

THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF INDUSTRY AND TRADE
COLLEGE OF BUSINESS EDUCATION (CBE)

(Incorporated by Act of Parliament No. 31 of 1965; re-established under CAP. 315 R.E. 2002)

PROSPECTUS OF PROFESSIONAL SHORT COURSES — 2026 / 2027

Campuses: Dar es Salaam · Dodoma · Mwanza · Mbeya

The College of Business Education (CBE), through its Directorate of Consultancy, Research and Publications, offers a wide portfolio of professional short courses designed to build practical skills for the public and private sectors. Courses are facilitated by experienced academics and industry practitioners and are delivered across all four CBE campuses. Each programme combines current theory with hands-on, workplace-ready application.

Delivery, Duration and Intake Schedule

Offering period: Courses are offered during the 2026/2027 training period, from 1 August 2026 to 30 June 2027.

- Standard duration: most short courses run for five (5) working days (Monday to Friday). Intensive technical programmes may be extended on request.
- Intakes: each course runs on the indicative dates shown against it in the tables below, with two intake windows scheduled within the 2026/2027 offering period.
- In-house & tailored training: any course can be arranged on demand for a specific institution or group, at a date, venue and depth agreed with the client.
- Delivery modes: face-to-face at any CBE campus, on-site at the client's premises, or online/blended.
- Fees: fees are quoted per participant in Tanzanian Shillings (TZS) and cover tuition, training materials and a certificate of completion. Group and institutional discounts are available. Where a fee is shown as "On request", please contact the Directorate for a quotation.
- Certification: participants who complete a course receive a CBE certificate.

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Note: The dates below are indicative and may be adjusted by the College within the 2026/2027 offering period. Please confirm the exact dates at registration.

A. MANAGEMENT COURSES (14 courses)

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
1	Retirement Preparation and Entrepreneurial Thinking	Equips retirees and pre-retirees with entrepreneurial skills and a proactive mindset to seize opportunities and build a fulfilling post-retirement life. Participants will: understand the fundamentals of entrepreneurial thinking and its relevance for retirees; explore business ideas and opportunities aligned with their skills, interests and passions; develop business-planning and financial-management skills for small ventures; learn the do's and don'ts for retirees; and gain insights from case studies of successful retiree entrepreneurs.	Individuals approaching retirement who want to explore new income-generating opportunities; retirees seeking to transition into entrepreneurship; professionals planning for a financially sustainable and engaging post-retirement life.	5 days 3–7 Aug 2026 12–16 Jan 2027	1,500,000
2	Corporate Branding and Visibility	Strong corporate branding and visibility are crucial for building trust, attracting customers and achieving organisational goals. Participants will: understand the fundamentals of corporate branding and its role in business success; create and manage a compelling brand identity; enhance visibility through effective marketing and communication channels; leverage digital tools and platforms for branding; and measure the impact of branding efforts and optimise for growth.	Business leaders and managers; marketing and communication professionals; entrepreneurs and start-ups; public-relations practitioners; anyone interested in improving corporate branding skills.	5 days 7–11 Sep 2026 9–13 Feb 2027	1,000,000
3	Strategic Leadership in Public Service	Develops strategic leadership for the public sector. Participants will: cultivate strategic-thinking skills to align departmental objectives with national priorities; strengthen decision-making in complex, dynamic environments; master stakeholder identification, engagement and management; enhance leadership competencies that drive organisational transformation and innovation; leverage modern technology to streamline leadership functions; and draw lessons from selected strategic-leadership case studies.	Policy analysts, officers, managers, directors and senior leaders.	5 days 5–9 Oct 2026 9–13 Mar 2027	1,000,000
4	Change Management in Government Institutions	Builds capacity to lead change in the public sector. Participants will: understand the fundamentals of change management; identify the drivers of organisational change; develop strategies for implementing change; foster a culture of innovation and adaptability; enhance communication and leadership skills; mitigate risks and overcome resistance to change; and evaluate the impact of change initiatives through case studies.	Policy analysts, trade officers, senior managers and public servants.	5 days 9–13 Nov 2026 13–17 Apr 2027	1,000,000
5	Effective Communication and Public Engagement	Strengthens communication and engagement skills. Participants will: master techniques for clear and effective communication within and outside the organisation; enhance active-listening skills to address public concerns; build strategies for successful public engagement and collaboration; and learn to handle media and public relations under challenging scenarios.	Policy analysts, trade officers, senior managers and public servants.	5 days 7–11 Dec 2026 11–15 May 2027	1,000,000
6	Ethical Leadership in the Public Sector	Promotes ethics and integrity in public service. Participants will: understand the importance of ethics and integrity in public service; develop strategies to address ethical dilemmas in leadership roles; foster a culture of accountability and transparency within teams; and promote adherence to public-service codes of conduct.	Policy analysts, trade officers, senior managers and public servants.	5 days 12–16 Jan 2027 8–12 Jun 2027	1,000,000

