

**ACCT UGANDA**



**IMPARTING SKILLS  
SINCE 1986**



# **AFRICAN COLLEGE OF COMMERCE & TECHNOLOGY**

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## **ACCREDITED BY:**

- **National Council for Higher Education - NCHE**
- **Technical, Vocation Education and Training - TVET**



**When you join ACCT, you are far ahead of others**

## **2. *Imparting Skills since 1986***

### **AFRICAN COLLEGE OF COMMERCE & TECHNOLOGY- ACCT ACCREDITED BY:**

#### **NATIONAL COUNCIL FOR HIGHER EDUCATION (NCHE)**

African College of Commerce & Technology is Licenced and Accredited by the National Council for Higher Education as an Institution of Higher Learning in Uganda since 2007. This is in accordance with the Universities and other Tertiary Institutions Act 2001 Sections 112, 113, 114, 115, and 116. Certificate of Registration and Classification No. TL C&R 0008.

#### **MINISTRY OF EDUCATION AND SPORTS**

African College of Commerce & Technology was registered by Ministry of Education and Sports in June 1986. Registration Certificate No. PCS/A/13

#### **TECHNICAL, VOCATIONAL EDUCATION AND TRAINING - TVET COUNCIL**

African College of Commerce and Technology is accredited by the **TVET Council** of Uganda as a Training Provider. This is in accordance with the TVET Act 2025. Section 125 subsection (a).

#### **AFFILIATED TO KYAMBOGO UNIVERSITY**

African College of Commerce and Technology is affiliated to Kyambogo University for Diploma in Instructor and Technical Teacher Education - DITTE since 2015. Target groups are Certificate holders for a two year training programme and minimum Diploma holders for a one year training programme. All entry qualifications are in the traditional technical programmes. ACCT is among the only four institutions in Uganda offering DITTE

#### **UGANDA VOCATIONAL & TECHNICAL ASSESSMENT BOARD (UVTAB)**

ACCT is accredited by Uganda Vocational and Technical Assessment Board with two assessment Centres training for the award of Certificates and Diplomas in various programmes as seen on page No. 3 and 4 of this brochure.

- 1. Assessment Centre UVT 300** for training and assessment of Certificates and Diplomas in Technical, Engineering and Business programmes.
- 2. Assessment Centre No UVT 938** for training and assessment of Uganda Vocational Qualifications Framework - UVQF. This is for Short Modular Course, Full Occupational Levels 1 to level 5, People who acquired skills informally without qualifications (Workers PAS) and those who may not have gone far in education. UVQF checks Levels of competences of the skills acquired formally or informally by an individual, in relation to performance in the world of work.

### 3. *Imparting Skills since 1986*

## PROGRAMMES OFFERED AT ACCT

### **CERTIFICATE PROGRAMMES**

Entry requirements for the National Certificate is Ordinary Level Certificate or Junior Certificate or any other equivalences. No entry requirement for the UVQF modular certificates.

Duration of National Certificate is two years and UVQF Certificates is 3 to 12 Months.

### **DIPLOMA PROGRAMMES**

Minimum entry requirement for Diploma programmes is A level with one principle pass and two subsidiaries, or National Certificate or other equivalences. Entry to the Engineering programmes is a principle pass in either physics or mathematics. Duration of training is two years.

## ACADEMIC DEPARTMENTS AND COURSES

### **Department of Civil Engineering**

- Diploma in Civil Engineering
- DTTE - Civil and Building Engineering
- Certificate in Building Construction
- UVQF: Brick layer, Builder, Manson, Carpenter, Painter, Tiler.

