

UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**



INSTITUTE OF CONTINUING CO-OPERATIVE EDUCATION

06 Sokoine Road, 25121 Mfumuni,
P. O. Box 474, Moshi, Tanzania, Tel: +255 272754351,
Email: dicce@mocu.ac.tz, Website: www.mocu.ac.tz

SHORT COURSES



Moshi Co-operative University through the Institute of Continuing Cooperative Education (ICCE) is pleased to announce short courses to be offered at MoCU main campus and regional offices (**Mtwara, Pwani, Kilimanjaro, Ruvuma, Dodoma, Iringa, Kigoma, Mwanza, Shinyanga, Singida, Mbeya and Tabora**). The courses target middle and senior level functional officers in public and private sector (e.g. NGOs, AMCOS, SACCOS and other Community - Based Organizations)



S/N	Course Name	Target Group	Date of Training	Fee per Participant (TZS)	Venue
1.	Strategic leadership for Cooperatives	<ul style="list-style-type: none"> • Board members • Managers • Accountants • Internal Auditors • Supervisory Committee members • Cooperative Officers 	17 th – 19 th , April, 2024	200,000.00	Dodoma Regional Office
2.	Strategic change management in public and private sector Organizations.	Functional Officers and Leaders from: <ul style="list-style-type: none"> • Ministries, • Departments, • Agencies of Government (MDAs) & Local Government Authorities (LGAs) • Non-Governmental Organizations (NGOs); • Community-Based Organizations (CBOs)& Religious Organizations, • International Organizations and • Any other interested Individuals. 	8 th – 10 th May, 2024	500,000.00	MoCU Moshi
3.	Preparation of official meetings and minutes Writing Skills for Cooperatives	<ul style="list-style-type: none"> • Managers • Secretaries • Accountants • Board members • Internal Auditors • Supervisory Committee members • Credit Committee members • Cooperative Officers 	24 th – 26 th April, 2024	200,000.00	KICoB Shinyanga
4	Strategic innovation management in cooperative	<ul style="list-style-type: none"> • Managers • Secretaries • Accountants • Board members • Internal Auditors • Supervisory Committee members • Credit Committee members 	13 th – 15 th May, 2024	300,000.00	Dodoma Regional Office

S/N	Course Name	Target Group	Date of Training	Fee per Participant (TZS)	Venue
		<ul style="list-style-type: none"> Cooperative Officers 			
5.	Strategic planning and Budgeting in cooperatives	<ul style="list-style-type: none"> Managers Secretaries Accountants Board members Internal Auditors Supervisory Committee members Credit Committee members Cooperative Officers 	29 th – 31 th May, 2024	300,000.00	Dodoma Regional Office
6.	Environmental Sustainability and Climate adaptation for Cooperatives	<ul style="list-style-type: none"> Managers Secretaries Accountants Board members Internal Auditors Supervisory Committee members Credit Committee members Cooperative Officers 	10 th – 12 th June, 2024	200,000.00	KICoB Shinyanga
7.	Conflict Resolution and Settlement in cooperatives	<ul style="list-style-type: none"> Managers Secretaries Accountants Board members Internal Auditors Supervisory Committee members Credit Committee members Cooperative Officers 	26 th – 28 th June, 2024	300,000.00	Dodoma Regional Office
8.	Contract management in cooperatives	<ul style="list-style-type: none"> Managers Secretaries Accountants Board members Internal Auditors Supervisory Committee members Credit Committee members Cooperative Officers 	8 th – 10 th July, 2024	200,000.00	Dodoma Regional Office
10.	Bookkeeping and Accounting for cooperatives	<ul style="list-style-type: none"> Managers Secretaries 	24 th – 28 th June, 2024	300,000.00	MoCU Moshi

S/N	Course Name	Target Group	Date of Training	Fee per Participant (TZS)	Venue
		<ul style="list-style-type: none"> • Clerks • Accountants • Board members • Internal Auditors • Supervisory Committee members • Credit Committee members • Cooperative Officers 			
11.	Cooperative preparedness for auditing and audit Queries Responses	<ul style="list-style-type: none"> • Managers • Secretaries • Clerks • Accountants • Board members • Internal Auditors • Supervisory Committee members • Credit Committee members • Cooperative Officers 	22 th – 26 th July, 2024	300,000.00	Dodoma Regional Office
12.	Basics of procurement and management of Supplies in cooperatives	<ul style="list-style-type: none"> • Managers • Secretaries • Accountants • Board members • Internal Auditors • Supervisory Committee members • Credit Committee members • Procurement/Production officers • Cooperative Officers 	05 th – 07 th August, 2024	300,000.00	Dodoma Regional Office
13	Warehouse Receipt System (WRS) Management	<ul style="list-style-type: none"> • Managers • Secretaries • Accountants • Board members • Internal Auditors • Procurement/Production officers • Marketing officers • Cooperative Officers 	18 th – 20 th Sept, 2024	300,000.00	KICoB Shinyanga
14.	Value chain Management in Cash Crops	<ul style="list-style-type: none"> • Managers • Secretaries • Accountants 	07 th – 09 th Oct, 2024	300,000.00	Morogoro

S/N	Course Name	Target Group	Date of Training	Fee per Participant (TZS)	Venue
		<ul style="list-style-type: none"> • Board members • Internal Auditors • Procurement/Production officers • Marketing officers • Cooperative Officers 			
15.	Basics of Computerized Co-operative Accounting - SACCOS	<ul style="list-style-type: none"> • Managers • Secretaries • Clerks • Accountants • Board members • Internal Auditors • Supervisory Committee members • Credit Committee members • Cooperative Officers 	21 st – 25 th Oct. 2024	500,000.00	Dodoma Regional Office
16.	Inspection in cooperative societies	<ul style="list-style-type: none"> • Cooperative Officers/inspectors, • internal auditors • Supervisory committee members 	11 th – 15 th Nov. 2024	500,000.00	Dodoma Regional Office
17.	Process and Best practices in promotion of Cooperatives	<ul style="list-style-type: none"> • Cooperative Officers • Assistant Registrars • Staff in sector Ministries 	25 th – 27 th Nov. 2024	300,000.00	Dar es Salam
18.	Strategic Business Plan preparation	<ul style="list-style-type: none"> • Managers • Secretaries • Accountants • Cooperative officers • Internal Auditors • Planners • Staff in NGOs and CBOs 	18 th – 20 th Dec. 2024	300,000.00	Dodoma Regional Office

Please note that:

- (i) *For institution that will send 3 – 5 participants in the same course at the same time will have a discount of 5% of the total cost payable.*
- (ii) *The University also offers tailor-made short courses upon request from clients.*

- (iii) All payments should be made through CRDB – MoCU Expenditure Account: No: 0150593367600 not less than two weeks before the training date and submit a scanned copy of the payment deposit slip through email: dicce@mocu.ac.tz.*
- (iv) Register and confirm your participation in any of the course(s) at least two weeks before the training date through +255 765 515567; Email: dicce@mocu.ac.tz*

For inquiries please contact:

Director,
Institute of Continuing Co-operative Education (ICCE),
Moshi Co-operative University (MoCU),
06 Sokoine Road, 25121 Mfumuni,
P.O. Box 474, **MOSHI, TANZANIA.**
Tel: +2552 272754403
+255 765 515567
Email: dicce@mocu.ac.tz, Website: www.mocu.ac.tz