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
7	Time and Resource Management for Public Sector Leaders	Improves personal and organisational efficiency. Participants will: learn strategies for prioritising tasks and setting realistic goals; master techniques to optimise resource allocation and utilisation; understand methods to monitor and evaluate resource efficiency; and enhance skills to balance professional responsibilities with leadership demands.	Policy analysts, trade officers and senior managers.	5 days 9–13 Feb 2027 3–7 Aug 2026	800,000
8	Conflict Resolution and Negotiation Skills	Develops dispute-handling capability. Participants will: identify the root causes of workplace conflicts; learn practical techniques for mediating and resolving disputes; enhance negotiation skills to achieve win-win outcomes; and build frameworks for fostering harmonious team relationships.	Policy analysts, trade officers and senior managers.	5 days 9–13 Mar 2027 7–11 Sep 2026	1,000,000
9	Performance Management in Public Institutions	Builds performance-management competence. Participants will: understand the principles and tools of performance measurement; set clear, achievable objectives for employees; develop strategies for conducting effective performance reviews; and master techniques for providing constructive feedback and fostering growth.	Policy analysts, trade officers and senior managers.	5 days 13–17 Apr 2027 5–9 Oct 2026	800,000
10	Innovative Thinking and Problem-Solving	Strengthens creative problem-solving. Participants will: apply creativity to solve complex public-sector challenges; learn techniques to identify and evaluate innovative solutions; foster a mindset of continuous improvement and adaptability; and acquire tools to implement and scale innovative ideas.	Policy analysts, business analysts, trade officers and senior managers.	5 days 11–15 May 2027 9–13 Nov 2026	800,000
11	Building High-Performance Teams in Public Service	Improves team leadership. Participants will: understand the dynamics of team development and management; foster collaboration and inclusivity; enhance team motivation and productivity; and manage underperforming team members effectively.	Policy analysts, trade officers and senior managers.	5 days 8–12 Jun 2027 7–11 Dec 2026	1,000,000
12	Crisis Management and Decision-Making	Prepares leaders for emergencies. Participants will: assess risks and anticipate potential crises; make timely and effective decisions during emergencies; enhance communication skills for managing crises; and build frameworks for post-crisis evaluation and recovery planning.	Policy analysts, trade officers and senior managers.	5 days 3–7 Aug 2026 12–16 Jan 2027	1,000,000
13	Corporate Meeting Management & Minutes Writing	Builds professional meeting and documentation skills. Participants will: plan and manage corporate meetings effectively; prepare comprehensive and accurate meeting minutes; and apply meeting protocols and professional documentation standards.	Administrative professionals and secretaries; managers and team leaders responsible for meetings; board members and committee representatives; anyone seeking to enhance corporate communication skills.	5 days 7–11 Sep 2026 9–13 Feb 2027	On request
14	Public Speaking Techniques	Empowers participants with confidence and skill for effective public speaking. Participants will: overcome public-speaking anxiety; master vocal projection, articulation and tone variation; develop structured and engaging presentations; use body language and non-verbal cues effectively; and handle questions and interact with audiences professionally.	Professionals, educators, students and anyone seeking to enhance communication and presentation skills for personal or professional growth.	5 days 5–9 Oct 2026 9–13 Mar 2027	400,000

B. METROLOGY AND STANDARDISATION (12 courses)

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
1	Uncertainty Evaluation and Calibration Reporting for Mass Measurement (MET-SC0421)	Practical techniques for performing uncertainty analyses to meet ISO/IEC 17025 requirements, covering the ISO GUM (Guide to the Expression of Uncertainty in Measurement) and complex uncertainty-quantification approaches. Participants will: understand calibration procedures for weights of all classes; apply the statistics underlying the ISO/GUM method to mass measurement; understand measurement-uncertainty analysis; perform uncertainty analysis in calibration reporting; develop an uncertainty budget and calibration report; and apply uncertainty-propagation software (e.g. metRology®).	Everyone involved in standards, metrology laboratories, calibration, auditing, maintenance, quality control and testing across all disciplines, from management to technicians.	5 days 9–13 Nov 2026 13–17 Apr 2027	1,500,000
2	Best Practice in the Control of Pre-Packaged Goods (MET-SC0621)	Focuses on the practical application of OIML R79, SADC MEL D4 and OIML R87. Content covers: implementation of OIML R87; labelling requirements of OIML R79; procedures for determining the average quantity and average tare weight of pre-packaged goods; determining the drained quantity of goods packed in a liquid medium and the actual quantity of frozen products; random-sampling techniques; and density-measuring equipment, including practical demonstrations on determining density, drained weight and average quantity.	Legal-metrology / weights-and-measures officers and inspectors; quality-control personnel; packaging and sales managers; clearing-and-forwarding personnel; warehouse managers.	5 days 7–11 Dec 2026 11–15 May 2027	1,500,000
3	Measurement Systems for Cross-Country Pipeline Operations and Their Metrological Control (MET-SC0721)	Covers mainline and station equipment; crude, product and gas pipelines; measurement of pipeline variables (pressure, temperature, flow rate, fluid density and viscosity); flow-measurement systems, calibration and certification; standards, codes and recommendations for oil-and-gas metering systems; auditing and validation of measuring systems; verification of systems used for custody transfer; and oil accounting and reconciliation.	Legal-metrology officers and inspectors; pipeline operators; instrumentation-and-control personnel; oil surveyors and terminal in-charge officers.	5 days 12–16 Jan 2027 8–12 Jun 2027	1,500,000
4	Standardisation and Metrology Control for Oil and Gas Downstream Operations (MET-SC0821)	Creates awareness for senior oil-and-gas officials. Topics include: the Quality Infrastructure (QI) framework; the metrology-infrastructure framework in the oil-and-gas sector; standards and codes in oil-and-gas measurement; metrology control; regulation and contractual agreements; custody transfer and its requirements; and measurement uncertainty in oil and gas.	Senior officials of oil-marketing companies (OMCs); managers and senior officers from regulating and standards bodies (WMA, EWURA, TPDC, Ministry of Industry and Trade, Ministry of Energy, TPA, PBPA); university academic and research staff.	5 days 9–13 Feb 2027 3–7 Aug 2026	1,500,000
5	Conformity Assessment — Requirements for Bodies Performing Inspection, ISO/IEC 17020:2012 (MET-SC0921)	Inspection bodies assess the conformity of inspected items with regulations, standards, specifications, inspection schemes or contracts. On completion, participants will be able to: design, implement and continually improve a management system for inspection under ISO/IEC 17020:2012; develop the required documentation (policies, procedures, manuals, forms/checklists and work instructions); and lead the process of seeking inspection-body accreditation for worldwide acceptance of results.	Officials and personnel from inspection bodies (EWURA, TBS, WMA, etc.); private inspectors; bodies examining materials, products, installations, plants, processes, work procedures or services.	5 days 9–13 Mar 2027 7–11 Sep 2026	1,500,000

