

**UDZUNGWA MOUNTAINS COLLEGE TRUST (UMCTO) FOR HIGHEST STANDARDS OF
EDUCATION & BETTER CUSTOMER SERVICE**

**(Proudly Tanzanian Patriotic College & Tanzania's No. 1 Training Institute for Tour Management,
Tourism Professionals, Hospitality Professionals, Foreign Languages, Tour Directors & Guides)**

COLLEGE HEADQUARTERS (Established since 2008)

Postal College Address / Mailing Address

P. O. BOX 17 MOSHI – KILIMANJARO, TANZANIA – EAST AFRICA

N. S. S. F – Former Building, First Floor, Old Moshi Road Street

Opposite – Idara ya Maji na Wakala wa Mimitu Tanzania (TFS)

**PROSPECTUS FOR PROFESSIONAL STORES MANAGEMENT & STOCK CONTROL/
STORES MANAGEMENT TRAINING (CERTIFICATE & DIPLOMA)**

Email: trust@udzungwamountainscollege.com

www.udzungwamountainscollege.com

www.udzungwamountainscollege.ac.tz

Websites: **COLLEGE TOURISM BUSINESS PROJECTS**

www.domestictourismsafaris.co.tz

www.domestictourismsafaris.com

www.tazamaramanitanzania.com

www.watch-theworldmap.co.tz

www.watchtanzanianmap.co.tz

www.watchtanzaniamap.co.tz

www.tazamaramanisayaridunia.co.tz

UDZUNGWA MOUNTAINS COLLEGE STUDENTS CLUB OF ENTREPRENEURSHIP

www.umcsce.co.tz

Cell Phones: + 255 784 815 517 /+ 255 762988 420 /+ 255 659 834 224

Tanzania ... a country of striking differences – geographically and culturally. Nestled between the Indian Ocean and Lake Tanganyika. Tanzania has more to offer to the world than other African countries. Incredible natural beauty. A combination of the old and the new. Like medieval towns and ultra-modern hotels. As well as endless variety of sports, beaches, national parks, wildlife reserves, archaeological sites and festivals. It is unbelievable!

**UDZUNGWA MOUNTAINS COLLEGE TRUST
(UMCTO) FOR HIGH STANDARDS OF
EDUCATION & BETTER CUSTOMER SERVICE**

**(Proudly Tanzanian Patriotic College &
Tanzania's No.1 Training Institute for Tour
Management, Tourism Professionals,
Hospitality Professionals, Foreign Languages,
Tour Directors & Guides)**

**PROSPECTUS (CERTIFICATE & DIPLOMA)
2020 – 2025 & BEYOND FOR PROFESSIONAL
STORES MANAGEMENT & STOCK CONTROL/
STORES MANAGEMENT TRAINING**

ACADEMIC PROGRAMMES 2020 - 2025 & BEYOND (Certificate & Diploma Programmes) - Professional Stores Management & Stock Control/Stores Management Training (Fees for both Certificate & Diploma Training).

• 1. CERTIFICATE (S) IN PROFESSIONAL STORES MANAGEMENT & STOCK CONTROL/STORES MANAGEMENT TRAINING

- Total fees (1½ year) - Tshs 2,000,000/=

Payment system/program

1.	Half Training Fee - Tshs 1,000,000/= (when Joining)
2.	Installment Tshs 500,000/= (Every three months)
3.	Full Amount Tshs 2,000,000/=

- Course fees cover - Learning materials, binoculars, uniforms, books, birdsong DC's, Foreign languages materials, laptops & ipods, counter book & pens and many more as per the particular field of study.

2. DIPLOMA IN PROFESSIONAL STORES MANAGEMENT & STOCK CONTROL/STORES MANAGEMENT TRAINING

Total fees (2½years) - Tshs 2,800.000/=

1. Payment system/program

1.	Half Training Fee - Tshs 1,400,000/= (When Joining College)
2.	Installment Tshs 700,000/= (Every three months)
3.	Full Amount Tshs 2,800,000/=

- Course fees cover - Learning materials, binoculars, uniforms, books, birdsong CD's, Foreign languages materials, camera, laptops & ipods, counter books & pens and many more as per the particular field of study.

