



MTS CERTIFICATION

STUDENTS INFORMATION



Approved by USAID/ADM II, Washington DC,
@ George Washington University, Marvin
Center, USA
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MTS CERTIFICATION

PROJECT OF BTC, USAID/ADM II COMPANY

EXAMS, RULES AND REGULATIONS

TELECOM AND ERP DATABASE QUALIFICATIONS

2013-2017

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PREAMBLE

MTS is a project of BTC, one of the 44 finalists of the African Diaspora Marketplace (ADM II). ADM is an entrepreneurial business program that seeks to boost economic opportunity in Sub-Saharan Africa through sustainable start-up and established enterprises. African Diaspora Marketplace is an initiative of the United States Agency for International Development (USAID) and Western Union Company and the Western Union foundation.

MTS Certification Project is approved by African Diaspora Marketplace (ADM II) to **improve the quality of Higher Education in ICT and deliver skills and technology relevant to market needs** especially for HND and University degree holders.

For more information visit www.mtscertification.com or contact African Diaspora Marketplace at Washington DC on the 44 finalists of ADM II, June 2012, George Washington University, Marvin Center, USA

TELECOM AND ERP DATABASE

MTS Certification is designed to empower universities degree holders with Telecom and ERP Database expertise to improve quality, efficiency and increase productivity in the following industries: Telecom Companies, Banking and Financial Institutions, Manufacturing and Trading Companies, Oil and Gas Companies, Agric and Agribusiness Companies, Mining Industries, Health Sector

MTS CERTIFIED GROUP OF EXPERTS

MTS Groups of Experts is a club of MIS Engineers, Database Administrators, Software Developers and Fiber Optics Engineers in Telecom and ERP Database Companies and who have many years of experience to their credits.

Successful candidates in the MTS Examinations are ushered into the club with the award of MTS Qualifications and are offered jobs in local and international firms.

RULES AND REGULATIONS

A - MIS ENGINEERS CERTIFICATION

The decision to introduce the MIS Engineers Certification in Telecom and ERP Database arose out of two considerations:

1. Africa has of late witnessed a boom in the establishment of Telecom Companies, International Business firms and financial institutions and there is an acute shortage of MIS Engineers to help them make use of their database and generate MIS reports.
2. The need, which is addressed by BTC, a USAID/ADM II Company to
 - (i) Introduce standardization and uniformity into the training and assessment process and
 - (ii) award MIS Engineers Certification in Telecom and ERP Database to improve the quality of higher education in ICT and deliver skills and technology relevant to market needs

B - CONDITIONS FOR AWARD

- 1) The MIS Engineers Certification in Telecom and ERP Database will be conducted under the MTS Certification Examination.
- 2) The Examination will involve 5 papers all of which must be passed within a maximum of two calendar years from the date of first registration
- 3) The subjects of the examination

1. MTS CERTIFIED TELECOM MIS ENGINEERS

- a. Telecom Database Administration I
- b. Telecom Database Administration II
- c. SQL Accounts Reports

2. MTS CERTIFIED ERP MIS ENGINEERS

- d. ERP Database Administration I
- e. ERP Database Administration II
- f. SQL Accounts Reports

3. ERP SPECIALISATION

- g. Banking and Financial Data Mining
- h. Oil and Gas Data Mining
- i. Manufacturing Database

- j. Agric ERP Database
- k. HealthCare MIS Reporting
- l. Mineral Resources Database
- m. Telecom Accounts and Auditing

4) A Candidate who enters for MIS Engineers Certification but is unable to obtain a pass in all the relevant subjects within the stipulated period of 2 years from the date of first registration will be issued a single certificate for those subjects in which he has obtained passes

C - ADMISSION INFORMATION

1. Entry Requirements: HND or First Degree or equivalent Diploma and content acceptable to MTS will be considered for admission.

2. Contents: The Telecom and ERP Database Certification is designed for Management Information Systems Engineers to manage telecom and ERP database in modern office. The subjects are as follows:

1. MTS Certified Telecom MIS Engineer

- a. Telecom Database Administration I
- b. Telecom Database Administration II
- c. SQL Accounts Reports
- d. Telecom Accounts and Auditing

2. MTS Certified ERP MIS Engineer – Banking and Financial Data Mining

- a) ERP Database Administration I
- b) ERP Database Administration II
- c) SQL Accounts Reports
- d) Banking and Financial Data Mining

3. MTS Certified ERP MIS Engineer – Oil and Gas Data Mining

- a) ERP Database Administration I
- b) ERP Database Administration II
- c) SQL Accounts Reports
- d) Oil and Gas Data Mining

4. MTS Certified ERP MIS Engineer – Manufacturing Data Mining

- a) ERP Database Administration I
- b) ERP Database Administration II

- c) SQL Accounts Reports
- d) Manufacturing Database

5. MTS Certified ERP MIS Engineer – Agric ERP Database

- a) ERP Database Administration I
- b) ERP Database Administration II
- c) SQL Accounts Reports
- d) Agric ERP Database

6. MTS Certified ERP MIS Engineer – HealthCare MIS Reports

- a) ERP Database Administration I
- b) ERP Database Administration II
- c) SQL Accounts Reports
- d) HealthCare MIS Reports

7. MTS Certified ERP MIS Engineer – Mineral Resources Database

- a) ERP Database Administration I
- b) ERP Database Administration II
- c) SQL Accounts Reports
- d) Mineral Resources Database

3. Sequence of Subjects: Candidates may take the subjects in any sequence provided the time table allows it

4. Exemptions: Holders of Master Degree from recognized universities of standard and content acceptable to MTS will be considered for outright exemption in the subject concerned.