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
6	Oil Depot / Filling-Station Operations & Management (MET-SC1021)	Avoiding losses in petroleum transactions requires competent personnel for transfer, measurement/gauging, inventory control and equipment auditing. On completion, participants will be able to: understand station/depot measurement facilities, processes and regulatory requirements; inspect the calibration of measuring instruments (pumps, flow meters) and tanks; perform tank gauging for VT and UST; audit calibration charts and dipsticks; handle custody transfer, stock control and uncertainty estimation; perform fuel-pump inspection and basic maintenance; apply best practice for receiving deliveries; and understand the Weights and Measures law.	Depot/station managers and supervisors; financial, auditing and maintenance staff (fuel-pump technicians and tank-calibration); transporters and pump attendants.	5 days 13–17 Apr 2027 5–9 Oct 2026	1,500,000
7	Auditing, Validating and Metrology Control of Fiscal Metering Systems for Oil and Gas (MET-SC0121)	Accuracy in measurement is central to all oil-and-gas transactions. The course covers: identifying relevant flow conditions at the point of measurement; fiscal measuring systems and technologies; fiscal-metering standards (API, AGA, ISO, OIML); validation and auditing of fiscal-metering systems; metering-system selection; and proving, calibration, maintenance and legal metrology requirements in fiscal flow measurement.	Everyone involved in fiscal flow-measuring systems, from management to technicians; engineers; process, commissioning, supervisory, financial, auditing and maintenance staff.	5 days 11–15 May 2027 9–13 Nov 2026	1,500,000
8	Oil Accounting and Custody Transfer Operations (MET-SC0221)	Because payment in custody transfer is a function of the volume transferred, accuracy is paramount. The course covers: regulations and standards governing oil and gas; principles of flow metering including accuracy and repeatability; uncertainty in custody transfer and tank gauging; main types and applications of flow meters for custody transfer; flow-meter proving and calibration techniques; and custody-transfer standards (API and ISO).	Engineers and technicians of all disciplines; instrumentation, procurement, quality-control, inspection and maintenance personnel; oil surveyors; depot managers; oil-and-gas regulating agencies (EWURA, PBPA, WMA, TPDC).	5 days 8–12 Jun 2027 7–11 Dec 2026	1,500,000
9	Basics of Weighing-Scale Repair — Mechanical and Digital Scales (SC-TECH Level 2)	Hands-on training for weighing-scale technicians. The course covers: installation of weighing scales from portable pedestal scales to weighbridge platforms; repair and servicing of mechanical and digital scales; calibration of mechanical and digital scales; and the Weights and Measures laws and regulations relating to weighing instruments and practices.	Licensed and non-licensed scale technicians; industrial technicians; scale-calibration personnel; sellers and suppliers of scales; scale and weighbridge operators.	5 days 3–7 Aug 2026 12–16 Jan 2027	1,500,000
10	Measurement Uncertainty Evaluation and Calibration Reporting for Flow Meters (MET-SC0431)	Practical techniques for uncertainty quantification and propagation for flow meters following ISO 5168 and JCGM/GUM 100:2008. Participants will: understand calibration methods for flow meters; apply the statistics underlying the ISO/GUM method; understand measurement-uncertainty analysis; perform uncertainty analysis in calibration reporting; develop uncertainty budgets and calibration reports; and apply uncertainty-propagation software (e.g. metRology®).	Everyone involved in standards, metrology laboratories, calibration, auditing, maintenance, quality control and testing across all disciplines, from management to technicians.	5 days 7–11 Sep 2026 9–13 Feb 2027	1,500,000
11	Uncertainty Evaluation and Calibration Reporting for Pressure, Level and	Practical techniques for uncertainty analysis to meet ISO/IEC 17025 requirements, covering the ISO/GUM and advanced uncertainty methods. Participants will: understand calibration of pressure gauges and level measurement (ATG and dip-tape); apply the relevant statistics; understand and perform measurement-uncertainty analysis	Everyone involved in standards, metrology laboratories, calibration, auditing, maintenance, quality control and testing across all	5 days 5–9 Oct 2026 9–13 Mar 2027	1,500,000

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
	Temperature Measurement (MET-SC0521)	in calibration reporting; develop uncertainty budgets and calibration reports; and apply uncertainty-propagation software.	disciplines, from management to technicians.		
12	Operation and Maintenance of Oil and Gas Cross-Country Pipelines (MET-SC1121)	Responds to the growth of pipeline networks in Tanzania for natural gas, crude oil and petroleum products. On completion, participants will understand: mainline and station equipment; operation of crude and product pipelines; SOPs related to equipment, jetty, SPM and off-shore facilities; basic pipeline maintenance and troubleshooting; safety and fire-fighting; preventive maintenance; oil accounting and reconciliation; and pipeline operations and monitoring systems.	Pipeline operators; instrumentation-and-control personnel; oil surveyors and terminal/depot in-charge; employees and contractors in pipelines, pumping stations and metering systems; OMC and government regulating-body personnel.	5 days 9–13 Nov 2026 13–17 Apr 2027	1,500,000

