

1.0 Introduction

Musoma Utalii College Tabora (MUC) in collaboration with the National Council for Technical Education (NACTE) has prepared this Students Guidebook as a tool to simplify the admission process in the college. The Admissions into Basic Technician, Technician Certificates and Ordinary Diploma is processed through Central Admission System (CAS). Through the Central Admission System applications can be lodged through the Internet.

The process is interactive in such a way that the applicant can easily and conveniently follow the instructions given by the system in the course of lodging an application.

2.0.Admission into programmes offered by the Institution.

2.1. Basic Technician Certificates programmes

- An applicant with this category should be the holder of Certificate of Secondary School Education with atleast four D-passes in non-religious subjects OR Holder of NVA-3 certificate from any recognized institutions.

2.2.Technician Certificate programmes

- An applicant for with this category should be the holder of Advanced Certificate of Seconadry School Education with atleast one principal pass and One Subsidiary
- OR Holder of Basic Technician Certificate of a Specific program

2.3.Ordinary Diploma programmes

- An applicant for with this category should be the holder of Technician Certificate of a specific program

3.0. Programmes offered

3.1 Tourism Department

S/N	Program Name	Admission requirements	Capacity	Program Duration (Yrs)	Tuition Fees (Tshs)
1	Basic Technician Certificate in Tour Guide Operations (NTA LEVEL 4)	Holder of Certificate of Secondary School education with atleast four D-passes in non-religious subjects OR Holder of NVA-3	70	1	800,000/=
2	Technician Certificate in Tour Guide Operations (NTA LEVEL 5)	Holder of Advanced Certificate of Secondary School education with atleast one principal pass and one subsidiary in non-religious subjects OR Holder of Basic Technician Certificate in Tour Guide Operation	100	1	800,000/=
3	Ordinary Diploma IN Tour Guide Operations (NTA LEVEL 6)	Holder of Technician Certificate in Tour Guide	70	1	800,000/=

3.2 Social Sciences Department

3.2.1 Records Management programme

S/N	Programme Name	Admission Requirements	Capacity	Programme Duration (Yrs)	Tuition Fees (Tshs)
1	Basic Technician certificate in Records Management(NTA LEVEL 4)	Holder of Certificate of Secondary School education with atleast four D-passes in non-religious subjects OR Holder of NVA-3	70	1	800,000/=
2	Technican Certificate in Records Management(NTA LEVEL 5)	Holder of Advanced Certificate of Secondary School education with atleast one principal pass amd one subsidiary in non-religious subjects OR Holder of Basic Technician Certificate in Records Management	100	1	800,000/=
3	Ordinary Diploma in Records Management(NTA LEVEL 6)	Holder of Technician Certificate in Records Management	70	1	800,000/=

3.2.2 Journalism Programme

S/N	Program Name	Admission requirements	Capacity	Programme Duration (Yrs)	Tuition Fees (Tshs)
1	Basic Technician Certificate in Journalism (NTA LEVEL 4)	Holder of Certificate of Secondary School education with atleast four D-passes in non-religious subjects OR Holder of NVA-3	70	1	800,000/=
2	Technician Certificate in Journalism (NTA LEVEL 5)	Holder of Advanced Certificate of Secondary School education with atleast one principal pass and one subsidiary in non-religious subjects OR Holder of Basic Technician Certificate in Journalism	100	1	800,000/=
3	Ordinary Diploma in Journalism (NTA LEVEL 6)	Holder of Technician Certificate in Journalism	70	1	800,000/=

3.3.Information and Communication Technology Department

S/N	Programme Name	Admission Requirements	Capacity	Porgramme Duration (Yrs)	Tution Fees (Tshs)
1	Basic Technician Certificate in Information and Communication Technology(NTA LEVEL 4)	Holder of Ceritificate of Secondary School education with atleast four D-passes in non-religious subjects OR Holder of NVA-3	70	1	800,000/=
2	Technician Certificate in Information and Communication Technology(NTA LEVEL 5)	Holder of Advanced Ceritificate of Secondary School education with atleast one principal pass amd one subsidiary in non-religious subjects OR Holder of Basic Technician Certificate in Information and Communication Technology	100	1	800,000/=
3	Ordinary Diploma in Information and Communication Technology(NTA LEVEL 6)	Holder of Technician Ceritificate in Information and Communication Technology	70	1	800,000/=

3.4 Education Department

S/N	Programme Name	Admission Requirements	Capacity	Programme Duration (Yrs)	Tution Fees (Tshs)
1	Basic Technician Certificate in Early Childhood Care and Education(NTA LEVEL 4)	Holder of Ceritificate of Secondary School education with atleast division three.	100	1	800,000/=
2	Technician Certificate in Early Childhood Care and Education (NTA LEVEL 5)	Holder of Advanced Ceritificate of Secondary School education with atleast division three.	100	1	800,000/=
3	Ordinary Diploma in Early Childhood Care and Education (NTA LEVEL 6)	Holder of Technician Ceritificate in Early Childhood Care and Education	160	1	800,000/=

3.5 Admission Procedures

Payment Instructions Using Vodacom Mpesa:

- 1. Dial *150*00#
- 2. Select 4. Payments
- 3. Select 4. Enter business number
- 4. Enter the business number (607070)
- 5. Enter reference No. (1234)
- 6. Enter Amount (e.g 20,000/=)
- 7. Enter PIN
- 8. Press 1 to Confirm:

Malekezo ya Jinsi ya kulipia kwa Vodacom Mpesa:

- 1. Piga *150*00#
- 2. Chagua 4. LIPA kwa M-Pesa
- 3. Chagua 4. Weka namba ya kampuni
- 4. Tafadhali weka namba ya kampuni No. (607070)
- 5. Weka namba ya kumbukumbu ya malipo No. (1234)
- 6. Weka kiasi (e.g.20,000/=)
- 7. Weka namba ya siri.
- 8. Bonyeza 1 kuthibitisha:

After confirmation you will receive a message from Vodacom (e.g. "**3GQ05BR3F4** 28-07-2016 14:41:31 Pay bill to 607070 - NACTE acc. 1234 607070 - NACTE Completed TZS Tsh-20,000.00").

*Use the code at the beginning of the message to enter on payment details text box (**3GQ05BR3F4**).