

JORDAN UNIVERSITY COLLEGE

A Constituent College of St. Augustine University of Tanzania



PROSPECTUS

Academic Year 2019/2020

Morogoro, 2019

© Jordan University College

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Word from the Principal

It is my pleasure to welcome all students to Jordan University College (JUCo), but especially those who join our College for the first time this year. I would like to congratulate you for making the right choice which you will live to cherish for the rest of your life. JUCo believes in quality education of both national and international standards. Needless to say, the awards offered by JUCo are universally recognized. Thus, JUCo Management and the entire community are pleased to receive you and assure you high level of commitment and dedication to enable you realise your academic desires in excess of your satisfaction.

This book is a guide for your academic life at JUCo. It articulates the College's Vision and Mission as well as its exertion to promote and develop individual and societal aspirations in line with national and global opportunities. In here you will find information regarding all programmes offered at the College, ranging from Certificate, Diploma, Undergraduate to Postgraduate levels. You will also find fee structures and modes of payment for each programme; list of staff members and their specialization for easy reference; as well as general and specific regulations governing the respective programmes as prescribed by TCU, SAUT, and other regulatory and governing authorities.

I therefore urge each and every student to make the Prospectus her/his first reading before one indulges into serious academic life here at JUCo so that she/he knows what is expected of her/him for successful completion of one's studies.

Once again, welcome and best wishes in your academic life here at JUCo.

Prof. Bertram B. B. Mapunda
Principal

1. Jordan University College Profile

1.1 Background

Jordan University College (JUCo) was established by affiliation of the Salvatorian Institute of Philosophy and Theology with St. Augustine University of Tanzania (SAUT) in 2010. That is to say JUCo has its roots in the **Salvatorian Major Seminary/Salvatorian Institute of Philosophy and Theology** that was established in 1993 with the foreign affiliation to the Pontifical Urbaniana University in Rome. Hence, this Institution boasts of the experience of successfully offering the BA degree in Philosophy and Theology for the past twenty years.

JUCo is a private institution of higher learning that is widely open to all regardless of their faith or religious affiliations. It does not discriminate anybody on the other grounds such as race, ethnicity, gender, disability or caste. The College is governed and administered in accordance with the Catholic Church Policy on Higher Education Institutions – *Ex Corde Ecclesiae* and the provisions of the Constitution Establishing constituent colleges of St. Augustine University of Tanzania (SAUT).

1.2 Vision

JUCo intends to be a self-sustaining centre of excellence in higher education devoted to the advancement, refinement, dissemination and application of values, knowledge in order to understand and transform our world from within and in our context.

African Studies and philosophical subjects inserted in every department offering BA degree underline the need to motivate emphasize and nurture the African psychological, socio-economic and political awareness geared towards preparing self-confident African scholars and leaders.

1.3 Mission

JUCO is devoted to create and expand opportunities for quality higher education in Tanzania and beyond by offering competitive, demand-driven and community-relevant academic and professional degree and non-degree programmes.

1.4 Objectives

Transformation of the Salvatorian, seminary-oriented Institute into Jordan University College as an open higher learning institution was based on two major objectives:

- To contribute more effectively to the local church by:
 - Continuing with preparation and formation of candidates for priestly and religious life;
 - Offering programmes aiming at preparation of lay people for the mission of the Church in the 21st century.
- To contribute to the local society in particular in view of the *Tanzania Development Vision 2025* by:
 - Offering high quality academic programmes aiming at solving problems of the society and contributing to the development of the country
 - Imparting general education based on Christian values
 - Preparing men and women of integrity, dedication, and commitment
 - Being a forum for ecumenical as well as inter-religious dialogue for promoting peace, justice and unity.

1.5 Core Values and Guiding Principles

Our guiding core values in implementing our vision, mission and objectives are:

- Quality
- Efficiency
- Self-Esteem and Respect to others despite our differences in opinion
- Responsibility
- Honesty and Truthfulness
- Peace and Unity
- Christian Love and Compassion

In order to achieve its objectives JUCo refers to the following guiding principles:

- Christian values serve as our foundation
- Success depends on systematic assessment adaptation and change, with an eye always on quality of output

- Offering solution-oriented education, stressing upon the importance of human rationality and common sense
- Students are at the heart of every decision and practice
- JUCo operates as a learning, sharing information, decision making and leadership community
- JUCo serves a diverse student population
- JUCo serves also those who would otherwise not be served

1.6 Guiding Motto

“Fundisheni mataifa yote – Teach all nations” (Matt 28:19)

1.7 Registration and Accreditation Status

On 2nd November 2010 Jordan University College attained from the Tanzania Commission for Universities (TCU) the Certificate of Provisional Registration (CPR) No 31. In 2013 the College received the Certificate of Full Registration (CFR). On June 19, 2019 JUCo was granted a TCU Certificate of Accreditation renewable after five year

2. Jordan University College Senior Officers

2.1 Members of SAUT Board of Trustees

Most Rev. Gervas Nyaisonga	Archbishop of Mbeya
Most Rev. Thadeus Ruwa'ichi	Archbishop of Dar es Salaam
Most. Rev. Isaac Amani	Archbishop of Arusha
Most Rev. Paul Ruzoka	Archbishop of Tabora
Most Rev. Damiani Denis Dallu	Archbishop of Songea
Most Rev. Beatus Kinyaiya	Archbishop of Dodoma
Most Rev. Renatus L. Kwande	Archbishop of Mwanza
Rev. Fr. Augustin Van Baelen SDS	Vicar General Superior of

2.2 Principal Officers of SAUT

Chancellor

Rt. Rev. Gervas J. M. Nyaisonga, President of the Tanzania Episcopal Conference

Vice Chancellor

Prof. Costa Ricky Mahalu

Deputy Vice Chancellor for Academic Affairs

Prof. Pontien Ndabaneza

Deputy Vice Chancellor for Administration and Finance

Prof. George Felix Shija Masanja

Corporate Counsel

Rev. Fr. Claudius Nkwera

2.3 Principal Officers of JUCo

Chairman of the Governing Board

Rev. Fr. Augustin Van Baelen SDS, General Secretary of the Salvatorians

Principal

Prof. Bertram B.B. Mapunda

Deputy Principal for Academic Affairs

Prof. Daniel J. Mkude

Deputy Principal for Finance and Administration

Prof. Francis S.S. Magingo

Corporate Counsel

Dr. Ignas Kimaryo

Director of Postgraduate Studies, Research and Publications

Dr. Marcel Mukadi

Director of Undergraduate Studies

Dr. Eugenia Wandela

Dean of Faculty Arts and Social Sciences

Dr. Henry Umeodum

Dean of Faculty Commerce

Dr. Raphael Habi

Dean Faculty of Philosophy and Theology

Dr. Thaddeus Siya

Rector of the Salvatorian Institute of Philosophy and Theology (under Pontificia Universita Urbaniana)

Rev. Dr. Marcel Mukadi

Head of Accounting and Finance Department

Dr. John Tlegray

Acting Head of Business Administration Department

Mr. Lucas Msemwa

Head of Economics, Mathematics and Statistics Department

Dr. Naomi Mwaikambo

Head of Education Department

Dr. Paul D.S. Mushi

Head of Social Science Department

Dr. Joachim A. Mwami

Acting Head of Information Sciences Department

Mrs. Catherine A. Ongoro

Acting Head of Department of Law

Ms. Esther Mdegipala

Acting Head of Languages Department

Mr. Peter Mramba

Head of Philosophy Department

Dr. Thomas Marwa

Head of Psychology and Counselling Department

Dr. Vicent I. Lema

Head of Theology & Religious Studies Department

Dr. Leonce F. Rambau

Internal Auditor

Sr. Anna Jason

Principal Human Resource Officer

Mr. Emmanuel Nyangasi

Bursar

Mr. Moses Mahenge

Director Quality Assurance

Dr. Polycarp Hongoli

Director of Outreach and Internationalization

Dr. Jacek Gorka

Director of Library

Dr. Angela Mashauri

Estate Manager

Mr. Robert Z. Maingu

Planning Officer

Mr. Raphael Mkubya

Dean of Students

Mr. Leonard C. Mihafu

Matron

Mrs. Lydia Mwaipopo

Examination Officer

Mr. Haji Ng'elenge

Admission Officer

Ms. Eusebia Mganwa

Acting Chaplain

Rev. Fr. Vincent DePaul Sabiiti

ICT Manager

Mr. Crispo Haule

3. Admission

3.1 Masters' Programmes

S/N	Programme	Admission Requirements	Duration
1.	Master of Arts in Philosophy	<ul style="list-style-type: none"> • Second Class Bachelor Degree in Philosophy (GPA min. 2.8). • Second Class Bachelor degree in non-philosophical disciplines (GPA min. 2.8) plus a Postgraduate Diploma in Philosophy. 	3 semesters of coursework, 4 th semester for dissertation
2.	Master of Business Administration in Finance & Corporate Management	<ul style="list-style-type: none"> • Second Class Bachelor Degree in Business oriented disciplines (GPA min. 2.8) or Second Upper Class Advanced Diploma in Business disciplines • Second Class Bachelor degree in non-business oriented disciplines plus a Postgraduate Diploma in Business oriented disciplines 	2 semesters of coursework, 3 rd semester for field research and 4 th semester for dissertation
3.	Master of Education	<ul style="list-style-type: none"> • Second Class Bachelor Degree in Education or similar disciplines (GPA min. 2.8). • Second Class Bachelor degree in Arts or Science teaching subjects (GPA min. 2.8) plus a Postgraduate Diploma in Education. 	3 semesters of coursework, 4 th semester for dissertation
4.	Master of Religious Studies	<ul style="list-style-type: none"> • Second Class Bachelor Degree in Education, Religious Studies, 	3 semester of coursework, 4 th

	Studies with Education	Theology or Philosophy (2.8 min. GPA). • Any equivalent qualification from any recognized university	semester for dissertation
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3.2 Bachelor Programmes

S/N	Programme	Admission Requirements	Duration
1.	Bachelor of Arts with Education	Two principal passes in any two Art Subjects OR Diploma in Education with Second Class, Credit or B average	3 years
2.	Bachelor of Arts in Philosophy	Two principal passes in any two subjects including Divinity OR any Diploma with Second Class, Credit or B average	3 years
3.	Bachelor of Arts in Theology	BA in Philosophy OR Higher Diploma in Philosophy	4 years
4.	Bachelor of Arts in Education with Religious Studies (Christianity)	Two principal passes in any Subject including Divinity OR Diploma in Education or Education with Religious Studies with Second Class, Credit or B average	3 years
5.	Bachelor in Business Administration	Two principal passes in any subjects. If one of the Passes is not in Mathematics a pass at “O” level is required. OR Diploma in Business studies with Second Class, Credit or B average	3 years
6.	Bachelor of Arts in Economics	Two principal passes one of which one MUST be Economics. OR	3 years

		Diploma in Business studies with Second Class, Credit or B average	
7.	Bachelor of Laws (LL.B)	Two principal passes one of which must be English or a credit of English at O Level OR Diploma in Law with Second Class, Credit or B average	4 years
8.	BSc in Psychology and Counselling	Two principal passes, one of which must be in Biology. If one of the pass is not in Biology, a pass at “O” level is required OR Diploma in Social, Psychological, Educational or Medical studies with Second Class, Credit or B Average	3 years
9.	Bachelor of Accounting and Finance	Two principal passes one of which must be in Mathematics. If one of the pass is not in Mathematics, a minimum pass of C in Mathematics, or Commerce or Bookkeeping in “O” level or its Equivalent is required. OR Diploma of at least Second Class in Accountancy or Statistics or Business Administration or Education with major in Mathematics or Accountancy or Commerce from accredited institutions Diploma in Business Studies.	3 years
10.	Bachelor in Library and Information Sciences	Two principal passes in ACSEE, minimum 4 points plus at least three credit passes in CSEE with a path in English	3 years

		<p>Equivalent qualification:</p> <p>Holder of diploma with a GPA not less than 3.0 in Library information studies, Records and Archive Management, ICT, Education, or any other diploma; OR Holder of Foreign Certificate with B plus average equivalent from NACTE</p>	
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3.3 Diploma Programmes