C. INFORMATION, COMMUNICATION AND TECHNOLOGY (ICT) (37 courses)

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
1	Improving Your Corporate Website	Practical skills to optimise a website for better user experience, engagement and business performance. Covers: website-design best practice and user-friendly layout; search-engine optimisation (SEO); content management; website analytics for data-driven improvement; and cybersecurity basics for protecting a corporate website.	Marketing and IT professionals; entrepreneurs and business owners; anyone responsible for maintaining a corporate website.	5 days 7–11 Dec 2026 11–15 May 2027	1,000,000
2	Enterprise Architecture Design and Development	Foundational knowledge and skills to design a digital enterprise-architecture (EA) roadmap. On completion, participants will: understand EA concepts, design principles, practices, tools and techniques; apply EA principles to design their organisation's digital EA; and use EA to enable digital innovation and transformation.	ICT directors, IT managers, ICT officers, IT professionals, systems auditors, programmers, IT support technicians and others advancing their hands-on skills.	5 days 12–16 Jan 2027 8–12 Jun 2027	1,000,000
3	Business Continuity and Disaster Recovery Planning (BCDRP)	Helps organisations prepare for and respond to disruptions, ensuring the continuity of critical business operations through structured continuity and recovery planning.	ICT directors, IT managers, ICT officers, IT professionals, systems auditors, programmers, IT support technicians and others.	5 days 9–13 Feb 2027 3–7 Aug 2026	1,500,000
4	Windows Server 2019 Administration and Virtualisation	Covers the essential aspects of Windows Server 2019: installation and configuration; storage solutions; network infrastructure; virtualisation; high availability and remote access; security policies and system monitoring; and server performance and disaster recovery — validating the skills of system administrators, IT professionals and network engineers.	System administrators, ICT infrastructure staff, data-centre teams and network/ICT support engineers.	5 days 9–13 Mar 2027 7–11 Sep 2026	1,000,000
5	Network and Information Security	Provides critical awareness of current developments and future trends in cryptography, network security and mobile/wireless security. Learners explore techniques to combat malware, social engineering, data leakage and zero-day attacks, grounded in secure authentication,	ICT directors, IT managers, ICT officers, IT professionals, systems auditors, programmers, IT support technicians and others.	5 days 13–17 Apr 2027 5–9 Oct 2026	1,000,000

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
		access control, intrusion detection and information-security policy, together with state-of-the-art standards and best practice.			
6	Android App Development	An intensive, hands-on course for beginners and experienced programmers. Participants build real-world Android applications and learn the essential concepts and practices of Android development, creating functional and user-friendly apps.	Software developers, mobile-app developers, software testers, and students aspiring to become Android developers.	5 days 11–15 May 2027 9–13 Nov 2026	1,000,000
7	Digital Crime Scene: First-Responder Procedures	Prepares first responders at cyber-crime scenes to protect and preserve digital evidence. Because digital evidence is volatile and easily destroyed, the course provides a deep understanding of digital evidence and the procedures for collecting, securing and transporting it without tampering, before law-enforcement specialists arrive.	Law-enforcement agents, system administrators, network administrators and other IT professionals responsible for cyber-crime cases.	5 days 8–12 Jun 2027 7–11 Dec 2026	1,000,000
8	Micro-Computer Business Applications	A practical course covering business productivity applications, with hands-on practice in a fully equipped computer lab — beneficial for anyone building computing skills for office and business use.	Office staff, administrators, entrepreneurs and students seeking practical computer-application skills.	5 days 3–7 Aug 2026 12–16 Jan 2027	800,000
9	Java SE for Application Software Development	A comprehensive course for experienced and non-experienced programmers who wish to learn the full Java Standard Edition (Java SE) language in the shortest possible time, applying skills through hands-on lab practice — ideal for those pursuing or building careers in application-software development.	Software developers, software testers, software quality-assurance managers, and students aspiring to be software developers.	5 days 7–11 Sep 2026 9–13 Feb 2027	1,000,000
10	Network Operations & Troubleshooting (SolarWinds — Hands-On)	Builds practical skills in network monitoring, fault diagnosis and service restoration using SolarWinds tools and structured troubleshooting methods, improving system performance and reliability.	Network administrators and engineers, ICT officers, NOC staff, system administrators and security teams.	5 days 5–9 Oct 2026 9–13 Mar 2027	1,000,000
11	AI for Business & Public Sector (Generative AI & Prompting)	Develops practical skills in using Generative AI for reporting, research, analysis and communication. Covers the fundamentals of AI and Generative AI, effective prompt-engineering techniques, and responsible integration of AI into public-sector and business operations.	Managers, ICT teams, analysts, planners, HR/PR officers, M&E staff, academics and project teams.	5 days 9–13 Nov 2026 13–17 Apr 2027	1,200,000
12	Cybersecurity Essentials & Incident Response (SOC Foundations)	Covers cybersecurity threats and vulnerabilities, core controls, threat detection and monitoring, incident-response workflows, documentation and recovery procedures for consistent cyber defence.	ICT officers, security personnel, system and network administrators, risk and compliance staff, and IT managers.	5 days 7–11 Dec 2026 11–15 May 2027	1,200,000
13	Cybersecurity for HR and Administrative Teams	Addresses cybersecurity risks affecting HR systems and data. Covers data protection and privacy practice, prevention of phishing and social-engineering attacks, and secure access and document-management systems.	HR officers, payroll officers, compliance officers and administrative staff.	5 days 12–16 Jan 2027 8–12 Jun 2027	1,000,000
14	Secure API Design & OWASP API Security (Practical)	Teaches how to design, secure, test and monitor APIs. Covers API architecture and development principles, secure authentication and authorisation, and identifying and mitigating API vulnerabilities	Software developers, system analysts, DevOps engineers, ICT architects and security teams.	5 days 9–13 Feb 2027 3–7 Aug 2026	1,200,000