• STORES MANAGEMENT & STOCK CONTROL /STORES MANAGEMENT TRAINING

⇒ A program designed specifically to train and create effective PROFESSIONAL STORES PERSONNEL AND STORES MANAGERS. The success or failure of any enterprise can be greatly affected by the efficiency of its stores operations. Efficient stores management can save an enterprise money, help to retain customers and maintain continuous production; but stores "mis management" can lose an

enterprise money, customers and production. This program provides the training essential for efficient stores management. A stores manager must change more than just the store and inventory; he/she must also manage stores personnel; plan, organise and co-ordinate their work, train, supervise and control them; we teach how that is done.

- KEY TOPICS/STUDY UNITS COVERED IN BOTH CERTIFICATE & DIPLOMA IN PROFESSIONAL STORES MANAGEMENT & STOCK CONTROL/STORES MANAGEMENT TRAINING
- 1. Principles of modern management; recruiting, training, controlling and motivating stores personnel. Health and safety, accident prevention.
- 2. Storehouse buildings, location, design, layout, floors, entrances, planning, efficiency, sub-stores. Stockyard location, design, layout.
- 3. Manual and powered stores equipment for materials handling; storage, measuring and general stores equipment; order picking.
- 4. Protection of stock against loss and damage, major causes of spoilage, storehouse and stockyard security, fire prevention.
- 5. Stock items/inventory identification and coding. Computerized and manual stock records: contents, uses, accuracy, statistics and reports.
- 6. Setting stock levels, reorder levels; receipts into and issues from the stores; documentation; stocktaking and spot checks, stock valuation.

QUALIFICATION; Certificate & Diploma on Stores Management & Stock Control.

REFERENCES OF BOOKS GIVEN TO COLLEGE STUDENTS & OTHER LEARNING MATERIALS AS PER THEIR FEES PAID TO THE COLLEGE
--

- 1. Storage and Supply of Materials – 6th Ed, Prentice UK.
- 2. Introduction to Material Management – 6th Ed, Prentice Hall – UK
- 3. Storage and Control Stock (Morrison A. 1996 – Pitman – UK
- 4. The procurement and supplies professional and Technician Act No. 23, 2007, government printer's – Dares – salaam.
- 5. The public procurement act no – 23, 20047 – its regulation 2005 government printers – Dar es – Salaam, and many more.

WARNING! WARNING! WARNING! – TO GENERAL PUBLIC (COLLEGE STUDENTS, GUARDIANS, PARENTS, AND SPONSORS AT LARGE

The management and staff of the Udzungwa Mountains College Trust (UMCTO) in Moshi Municipality – Kilimanjaro Region, does not receive cash in hand at all and by any means,

and instead all payments – including money for registration form, professional courses, study tours, or any assistance of money to support the college projects from our friends and development stakeholders/partners should be paid through college bank facilities, and general public should be aware and understand that the college operates only two banks accounts namely KENYA COMMERCIAL BANK (KCB) & NATIONAL BANK OF COMMERCE (NBC) respectively. Please, bring us your bank slip after making your payments and you will be given the college receipt of your hard earned money. It is strictly prohibited and illegal as well as risk taking to pay your money via the personal savings account/M-Pesa. No matter the person in the management of the Udzungwa Mountains College Trust (UMCTO) is Managing Director, College Principal, College Accountant, Public Relations Manager, etc. We are all guided and ruled by the college constitution/Trust Deed. No one is above the law of the college constitution/Trust Deed. The management and staff of the Udzungwa Mountains College Trust (UMCTO) will not be responsible for any complaints from sponsors, guardians, parents or college students at large regarding this matter.

COLLEGE BANK FACILITIES;

- For those who wish to use the college bank facilities to send their fees they should use the college bank accounts as shown below;
1.KENYA COMMERCIAL BANK MOSHI BRANCH (KCB)

Account No. 061274001350

Account name; UDZUNGWA MOUNTAINS COLLEGE TRUST

2.NATIONAL BANK OF COMMERCE MOSHI BRANCH (NBC)

Account name; UDZUNGWA MOUNTAINS COLLEGE TRUST

Account No. 017101008396.

TERMS AND CONDITIONS;

- 1. The guardians, parents, sponsors, development stakeholders and college students at large - should pay full amount or half of the training fee and the remaining fee should be paid after three months according to terms and conditions.
- 2. The money paid is non-refundable.
- 3. The registration form is Tshs 10,000/=
- 4. Hostel facilities are available fro those college students who are demading this essential service. Its costs is Tshs 1,000,000 per year – including Food & Accommodation.