# ARUMERU COLLEGE OF BUSINESS AND TOURISM STUDIES

## SCHOOL OF BUSINESS, TOURISM, TEACHERS, BEAUTY AND INFORMATION TECHNOLOGY
### P.O BOX 713- ARUSHA – TANZANIA
### Mobile: 0769-062 519/0757-055 548/0655-104 919/0653-140 183
### USA RIVER – ARUSHA
### Email:arumeruschools@gmail.com
### www.arudemycollege.com
### REG NO IAE/OS/0396

## GENERAL APPLICATION FORM NO:

1. **This application must be accompanied by certified photocopies of certificates and academic transcript written in English. Where Financial support is from a donor, written confirmation from the donor is required**
2. **Applicants should be proficient in written and spoken English**
3. **This form should be complete by using BLOCK LETTERS**
4. **All enquires and completed application forms should be returned to the center or posted to the school**
5. **The names entered in this form must be exactly the same as those appearing on your A.C.S.E.E- C.S.E.E or other academic certificates for registration and preparation of the final certificate**

## 1. PERSONAL DETAILS

1. **Name:…………………………**
2. **Middle Name………….…… Surname……………..**
3. **Sex (Male/Female)…………………… Marital Status…………………**
4. **Date of Birth …………………………….**
5. **Country of birth ……………………….**
6. **Citizenship …………………………….**
7. **Postal address …………………… District……………… … Ward………………..**
   **Street village…………………. Telephone………………..Email……………………………**
8. **Sponsor…………………………………………...**

> Affix a stamp size photo taken within the last six month

## 2. EDUCATION BACKGROUND

| STANDARD SEVEN | SECONDARY | HIGH SCHOOL | COLLEGE | EMPLOYMENT |
|---|---|---|---|---|
|  |  |  |  |  |
|  |  |  |  |  |

## 3. TEACHING METHODOLOGY

| Flipped Class room | Study tour | Free online learning Tools |
|---|---|---|
| Design Thinking | Self-learning | Practical personal presentation |

| COURSE | COURSE OUTLINES | REQUMENT | DURATION | FEE+FIELD TRAINING |
|---|---|---|---|---|
| ENGLISH, FRENCH & GERMANY LANGUAGE | -Speaking sills<br>-Writing skills<br>-Reading skills<br>-Listening skills | - 3 passport size<br>- 2 books<br>- Dictionary | 1 year | 300,000/=<br>30,000/=MONTHLY |
| HOTEL MANAGEMENT COURSE + FIELD TRAINING | -Food and beverage service<br>-Front office operation<br>-House keeping<br>-Food production<br>-Communication skills<br>-Customer care | - 3 passport size<br>- Uniform<br>- 6 books<br>- Rim paper | 1 year | 770,000/= |
| TOUR GUIDING COURSE+ FIELD TRAINING | -Tourism geography<br>-Wildlife management<br>-Wildlife species<br>-Anthropology<br>-Animal identification<br>-Tour guiding skills<br>-Camping skills | - 3 passport size<br>- Uniform<br>- 7 books<br>- Hiking boot<br>- Rim paper | 1 year | 720,000/= |
| NURSERY TEACHING / CHILD HOOD EDUCATION+ FIELD TRAINING | -Introduction in child hood Education<br>-Guiding and counseling<br>-Creative activities<br>-Science activities<br>-Language Activities<br>-Child hood Development<br>-Teaching methodology<br>-Teaching Practice<br>-Lesson panning | - 3 passport size<br>- Uniform<br>- 10 books<br>- Rim paper | 1.5 year | 800,000/= |
| SECRETARIAL COURSE+ FIELD TRAINING | -Office practice<br>-Secretarial duties<br>-Typing stage I, II & III<br>-Customer care & -communication skills | - 3 passport size<br>- Uniform<br>- 6 books<br>- Rim paper | 11 months | 700,000/= |
| TOUR OPERATOR COURSE+ FIELD TRAINING | -Tour package and planning<br>-Customer care & Communication skills<br>-Travel agency<br>-Accommodation<br>-Basic Computer apps<br>-World travel geography<br>-Tourism marketing | - 3 passport size<br>- Uniform<br>- 5 books<br>- Rim paper | 9 months | 720,000/= |
| BUSINESS ADMNISTRATION+ FIELD TRAINING | -Sales & marketing<br>-Entrepreneur ship skills<br>-Communication skills<br>-Customer care<br>-Basic accounting<br>-Basic computer apps | - 3 passport size<br>- Uniform<br>- 5 books<br>- Rim paper | | 600,000/= |
| QT AND PC | -Secondary subjects | - 5 books | NECTA requirements | 500,000/= |