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
		(broken access control, auth flaws, data exposure) using OWASP guidelines.			
15	Cloud Computing & Virtualisation (AWS / Azure – Hands-On)	Covers cloud-computing architecture and services; deploying systems on AWS and Azure; cloud security and identity management; and optimising cloud resources and managing operational costs.	ICT managers, ICT infrastructure teams, system administrators, network engineers and DevOps teams.	5 days 9–13 Mar 2027 7–11 Sep 2026	1,200,000
16	Data Analytics with Power BI and Advanced Excel	Builds skills in cleaning and transforming large datasets; developing dashboards and visualisations in Power BI; advanced Excel analysis and modelling; KPI reporting; and evidence-based decision support.	Monitoring-and-evaluation officers, finance and budget staff, statisticians, planners, and ICT/data officers.	5 days 13–17 Apr 2027 5–9 Oct 2026	1,000,000
17	Systems Analysis & Solution Design (Requirements to SDLC Documentation)	Develops structured requirements gathering, process modelling, solution design and SDLC documentation skills to reduce ICT project-delivery risk.	System analysts, software developers, ICT project teams, product owners, DBAs and ICT managers.	5 days 11–15 May 2027 9–13 Nov 2026	1,000,000
18	Cybersecurity Leadership for Executives and Board Members	Covers cyber-risk governance frameworks; strategic cybersecurity leadership; cybersecurity budgeting and investment strategy; and improving organisational cyber resilience and readiness.	CEOs, directors, board members and executive management.	5 days 8–12 Jun 2027 7–11 Dec 2026	1,500,000
19	Social Media Marketing & Management (Content, Ads, SEO, Analytics, Automation)	Develops effective social-media strategy across major platforms. Covers engaging content and campaigns, social-media advertising, performance and audience analytics, SEO, and marketing-automation tools for measurable engagement and growth.	Marketing and PR teams, customer-service teams, entrepreneurs, communications staff and brand managers.	5 days 3–7 Aug 2026 12–16 Jan 2027	1,000,000
20	Graphics Design	Covers the principles of visual communication and branding; design tools such as Adobe Photoshop, Illustrator and Canva; creation of professional marketing materials (posters, logos, digital content); and creative design strategy for corporate communication and digital marketing.	Marketing professionals, communication officers, entrepreneurs, students and media professionals.	5 days 7–11 Sep 2026 9–13 Feb 2027	800,000
21	Sophos XGS Firewall Administration & Policy Tuning	Hands-on skills in configuring, segmenting, tuning policies, monitoring and securely operating Sophos XGS firewalls.	Network and security engineers, ICT infrastructure teams, SOC/NOC staff and system administrators.	5 days 5–9 Oct 2026 9–13 Mar 2027	1,200,000
22	Cyber Security Analysis: Threats, Tools, Risk & Incident Response (Hands-On)	Strengthens threat analysis, log interpretation, risk assessment and incident-response decision-making using practical scenarios and tools.	ICT security staff and analysts, ICT officers, system and network administrators, and risk/compliance staff.	5 days 9–13 Nov 2026 13–17 Apr 2027	1,200,000
23	DevOps & CI/CD Fundamentals (Git, Pipelines, Automation)	Covers Git workflows, CI/CD pipelines, automation and DevSecOps practices to improve software-release quality, speed and traceability.	Software developers, DevOps engineers, system administrators, QA testers and ICT project teams.	5 days 7–11 Dec 2026 11–15 May 2027	1,200,000
24	Database & Systems Administration (PostgreSQL,	Develops capabilities in database performance, backups, access control, monitoring and reporting across common database platforms.	DBAs, system administrators, application-support teams,	5 days 12–16 Jan 2027	1,200,000