S/N	Programme	Admission Requirements	Duration
1.	Diploma in Accountancy	One principal pass and one Subsidiary in ACSEE or Relevant certificate	2 years
2.	Diploma in Business Administration	One principal pass and one Subsidiary in ACSEE or Relevant certificate	2 years
3.	Diploma in Business Administration and Tourism Management	One principal pass and one Subsidiary in ACSEE or Relevant certificate	2 years
4.	Diploma in Community Development	One principal pass and one Subsidiary in ACSEE or Relevant certificate	2 years
5.	Diploma in Computer Science	One principal pass and one Subsidiary in ACSEE or Relevant certificate	2 years
6.	Diploma in Education with Religious Studies	One principal pass and one Subsidiary in ACSEE or Relevant certificate	2 years

7.	Diploma in Law	One principal pass and one Subsidiary in ACSEE or Relevant certificate and a pass in English in ACSEE or CSEE	2 years
8.	Diploma in Library & Information Studies	One principal pass and one Subsidiary in ACSEE or Relevant certificate	2 years
9.	Diploma in Procurement & Supply Chain Management	One principal pass and one Subsidiary in ACSEE or Relevant certificate	2 years
10.	Diploma in Psychology & Counselling	One principal pass and one Subsidiary in ACSEE or Relevant certificate plus a pass in Biology	2 years
11.	Diploma in Records, Archives & Information Management	One principal pass and one Subsidiary in ACSEE or Relevant certificate	2 years

3.4 Certificate Programmes

S/N	Programme	Admission Requirements	Duration
1.	Certificate in Accountancy	Four passes in CSEE including Mathematics	1 year
2.	Certificate in Business Administration	Four passes in CSEE including Mathematics	1 year
3.	Certificate in Business Administration & Tourism Management	Four passes in CSEE including Mathematics	1 year

4.	Certificate in Community Development	Four passes in CSEE including in English	1 year
5.	Certificate in Computer Science	Four passes in CSEE including Mathematics	1 year
6.	Certificate in ICT	Four passes in CSEE including Mathematics	1 year
7.	Certificate in Law	Five passes in CSEE including English	1 year
8.	Certificate in Library & Information Studies	Four passes in CSEE including English	1 year
9.	Certificate in Procurement & Supply Chain Management	Four passes in CSEE including Mathematics	1 year
10.	Certificate in Psychology & Counselling	Four passes in CSEE including Biology	1 year
11.	Certificate in Records, Archives & Information Management	Four passes in CSEE in any Subject	1 year
12.	Certificate in Education with Religious Studies	Four passes on CSEE including English	1 year

3.5 Application Procedures

1. Application is done online directly to Admission Office, **Jordan University College** through our website: www.juco.ac.tz.

4. Registration Information

- 4.1. All students must be registered for their respective programmes.
- 4.2. No student shall be allowed to register or attend classes unless they have paid the required fees. Fees are payable in full at the beginning of the academic year or in four instalments (with deadline at two weeks of registration, January 31st, March 31st, and May 31st).
- 4.3. Fees paid will not be refunded if a student withdraws or leaves the College after registration.
- 4.4. If a student receives prior permission from the Deputy Principal for Academic Affairs to withdraw or to be away from the College, and provided that she/he has submitted application request in writing to withdraw or to be away from the College within the first two weeks of the academic year, she/he can be refunded up to fifty percent (50%) of the fees paid.
- 4.5. New students must register within the specified period. For purposes of registration a new student must submit originals of the documents he/she had submitted as credentials of his/her application for admission.
- 4.6. Continuing students must complete registration formalities within the first week of the academic year.
- 4.7. Any late registration is liable to a penalty of TZS 50,000.
- 4.8. Students shall be registered under the names appearing in the Certificates they submitted during their admission applications. Once registered, names may not be changed unless legal procedures are followed, and no change of names will be allowed in the final year of study.
- 4.9. Students must register for the course programme into which they have been admitted.
- 4.10. No student shall be allowed to postpone studies after the academic year has begun except under special circumstances. Permission to postpone studies and resume studies later shall be sought from the DPAA who will consider the request only after the student has produced satisfactory evidence of the reasons for postponement. Special circumstances of postponement shall include ill health or serious problems.
- 4.11. No student shall be allowed to postpone studies during the two weeks preceding final examinations, but may for valid reasons be considered for postponement of examinations.

- 4.12. A student discontinued from a programme/course on academic grounds shall not be re-admitted for the same programme/course until two years have elapsed.
- 4.13. A student discontinued from studies on disciplinary grounds shall not be readmitted to the College.
- 4.14. Students may be allowed to be away from studies for a maximum period of two years in the case of undergraduate programmes, if they are to be allowed to be readmitted to the same year of studies where they left off.
- 4.15. Students shall commit themselves in writing to abide by the College Charter, Rules and Regulations as from time to time prescribed. A copy of Students' Rules and Regulations shall be made available or adequate notice will be given to students.
- 4.16. Students shall be issued identification cards, which they must carry at all times and which shall be produced on demand by appropriate College officers. The identity card is not transferable and any fraudulent use may result in suspension or expulsion.
- 4.17. Loss of the identity card should be reported immediately in writing to the Office of Dean of Students. New identity card can be obtained after paying an appropriate fee (currently TZS 15,000).
- 4.18. A student enrolled for any programme at JUCo may not enrol concurrently in any other institution. However, students of JUCo are allowed to participate in courses offered by any institution leading to Professional Certification after consulting the respective Head of the Department or the Dean of the Faculty.
- 4.19. No exemption will be given to take College-wide courses which a student may claim to have done elsewhere.

Note: In some special cases students moving from other universities may be allowed to transfer credits as per TCU regulations.

5. Financial Matters

Fees and other financial obligations are the sole responsibility of the student and/or the sponsor or guardian. The cost of each course is clearly stated in this book as well as on the website of the College (www.juco.ac.tz). The fees are payable in full at the beginning of the academic year or in maximum of four installments (at registration, January, March, May). All payment by local institutions or individuals shall be made in Tanzanian currency. Foreign based institutions or sponsors, whether they are sponsoring a local or foreign student,

shall be made in convertible currencies. Fees shall be paid through the College account as it is stipulated in the joining instructions. Fees may be revised from time to time without prior notice. The following fees shall be applicable during the 2019/2020 academic year. The following tables show the total amount of fees; detailed fee structures are available on our website (www.juco.ac.tz).

NB: The medical fee is excluded from tuition and administrative fees. Those who have valid health insurance may opt to use the services provided by their health insurance company recognized by Morogoro regional hospital (NHIF, SUA, Jubilee, AAR, NSSF, TANESCO, Strategies), but have to insure that their cards are verified and registered by Finance office during registration period. At the time of registration, the insurance cards should be valid for at least 9 months. For all others, the medical fee is compulsory (80,000 TZS per year) and should be paid during registration to avoid penalty.

5.1 Fees for Masters' Programmes

Year One	MAED & MBA	MAPH
Academic Fees		
Tuition Fee	2,330,000	1,930,000
Total Academic Fees	2,330,000	1,930,000
Administrative Fees		
Emergency Fee	20,000	20,000
University Sustainability Fund		
Registration Fee	70,000	70,000
Student Activity Fee	20,000	20,000
General Service Fee		
TCU QA Fee (see note 9)	20,000	20,000
Total Administrative Fees	130,000	130,000
Total Academic & Administrative Fees Year 1	2,460,000	2,060,000
Medical Fee (see below note 3)	80,000	80,000
Total Medical Fee Inclusive	2,540,000	2,140,000

Schedule of Payment	MAED & MBA	MAPH
1st installment (deadline 25 November 2019)		
Holders of Health Insurance Plan	1,062,000	902,000
Paying Medical Fee	1,142,000	982,000
2nd installment (31 January 2020)		
ALL	466,000	386,000
3rd installment (31 March 2020)		
Holders of Health Insurance Plan	466,000	386,000
4th installment (30 May 2020)		
ALL	466,000	386,000

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Year Two	MAED & MBA	MAPH
Academic Fees		
Tuition Fee, Thesis Supervision and Defense	1,365,000	2,165,000
Total Academic Fees	1,365,000	2,165,000
Administrative Fees		
Emergency Fee	20,000	20,000
University Sustainability Fund		
Student Activity Fee	20,000	20,000
General Service Fee		
Graduation Fee	45,000	45,000
TCU QA Fee (see note 9)	20,000	20,000
Total Administrative Fees	105,000	105,000
Total Academic & Administrative Fees Year 2	1,470,000	2,270,000
Medical Fee (see below note 3)	80,000	80,000
Total Medical Fee Inclusive	1,550,000	2,350,000
Schedule of Payment	MAED & MBA	MAPH
1st installment (25 November 2019)		
Holders of Health Insurance Plan	651,000	1,187,500

Paying Medical Fee	731,000	1,267,500
2nd installment (31 January 2020)		
ALL	409,500	649,500
3rd installment (31 March 2020)		
Holders of Health Insurance Plan	409,500	433,000

5.2 Fees for Bachelor Programmes

New Students: BAED,BAEDRS, BScPC							
Private sponsored students with health insurance	Payment in Installments						Total
	At Registration (deadline 25 Nov 2019)			31 Jan 2020	31 Mar 2020	30 May 2020	
	Admin Fees	Tuition Fee	Total at Registration				
	130,000	395,000	525,000	395,000	395,000	395,000	
with medical fee	210,000	395,000	605,000	395,000	395,000	395,000	1,790,000
New Students: BBA, BAEC, BAF, LLB,BLRIM							
Private sponsored students with health insurance	Payment in Installments						Total
	At Registration (deadline 25 Nov 2019)			31 Jan 2020	31 Mar 2020	30 May 2020	
	Admin. Fees	Tuition Fee	Total Registration				
	130,000	304,000	434,000	456,000	456,000	304,000	
with medical fee	210,000	304,000	514,000	456,000	456,000	304,000	1,730,000

New Students: BAPH, BATH							
Private sponsored students with health insurance	Payment in Installments						Total
	At Registration (deadline 25 Nov 2019)			31 Jan 2020	31 Mar 2020	30 May 2020	
	Admin. Fees	Tuition Fee	Total Registration				
	130,000	324,000	454,000	486,000	486,000	324,000	1,750,000
with medical fee	210,000	324,000	534,000	486,000	486,000	324,000	1,830,000
2nd Year: BAED, BAEDRS, BBA, BAF & LLB							
Private sponsored students with health insurance	Payment in Installments						Total
	At Registration (deadline 25 Nov 2019)			31 Jan 2020	31 Mar 2020	30 May 2020	
	Admin. Fees	Tuition Fee	Total Registration				
	60,000	380,000	440,000	380,000	380,000	380,000	1,580,000
with medical fee	140,000	380,000	520,000	380,000	380,000	380,000	1,660,000
2nd Year: BAEc, BScPC, BLISR							
Private sponsored students with health insurance	Payment in Installments						Total
	At Registration (deadline 25 Nov 2019)			31 Jan 2020	31 Mar 2020	30 May 2020	
	Admin. Fees	Tuition Fee	Total Registration				
	60,000	395,000	455,000	395,000	395,000	395,000	1,640,000
with medical fee	140,000	395,000	535,000	395,000	395,000	395,000	1,720,000
2nd Year: BAPH & BATH and 3rd Year BATH							

Private sponsored students with health insurance	Payment in Installments					Total
	At Registration (deadline 25 Nov 2019)			31 Jan 2020	31 Mar 2020	30 May 2020
	Admin. Fees	Tuition Fee	Total Registration			
	60,000	372,600	432,600	405,000	437,400	405,000
with medical fee	140,000	372,600	512,600	405,000	437,400	405,000

**3rd Year: BAED, BAEDRS, M
BBA, BAEc , BAF, BLRI**

Private sponsored students with health insurance	Payment in Installments					Total
	At Registration (deadline 25 Nov 2019)			31 Jan 2020	31 Mar 2020	30 May 2020
	Admin. Fees	Tuition Fee	Total Registration			
	165,000	304,000	469,000	456,000	456,000	304,000
with medical fee	245,000	304,000	549,000	456,000	456,000	304,000

