|  |  |
| --- | --- |
|  | **Kibaha Institute of Business**PO. Box 30836,Kibaha Township**Pwani Region, Tanzania.**Phone: +255 737 568 585/766 568 584Email: info@kib.ac.tzWebsite: [www.kib.ac.tz](http://www.kib.ac.tz) |

**Key Information**

**A: Information on short courses\***

|  |  |  |
| --- | --- | --- |
| **Course** | **Duration** | **Cost** |
| Youths Empowerment Training | 3 months | 300,000 |
| Entrepreneurship  | 5 days | 100,000 |
| Entrepreneurship and Business Management Awareness | 1 day | 20,000 |
| Proficiency in Foreign languages (English & Chinese) | 3 months | 300,000 |
| Monitoring & Evaluation | 1-2 weeks | 100,000-200,000 |
| Information and Communication Technology | 2 weeks – 3 months | 200,000-600,000 |
| Record Keeping & Financial Management  | 1-2 weeks | 100,000-200,000 |
| Policy Entrepreneurship (for policy makers) | 3 days | 60,000 |
| Management of small/family business (leadership, HR management, strategy)  | 5 days | 100,000 |
| Governance of Small/family businesses (board/committee roles and processes) | 3 days | 60,000 |
| Sales & Marketing | 3 days | 60,000 |
| Customer care | 3 days  | 60,000 |
| Tailor made courses | Depends on negotiation | Depends on negotiation |

**\* All courses last for 4 hours a day except Entrepreneurship and Business Awareness course which lasts for a whole day.**

**B: Long Courses\***

**Table 3: Course Operations**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **Course Name** | **Duration in months** | **Course fees (TZSs) Per year** |
| 1 | Certificate in Business Operation Assistant (NTA3) | 24 | 1,700,000 |

\*minimum qualification: Form IV

**C: Consultancy assignments**

Based on Negotiated agreement

|  |  |
| --- | --- |
|  | **Taasisi ya Biashara Kibaha**Sl. L. P. 30836,Mji mdogo wa Kibaha **Mkoa wa Pwani, Tanzania.**Simu: +255 737 568 585/766 568 584Barua pepe: info@kib.ac.tzTovuti: [www.kib.ac.tz](http://www.kib.ac.tz) |

**Taarifa Muhimu**

**A: Taarifa Kuhusu Mafunzo ya Muda Mfupi \***

|  |  |  |
| --- | --- | --- |
| **Kozi** | **Muda** | **Gharama** |
| Kujengea Vijana uwezo | Miezi  | 300,000 |
| Ujasiamali | Siku 5  | 100,000 |
| Kutambua Ujasiamali na Jinsi ya Kuendesha na kusimamizi biashara  | Siku 1 | 20,000 |
| Mafunzo ya lugha za kigeni (Kingereza na Kichina) | Miezi 3 | 300,000 |
| Ufuatiliaji na Tathmini | Wiki 1-2  | 100,000-200,000 |
| Elimu ya Tehama (ICT) | Wiki 2 – Miezi 3 | 200,000-600,000 |
| Kutunza Kumbukumbu na usimamizi wa fedha  | Wiki 1-2  | 100,000-200,000 |
| Ujasiamali wa Kisera – ngazi ya Serikali za mitaa | Siku 3  | 60,000 |
| Kuendesha na kusimamia biashara ndogo/biashara ya familia (uongozi, rasilimali watu, menejimenti, mikakati ya kibiashara n.k.)  | Siku 5  | 100,000 |
| Utawala wa biashara ndogo/ biashara ya familia (bodi ya wakurugeniz, Kamati, michakato nk.) | Siku 3  | 60,000 |
| Utafutaji masoko na uuzaji | Siku 3  | 60,000 |
| Kujali mteja (customer care) | Siku 3  | 60,000 |
| Kozi zingine kwa kuzingatia mahitaji | Makubaliano | Makubualiano |

* **Kozi zote zitafundishwa kwa saa 4 isipokuwa ujasiriamali na kusimamia biashara ambayo ni kozi ya siku nzima.**

**B: Kozi ya muda mrefu\***

**Table 3: Course Operations**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Jina la Kozi** | **Muda kwa miezi** | **Gharama kwa Mwaka (TSHS)** |
| 1 | Certificate in Business Operation Assistant (NTA3) | 24 | 1,700,000 |

\*Sifa ya mwombaji: Kidato cha IV kiwango cha ufaulu (pass)

**C: Kazi za Ushauri (Consultancy)**

Kutegemeana na makubaliano.