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
	MongoDB, SQL Reporting, Windows Server)		ICT/data teams and developers handling databases.	8–12 Jun 2027	
25	Secure Software Development: Secure Coding & Testing (DevSecOps-Ready SDLC)	Teaches secure coding practices, security testing, and integration of security into the SDLC and DevOps workflows to prevent vulnerabilities.	Software developers, system analysts, QA testers, DevOps teams and application-support teams.	5 days 9–13 Feb 2027 3–7 Aug 2026	1,200,000
26	Networking & Zero Trust (Modern Enterprise Networks)	Implements identity-based access, segmentation, monitoring and Zero-Trust concepts to secure modern enterprise networks.	Network and security engineers, ICT infrastructure staff, system administrators and ICT managers.	5 days 9–13 Mar 2027 7–11 Sep 2026	1,200,000
27	Cybersecurity Awareness for Public-Sector Staff	Equips public-sector staff with safe everyday practices to reduce phishing, password attacks and data leakage while supporting service continuity.	Public-sector employees, administrators, finance and procurement staff, records officers, supervisors and ICT users.	5 days 13–17 Apr 2027 5–9 Oct 2026	1,000,000
28	Digital Forensics & Cyber Investigations (Foundations)	Covers investigation workflows, evidence preservation, analysis and professional reporting for legal and audit purposes.	ICT security teams, auditors, investigators, ICT managers, risk/compliance officers and legal-liaison staff.	5 days 11–15 May 2027 9–13 Nov 2026	1,200,000
29	Data Science & Statistical Analytics for Decision-Making (BI, GIS, Dashboards, Prediction)	Develops skills in analytics, forecasting, dashboarding and decision support using organisational datasets.	Statisticians, planners, M&E teams, research teams, ICT/data teams and programme managers.	5 days 8–12 Jun 2027 7–11 Dec 2026	1,200,000
30	IoT & Smart Systems Security (Industry & Government Use Cases)	Covers IoT-architecture risks, secure deployment, device management and controls to protect sensors, CCTV and smart systems.	ICT infrastructure and security teams, engineers supporting IoT/CCTV/biometrics, and facility/security managers.	5 days 3–7 Aug 2026 12–16 Jan 2027	1,200,000
31	Cybersecurity for ICT Auditors (NIST / ISO / COBIT — Audit Planning & Reporting)	Develops skills in audit planning, evidence collection, testing and professional reporting aligned to leading ICT-governance frameworks.	ICT and internal auditors, risk/compliance teams, ICT managers and governance staff.	5 days 7–11 Sep 2026 9–13 Feb 2027	1,200,000
32	Blockchain Fundamentals & Real-World Applications	Covers blockchain basics, realistic use-cases, governance and risk considerations for practical adoption decisions.	ICT managers, innovators, policy and planning teams, finance/audit staff, developers and project teams.	5 days 5–9 Oct 2026 9–13 Mar 2027	1,200,000
33	Biometrics (BioStar) Administration & Support	Develops skills to enrol, manage, troubleshoot and securely administer biometric systems for access control and reporting.	Security teams, ICT support staff, network and application administrators, and facilities/security managers.	5 days 9–13 Nov 2026 13–17 Apr 2027	1,200,000
34	CCTV Systems Administration & Support	Builds competence to administer, configure, maintain and secure CCTV systems with proper storage and uptime.	Security officers, ICT infrastructure teams, network administrators,	5 days 7–11 Dec 2026	1,200,000

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			facilities/security managers and ICT support staff.	11–15 May 2027	
35	Cybersecurity Professional+ (Core Skills Across Network, Apps & Cloud)	Develops broad, hands-on operational cybersecurity skills across endpoints, networks, applications and cloud environments.	ICT security practitioners, system administrators, network engineers and ICT officers transitioning into security roles.	5 days 12–16 Jan 2027 8–12 Jun 2027	1,500,000
36	ICT Security (Scanning, Wireless, IoT/OT, Cryptography & Awareness)	Covers practical ICT assessment, hardening and defensive controls for vulnerabilities, wireless, IoT and cryptography threats.	Developers, analysts, DBAs, network and security engineers, and ICT officers.	5 days 9–13 Feb 2027 3–7 Aug 2026	1,200,000
37	ICT for Corporate Communication (Digital Tools for Professional Communication)	Equips staff with digital tools and workflows for effective corporate communication, messaging, engagement and reputation management.	Corporate-communication and PR officers, HR/admin teams, executive assistants and programme teams.	5 days 9–13 Mar 2027 7–11 Sep 2026	1,000,000

D. MARKETING MANAGEMENT (9 courses)

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
1	ITC Market Analysis Tools (Trade Map, Market Access Map, Export Potential Map)	By the end of the training, participants will: be proficient in using Trade Map, Market Access Map (MacMap) and the Export Potential Map for trade analysis; identify new markets, assess export potential and understand market-access conditions; and be equipped to support export-development strategies and trade-policy formulation.	International traders, marketers, policy analysts, trade decision-makers, trade-support institutions, ministries responsible for commerce and trade, economists, statisticians and researchers.	5 days 13–17 Apr 2027 5–9 Oct 2026	1,500,000
2	Customer Care and Consumer-Behaviour Management	Deepens understanding of customer service and consumer psychology. Focuses on understanding customer needs and expectations, improving service delivery, and how consumer behaviour influences purchasing decisions.	Business owners and entrepreneurs; customer-service representatives; marketing and sales professionals; managers and team leaders; and students of business, marketing and hospitality.	5 days 11–15 May 2027 9–13 Nov 2026	1,000,000
3	Strategic Brand Management	Participants will: understand branding fundamentals and their significance in contemporary business; align brand identity, business goals and organisational culture; build and sustain brand equity and loyalty; master brand positioning and differentiation; apply behavioural insights to brand perception and engagement; and master brand storytelling and communication across multiple platforms.	Marketers, promotion and public-relations officers, product managers and brand managers.	5 days 8–12 Jun 2027 7–11 Dec 2026	1,000,000
4	Marketing in the Digital Era	Participants will: understand digital-marketing fundamentals, tools and strategies; leverage digital channels (social media, search, email, content) to engage audiences and drive growth; analyse online consumer behaviour for personalised, data-driven marketing;	Marketers, sales officers, public-relations officers, customer-support officers, traders and business people.	5 days 3–7 Aug 2026 12–16 Jan 2027	1,000,000