3rd Year LLB

Private sponsored students with health insurance	Payment in Installments					Total
	At Registration (deadline 25 Nov 2019)			31 Jan 2020	31 Mar 2020	30 May 2020
	Admin. Fees	Tuition Fee	Total Registration			
	60,000	363,400	423,400	395,000	426,600	395,000
with medical fee	140,000	363,400	503,400	395,000	426,600	395,000

3rd Year BScPC

Private sponsored students	Payment in Installments					Total
	At Registration (deadline 25 Nov 2019)			31 Jan 2020	31 Mar 2020	30 May 2020

with health insurance	Admin. Fees	Tuition Fee	Total Registration				
	165,000	395,000	560,000	395,000	395,000	395,000	1,745,000
with medical fee	245,000	395,000	640,000	395,000	395,000	395,000	1,825,000

5.3 Fees for Diploma Programmes

Diploma Programmes	Fees Year 1	Fees Year 2/3
Academic Fees		
Tuition Fee	1,010,000	1,030,000
Sub total	1,010,000	1,030,000
Administrative Fees		
Emergency Fee	20,000	20,000
Registration Fee	50,000	
Student Activity Fee	20,000	20,000
Graduation Fee		25,000
TCU QA Fee	20,000	20,000
Sub Total	110,000	85,000
Total Acad. & Adm. Fees	1,120,000	1,115,000
Medical Fee (see below note 1)	80,000	80,000
Total Medical Fee Inclusive	1,200,000	1,195,000

Schedule of Payment for Diploma Programmes	At Registration (Deadline 25 Nov 2019)			Other Installments			Total
	Admin. Fees	% Tuition	Total at the	31 Jan 2020	31 Mar 2020	30 May 2020	

		Fee	Registrat ion				
Diploma Programmes Year 1							
Paying Medical Fee	190,000	303,000	493,000	252,500	252,500	202,000	1,200,000
Holders of Health Insurance Plan	110,000	303,000	413,000	252,500	252,500	202,000	1,120,000
Diploma Programmes Year 2 (and 3 for some programmes)							
Paying Medical Fee	165,000	309,000	474,000	257,500	257,500	206,000	1,195,000
Holders of Health Insurance Plan	85,000	309,000	394,000	257,500	257,500	206,000	1,115,000

5.4 Fees for Certificate Programmes

Certificate Programmes	Fees
Academic Fees	
Sub total	770,000
Administrative Fees	770,000
Emergency Fee	
Registration Fee	20,000
Student Activity Fee	50,000
Graduation Fee	20,000
TCU QA Fee	15,000
Sub Total	20,000
Total Acad. & Adm. Fees	125,000
Medical Fee (see below note 1)	895,000
Total Medical Fee Inclusive	80,000
	975,000

Schedule of Payment for Certificate Programmes	At Registration (Deadline 25 Nov 2019)			Other Installments			Total
	Admin. Fees	% Tuition Fee	Total at the Registration	31 Jan 2020	31 Mar 2020	30 May 2020	

Paying Medical Fee	205,000	308,000	513,000	154,000	154,000	154,000	975,000
Holders of Health Insurance Plan	125,000	308,000	433,000	154,000	154,000	154,000	895,000

6. Common Academic Regulations

6.1 Registration

- 6.1.1 Every student shall be registered for one programme only at a time.
- 6.1.2 Once admitted to a particular course programme, a first year student may switch to a different programme within the first two weeks of the first semester after obtaining the permission from the DPAA.
- 6.1.3 Continuing students shall register each new academic year before commencing studies.
- 6.1.4 Each semester, the student must register for the course he/she chooses to take.
- 6.1.5 After registration, a student is required to attend all of the lecture hours.
- 6.1.6 In the event of a student missing lectures, the student shall seek permission from the lecturer concerned or the Head of Department.

6.2 Course Assessment

- 6.2.1 Each course will be assessed at the time of its completion and a grade awarded. The grade will be based on progressive course coursework assessments and end of course university examination. The coursework assessment shall normally constitute 40% of the total course assessment and is made up of assignments and/or tests.
- 6.2.2 Coursework assessment may, however, with the approval of the Senate constitute up to 100% of the total course assessment provided that where it exceeds 40% the assignments are made available for scrutiny by the external examiner.

6.3 Qualification for University Examinations

- 6.3.1 Only registered students are entitled to sit for the University Examinations.
- 6.3.2 Only a student who attends at least 75% of the required fifteen (15) weeks of lecture classes of the course qualifies to sit for the University Examination.
- 6.3.3 Only a student who completes and passes the required coursework which comprises quizzes, test(s), assignment(s) or any other form of assessment qualifies to sit for the University Examination.
- 6.3.4 The student must pay the due fees and get his/her examination number. No student shall be allowed to sit for the examination without examination number.

- 6.3.5 A student who foresees that he/she cannot sit for the examination for valid reasons must request permission to do Special Examination from the DPAA prior to the start of the examination session.
- 6.3.6 A student who does not do his/her scheduled examination without written permission from the DPAA without which the student will deem himself/herself to have absconded from the examination, which is punishable by discontinuation

6.4 Conduct of Examinations

- 6.4.1 University/College examinations shall be conducted under Deputy Vice Chancellor for Academic Affairs Office (DVCAA/DPAA), or such other officer of the University/College as may be appointed.
- 6.4.2 The Deputy Vice Chancellor for Academic Affairs (DVCAA/DPAA) shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of University/College examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- 6.4.3 The instruction notes or guidelines issued by the Deputy Vice Chancellor for Academic Affairs (DVCAA/DPAA), under regulation 2.1 shall form part of and be as binding as these Regulations.

6.5 Specific Examination Regulations for Candidates

These instructions should be read together with University General Examination Regulations.

- 6.5.1 Candidates should make sure that they have been issued Examination Numbers before examinations begin.
- 6.5.2. Candidates shall be responsible for consulting the Examination Time Tables for any changes.
- 6.5.3 Candidates shall be seated 15 minutes before starting time, and no student shall be allowed into the examination room after the starting time, except for a compelling reason.
- 6.5.4 Candidates must not begin writing before they are told to do so by the Invigilator.

- 6.5.5 Candidates are allowed to carry only pens, pencils or other materials explicitly prescribed by the Department or in the particular examination instructions.
- 6.5.6 Candidates are not allowed to enter the examination room with books, mobile phones, handbags, clipboards, purses, papers, magazines and/or other such items. They may use their own calculators, or use the department's logarithmic tables as instructed.
- 6.5.7 In case candidates are allowed to come with specified items into the examination room, no borrowing from one another shall be allowed during the examinations. Items allowed into the examination room shall be liable to inspection by the invigilator.
- 6.5.8 Each answer in an examination shall begin on a fresh page of the examination booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to sign their names anywhere in the examination booklet.
- 6.5.9 All candidates shall observe silence in the examination room
- 6.5.10 Candidates are not allowed to write anything in their question papers.
- 6.5.11 No food or drink shall be allowed into the examination room
- 6.5.12 Invigilators shall have power to specify or change the sitting arrangement in the examination room; or to require inspection of a candidate; or to confiscate any unauthorized material brought into the examination room; and shall have power to expel and report from the examination room any candidate who creates a disturbance and record the incident to the Head of Department.
- 6.5.13 Candidates are required to strictly adhere to examination rules and regulations. Failure to observe examination rules is punishable by expulsion from the University or disqualification from entitlement to the University award.
- 6.5.14 In case of alleged cheating or any other examination irregularity, the candidate and one or more Invigilators shall be required to sign an Examination Incident Form which, together with other signed exhibits,

as the case may be, and the candidate's examination booklet, shall be submitted to the Head of Department/Dean of Studies.

- 6.5.15 A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled.
- 6.5.16 All candidates shall sign the Examination Attendance Form at the beginning and end of every examination.
- 6.5.17 No candidate shall be permitted to enter the examination room after a lapse of thirty minutes from the commencement of the examination and no candidate will be allowed to leave his/her place during the examination, except as indicated below.
- 6.5.18 No candidate shall be allowed to leave the examination room until one hour after examination commencement and no candidate will be allowed to leave the examination room during the last one-half hour before the end of the examination.
- 6.5.19 A candidate wishing to answer a call of nature must do so by obtaining permission of the invigilator and under escort leave the examination room for a reasonable period.
- 6.5.20 A candidate who walks out of an examination in protest shall be disqualified from that particular examination.
- 6.5.21 At the end of the examination period, and on instruction from the invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator. They shall remain seated until all are allowed by the invigilator to leave.
- 6.5.22 Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator.
- 6.5.23 Students who are required to do supplementary examinations or special examinations will be officially notified using their respective Examination Number on the University's/College notice board and website at www.morogoro.sds.org/ or through any public means of

communication. Students should also leave their latest contacts such as telephone numbers or emails to facilitate communication.

6.5.24 Students must understand that the ultimate responsibility for taking the supplementary examinations precisely at the time when they are given rests with the student.

6.6 Examination Irregularities

6.6.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported DPAA and sent to the Examination Committee which shall have power to summon the student(s) and member(s) of staff of the College, as it deems necessary and make decisions, subject to confirmation by Senate.

6.6.2 No unauthorized material shall be allowed into the examination room. In this regulation:

- a) “Unauthorized material” includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, or any other electronic device, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Vice Principal for Academic Affairs;
- b) “Unauthorized absence from examination” includes not reporting for a scheduled examination at the time, day and place specified without prior permission, going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
- c) “Cheating in examination” includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.

- 6.6.3 Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the College.
- 6.6.4 Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the College, subject to confirmation by Senate.
- 6.6.5 Any candidate found guilty of causing disturbance in any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.
- 6.6.6 Any candidate found guilty of an examination irregularity by Commission and is aggrieved by the decision may appeal to the Senate in accordance with the provisions of Appeal Regulations.
- 6.6.7 The Senate may impose such a lesser penalty on a candidate found guilty of an examination irregularity by Commission, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate.

6.7 Proceedings of the Examination Irregularities

- 6.7.1 HoD are required to file and present report of any reported examination irregularity to the Dean of the respective faculty who shall handover the report to the DPAA within one week after the end of examinations (last date of the scheduled examination)
- 6.7.2 DPAA will then forward the report and evidence if any to the Corporate Counsel with recommendations if any within one week after receiving the report.
- 6.7.3 The Corporate Counsel shall prepare a summary of charges against each candidate and summon Examination Committee within ten days after receiving the report from the DPAA.

- 6.7.4 The Corporate Counsel shall summon all candidates in writing to appear before Examination Committee in person to present their defense.
- 6.7.5 The Examination Committee shall forward recommendations and their decisions to the Senate.

6.8 JUCO Academic Activities

- 6.8.1 JUCO academic activities shall be carried out from Monday through Saturday without prejudice to regulation 7.4 below.
- 6.8.2 DPAA shall have power to suspend academic activities at any day of the week as the case may be and prescribe a day which the activities shall resume. DPAA shall make the announcement to that effect public to both students and staff.
- 6.8.3 Public Holidays shall be observed. However, an academic activity can be conducted on a Public Holiday or weekend subject to prior arrangement and agreement between the lecturer and students. Where such activity has been agreed upon, it shall be communicated to the Head of Department in writing minimum two days prior to the said activity.
- 6.8.4 Examinations shall take place any day of the week (Monday to Saturday) as scheduled in the time table even if it falls on a Public Holiday.

6.9 Completion of Research Dissertation

- 6.9.1 A student who fails to complete the research dissertation by the specific date shall be given not more than overall period required for completion of the programme.
- 6.9.2 Students in Postgraduate Programmes must submit their dissertations to the Postgraduate Office within the deadline set in the Almanac of JUCO.
- 6.9.3 Students who fail to meet the deadline set in JUCO Almanac the penalty shall be TZS 35, 000/ the concept paper and or research and TZS 150,000/ for the dissertations. In both cases extension shall be strictly for one month only.

6.9.4 Those who shall opt to graduate the subsequent year will follow directives and conditions from the Postgraduate Office, paying the same amount of penalty for the delay.