5. Entries: Entries must be made in the prescribed form, which may be obtained from MTS Certification Office or its accredited agents

6. Examination Fees: Completed Examination entry form must be accompanied by the appropriate fee (USD 100 per subject) as indicated on the form. If after the closing date for the receipt of examination entries, a candidate withdraws his entries, or fails to sit the examination, neither the full fee or any part thereof will be refunded. However, if a candidate is prevented by illness from attending the examination and submits a medical certificate to that effect, the examination entry will be transferred to the next sitting.

7. Closing Date: Entry Forms, accompanied by the receipt of examination entries, with the correct fee and passport-sized photograph must reach MTS office not later than the closing date listed below:

April Examination Closing Date: 15 March

August Examination Closing Date: 15th July

December Examination Closing Date: 15th November

8. Examination Centers: Candidates are advised to opt for one of the centers approved by MTS. Change of Examination centers will be allowed only when the candidate is on transfer. Requests for changes of centers should reach the Executive Secretary at least three weeks prior to the examination

9. Pass Marks: The Examination takes place in April, August and December each year. The pass standard in all the three sessions is the same. (Pass - 50%-79% / Distinction - 80% +Plus, Fail: less than 50%)

10. Results: Results will be posted to candidates as follows:

April Examination	(End June),
August Examination	(End October),
December Examination	(End February)

No result will be posted to any candidates whose examination fees are not fully paid. The decision of the examination jury is final

11 CONDUCT OF THE EXAM

1 Candidates may bring their attendance notice and laptops to the examination centre. The examination will be supervised by responsible persons appointed by MTS. The packets of question papers will be opened in the presence of the candidates at the time of the examination.

2. No other aids such as books, dictionaries are permitted. Any such items which have been brought into the room must be left in the invigilator's care. Candidates must not communicate or attempt to communicate with other candidates once the examination has started, nor copy from other candidates' scripts

3. Any candidates who infringe the regulations will be reported to MTS and will be liable to disciplinary action including disqualification from future sittings.

4. Candidates must read carefully the instructions on the front page of their question paper before starting to answer the question, and should complete the details required on the front of their answer book. They should ensure that any loose sheets are fastened together securely in the back of the answer book.

5. Candidates will not be admitted to the examination room after the first 45 minutes and may not leave the room within one hour of the start. If candidates do leave before the end of the examination, they must do so as quietly as possible to avoid disturbing others still writing.

EXAMINATION REGULATIONS

1. Bringing in Foreign Materials: When a candidate brings into the examination hall foreign material including notes, textbooks, magazines, journals or any other printed material which is intended

to give candidate undue advantage, the result of the candidate in the subject involved shall be cancelled.

2. Collusion: Where a candidate is caught during examination passing notes for help, receiving or giving assistance or colluding in any manner with another person or persons, the candidate result in the subject involved shall be cancelled.

3. Cheating: Where cases of cheating/collusions are detected on scripts, the subject result of the candidates involved shall be cancelled.

4. Impersonation: Where a person is caught impersonating a candidate, the result of the candidate in the paper involved shall be cancelled; the candidate being impersonated and the impersonator (if he is the prospective candidate) shall be barred from taking any examination conducted by the service for a period not exceeding three (3) years, in addition both may be handed over to the police for prosecution

5. Leakage: Where cases of leakage or foreknowledge of a question paper is established in a centre/subject, the subject result of the candidate involved shall be cancelled. In addition to the above where it is established that the supervisor and/or invigilators condoned, connive at encouraging the leakage, the centre shall be de-recognised for a period not exceeding three (3) years. The Supervisor and/or invigilator concerned shall be reported to his employers for appropriate action.

6. Mass Cheating: Where there are established cases of mass cheating or collusion in a centre/paper, the result of the candidates for the paper involved shall be cancelled; and the centre shall be closed down for a period not exceeding three (3) years.

7. Insult on Supervisors/Invigilators: Where the candidate insults the supervisor / invigilator, an examiner/moderator, or an official of the service in the lawful performance of his duties inside or outside the examination hall, or any other way disturbs the conduct of the examination, the subject result of the candidate shall be cancelled.

8. Assault on Supervisors/Invigilators, Examiners/moderators: Where a candidate assaults a supervisor / invigilator, examiner/moderator or an official of the service in the lawful performance of his duties, the subject result of the candidate shall be cancelled. The candidate must be barred from taking any examination conducted by the service for a period not exceeding three (3) years; the candidate may be handed over to police for further investigation and prosecution.

9. Authorities for enforcing rules and regulations: Decision on cases of irregularities shall rest with BTC and the Christian World Mission for African Development

10. New Cases: As new cases arise which are not covered by the above rules, the Mission shall take appropriate action

11. Review: These rules shall be subjected to review as and when necessary.