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
		measure digital-marketing success through key metrics; and adapt to emerging trends including AI, influencer marketing and immersive technologies.			
5	Value Creation Through Branding	Participants will: understand the role of branding in value creation; master brand-strategy development aligned with organisational goals; enhance customer-perceived value through branding, storytelling and emotional connection; evaluate brand equity and performance; and create sustainable, long-term brand value.	Mid- to senior-level marketing executives; entrepreneurs growing their own brands; consumer- and retail-sector general managers; and CEOs, CMOs and senior leaders investing in brand assets.	5 days 7–11 Sep 2026 9–13 Feb 2027	1,000,000
6	Transforming Customer Experiences	A holistic approach to service design, execution and transformation that prepares participants to create an exceptional service culture supporting employees, delighting customers and driving organisational performance, with frameworks to align operating models and service mission to changing needs and competition.	Marketers, sales officers, public-relations officers, customer-support officers, traders and business people.	5 days 5–9 Oct 2026 9–13 Mar 2027	1,000,000
7	Sales Maximisation Strategies	Treats sales execution as a strategic asset and drives company-wide alignment. Participants explore how to help sales professionals meet targets, improve return on business-development investment, and implement the infrastructure, processes and cultural values critical to profitable growth.	Marketers, sales officers, public-relations officers, customer-support officers, traders and business people.	5 days 9–13 Nov 2026 13–17 Apr 2027	1,000,000
8	Social Media Marketing	Participants will: understand the features, audiences and best practice of major platforms (Facebook, Instagram, LinkedIn, TikTok, X); develop and execute social-media strategies aligned with organisational goals; create and optimise compelling content (visual, video and written); master social-media advertising (set-up, targeting, budgeting, analysis); and measure and analyse performance to optimise results.	Small-business owners; marketing and communications professionals; freelancers and digital marketers; students and recent graduates in marketing; and non-profit and community-organisation representatives.	5 days 7–11 Dec 2026 11–15 May 2027	1,000,000
9	Investment Environment, Promotion and Facilitation: Law, Policy and Practice	Participants will: analyse the economic, political and regulatory components of investment environments; examine the legal and policy frameworks and international agreements governing investment; study best practice for attracting and retaining domestic and foreign investment; understand facilitation mechanisms (ease of doing business, licensing, dispute resolution); and design, implement and evaluate investment strategies and policies.	Government and private-sector investment, economic, planning and development officers.	5 days 12–16 Jan 2027 8–12 Jun 2027	1,000,000

E. PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (8 courses)

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
1	Physical Asset Management	Provides practical, hands-on skills for effective handling of office and organisational assets, and for ensuring the security and privacy of data in both public and private organisations.	Asset managers, maintenance departments, facilities managers, finance and operational managers,	5 days 9–13 Feb 2027 3–7 Aug 2026	1,000,000

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
			procurement professionals, project managers, suppliers' officers, civil engineers and quantity surveyors.		
2	Vehicle Fleet Development and Management	Helps organisations improve fleet performance, reduce costs and become more competitive. Covers improving fleet operations, reducing costs, improving safety and customer service, and reducing environmental impact.	Financial, logistics and maintenance directors; fleet-management personnel; purchasing/procurement personnel; fleet planners, administrators and managers; transport, operations and finance professionals; and contract/project professionals.	5 days 9–13 Mar 2027 7–11 Sep 2026	1,000,000
3	Procurement Relationship Management	Covers carefully selecting suppliers on price, quality and reliability; negotiating favourable terms and bulk discounts; and implementing efficient procurement practices that reduce the cost of goods sold, minimise waste and enhance operational efficiency.	Procurement professionals, project managers, suppliers' officers, maintenance departments, facilities managers, and finance/operational managers.	5 days 13–17 Apr 2027 5–9 Oct 2026	1,000,000
4	Procurement in Construction Projects	Strengthens procurement for construction management to avoid costly delays. Covers cost savings through better terms and consolidated purchasing; quality assurance through proven suppliers; sustainability through environmentally friendly materials; risk management of time, cost and quality; early consideration of procurement at the design stage; and building reliable partnerships with suppliers and contractors.	Procurement professionals, project managers, suppliers' officers, maintenance departments, facilities managers, and finance/operational managers.	5 days 11–15 May 2027 9–13 Nov 2026	1,000,000
5	Procurement and Contract Negotiation in Supply Chain	Enhances professionals in: securing favourable terms and conditions to deliver cost savings and improved budgeting; building trust and understanding with suppliers for quality, timely delivery and innovation; responding quickly to market changes and customer demand; and using contracts to outsource processes and use resources more effectively.	Procurement professionals, project managers, suppliers' officers, maintenance departments and facilities managers.	5 days 8–12 Jun 2027 7–11 Dec 2026	1,000,000
6	Sustainable Supply Chain Procurement	Sustainable supply chains add value by: reducing costs through efficient use of raw materials, recycling and reduced packaging; improving risk management through diversified suppliers; creating positive impact through fair labour practice and responsible resource use; enhancing brand reputation; and ensuring long-term business viability by reducing carbon footprint and promoting social welfare.	Procurement professionals, project managers, suppliers' officers, maintenance departments, facilities managers, and finance/operational managers.	5 days 3–7 Aug 2026 12–16 Jan 2027	1,000,000
7	Logistics and Transportation Management	Covers how logistics and transportation drive customer satisfaction through on-time delivery; cost savings; supply-chain efficiency through transportation-management systems (TMS) that automate and optimise shipping; and stronger organisation, expense control and client relationships.	Financial, logistics and maintenance directors; fleet-management personnel; purchasing/procurement personnel; and fleet planners, administrators and managers.	5 days 7–11 Sep 2026 9–13 Feb 2027	1,000,000

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
8	Warehouse Operations in Public and Private Sectors	For those in the warehousing sector seeking to deepen their knowledge. Participants will: improve performance in the stores function; use modern inventory techniques; appreciate dynamic supply-chain management; develop skills in managing stores and inventory personnel; master techniques for operational challenges; and plan for export and import logistics.	Stock, warehouse and logistics/distribution professionals; non-warehouse staff needing awareness of stock-control operations; and personnel involved in export and import logistics.	5 days 5–9 Oct 2026 9–13 Mar 2027	1,000,000