6.10 Repeating the Year

No candidate shall be allowed to repeat any year of study more than once.

6.11 Carrying over Courses

6.11.1 The carrying over of a failed course into a subsequent year shall imply repeating the failed course in the subsequent year by fulfilling all the requirements of the course. The carrying over of elective course will only be allowed in exceptional circumstances, normally only when those credits are needed to comply with regulations.

6.11.2 All carried over courses shall be cleared within the allowable maximum period of registration; otherwise, the student is discontinued from studies. The maximum period of registration is three years for the programmes that normally take one year; four years for the programmes that take two years; five years for programmes that take three years and six years for the programmes that take four years.

6.12 General Conditions for Discontinuation

Students will be discontinued from any course programme as a result of the following:

6.12.1 Failure to attend scheduled examinations, unless caused by justified circumstances.

6.12.3 Being involved in or committing Examination irregularities.

6.12.5 Disciplinary offences as described in the JUCO students By-Laws.

6.12.6 Poor health if recommended by a competent medical practitioner and approved by the College that one's health does not allow one to continue with studies.

6.12.7 The year's overall GPA is below 1.8.

NB: Upon the decision of the University Senate formal information about discontinuation is communicated to the concerned student by Senate in writing

6.13 Grading System

The University Grading System is in consonant with the TCU and NACTE Grading Systems. The examinations, course papers, etc. are graded as follows:

6.13.1 Grading system for the students enrolled in the Postgraduate programmes is as follows:

Percentage	Letter Grade	Points	Designation
70-100	A	5	Excellent
60-69	B+	4	Very Good
50-59	B	3	Good
40-49	C	2	Fail
35-39	D	1	Weak
0-34	E	0	Poor

6.13.2 Grading system for the students enrolled in the Bachelor programmes is as follows:

Percentage	Letter Grade	Points	Designation
70-100	A	5	Excellent
60-69	B+	4	Very Good
50-59	B	3	Good
40-49	C	2	Fair
35-39	D	1	Weak
0-34	E	0	Poor

6.13.3 Grading system for the students enrolled in the NACTE programmes is as follows:

6.13.3.1 Grading system for NTA Level 4 & 5:

Percentage	Letter Grade	Points	Designation
80-100	A	4	Excellent
65-79	B	3	Good
50-64	C	2	Average
40-49	D	1	Poor
0-39	F	0	Failure

6.13.3.2 Grading system for NTA Level 6:

Percentage	Letter Grade	Points	Designation
75-100	A	5	Excellent
65-74	B+	4	Very Good
55-64	B	3	Good
45-54	C	2	Satisfactory
35-44	D	1	Poor
0-34	F	0	Failure

6.14 Grade Point Average

6.14.1 The course grade multiplied by the appropriate weight (i.e., number of course hours per week) called Course Score will be accumulated over the whole period of study and will form the basis for the assessment of the academic award.

6.14.2 The sum of the complete Course Score in “required courses” divided by the total number of credits of the “required courses” (i.e., all core courses plus required elective courses and seminars) is called the Grade Point Average (GPA) and will be used to classify the honours.

6.15 Award Classification

6.15.1 Postgraduate degrees are classified into the following awards using the five point grading system:

Certificate Class	Grade	Points
Distinction	A	4.5-5.0
Merit	B+	4.0-4.4
Pass	B	3.0-3.9

6.15.2 Bachelor degrees are classified into the following awards using the five point grading system:

Certificate Class	Grade	Points
First Class	A	4.4-5.0
Upper Second Class	B+	3.5-4.3
Lower Second Class	B	2.7-3.4
Pass	C	2.0-2.6

6.15.3 NTA Level 6 is classified into the following awards using the five point grading system:

Certificate Class	Grade	Points
First Class	A	4.4-5.0
Upper Second Class	B+	3.5-4.3
Lower Second Class	B	2.7-3.4
Pass	C	2.0-2.6

6.15.4 NTA Level 4 & 5 are classified into the following awards using the four point grading system:

Certificate Class	Grade	Points
First Class	A	3.5-4.0
Second Class	B	3.0-3.4
Pass	C	2.0-2.9

6.15.3 Courses taken as “Extra” shall not be taken into account when computing the classification but shall be recorded on the academic transcript.

6.16 The Award of Aegrotat Degree

6.16.1 Candidates who have completed their course of study but who have been absent, through illness, from part of the final examination for the first degree may apply to the University for the award of an “aegrotat degree” in accordance with the following conditions:

- a) Candidates who have completed successfully the whole of their course work and at least 60% of their final written examinations may apply for an aegrotat degree.
- b) Applications from, or on behalf of, candidates must reach the Deputy Principal for Academic Affairs on the recommendation of the Faculty Board at least two weeks before the date of the congregation for conferment of degrees.
- c) The application should be accompanied by a report from the authorised Medical Officer.

6.16.2 It is provided that an aegrotat degree will not be awarded unless the examiners consider that, in the work a candidate submitted in such part of the examination as he/she attended the candidate reached a standard, which, if also reached in the remainder of the examination, would have qualified him/her for the award of a degree.

6.17 Graduation

With the approval of the Senate upon recommendation of the Academic Committee, students who complete and fulfill the requirements of the programme will graduate. Graduation attire will be hired for a maximum of fourteen days at TZS 45,000. Any late return of the graduation attire shall be charged at TZS 10,000 per day. Damaged or lost gown shall be charged TZS 300,000. The rates will be revised from time to time to cope with the rising costs.

6.18 Certificates and Academic Transcripts

6.18.1 A fee of TZS 5,000 shall be charged for issuing the report of academic performance.

6.18.2 A fee of TZS 10,000 shall be charged for certifying as true copy of the original for each copy of the academic transcript as well as for Academic Certificate.

6.19 Loss of Certificates and Transcript

The University may issue another copy of the certificate in the case of the loss or the destruction of the originals on the condition that:

6.19.1 The applicant produces a sworn affidavit testifying to the loss or destruction of the originals.

6.19.2 The applicant must produce evidence that the loss has been adequately and publicly announced.

6.19.3 The replacement certificate will not be issued until six (6) months has passed from the date of the loss.

6.19.4 A fee of TZS 50,000 shall be charged for the copy of the certificate issued.

6.19.5 A Certificate so issued shall have “COPY” marked across it.

7.0 Academic Programmes

7.1 Master's Programmes

7.1.1 Master of Arts in Philosophy

Introduction

The field of philosophical studies in Tanzania and Africa as a whole is important now than ever. Africa, in this age of globalization, suffers from identity crisis than at any other time in history. This crisis threatens African integrity, self-determination and hence the ontological, social and moral coherence. From not knowing what it is of itself, Africa follows world trends, not knowing what it exactly wants, what social-economic values are to be defended and how they can best be achieved. It then, needs a recollection of itself.

This African recollection of itself can best be achieved through the guidance of philosophical reflection because philosophy tends to draw a person back to the self, the process that is very instrumental to any development. This is because knowing the self is the basic condition for knowing what you want and how to get it. To Tanzania in particular, there is a lack of philosophical research and studies that can engineer the reflection of the self. What one can mostly see, is the factualistic sociological studies and opinioned thinking presented by political studies, not looking at reality as it is in itself. There is therefore a big need of developing philosophical studies at MA level to train the trainers of philosophical reflection. This program is therefore very crucial

as it will provide a platform whereby accumulated philosophical knowledge and experiences will shed a light on the recollection of the African self.

Programme Structure

The Program of MA studies in Philosophy at Jordan University College has two specializations, namely:

- i. Fundamental Philosophy (F)
- ii. Applied Philosophy (A)

In this program, each student is required to successfully accumulate a minimum of 201 credits. These include: 130 credits of core courses, 11 credits of Elective courses, and 60 credits of dissertation work. The programme consists of the following courses:

Year One Semester One			Fundamental Philosophy	Applied Philosophy
Codes	Courses	Status	Credits	Credits
PHF 500	Philosophical System of St. Thomas Aquinas	Core	11	11
PHF 501	Philosophy of Education	Core	11	11
PHF 502	Philosophy of God	Core	11	-
PHA 503	Business Ethics	Core	-	11
PHS 504	Seminar I	Core	9	9
PHR 506	Assigned Reading I	Core	9	9
RMPH 500	Methodology	Core	6	6
Total Minimum Credits for the Semester			57	57

Year One Semester Two			Fundamental Philosophy	Applied Philosophy
Codes	Courses	Status	Credits	Credits
PHF 508	Philosophy of Nature	Core	11	-
PHF 509	African Philosophy	Core	11	-
PHF 510	Philosophy of Law and Human Rights	Core	11	11

PHF 511	Philosophy of Science	Core	11	11
PHA 512	Bioethics	Core	-	11
PHA 513	African Political Philosophy	Core	-	11
PHS 514	Seminar II	Core	9	9
PHR 516	Assigned Reading II	Core	9	9
PHF 611	Philosophy of Language- Analytic Philosophy	Core	11	-
Total Minimum Credits for the Semester			73	62

Year Two Semester One			Fundamental Philosophy	Applied Philosophy
Codes	Courses	Status	Credits	Credits
PHA 600	Philosophy of Social Science	Core	-	11
(Optional Courses Minimum 1)				
PHA 604	Theories of Government and Politics	Elect ive	11	11
PHA 613	Philosophy of Knowledge	Elect ive	-	11
PHF 507	Metaphysics of Being	Elect ive	11	-
Total Minimum Credits for the Semester			11	22

Year Two Semester Two			Fundamental Philosophy	Applied Philosophy
Codes	Courses	Status	Credits	Credits
DIPH 600	Dissertation		60	60
Total Minimum Credits for the Semester			60	60

7.1.2 Master of Business Administration (Finance and Corporate Management)

The program focuses on training of managers, both the practicing managers with at least one-year experience at managerial position and those aspiring to

manage and lead businesses in a globalized world. Participants will acquire knowledge and skills in a practical and experiential learning environment. Lectures, seminars, case studies, reports presentations and guest speakers will form part of the delivery process. Students will acquire an in-depth knowledge of all the functional areas of business in the two parts of their training. Subsequently students will be required to write their dissertation to demonstrate their ability to apply theoretical foundations in studying company problems of strategic importance. In this program, each student is required to successfully accumulate a minimum of 202 credits. These include: 120 credits of core courses, 22 credits of Elective courses, and 60 credits of dissertation work. The programme consists of the following courses:

Year One -Semester One			
Codes	Courses	Status	Credits
ACC 500	Corporate Finance	Core	12
BUS 500	Business Research Methods	Core	12
ECO 500	Managerial Economics	Core	12
LAW 500	Corporate Law & Governance	Core	12
BUS 503	International Business Management	Core	12
Optional Courses			
PHBA 503	Business Ethics	Elective	11
PHBA 604	Theories of Government and Politics	Elective	11
Total minimum credits required per semester			71

Year One Semester Two			
Codes	Courses	Status	Credits
ACC 501	Advance Financial Accounting	Core	12
ACC 502	Management Finance	Core	12
BUS 501	Marketing Management	Core	12
BUS 502	Strategic Business Management	Core	12
PUB 500	Organizational Behaviour& HRM	Core	12
Optional Courses (minimum 1)			
PUB 501	Operation Management	Elective	11

QMS 501	Business Quantitative Analysis	Elective	11
Total minimum credits required per semester		71	

Year Two			
Code	Courses	Status	Credits
DIBA 600	Dissertation	Core	60
Total Minimum Credits Required per Semester			60
Grand Total Minimum Credits to Complete the program			202

7.1.3 Master of Education

The increase in basic and secondary school enrollments is already a push factor for urgent response by higher education. The urge is for the master programs to promote research, which is crucial for the development of new information and knowledge systems on top of producing educational administrators, curriculum and assessment specialists. This demand has come at a period when Tanzania is facing an influx of local and international basic, tertiary and higher education institutions run by local, regional and international agents. Operating in a volatile social-economic and globally influenced environment, educational institutions in Tanzania and in the EAC region today require leaders with high level of professional knowledge, skills and supervisory competences for effectively and systematically dealing with complex educational, curricula evaluation and institutional management issues. The trend was confirmed by JUCO's quick appraisal of the postgraduate programs during the 2015/2016 field study. The education leadership qualification preference for Masters' degree holders by the government to lead secondary and tertiary institutions implies that, higher education has to put more efforts to recruit and produce a mass of educational specialists in the planning and administration, curriculum and educational supervision and evaluation. There is consequently a need to prepare educational planners, administrators, and curriculum specialists. In this program, each student is required to successfully accumulate a minimum of 198 credits. These credits include: 127 credits of core courses; 11 credits of

elective courses and 60 credits of dissertation work. The program consists of the two specializations namely:

1. Educational Planning and Administration (PA)
2. Curriculum and Instructions (CI)

Master of Education (Planning and Educational Administration (PA)

Year One, Semester One			
Codes	Courses	Status	Credits
EDU 500	Educational Research Methods I	Core	13
EDU 501	Educational Statistics	Core	12
EDU 502	Professional Ethics in Education	Core	12
EDU 503	Evaluation Principles, Techniques and Models	Core	12
EDU 517	Theories & Practice of Educational Administration	Core	12
Total Minimum Credits per Semester			61

Year One, Semester Two			
Codes	Courses	Status	Credits
EDU 504	Educational Research Methods II	Core	11
EDU 516	Mobilization and Management of Institutional Finance	Core	11
EDU 518	Fundamentals of Educational Administration	Core	11
EDU 519	Theories & Concepts in Educational Planning	Core	11
EDU 520	Human Resource Management & Development in Education	Core	11
Total Minimum Credits for the Semester			55

Year Two, Semester One			
Codes	Courses	Status	Credits
EDU 604	Supervision of Educational Institutions	Core	11
Elective (Minimum 1)			
EDU 605	Legal Issues in Educational Administration	Elective	11
EDU 606	Methodologies of Educational Planning	Elective	11
Total Minimum Credits for the Semester			22
Year Two Semester Two			
Codes	Courses	Status	Credit
EDU 602	Dissertation	Core	60
Total Minimum Credits for the Semester			60
Grand Total Minimum Credits required			198

Master of Education: Curriculum and Instruction (CI)

Year One, Semester One			
Codes	Courses	Status	Credits
EDU 500	Educational Research Methods I	Core	13
EDU 501	Educational Statistics	Core	12
EDU 502	Professional Ethics in Education	Core	12
EDU 503	Evaluation Principles, Techniques and Models	Core	12
EDU 505	Curriculum Theory and Practice	Core	12
Total Minimum Credits for the Semester			61

Year One, Semester Two			
Codes	Courses	Status	Credits
EDU 504	Educational Research Methods II	Core	11

EDU 506	Teaching and Learning: Theories and Practice	Core	11
EDU 508	Developing English Language Skills through Subject teaching	Core	11
EDU 507	Educational Assessment and Evaluation	Core	11
Elective (Minimum 1)			
EDU 509	Active-participatory teaching & learning in science in Secondary Schools	Elective	11
EDU 510	Active-participatory teaching & learning in humanities & social science in Secondary Schools	Elective	11
EDU 511	Active-Participatory teaching & learning in languages in Secondary Schools	Elective	11
Total Minimum Credits for the Semester			55

Year Two, Semester One			
Codes	Courses	Status	Credits
EDU 600	Curriculum Implementation	Core	11
EDU 601	Curriculum Evaluation	Core	11
Total Minimum Credits for the Semester			22

Year Two Semester Two			
Codes	Courses	Status	Credit
EDU 602	Dissertation	Core	60
Total Minimum Credits for the Semester			60
Grand Total Minimum Credits required			198

7.1.4 Master of Religious Studies with Education

JUCO's experience of offering courses in Religious Studies to students of Theology and Catechetical Programmes for over fifteen years led to the need

of creating a Bachelor Degree Programme of Education with Religious Studies in order to prepare teachers of Christian Religion in the ever-increasing numbers of secondary schools in Tanzania. Consequently, it was decided to create a Master Programme for those students who performed well in their undergraduate studies and wish to deepen their knowledge. In this program, each student is required to successfully accumulate a minimum of 198 credits. These credits include: 94 credits of core courses; 44 credits of elective courses and 60 credits of dissertation work. The program consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
EDRS 500	Educational Research Methods I	Core	11
EDRS 501	Educational Statistics	Core	11
EDRS 502	Professional Ethics in Education	Core	11
EDRS 503	Evaluation Practices, Techniques and Models	Core	11
RMRS 500	Methodology		6
Optional Courses (selection of 1 course from the following)			
RSC 500	Prophetic Interpretation of Exodus	Elective	11
RSC 501	The Centrality of Conscience in Christian Morality	Elective	11
RSC 502	Reconciliation as the Recurring Theme in the Bible	Elective	11
RSC 503	Current Controversies in Christology	Elective	11
Total Minimum credits for the Semester			61
Year One Semester Two			
Cores	Courses	Status	Credits

EDRS 504	Educational Research Methods II	Core	11
RSC 504	African Ecclesiology	Core	11
Optional Courses (minimum 2 courses)			
RSC 505	The Passion Narrative in the Fourth Gospel	Elective	11
RSC 506	The Free Market – Justice and Democracy	Elective	11
RSC 507	Interreligious Dialogue & Current Issues in Ecumenism	Elective	11
RSC 508	Current Issues in Pastoral Theology	Elective	11
Total Minimum credits for the Semester			44
Year Two Semester One			
Codes	Courses	Status	Credits
RSC 600	Understanding Creation from Biblical Perspective	Core	11
RSC 601	Sacramentology: The Sacrament of the Eucharist	Core	11
Optional Courses (minimum 1 course)			
RSC 602	Current Aspects in Moral Theology	Elective	11
RSC 603	Issues in Pastoral Psychology	Elective	11
RSC 604	Catechetical Methodologies in Sacramental Instructions	Elective	11
RSC 605	Institutions: Genesis, Development, Transformation	Elective	11
Total Minimum credits for the Semester			33
Year Two Semester Two			
DIRS 600	Dissertation		60
Total Minimum credits for the semester			60
Grand Total minimum Credits to Complete the Program			198

7.2 Bachelor Programs

7.2.1 Bachelor of Accounting and Finance

The Bachelor of Accounting and Finance blends accounting, finance and information technology to meet the emerging demand for “hybrid” professionals. Graduates will be able to perform computer enabled accounting and finance and apply sound management and accounting principles to planning, managing and controlling information technology projects. They will fill jobs as accountants, systems analysts, business and financial analysts and managers. In this program, each student is required to successfully accumulate a minimum of 431 credits. These credits include: 407 credits of core courses and 24 credits of elective courses. The programme consists of the following courses:

Year One -Semester One			
Codes	Courses	Status	Credits
ACC 101	Introduction to Financial Accounting	Core	12
CSAC 100	Introduction to ICT	Core	9
ECAC 100	Introduction to Microeconomics I	Core	12
ECAC 112	Introductory Macroeconomic Analysis I	Core	12
EGAC 101	Communication Skills I	Core	9
PHAC 101	Logic	Core	9
QMAC 100	Business Mathematics	Core	9
Total minimum credits for the Semester			72

Year One Semester Two			
Codes	Courses	Status	Credits
ACC 102	Financial Accounting II	Core	12

BSAC 103	Principles of Management and Practice	Core	12
CSAC 101	Micro Computing and Management Information Systems	Core	9
DSAC 100	Development Studies	Core	9
EGAC 104	Business Communication Skills	Core	9
LWAC 150	Business Law	Core	9
QMAC 101	Statistics	Core	9
Total minimum credits required per semester			69

Year Two Semester One			
Codes	Courses	Status	Credits
ACC 203	Financial Accounting III	Core	12
ACC 231	Cost Accounting I	Core	12
ACC 251	Auditing Theory and Practices	Core	12
ACC 271	Corporate Finance I	Core	12
DSAC 300	International Corporation and Development	Core	12
QMAC 201	Quantitative Methods I	Core	9
Total minimum credits required per semester			69

Year Two Semester Two			
Codes	Courses	Status	Credits
ACC 204	Financial Accounting IV	Core	12
ACC 232	Cost Accounting II	Core	12
ACC 272	Corporate Finance II	Core	12
PHBA 250	Social Ethics	Core	12
QMAC 202	Quantitative Method II	Core	9
RMAC 200	Business Research Methods	Core	12
Optional Courses (Minimum 1)			
ACC 273	Financial Markets	Elective	12
ACC 274	Bank Operations and Financial Services	Elective	12

Total Minimum Credits for the Semester	81
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NB: Optional courses are offered depending of the number of students opting for them.

Year Three -Semester One			
Codes	Courses	Status	Credits
FPAC 300	Practical Field Training	Core	53
Total minimum credits required per semester			53

Year Three Semester Two			
Codes	Courses	Status	Credits
ACC 352	Auditing and Assurance Services	Core	12
ACC 373	Public Finance and Taxation	Core	12
ACC 374	International Finance	Core	12
ACC 391	Public Sector Accounting	Core	12
RPAC 300	Business Research Paper	Core	27
Optional Courses (minimum 1)			
ACC 377	Microfinance	Elective	12
ECAC 322	Monetary Economics	Elective	12
Total minimum credits for the Semester			87

7.2.2 Bachelor of Arts in Economics

This programme is created out of desire of JUCO to register its contribution to the advancement of economic policy, research and capacity building. The central focus of this programme is to train professional economic researchers, planners and analysts capable of addressing the myriads of macro and micro

economic challenges for sustainable development. The objectives of the program are as follows:

- To produce economists who possess a solid understanding of the global economy and have the skills required to evaluate and manage risk in a global setting.
- To impart knowledge that will empower students to become one of the broadminded economic researchers.
- To maximize students' flexibility in the job market, keep doors open and be in demand because of their skills.
- To enable students be ready to take on challenging positions in global business, finance, or the public sector, in fields such as international market research, global mutual funds, or policy evaluation.
- In this program, each student is required to successfully accumulate a minimum of 360 credits. These credits include: 308 credits of core courses and 52 credits of elective courses. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
ECC 100	Introduction to Financial Accounting	Core	9
ECO 100	Introduction to Microeconomics 1	Core	9
ECO 112	Introductory Macroeconomic Analysis I	Core	9
CSEC 100	Introduction to ICT	Core	10
PHEC 100	Introduction to Philosophy	Core	9
QMEC 100	Business Mathematics	Core	9
Optional Courses			
PHEC101	Logic	Optional	10
Total Minimum Credits for the Semester			65

Year One -Semester Two			
Codes	Courses	Status	Credits

ACEC 101	Financial Accounting II	Core	9
RMEC 200	Business Research I	Core	9
DSEC 100	Development Studies	Core	9
ECO 124	Project Planning and Management	Core	9
QMEC 101	Statistics	Core	9
Optional Course			
BSEC 103	Principles of Management and Practice	Optional	9
Total minimum credits for the semester			54

Year Two Semester One			
Codes	Courses	Status	Credits
ECO 211	Intermediate Microeconomic Analysis I	Core	9
ECO 212	Intermediate Macroeconomic Analysis I	Core	9
ECO 214	Econometrics I	Core	9
ECO 215	Development Economics I	Core	9
QMEC 201	Quantitative Method I	Core	9
Optional Course			
LAWEC 150	Business Law	Optional	9
Total Minimum Credits for the Semester			54

Year Two Semester Two			
Codes	Courses	Status	Credits
ECO 221	Intermediate Microeconomic Analysis II	Core	9
ECO 222	Intermediate Macroeconomic Analysis II	Core	9
ECO 224	Econometrics II	Core	9
ECO 225	Development Economics II	Core	9
FPEC 300	Field Practical Training	Core	18
QMEC 202	Quantitative Methods II	Core	8
Optional Course			

PHEC 250	Social Ethics	Optional	8
Total minimum credits for the semester			70

Year Three Semester One			
Codes	Courses	Status	Credits
ECO 311	Economic Policy, Planning and Programming I	Core	9
ECO 312	Money, Banking and Financial Development	Core	9
ECO 313	Public Finance I	Core	9
ECO 314	International Economics I	Core	9
ECO 315	Applied Quantitative Methods and Econometrics I	Core	9
Optional Courses			
ECO 319	Agricultural Economics I	Optional	8
ECO 320	Agricultural and Industrial Products	Optional	8
Total Minimum Credits for the Semester		53	

Year Three Semester Two			
Codes	Courses	Status	Credits
RPEC 300	Business Research Paper	Core	11
ECO 321	Economic Policy, Planning and Programming II	Core	9
ECO 322	Monetary Economics	Core	9
ECO 323	Public Finance II	Core	9
ECO 324	International Economics II	Core	9
ECO 325	Applied Quantitative Methods and Econometrics II	Core	9
Optional Courses			
ECO 319	Industrial and Economics I	Optional	8
ECO 327	Agricultural and Production Economics I	Option	9

		al	
Total minimum credits required per semester			64

7.2.3 Bachelor of Arts in Education with Religious Studies

In today's world of religious pluralism and widely incompatible views of spirituality, it is ever more indispensable to raise a human generation well-informed about the diverse religious world around them and their own beliefs. Following this fact, the Bachelor of Arts in Education with Religious Studies (BAERS) at Jordan University College is uniquely positioned to prepare students for thoughtful, religious education and Christian engagement suitable in the 21st century world through an extensive range of courses in education and philosophy foundation, Biblical Studies and Christian theology, practical ministry and other aspects of religious thought and educational practice.