| | HAIRDRESSING BEAUTY + FIELD TRAINING | -Weaving Styles, Wig extension skills<br>-Hair care Theory<br>-Precision Hairdressing<br>-Practical Hairdressing skills<br>-Pedicure/Manicure skills<br>-Dreadlocks skills<br>-Make-up skills | - Uniform Maron<br>- Rasta pc 4,<br>- Uzi pc2,<br>- Mafutaya ywele,<br>- Dawa nywele Pc 1<br>- Weaving pc 1<br>- Chupio<br>- Bambacha pc1 | 3 to 6 months | 620,000 /= FULL COURSE<br>320,000/= SHORT COURSE |
|---|---|---|---|---|---|

### (a) GHARAMA ZA KOZI ZA UFUNDI ZA MUDA MFUPI. MIEZI MITATU HADI SITA

| S/N | KOZI | MUDA WA KOZI | ADA(Tsh)AWAMU YA KWANZA | AWAMU YA PILI | AWAMU TATU |
|---|---|---|---|---|---|
| 1 | Ufundi wa umeme (Eletrical Installation) | Miezi sita | 250,000/= | 200,000/= | 150,000/= |
| 2 | Ufundi wa magari (Motor vehicle mechanics | Miezi sita | 200,000/= | 200,000/= | 100,000/= |
| 3 | Ufundi wa umeme wa magari (Auto-electric) | Miezi sita | 200,000/= | 200,000/= | 50,000/= |
| 4 | Kozi ya muda mfupi ya kompiuta(computer course) | Miezi mitatu | 100,000/= | 100,000/= | 10,000/= |
| 5 | Kozi ya kingereza(English course) | Miezi mitatu | 75,000/= | 75,000/= | 10,000/= |
| 6 | Ufundi wa kushona na kutarizi | Miezi sita | 250,000/= | 200,000/= | 150,000/= |
| 7 | Upambaji na Kutengeneza cake | Miezi mitatu | 150,000/= | 50,000/= | |

| COURSE TITLE | COURSE MODULES | DURATION | COURSE FEES(TZS) paid in full or by installment |
|---|---|---|---|
| 1. MICROCOMPUTER APPLICATION (basic computer course) | • Introduction to computer and windows<br>• Ms word, ms Excel,Ms power point<br>• Ms access(office2013)<br>• Internet &email | 3 MONTH | 300,000/= |
| 2. ADVANCE MICROCOMPUTER APPLICATION | • Advanced window, advanced word,<br>• Advanced Excel, advanced Access<br>• Advanced power point (Office2013) | 3 MONTH | 300,000/= |
| 3. GRAPHICS DESIGN(DTP) | • Microsoft publisher<br>• Adobe Photoshop.<br>• Corel Draw | 3 MONTH | 300,000/= |
| 4. ADVANCED GRAPHICS(industrials) | • Adobe InDesign<br>• Adobe illustrator<br>• Adobe Photoshop | 3 MONTH | 400,000/= |
| 5. WEBSITE DEVELOPMENT APPLICATION(static web) | • XTML / HTML<br>• Web graphics (Adobe Photoshop).<br>• CSS(cascading style sheet)<br>• Dreamweaver | 3 MONTH | 300,000/= |
| 6. ADVANCED WEB DEVELOPMENT APPLICATION (Dynamic web) | • HTML 5<br>• Php<br>• MySQL<br>• CSS(Cascading style sheet) | 4 MONTH | 400,000/= |