F. ACCOUNTANCY (6 courses)

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
1	Fraud and Corruption Detection, Deterrence and Prevention of Non-Performing Loans in the Banking Sector	Participants will: understand the causes and impact of non-performing loans (NPLs); detect early warning signs of fraud and corruption that lead to portfolio deterioration; develop fraud-prevention and deterrence strategies in lending and loan management; apply best practice for identifying, managing and recovering NPLs (risk assessment, restructuring, resolution); and strengthen internal controls and compliance frameworks.	Loan, risk, credit and compliance officers; fraud investigators and examiners; internal audit teams; external regulators and auditors; legal and compliance personnel; regulatory bodies; and senior management of financial institutions.	5 days 9–13 Nov 2026 13–17 Apr 2027	1,000,000
2	Detection, Deterrence and Prevention of Institutional Fraud	Participants will: understand the nature of institutional fraud (financial, procurement, operational); develop skills for detecting fraud indicators and red flags; learn fraud-prevention strategies (internal controls, ethical training, reporting mechanisms); establish effective deterrence measures and a fraud-deterrence culture; and implement an organisational fraud-response plan covering investigation, reporting and corrective action.	Government and regulatory bodies; risk coordinators, auditors and accountants; financial institutions; fraud examiners and investigators; law-enforcement organisations and prosecutors; educational and training institutions; internal auditors; operations and administration staff; and regional and local-government authorities.	5 days 7–11 Dec 2026 11–15 May 2027	1,000,000
3	Governance and Risk Management in the Banking Sector	Participants will: explore banking-governance frameworks (board responsibilities, management oversight, regulatory compliance); identify and assess credit, operational, market, liquidity and compliance risks; learn risk-management frameworks, tools and techniques; examine regulatory and legal requirements (Basel III, the Financial Stability Board); and enhance crisis management and resilience.	Board members and senior executives; risk managers and officers; compliance officers; internal auditors; and credit and market-risk analysts.	5 days 12–16 Jan 2027 8–12 Jun 2027	1,500,000
4	Digital Financial Accounting	Participants will: understand digital accounting systems and their integration into business operations; develop skills in digital financial reporting and analysis; explore automation, AI and machine learning in accounting; learn financial-data security and compliance with accounting standards; and evaluate digital tools for accounting, budgeting, forecasting and planning.	Accountants and bookkeepers; small-business owners and entrepreneurs; finance and administrative staff; and internal auditors and tax consultants.	5 days 9–13 Feb 2027 3–7 Aug 2026	1,000,000

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
5	Personal and Family Financial Planning	Participants will: understand the fundamentals of personal financial planning (budgeting, saving, investing); develop practical budgeting and cash-flow management skills; learn investment strategies for long-term wealth creation; plan for major life events and financial milestones (retirement, education, homeownership); and build knowledge of risk management and financial protection (insurance, estate planning, emergency savings).	Individuals and couples; young professionals; parents and families; retirement planners; and students and graduates.	5 days 9–13 Mar 2027 7–11 Sep 2026	800,000
6	Financial Management for Non-Accounting / Financial Managers	Participants will: understand the basics of financial management (budgeting, financial statements, analysis); read and interpret balance sheets, income statements and cash-flow statements; make data-driven financial decisions; apply budgeting, cost control and forecasting; and evaluate financial performance and risk using KPIs.	Managers, directors, CEOs, planners, administrators, signatories, PMU staff, lawyers, owners, shareholders and board members.	5 days 13–17 Apr 2027 5–9 Oct 2026	1,500,000

G. EDUCATION AND LIFELONG LEARNING (2 courses)

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
1	Refresher Course for Business-Studies Teachers	Participants will: understand modern accounting practices and software for financial management and record-keeping; explore emerging trends in commerce (e-commerce, digital marketing, global trade); analyse economic theories and their real-world applications; develop critical thinking in business and economic issues; and integrate sustainability and ethics into business practice.	Teachers of business studies, commerce, economics, accounting and entrepreneurship.	5 days 11–15 May 2027 9–13 Nov 2026	500,000
2	Smart Teaching and Assessment Solutions for Modern Educators	Participants will: integrate technology into teaching for interactive learning; develop innovative assessment methods (formative, summative and authentic); foster personalised learning using adaptive tools and data-driven insight; enhance student engagement and motivation in student-centred environments; and evaluate the impact of smart-teaching strategies through feedback and analytics.	Educational professionals from higher-learning institutions, college tutors, and trainers (training of trainers).	5 days 8–12 Jun 2027 7–11 Dec 2026	On request

H. LIBRARY STUDIES AND INFORMATICS (1 courses)

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
1	Open Educational Resources (OER) Training Workshop	Open Educational Resources are learning, teaching and research materials, in any format, that reside in the public domain or are released under an open licence. Based on the UNESCO OER Recommendation, the workshop helps African libraries reconfigure their collections using open licences, with action areas covering capacity building, policy-setting, equity and access, sustainability, and	Library users and librarians, focusing on OER usage, referencing, responsible use of AI for research writing, and lifelong learning.	5 days 3–7 Aug 2026 12–16 Jan 2027	500,000

SN	Course Title	Course Objectives & Competences	Target Participants	Duration & Intake Dates	Fee (TZS)
		international cooperation — together with referencing, responsible use of AI in research writing, and copyright protection.			

Total: 89 professional short courses across 8 disciplines.

College of Business Education — Building skills for trade, industry and public service.