This program is conceived from the shortage of religious education in many secondary schools and institutes of higher learning, especially in Tanzania and in Africa at large. It is a program carefully designed to give students an opportunity to prepare themselves as competent teachers for religious education in the particular areas mentioned above and to help them develop and grow intellectually, personally, and spiritually as they seek to follow God's call in their lives. It is, thus, a program well-prepared for the ongoing quest of not only the education of competent teachers of religion classes but also of secular ones and the formation of leaders who will contribute for a change in the world. In this program, each student is required to successfully accumulate a minimum of 360 credits. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
EGRS 100	Basic English I	Core	8
EGRS 101	Communication Skills I	Core	8
PHRS 101	Introduction to Philosophy	Core	6
PSRS 150	Introduction to Educational Psychology	Core	8
THRS 102	Introduction to Theology & Vatican II	Core	6
THRS 104	Fundamental Moral Theology I	Core	6

Minor Subjects (compulsory 2 courses per teaching subject)			
EGRS 105	English Phonemics and orthographic Systems	Elective	8
HIRS 101	Basic Concepts and Perspectives in Historical Scholarship	Elective	8
HIRS 102	Survey of the World History up to ca. 1500 AD	Elective	8
LNRS 100	Introduction to linguistic Structure	Elective	8
SWRS 100	Historia Fupi ya Kiswahili Uhakiki	Elective	8
SWRS 101	Utangulizi wa Isimu na Muundo wa Kiswahili I	Elective	8
Optional Courses			
RST 100	African Traditional Religions	Optional	6
Total Minimum Credits for the Semester			58

Year One Semester Two			
Codes	Courses	Status	Credits
EDRS 100	Philosophical Principles of Education	Core	8
EDRS 101	Subject Teaching Methods	Core	8
EGRS 102	Basic English II	Core	8
EGRS 103	Communication Skills II	Core	8
RST 102	Foundation of Spiritual Life	Core	6
THRS 111	Fundamental Catechetic	Core	6
TPRS 100	Teaching Practice I	Core	18
Minor Subjects (compulsory 2 courses per teaching subject)			

HIRS 103	Capitalism and Imperialism in World History	Elective	8
HIRS 105	History of Tanzania	Elective	8
LNRS 102	General Phonetics	Elective	8
LNRS 101	Social and Biological Aspects Language	Elective	8
SWRS 102	Nadharia ya uhakiki na mendeleo ya fasihi ya kiswahili	Elective	8
SWRS 103	Utangulizi wa Isimu na Muundo wa Kiswahili II	Elective	8
Optional Courses			
CSRS 100	Introduction to ICT	Optional	6
RST 100	Christianity in Africa	Optional	6
Total Minimum Credits for the Semester			78

Year Two Semester One			
Codes	Courses	Status	Credits
EDRS 200	Educational Measurement and Evaluation	Core	8
RMRS 200	Research Methods	Core	8
RST 200	General Introduction to the Bible	Core	6
THRS 103	Revelation & Faith	Core	8
THRS 106	Early Church History	Core	6
Minor Subjects (compulsory 2 courses per teaching subject)			
EGRS 201	Intonation in English	Elective	8

HIRS 201	History of East Africa	Elective	8
HIRS 202	History of West Africa	Elective	8
LNRS 200	Linguistic Theories	Elective	8
SWRS 200	Riwayaya Kiswahili	Elective	8
SWRS 201	Fonologiaya Kiswahili	Elective	8
Optional Courses			
FRRS 200	French I	Optional	6
Total Minimum Credits for the Semester		52	

Year Two Semester Two			
Codes	Courses	Status	Credits
EDRS 201	Pedagogy	Core	8
PSRS 250	Guidance and Counselling	Core	8
RST 202	History of Religions	Core	6
THRS 112	History & Theology of Liturgy	Core	8
THRS 113	Church in the Middle Ages	Core	6
TPRS 200	Teaching Practice II	Core	18
Minor Subjects (compulsory 2 courses per teaching subject)			
EGRS 202	English Structure	Elective	8
HIRS 203	History of Central Africa	Elective	8
HIRS 204	Principles and Basic Concepts in Archaeology	Elective	8

LNRS 201	Morphology	Elective	8
SWRS 202	Mofologiaya Kiswahili	Elective	8
SWRS 203	Tamthiliya Kiswahili	Elective	8
Optional Courses			
FRRS 201	French II	Optional	6
Total Minimum Credits for the Semester			70

Year Three Semester One			
Codes	Courses	Status	Credits
EDRS 300	Curriculum Development and Evaluation	Core	8
EDRS 301	Educational Media and Technology	Core	8
RST 300	Islam in Africa	Core	6
SORS 300	Sociology of Education	Core	8
THRS 201	Theological Anthropology I (Creation & Sin)	Core	8
THRS 306	History of Spirituality	Core	6
Optional Courses (Minor Subjects are Optional in Third Year)			
HIRS 301	Themes in African History	Optional	8
HIRS 302	Post-independence and Revolution Movements	Optional	8
LNRS 300	Current Trends in Theoretical Linguistics	Optional	8
LNRS 301	Historical and Comparative Linguistics	Optional	8

RFRS 300	French III	Optional	8
SWRS 300	Sintaksia ya Kiswahili	Optional	8
SWRS 301	Ushairiwa Kiswahili	Optional	8
Total Minimum Credits for the Semester			44

Year Three Semester Two			
Codes	Courses	Status	Credits
EDRS 302	Management of Education and School Administration	Core	8
PHRS 350	Social Ethics	Core	6
RPRS 300	Research Paper	Core	20
RST 306	Comparative Religion	Core	8
THRS 210	Theological Anthropology II (Grace)	Core	8
THRS 315	Dialogue Between Culture & Religions	Core	8
Optional Courses (Minor Subjects are Optional in Third Year)			
HIRS 303	History of South Africa	Optional	8
HIRS 304	Philosophies and Methodologies of History	Optional	8
LNRS 302	Sociolinguistics	Optional	8
LNRS 303	Linguistics and Language Teaching	Optional	8
RFRS 301	French IV	Optional	8
SWRS 302	Semantiki na Pragmatiki	Optional	8
SWRS 303	Fasihi Simulizi	Optional	8

Total Minimum Credits for the Semester	58
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Subject Teaching Methods			
Code	Course Name	Status	Credit
EDHIS 101	History Teaching Methods	Core	8
EDRSLIN 100	English Teaching Methods	Core	8
EDSWA 101	Kiswahili Teaching Methods	Core	8

7.2.4 Bachelor of Arts in Philosophy

The aim of the program is to provide a good opportunity, facilities and environment to the student interested in studying philosophy at university level. The program will give the student an opportunity to study among other things, the origin of Philosophy, the different Philosophical schools of thought, the major themes, issues and concepts addressed by Philosophy, key philosophers throughout the centuries, the contribution of Philosophy in human life and progress, issues of societal organization, moral or ethical, political, human rights and development issues, and issues related to human dignity and respect, duty and responsibility, human knowledge and science, our origin and destiny, God and the universe, etc. In this program, each student is required to successfully accumulate a minimum of 404 credits. These credits include: 362 credits of core courses and 42 credits of elective courses. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
HIPH 102	Survey of the World History up to ca. 1500	Core	7
PHI 100	Introduction to Philosophy	Core	7
PHI 101	Logic I	Core	7
PHI 102	Philosophy of Nature	Core	9
PHI 103	History of Ancient Philosophy	Core	9
PHS 100	Plato, Symposium	Core	7

PHS 101	Aristotle, Nicomachean Ethics	Core	7
PSPH 100	Introduction to Psychology I	Core	7
Optional Courses (1 Minimum Elective)			
PHI 107	African Philosophy and Culture	Elective	7
RSPH 200	General Introduction to the Bible	Elective	7
Total Minimum Credits for the Semester			67

Year One Semester Two			
Codes	Courses	Status	Credits
LAT 100	Latin I	Core	7
PHI 104	Introduction to Epistemology	Core	9
PHI 105	Philosophical Anthropology	Core	9
PHI 106	History of Mediaeval Philosophy	Core	9
PHS 102	Augustine, The Concept of True Religion	Core	7
PHS 103	Entity and Essence	Core	7
RMPH 100	Introduction to Scientific Methods	Core	7
Optional Courses (2 Minimum Electives)			
CSPH 100	Introduction to ICT	Elective	7
RSPH 102	Foundation of Spiritual Life	Elective	7
SOPH 104	Cultural Anthropology	Elective	7
Total Minimum Credits for the Semester			69

Year Two Semester One			
Codes	Courses	Status	Credits
PHI 200	Metaphysics	Core	9

PHI 201	Moral Philosophy I	Core	9
PHI 202	History of Modern Philosophy	Core	9
PHI 203	Philosophy of Religion	Core	9
PHI 204	History of African Philosophy	Core	7
PHI 205	Arts and Society	Core	7
PHS 200	Kant Enlightenment	Core	7
Optional Courses			
RFPH 200	French I	Elective	7
Total Minimum Credits for the Semester			64

Year Two Semester Two			
Codes	Courses	Status	Credits
EDPH 201	Pedagogy	Core	7
PHI 206	Christian Natural Theology	Core	7
PHI 207	Applied Ethics	Core	7
PHI 208	History of Modern Philosophy II	Core	7
PHI 209	Political Philosophy	Core	7
PHI 210	Philosophy and African Religion	Core	7
PHS 201	Hegel, Phenomenology of Spirit	Core	7
PHS 202	Joseph Ratzinger, Without Roots	Core	7
RSPH 202	History of Religions	Core	7
Optional Courses			
RFPH 201	French II	Elective	7
Total Minimum Credits for the Semester			70

Year Three Semester One			
Codes	Courses	Status	Credits
PHI 300	Philosophy and Wisdom in Ancient Thought	Core	7
PHI 301	Logic II	Core	7
PHI 302	Philosophical Anthropology II	Core	7
PHI 303	African Thought and Western Philosophy	Core	7
PHI 308	African Political Philosophy	Core	7
PHS 300	Plato, Timaeus	Core	7

PHS 301	Augustine, De civitate Dei	Core	7
PHS 302	Thomas Aquinas, Summa contra Gentiles	Core	7
Total Minimum Credits for the Semester			56

Year Three Semester Two			
Codes	Courses	Status	Credits
PHES 300	Philosophy Long Paper/Essay	Core	7
PHI 304	Moral Philosophy II	Core	7
PHI 305	History of Aesthetic Theories	Core	7
PHI 306	History of Contemporary Philosophy	Core	9
PHI 307	Christianity and Philosophy	Core	7
PHS 303	Aristotle, Metaphysics	Core	7
PHS 304	Kant, Critique of Pure Reason	Core	7
Optional Courses			
LAT 300	Philosophical Latin	Elective	7
Total Minimum Credits for the Semester			78
Grand Total Minimum Credits for a Student to complete the Program			404

7.2.5 Bachelor of Arts in Theology

In order to carry out its mission effectively, the Church needs to train her ministers in spiritual, intellectual, pastoral and all-round human formation. Therefore, the Church considers it as its duty as well as its proper and exclusive right to shape and nurture those who are designated for the sacred ministries (cf. Canon 232, OT 2-4).