### **Department of Electrical Engineering**

- Diploma in Electrical Engineering
- DTTE - Electrical Engineering
- Diploma in Renewable Energies
- Certificate in Electrical Installation
- Certificate in Electronics
- Certificate in Solar Energy Installation
- UVQF: Electrical Technician, Solar Energy Technician,

### **Department of Mechanical Engineering**

- Diploma in Mechanical Engineering
- DTTE - Automobile Engineering
- Certificate in Automotive Mechanics
- Certificate in Machine Fitting
- UVQF: Motorcycle Mechanic, Welder, Motor Vehicle Mechanic,

### **Department of Water Engineering**

- Diploma in Water Engineering
- Certificate in Plumbing
- UVQF: Plumber, Tiler

### **Department of Hotel and Tourism**

- Diploma in Hotel and Institutional Catering
- Diploma in Tourism and Hospitality Management
- Certificate in Hotel and Institutional Catering
- Certificate in Tourism and Hospitality Management
- UVQF: Cook, Baker, Chef, Caterer, Tourist Guide

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department of<br/>Tailoring, Fashion<br/>and Garment Design</b> | <ul style="list-style-type: none"> <li>• Diploma in Fashion and Garment Design</li> <li>• DITTE - Tailoring and Garment Design</li> <li>• Certificate in Fashion &amp; Design</li> <li>• UVQF: Fashion Designer, Tailor, Knitter, Weaver, Handcraft Maker,</li> </ul>                                                                                                                                                                                                                                                                                         |
| <b>Department of<br/>Business<br/>and Humanities</b>               | <ul style="list-style-type: none"> <li>• Diploma in Accounting and Finance</li> <li>• Diploma in Secretarial &amp; Office Administration</li> <li>• Diploma in Records &amp; Information Management</li> <li>• Diploma in Journalism and Media Studies</li> <li>• Certificate in Secretarial &amp; Office Management</li> <li>• Certificate in Records &amp; Information Management</li> <li>• Certificate in Journalism and Media Studies</li> <li>• Certificate in Accounting and Finance</li> <li>• UVQF: Secretary, Book Keeper, Store keeper.</li> </ul> |
| <b>Department of<br/>Cosmetology and<br/>Body Therapy</b>          | <ul style="list-style-type: none"> <li>• Diploma in Cosmetology and Body Therapy</li> <li>• Certificate in Hair Dressing</li> <li>• Certificate in Cosmetology &amp; Body Therapy</li> <li>• UVQF: Hair Dresser, Cosmetologist, Beautician</li> </ul>                                                                                                                                                                                                                                                                                                         |
| <b>Department of<br/>Technology</b>                                | <ul style="list-style-type: none"> <li>• Diploma in Information and Communication Technology</li> <li>• Diploma in Computer Science</li> <li>• Diploma in Artificial Intelligence</li> <li>• Certificate in Information and Communication Technology.</li> <li>• Certificate in Artificial Intelligence</li> <li>• UVQF: Computer Technician; Computer Applications User</li> </ul>                                                                                                                                                                           |
| <b>Department of<br/>Education<br/>Kyambogo University</b>         | <p style="text-align: center;"><b>Diploma in Instructor and Technical Teacher<br/>Education - DITTE (Specialisation)</b></p> <ul style="list-style-type: none"> <li>• Civil and Building Engineering</li> <li>• Electrical Engineering</li> <li>• Automobile Engineering</li> <li>• Tailoring and Garment Desing</li> </ul>                                                                                                                                                                                                                                   |

**APPLYING TO STUDY AT ACCT**

**Application And Admission:** Fill an application form obtainable from either the ACCT main campus in Kabale, or Website [www.acct.ac.ug](http://www.acct.ac.ug) or any of the Post Office branches in Western Uganda, other Liaison Offices. The application fee is Uganda Shillings 20,000/= The applicant may submit the images of the academic documents and the filled application on an automated Online or Email to: [acctuganda@gmail.com](mailto:acctuganda@gmail.com) or What'sUp numbers 256 776 44 66 27, 256 776 44 66 20, 256 772 48 47 39, 256 772 44 66 52. In all cases, the applicant shall receive a provisional admission letter. Application fee can be paid through the college Centenary Bank account No. 3100039152. The applicant shall have a school pay account opened for future payments of fees throughout the training period.

| <b>Who Should Apply</b>              | <b>Level to Apply for</b> | <b>Duration of Training</b> |
|--------------------------------------|---------------------------|-----------------------------|
| Senior Four (O Level) leavers        | National Certificate      | 2 Years                     |
| Junior Certificate Holders           | National Certificate      | 2 Years                     |
| Senior Six (A Level) leavers         | Diploma Programme         | 2 Years                     |
| Certificate Holders                  | Diploma Programme         | 2 Years                     |
| Certificate Holders (Technical)      | <b>DITTE</b> Programme    | 2 Years                     |
| Diploma Holders and above(Technical) | <b>DITTE</b> Programme    | 1 Year                      |
| All the above and Others             | Modular and Occupational  | 3 Months -1 year            |

