



# Silva Institute of Business and Management

*Prestige Silva Heritage Park, Block D Kimbiji Kijaka,  
Plot 90, P O Box 15805, Kigamboni, Dar Es Salaam*

## **BUSINESS OPERATIONS ASSISTANT course**

SILVA INSTITUTE OF BUSINESS AND MANAGEMENT proudly introduces the Business Operations Assistant course for the intake that begin on 3th April 2017. This course is administered under the TANZANIA VOCATIONAL TRAINING AUTHORITY (VETA) curriculum. Vocational Education and Training (VET) is a fundamental tool for socio-economic development of the nation. The BASIC AIM OF PROVIDING VET is to impart vocational skills to learners, which match with career opportunities supplied by the labour market. In order to meet rapid technological and socio-economic changes, VETA adopted competency-based curricula which are in a modular format and individually-paced with flexible entry and exit, skills and knowledge being broad based to specialization.

Business operations are occupation which involves performance of office operations and procedures which include accounting, purchasing and supplies. The occupation involves recording, analysing, classifying, interpreting and reporting accounting information. It also involves acquisition, receiving, storage and distribution of materials. The role of the business operation assistant is a supportive role to the executive served intended to assist him/he achieve the objectives of the organisation. In order to play his/her role effectively she/he should have appropriate competences in such fields as maintaining records of accounting, purchasing and supplies, good customer services, computer skills, interpersonal skills, managerial and organizational ability and capability to work independently. Entry requirements: This is a two year course:

**LEVEL I:** Should have completed Form Four with at least a pass

**LEVEL II:** Should have attained a minimum of CBET Performance Grade A OR B OR C in continuous assessment in level I Business Operations Assistant.

**LEVEL III:** Should have attained a minimum CBET Performance Grade A OR B OR C IN Level II Business Operations Assistant Certificate.

After successful completion of National Vocational Award Level III, Business Operations Assistant is eligible to join DIPLOMA (NTA 5&6) in the field of Accounting and Finance, Procurement and supplies and Business Administration of the Technical Institutions or Accounting Technician Certificate (ATEC) of the National Board of Accountants and Auditors (NBAA) or Procurement and Supplies Management Foundation Certificate (PSTC) of the Procurement and Supplies Professionals and Technicians Board (PSPTB).

### **Couse undertaken are:**

1. BASIC COMPUTER APPLICATION FOR BUSINESS OPERATIONS ASSISTANTS
2. LIFE SKILLS
3. ENTREPRENURSHIP
4. BUSINESS MATHEMATICS AND STATISCTICS
5. BUSINESS LAW
6. COMMERCIAL KNOWLEDGE
7. BUSINESS ENGLISH