The program of theology offered by this College is planned and executed according to the Ratio Studiorum of the Congregation for Catholic Education with its subsequent revision as well as the pertinent norms issued by the same Congregation, the East African Bishops' Conference (AMECEA), and the Tanzanian Episcopal Conference (TEC). In this program, each student is required to successfully accumulate a minimum of 496 credits. These credits include: 460 credits of core courses Academic committee ---- and 36 credits of Optional courses. The programme consists of the following courses

Year One Semester One			
Codes	Courses	Status	Credits
GRE 100	Biblical Greek	Core	6
THE 100	Introduction to the New Testament	Core	6
THE 101	Synoptic Gospels & Acts	Core	10.5
THE 102	Introduction to Theology & Vatican II	Core	6
THE 103	Revelation & Faith	Core	7.5
THE 104	Fundamental Moral Theology I	Core	7.5
THE 105	Celebration of Ministries & Liturgy of Hours	Core	6
THE 106	Early Church History	Core	6
THE 107	Church Law- General Introduction	Core	6
Total Minimum Credits for the Semester			61.5

Year One Semester Two			
Codes	Course	Status	Credits
HEB 100	Biblical Hebrew	Core	6
RMTH 100	Methodology	Core	6
THE 108	Pentateuch & Historical Books- Introd.to OT	Core	9
THE 109	Doctrine of God & Triune God	Core	7.5
THE 110	Fundamental Moral Theology II	Core	6
THE 111	Fundamental Catechetics	Core	6
THE 112	History & Theology of Liturgy	Core	7.5
THE 113	Church in the Middle Ages	Core	6
Optional Courses			
THO 100	Elective	Optional	6
THS 100	Seminar	Optional	6
Total Minimum Credits for the Semester			66

Year Two Semester One			
Codes	Courses	Status	Credits
THE 200	Pauline Literature	Core	9
THE 201	Theological Anthropology (Creation	Core	7.5

	& Sin)		
THE 202	Sexual Ethics & Christian Marriage	Core	7.5
THE 203	Pastoral Theology-General Introduction	Core	6
THE 204	Liturgical Time & Seasons	Core	7.5
THE 205	Church in the Age of Reform	Core	6
THE 206	Church Law-People of God	Core	7.5
Optional Courses			
THO 200	Elective	Optional	6
THS 200	Seminar	Optional	6
Total Minimum Credits for the Semester			63

Year Two Semester Two			
Codes	Courses	Status	Credits
THE 207	Johannine Literature	Core	7.5
THE 208	Psalms & Wisdom Literature	Core	7.5
THE 209	Christology	Core	9
THE 210	Theological Anthropology II	Core	7.5
THE 211	Christian Social Teaching	Core	7.5
THE 212	Anthropology of Mission	Core	6
THE 213	Church in Modern Period	Core	6
Optional Courses			
THO 201	Elective	Optional	6
THS 202	Seminar	Optional	6
Total Minimum Credits for the Semester			63

Year Three Semester One			
Codes	Courses	Status	Credits
THE 300	Prophetic Literature	Core	9
THE 301	Ecclesiology & Mariology	Core	10.5
THE 302	Mission of Holy Spirit (Pneumatology)	Core	9
THE 303	Sacramentology (General)	Core	9
THE 304	Patrology	Core	9
THE 305	Church Law-Sacrament	Core	7.5

THE 306	History of Spirituality	Core	6
Total Minimum Credits for the Semester			60

Year Three Semester Two			
Codes	Courses	Status	Credits
THE 307	Apocalyptic literature	Core	6
THE 308	The Epistles: Peters, James, Jude, & Hebrews	Core	6
THE 309	Ecumenism	Core	6
THE 310	Eschatology	Core	6
THE 311	Sacramentology (Specific)	Core	7.5
THE 312	Special Topics in Moral Theology (Bioethics)	Core	7.5
THE 313	African Church History	Core	6
THE 314	Church Law- Marriage	Core	7.5
THE 315	Dialogue Between Culture & Religions	Core	7.5
Optional Courses			
AFTH 211	Enculturation in Africa	Optional	6
PHCE 300	Compressive	Optional	6
Total Minimum Credits for the Semester			60

Year Four Semester One			
Codes	Courses	Status	Credits
ACTH 350	Accounting and Bookkeeping	Core	7.5
PSTH 400	Humanistic Christian Counseling	Core	7.5
PSTH 400	Psychology of Human Development & Pastoral Psychology	Core	7.5
RSTH 300	Islam in Africa	Core	7.5
THE 400	Community: Pastoral Praxis & Pastoral Agents	Core	6
THE 401	Homiletics	Core	6
THE 402	Pastoral Liturgy- Sacraments in Practice	Core	6
THES 400	Theology Long Paper Writing	Core	6

Optional Courses			
AFS 303	Spirituality, Personhood & Psychotherapy in an African Context	Optional	6
Total Minimum Credits for the Semester			60

Year Four Semester Two			
Codes	Courses	Status	Credits
RSTH 306	Comparative Religion	Core	6
THCE 400	Theology Comprehensive Exam	Core	16
THE 403	Parish Ministry & Office Administration	Core	6
THE 404	Church Law on Administration	Core	6
THE 405	Priestly Spirituality	Core	6
THES 401	Theology Long Paper	Core	27
Total Minimum Credits for the Semester			67
Grand Total Minimum Credits to complete the program			496

7.2.6 Bachelor of Arts with Education

The Bachelor of Arts with Education offered by JUCo opens up a number of opportunities for students. These students will be able to teach competently any two subjects. However, one of the two subjects will be taken as a major subject while the other one will be taken as a minor subject. The major subject is the one on which each student will capitalize and in his/her third year he/she will have to write a Research Paper. Minimum requirements for graduation is 360credits

KEY:

- Core Courses are compulsory for all.
- A student shall take a combination of two teaching subject courses i.e. Major subject and Minor subject. The teaching subjects offered are: English, History, Geography, Kiswahili, Mathematics, Economics and Literature.
- Minimum requirements for graduation are 360 credits i.e. Educational Foundations courses, Major Subject courses and Minor Subject courses.

- Option courses are neither core nor elective. They are additional to the 360 credits which are the requirements for graduation.

Year One Semester Two			
Codes	Courses	Status	Credits
EGED 102	Basic English II	Core	8
EDU 100	Philosophical Principles of Education	Core	8
EDU 101	Subject Teaching Method	Core	8
	Major 2 nd semester 2 courses (YEAR I)	Core	16
	Minor 2 nd semester 2 courses (YEAR I)	Core	16
	Subject Teaching Methods	Electives	8
TPED 100	Teaching Practice I	Core	18
Optional Courses			
CSED 100	Introduction to ICT	Optional	6
EGED 103	Communication Skills II	Core	8
-Total Minimum Credits for the Semester			82

Year Two Semester One			
Codes	Courses	Status	Credits
EDU 200	Educational Measurement and Evaluation	Core	8
RMED 200	Research Methods	Core	8
ENG 200	English Language Practice	Core	8
RFRED 200	French I	Optional	6

Year One Semester One			
Codes	Courses	Status	Credits
PHED 101	Introduction to Philosophy	Core	6
PSED 150	Introduction to Educational Psychology	Core	8
EGED 100	Basic English I	Core	8
EGED 101	Communication Skills I	Core	8
	Major 1 st semester 2 courses (YEAR I)	Core	16
	Minor 1 st semester 2 courses (YEAR I)	Core	16
Total Minimum Credits for the Semester			62

	Major 1 st semester 2 courses (YEAR II)	Core	16
	Minor 1 st semester 2 courses (YEAR II)	Core	16
Total Minimum Credits for the Semester			56

Year Two Semester Two			
Codes	Courses	Status	Credits
PSED 250	Guidance and Counselling	Core	8
EDU 201	Pedagogy	Core	8
RFED 201	French II	Optional	6
	Major 2 nd semester 2 courses (YEAR II)	Core	16
	Minor 2 nd semester 2 courses (YEAR II)	Core	16
TPED 200	Teaching Practice II	Core	18
Total Minimum Credits for the Semester			66

Year Three Semester One			
Codes	Courses	Status	Credits
EDU 300	Curriculum Development and Evaluation	Core	8
SOED 300	Sociology of Education	Core	8
EDU 301	Education media and Technology	Core	8
	Major 1 st semester 2 courses (YEAR III)	Core	16
Optional Courses			
	Minor 1 st semester 2 courses (YEAR III)	Optional	16
RFED 300	French III	Optional	6
Total Minimum Credits for the Semester			40

Year Three Semester Two			
Codes	Courses	Status	Credits
DSED 300	Development Studies	Core	7
PHED 350	Social Ethics	Core	6
EDU 302	Management of Education and School Administration	Core	8
	Major 2 nd semester 2 courses (YEAR III)	Core	16
RPED 300	Research Paper	Core	17
Optional Courses			
	Minor 2 nd semester 2 courses (YEAR III)	Optional	16
RFED 301	French IV	Optional	6
Total Minimum Credits for the Semester			54

List of Subject Teaching Methods Courses			
Code	Course Name	Status	Credit
EDHIS 101	History Teaching Methods	Elective	8
EDENG 101	English Teaching Methods	Elective	8
EDSWA 101	Kiswahili Teaching Methods	Elective	8
EDGE0 101	Geography Teaching Methods	Elective	8
EDECO 101	Economics Teaching Methods	Elective	8
EDMAT 101	Mathematics Teaching Methods	Elective	8

TEACHING SUBJECTS

ENGLISH		
YEAR I		CREDITS
LIN 100	Introduction to linguistic Structure	8
ENG 105	English Phonemics and orthographic Systems	8
LIN 101	Social and Biological Aspects Language	8
LIN 102	General Phonetics	8
YEAR II		
ENG 201	Intonation in English	8

LIN 201	Morphology	8
ENG 202	English Structure	8
YEAR III		
LIN 300	Current Trends in Theoretical Linguistics	8
LIN 301	Historical and Comparative Linguistics	8
LIN 302	Sociolinguistics	8
LIN 303	Linguistics and Language Teaching	8

LITERATURE		
YEAR I		CREDITS
LIT 100	Introduction to Literary Theories	8
LIT 101	Introduction to Literary Devices	8
LIT 102	African Literature	8
LIT 103	Tanzanian Literature in English	8
YEAR II		
LIT 200	Language and Literature	8
LIT 201	Drama	8
LIT 202	Modern Literary Theory	8
LIT 203	The Rise of the Novel	8
YEAR III		
LIT 300	African Women Writers	8
LIT 301	Poetry	8
LIT 302	Professional Communication	8
LIT 303	African American Literature	8

KISWAHILI		
YEAR I		CREDITS
SWA 100	Historia Fupi ya Kiswahili Uhakiki	8
SWA 101	Utangulizi wa Isimu na Muundo wa Kiswahili I	8
SWA 102	Nadharia ya uhakiki na mendeleo ya fasihi ya kiswahili	8
SWA 103	Utangulizi wa Isimu na Muundo wa Kiswahili II	8
YEAR II		
SWA 200	Riwaya ya Kiswahili	8

SWA 201	Fonologia ya Kiswahili	8
SWA 202	Mofologia ya Kiswahili	8
SWA 203	Tamthiliya ya Kiswahili	8
YEAR III		
SWA 300	Sintaksia ya Kiswahili	8
SWA 301	Ushairi wa Kiswahili	8
SWA 302	Semantiki na Pragmatiki	8
SWA 303	Fasihi Simulizi	8