**ADMISSION REQUIREMENTS**

- a. Originals and a copy of each of the following documents:
  - i. Academic documents of the previous schools/Institution,
  - ii. Birth Certificate or Baptism card
  - iii. National Identity card or Driving Permit or Passport,
  - iv. Identity card(s) from the previous schools or Institutions;
- b. Six (4) most recent passport size photographs (current likeness);
- c. A National Identity card and one passport photo of a parent or guardian;

**ACCT HAS TWO ADMISSIONS IN A YEAR AS BELOW****ADMISSION PERIOD****February Intake****August Intake****CLASSES BEGIN IN****2<sup>st</sup> week of February****1<sup>st</sup> week of August**

Intakes for the QVQF Modular, Full Occupational Levels 1 to 5 and Workers PAS is a continuous process.

**MODE OF DELIVERY AND INSTRUCTIONAL STRATEGIES**

**a. Instructor – Direct Training and Supervision.** The curriculum spells out number of hours the instructor and trainees are together face to face in class. These are termed as contact hours. During this time trainees are elaborated on the subject matter of the course/programme.

**b. Instructor – Trainee Learning by Doing.** The curriculum spells out clearly the number of hours the instructor and the trainees spend on hands on practical training, production and innovation by performing tasks. These are called practical hours. The trainee does practical work with the help of the Instructor or independently.

**c. Dual Training approach.** Dual training system means a type of education system that emphasizes training at a Technical or vocational institution and the world of work. It is called dual because the training takes place in two venues: At ACCT and the work places. The learner/trainees are trained at ACCT for a specific period and join the world of work through Industrial Training or Apprenticeship to work and train from the company/work place.

**d. Study Tours.** Exposure Study Tours are very essential for the training and part of the core approach to competence based training. The academic departments at the college organize study tours for their trainees and instructors to visit various fields related to their academic programs. The college is in the process of buying a 40 seater bus that will enable the trainees conduct the study tours conveniently and at leisure. The bus is being procured with the assistance of the parents and well wishers contribution.

**ODEL: Open Distance E-Learning** is a flexible training and learning system with continuous physical and Online engagements between the trainer and trainees. The trainees are given comprehensive hand outs and references, guided on tools and conduct regular online training and assignments. The trainees are scheduled for at least 18 hours per course unit of face to face training and supervised assessments. The target groups are the working class engaged in work similar to the very programmes register for at Diploma level. The **ODEL** apply to both hard and soft skills training.

**Weekend Programme** is conducted for only those who are employed or practitioners. A trainee who wishes to undertake this mode of training shall prove that is employed or a practitioner. The weekend trainings are conducted from Friday 2.00 pm to Sunday 1.00 pm.

**OTHER INFORMATION**

**Reporting to the college:** The dates for reporting of the new students joining ACCT is indicated on the admission letter. On reporting the new student has to go to the office of Academic Registrar with the required documents. A student is given a registration number and a file opened. The student is there after referred to the Bursar for payments and processing of the School Pay code. After all these processes, the student becomes a genuine trainee of ACCT.

**Internet Connection :** The college has full time Internet connected to the computer labs, class rooms, workshops and offices and students hostels using Local Area Network (LAN) and WiFi. The learners and trainers are encouraged to equip themselves with Smart phones, lap tops and other IT devices to do research, develop artificial intelligence devices and applications.

**Personal Tools:** Parents must provide the learners with uniform for particular programmes eg. Engineering: overall/overcoat, gumboots, helmet, gloves; Hotel and Tourism: Black Trousers or Skirt, coat, tie and white shirt; Journalism: jackets. Overcoat and Aprons for other departments. All labelled ACCT. These items can also be accessed at the college at a cost in the department of Tailoring Fashion and Design. Also needed are personal tools, equipment and materials relevant for the enrolled programmes.

