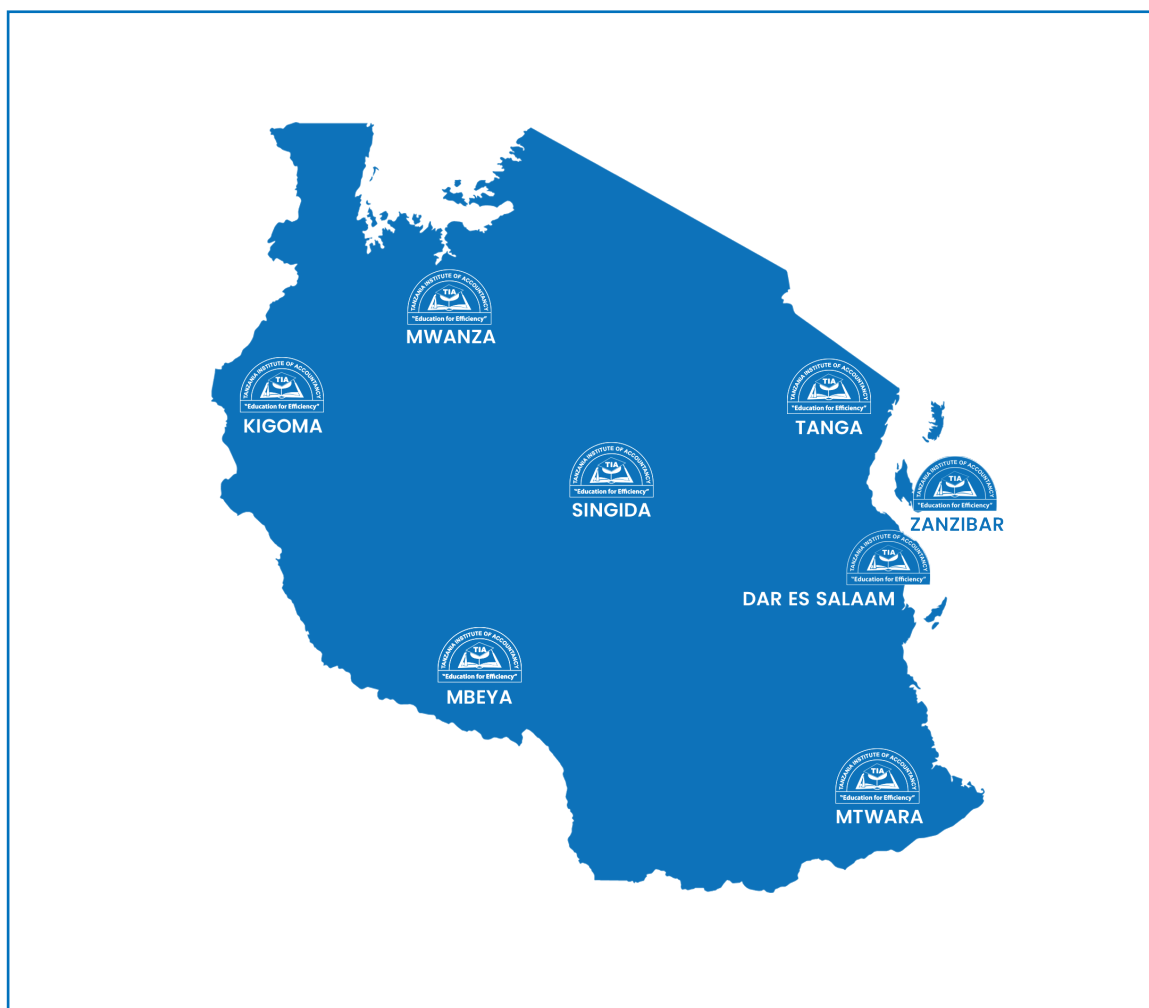
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