| | | | |
|---|---|---|---|
| 7. DATABASE ADMINISTRATION | • Database Concept<br>• Design and implementing<br>• Database with Ms access<br>• Design and implementation<br>• Database with MySQL and administering MySQL server | 3 MONTH | 350,000/= |
| 8. Information system analysis and design | • Introduction to software<br>• Introduction to Information system analysis and design.<br>• System development life cycle.<br>• System development methodologies,<br>• Structure design<br>- Data Flow Diagram (DFD)<br>- Entity Relation Diagram(ERD) | 3 MOUTH | 300, 000/= |
| 9. COMPUTER PROGRAMMING | • Programing concept<br>• Database (ms access)<br>• Visual basic<br>• Java | 3 MONTH | 300,000/= |
| 10. COMPUTER MAINTAINANCE AND REPAIR | • Computer assembly<br>• Operating system<br>• Application &security system software<br>• Computer network and security<br>• Troubleshooting &support skills | 3 MONTH | 300,000/= |
| 11. Computer Networking | • Introduction to computer networking.<br>• IP address and Subneting<br>• Network security( information security)<br>• System administration | 3 MONTH | 300,000/= |
| 12. Photography | • History of Photography.<br>• Introduction of Photography.<br>• Introduction to image making.<br>• Basic digital Photography<br>• Basic of Photoshop<br>• Basic printing<br>• Street Photography | 3 MONTH | 400,000/= |
| 13. Video Shooting | • Introduction to video<br>• Digital camera handling<br>• Introduction to Adobe Premiere<br>• Video editing<br>• Video location Selections | 3 MONTH | 400,000/= |

## ONLY FOR HOSTEL STUDENTS (*wanafunzi wa kulala chuoni tu*).

| 1 YEAR | Bed, electricity, Security, water and cleanness kitanda, maji, umeme, ulinzi na usafi). | 300,000/= |
|---|---|---|
| 6 MONTH | Bed, electricity, Security, water and cleanness kitanda, maji,umeme,ulinzi na usafi). | 150,000/= |
| 3 MONTH | Bed, electricity, Security, water and cleanness kitanda, maji,umeme,ulinzi na usafi). | 75,000/= |

## HOSTEL/DAY STUDENTS REQUREMENTS

- **RIM PAPER  10,000 *ONCE A YEAR***
- **ADMISSION FEE 10,000/=**
- **PASSPORT SIZE 3  *ONCE A YEAR***
- **MEALS/CHAKULA PER MONTH 75,000/= (KWA MWEZI) AU KUJIPIKIA HOSTEL**
- **ADA YA KUANZIA MASOMO KWA TERM YA KWANZA MIEZI MINNE Tsh 300,000/=**
- **MADAFTARI(COUNTER BOOK 4)**
- **FULL UNIFORM 60,000/= *ONCE A YEAR***
- **T-SHIRT NA ID YA CHUO  TSH 20,000 *ONCE A YEAR***
- **LEAVING CERTIFICATES  30,000/=*ONCE A YEAR***
- **POCKET MONEY KWA AJILI YA MATUMIZI BINAFSI KAMA CHAKULA.**

- **DEVELOPMENT FEE 20,000/=** *ONCE A YEAR*
- **ADMISSION FORM 10,000/= ONCE A YEAR**

## DECLARATION:

I……………………………………………… declare that I have read and accepted the information In this form. I agree to be bound by all the rules and by laws in force under the management of Arumeru College of business and tourism studies. I further declare that the information given is true, accurate and complete

I accept that if I do not comply with these requirements, the college shall cancel my application and I shall have no claim against Arumeru College of business and tourism studies

Name:……………………….

Signature:……………………..Date:………………………………….

**AKAUNTI YA BENKI  ARUMERU COLLEGE OF BUSINESS  CRDB BANK**

 **ACCOUNT NUMBER 0152248403600**

**FOR OFFICIAL USE ONLY**

1. **Course admitted ……………………………………………**
2. **Date:……………………………………….**
3. **Application fee Receipt no……………………………**
4. **Does the applicant meet entry requirement……………………………..**

**Secretary/ head of Department**                    **Principal**

   …………………………………                  …………………………………..

   …………………………………                  ………………………………….

   **Date……………………………..**                  **Date……………………………..**

**Thank you for applying**