**ACCT Business Incubation Centers - BICs** were established to boost the students practical training, industrial and apprenticeship training and real life projects and production. The Centers are Models for the learners to acquire skills and experience relevant with the world of work. They guide the trainees in entrepreneurship skills to start and run own business after training. The BICs at the same time serve the public and generate income to the departments for sustainability. ACCT established a lead organisation **COMFORT VILLAS LTD** for all short courses, Hotel and Tourism training, Business Incubation, General Contracts for Building design and Construction, Financial Services, IT Services, Fashion and design supplies, furniture supplies, transport services, on job training training, Internship and apprenticeship training.

**Bursaries:** The college provides bursary of the following category:

- i. 7% Per semester of Tuition fee for students who progress at ACCT from lower levels to upper levels. Eg from Certificate to Diploma.
- ii. 10% Per semester of tuition fees for a student whose biological parent studied and completed from ACCT.
- iii. 10% per semester of tuition fee per student for the organisation sponsoring more than 3 students at a time at ACCT.
- vi Work For Fees Scheme to needy students who are willing to provide physical labour to the college;
- v. The college takes trouble to find bursaries for needy bright students;

## SCHOOL FEES STRUCTURE

**Table 1. General Fees Structure.**

|                                                                                 | Programme                                                        | Duration     | Tuition Fees | Assessment Fee |
|---------------------------------------------------------------------------------|------------------------------------------------------------------|--------------|--------------|----------------|
| 1                                                                               | Kyambogo University - DITTE                                      | Per Semester | 750,000      | 350,000        |
| 2                                                                               | Diploma in Technical / Engineering                               | Per Semester | 550,000      | 150,000        |
| 3                                                                               | Diploma & Certificate in Business                                | Per Semester | 450,000      | 120,000        |
| 4                                                                               | Certificate in Technical and Hotel                               | Per Term     | 350,000      | 80,000         |
| 5                                                                               | UVQF Modular – Short Courses                                     | Per Term     | 350,000      | 80,000         |
| 6                                                                               | UVQF Occupational Levels 1 and 2                                 | Per Semester | 450,000      | 120,000        |
| 7                                                                               | UVQF Occupational Levels 3 and 4                                 | Per Semester | 550,000      | 200,000        |
| 8                                                                               | NCHE – Diploma students only                                     | Per year     | 20,000       |                |
| 9                                                                               | Industrial Training fee: <i>All year 1 and year 2 finalists.</i> | Per year     | 50,000       |                |
| One ream of A4 white papers and one pack of medium size toilet papers per annum |                                                                  |              |              |                |

**Table 2. Optional Fees**

|  | Particulars                                  | Semester | Term    |
|--|----------------------------------------------|----------|---------|
|  | Hostel Accommodation                         | 70,000   | 50,000  |
|  | Feeding                                      | 240,000  | 180,000 |
|  | <b>ODEL &amp; Recess Students as top up.</b> | 200,000  |         |

### Note:

**Technical Diploma or Certificate** include Civil, Construction, Electrical, Water, Plumbing, Mechanical, Tailoring and Cosmetology, ICT Diploma.

**Business Diploma & Certificate include** Accounting and Finance, Secretarial, Records, Hotel and Institutional Catering, Tourism and Hospitality, Journalism, ICT Certificate.

**Term.** There are three terms in an academic year. Trainees under term system pay fees three times a year. The category of programmes under term are: Technical certificates plus Hotel and Institutional Catering. This category study in terms and therefore pay fees indicated as per term.

**Semester.** There are two semesters in an academic year. Trainees who study under semester system pay fees two times a year.

**Payment of school fees.** School fees is made to the ACCT bank accounts only through School Pay system. A student is assigned a payment code that is used to log in the system for fees payment. To pay dial: **Airtel \*185\*6\*2# MTN \*165\*4\*3\*1#**, then select pay school fees, enter students code. The college is not accountable for monies paid through cash, individual mobile money or other means other than School Pay.

Parents who may not afford paying full amount of fees at the beginning of the Semester/Term pay at least half (50% of the total amount) at the beginning of the semester/Term and full payment (100%) before the end of the 6th week of a semester or 4th week of a term.