HISTORY		
YEAR I		CREDITS
HIS 101	Basic Concepts and Perspectives in Historical Scholarship	8
HIS 102	Survey of the World History up to ca. 1500 AD	8
HIS 103	Capitalism and Imperialism in World History	8
HIS 105	History of Tanzania	8
YEAR II		
HIS 201	History of East Africa	8
HIS 202	History of West Africa	8
HIS 203	History of Central Africa	8
HIS 204	Principles and Basic Concepts in Archeology	8
YEAR III		
HIS 301	Themes in African History	8
HIS 302	Post-independence and Revolution Movements	8
HIS 303	History of South Africa	8
HIS 304	Philosophies and Methodologies of History	8

GEOGRAPHY		
YEAR		CREDITS
GEO 100	Introduction to physical Geography	8
GEO 101	Climatology	8
GEO 102	Spatial organization	8
GEO 103	Surveying and Mapping Science	8
YEAR II		

GEO 200	Population Studies	8
GEO 201	Research Methods in Geography	8
GEO 202	Environmental Education and Conservation	8
GEO 203	Quantitative Methods in Geography	8
YEAR III		
GEO 300	Population and Development	8
GEO 301	Economic Development and Globalization	8
GEO 302	Introduction to Remote Sensing and GIS	8
GEO 303	Natural Resources Management	8

MATHS		
YEAR I		CREDITS
MAT 100	Foundations of Analysis	8
MAT 101	Linear Algebra	8
MAT 102	Ordinary differential Equation	8
MAT 103	Numerical Analysis I	8
YEAR II		
MAT 200	Analysis I: Functions of a Single Variable	8
MAT 201	Linear Programming	8
MAT 202	Linear Algebra	8
MAT 203	Analysis II: Functions of Several Variables	8
YEAR III		
MAT 300	Analysis III: Complex Analysis I	8
MAT 301	Mathematical Statistics	8
MAT 302	Abstract Algebra	8
MAT 303	Functional Analysis	8

ECONOMICS		
YEAR I		CREDITS
ECED 100	Introduction to Microeconomics I	11
ECED 112	Introductory Macroeconomic Analysis I	11
ECED 101	Economics Teaching Methods-Added	8
ECED 124	Project Planning and Management	9
YEAR II		
ECED 211	Intermediate Microeconomic Analysis I	11
ECED 212	Intermediate Macroeconomic Analysis I	11

ECED 221	Intermediate Microeconomic Analysis II	11
ECED 222	Intermediate Macroeconomic Analysis II	11
YEAR III		
ECED 311	Economic Policy, Planning and Programming I	9
ECED 214	Econometrics I	9
ECED 321	Economic Policy, Planning and Programming II	9
ECED 224	Econometrics II	9

7.2.7 Bachelor of Business Administration

The program focuses on training of managers, both the practicing managers with some experience at managerial position and those aspiring to manage and lead businesses in a globalized world. Participants will acquire knowledge and skills in a practical and experiential learning environment. Lectures, seminars, case studies, reports presentations and guest speakers will form part of the delivery process. Students will acquire an in-depth knowledge of all the functional areas of business in the two taught parts of their training. Students will further write a thesis that analyses a company problem that has strategic importance. Subsequently students will be required to write their theses that demonstrate their ability to apply theoretical foundations in studying a company problem that has strategic importance. The programme has three specializations, namely: i. Entrepreneurship (E); ii. Marketing (M); iii. Procurement (P). In this program, each student is required to successfully accumulate a minimum of 367 credits. These credits include: 361 credits of core courses, 6 credits of Optional courses. The programme consists of the following courses:

Year One Semester One			Credits		
Codes	Courses	Status	Specialization		
			E	M	P
ACBA 100	Introduction to Financial Accounting	Core	11	11	11
BUS 100	Introduction to Marketing	Core	11	11	11
CSBA 100	Introduction to ICT	Core	6	6	6
ECBA 100	Introduction to Microeconomics I	Core	11	11	11

EGBA 101	Communication Skills I	Core	8	8	8
PHBA 101	Logic	Core	6	6	6
QMBA 100	Business Mathematics	Core	8	8	8
Total Minimum Credits for the Semester			60	60	60
Year One Semester Two			Credits		
			Specialization		
Codes	Courses	Status	E	M	P
BUS 102	Entrepreneurship Theory and Practice	Core	11	11	
BUS 103	Principles of Management and Practice	Core	11	11	11
CSBA 101	Micro Computing and Management Information System	Core	8	8	8
DSBA 100	Development Studies	Core	7	7	7
EGBA 1004	Business Communication Skills	Core	8	8	8
LWABA 150	Business Law	Core	8	8	8
PSM 100	Introduction to Procurement and Chain Management	Core			11
QMBA 101	Statistics	Core	8	8	8
Total Minimum Credits for the Semester			61	61	61
Year Two Semester One			Credits		
Code	Courses	Status	E	M	P
ACBA 200	Cost & Financial Management Accounting	Core	11	11	11
BUS 201	Marketing for Small Entrepreneurship	Core	11	11	
BUS 202	Model of Business Growth	Core	11	11	
PSM 200	Procurement Principles and management	Core			11
PSM 201	Legal Aspects of Procurement	Core			11
PSM 202	Procurement and Stock Auditing	Core			11
PSM 203	Procurement Contracts	Core			11
QMS 200	Quantitative Methods for decision Making	Core	11	11	11

Optional Courses (Minimum 1)					
BUS 200	Business Planning and Development	Elective	6	6	6
LWOBA 201	Banking & Negotiable Instrument Law	Elective	6	6	6
Total Minimum Credits for the Semester			50	50	72
			Credits		
Year Two Semester Two			Specialization		
Core	Courses	Status	E	M	P
ACBA 201	Corporate Finance	Core	11	11	11
BUS 203	Physical Distribution Management	Core	11	11	11
PHBA 250	Social Ethics	Core	6	6	6
PSM 204	Public Procurement	Core			11
PSM 205	Inventory Management and Control	Core	11		11
PSM 206	Warehouse Management	Core		11	11
Total Minimum Credits for the Semester			50	61	61

Year Three Semester One			Credits		
			Specialization		
Codes	Courses	Status	E	M	P
FPBA 300	Practical Field Training	Core	38	38	38
RPBA 300	Business Research	Core	22	22	22
Total Minimum Credits for the Semester			60	60	60
Year Three Semester Two					
Codes	Courses	Status	E	M	P
BUS 300	International Marketing	Core		11	
BUS 301	Strategic Marketing	Core		11	
BUS 302	Marketing Application Packages	Core		11	
BUS 303	Small Business management & Entrepreneurship	Core	11		
BUS 304	Promoting Enterprise	Core	11		
BUS 305	Total Quality Management	Core	11		
BUS 306	Operational Management	Core			8

BUS 307	Sales Management	Core		11	
BUS 309	Procurement & Supply Risk Management	Core			11
CSBA 300	Information Technology Management	Core	8		
DSBA 300	International Corporation and Development	Core	11	11	
PSM 300	Domestic & International Procurement	Core			11
PSM 301	Strategic Procurement & Logistic Management	Core			11
SOBA 206	Sociology of Human Resources Management	Core	11	11	11
Total Minimum Credits for the Semester			63	66	52
Grand Total Minimum Credits to complete the Program			367	367	367

7.2.8 Bachelor of Laws (LLB)

The Bachelor of Laws blends public and private laws to meet the emerging demand for lawyers. Graduates will be able to handle various legal matters including but not limited to conflict resolution, lawyering, Company Secretary, Administrators, in house Lawyers and legal officers. This is a four-year program, divided into eight semesters of 17 weeks each. After completing three years of the program the students are required to do six weeks of field practical training. In this program, each student is required to successfully accumulate a minimum of 424 credits. These include: 380 credits of core courses, 44 credits of Elective courses. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
CSLW 100	Computer Skills I	Core	6
EGLW 100	Communication Skills I	Core	8
LAW 100	Legal Systems and Constitutional law of East Africa	Core	8
LAW 101	Law of Contracts I	Core	8
LAW 102	Criminal Law and Procedure I	Core	8

LAW 103	Legal Method I	Core	8
PHLW 101	Logic	Core	6
Optional Courses			
LAW 104	Human Rights Law	Elective	8
Total Minimum Credits for the Semester			60

Year One Semester Two			
Codes	Courses	Core	Credits
DSLW 100	Development Studies	Core	7
EGLW 102	Communication Skills II	Core	8
LAW 105	Legal Systems and Constitutional Law of East African II	Core	8
Law 106	Law of Contracts II	Core	8
LAW 107	Criminal Law and Procedure II	Core	8
LAW 108	Legal Method II	Core	8
LAW 109	Moot Court & Advocacy Skills I	Core	8
LAW 110	Communication Skills for Lawyers	Core	8
Total Minimum Credits for the Semester			63

Year Two Semester One			
Codes	Courses	Status	Credits
LAW 200	Administrative Law I	Core	8
LAW 201	Land Law I	Core	8
LAW 202	Law of Torts I	Core	8
LAW 203	Legal Drafting & Writing Skills I	Core	8
LAW 204	Law of Evidence I	Core	8
LAW 205	Moot Court & Advocacy Skills II	Core	8
LAW 206	Business Association Law	Core	8
Optional Courses (Minimum 1)			
OLW 200	Intellectual Property Law	Elective	6
OLW 202	ICT Law	Elective	6
Total Minimum Credits for the Semester			62

Year Two Semester Two			
Codes	Courses	Status	Credits

LAW 207	Administrative LAW II	Core	8
LAW 208	Land Law and Conveyancing	Core	8
LAW 209	Law of Torts II	Core	8
LAW 2010	Legal Drafting & Writing Skills II	Core	8
LAW 211	Law of Evidence II	Core	8
Law 212	Moot Court & Advocacy Skills III	Core	8
Optional Courses (Minimum 1)			
OLW 201	Banking & Negotiable Instruments Law	Elective	6
OLW 202	Local Government Law	Elective	6
Total Minimum Credits for the Semester			54

Year Three Semester One			
Codes	Courses	Status	Credits
LAW 300	Jurisprudence I	Core	8
LAW 301	Family Law	Core	8
LAW 302	Private International Law	Core	8
LAW 303	Civil Procedure I	Core	8
LAW 304	Legal Writing and Drafting III	Core	8
LAW 305	Moot Court & Advocacy Skills IV	Core	8
LAW 306	Labor Law	Core	8
Optional Courses (Minimum 1)			
OLW 303	Mining and Natural Resources	Elective	6
OLW 405	Environmental Law	Elective	6
Total Minimum Credits for the Semester			70

Year Three Semester Two			
Codes	Courses	Status	Credits
FPLW 300	Practical Field Training	Core	18
LAW 307	Jurisprudence II	Core	8
LAW 308	Legal Research	Core	8
LAW 309	Civil Procedure II	Core	8
LAW 310	Moot Court & Advocacy Skills V	Core	8
LAW 311	Probate & Administrative of Estate and Succession Law	Core	8

Optional Courses (Minimum 1)			
OLW 301	Insurance Law	Elective	6
OLW 302	Law of the Sea and Piracy	Elective	6
Total Minimum Credits for the Semester			64

Year Four Semester One			
Codes	Courses	Status	Credits
ACLW 350	Accounting and Bookkeeping	Core	6
LAW 401	Alternative Disputes Resolution	Core	6
LAW 402	Legal Ethics	Core	8
LAW 404	Public International Law	Core	8
Optional Courses (Minimum 1)			
OLW 400	International Trade and Finance Law	Elective	6
OLW401	Regulatory Authorities law	Elective	6
LAW 400	Tax Law I	Elective	
Total Minimum Credits for the Semester			40

Year Four Semester Two			
Codes	Courses	Status	Credits
LWCE 400	Oral Comprehensive Exam	Core	16
RPLW 400	Legal Research Paper	Core	27
Optional Courses (Minimum 2)			
OLW 403	Capital Markets and Securities Law	Elective	6
OLW 404	Competition and Consumer Protection Law	Elective	6
Total Minimum Credits for the Semester			49
Grand Total Minimum Credit to complete the Program			

7.2.9 Bachelor of Library, Records and Information Management

Program blends both knowledge and skills in this arena to meet the emerging demand for the professionals in our society. Graduates will be able to look for employment opportunities in information centers in both private and public

Libraries, Records and Archival centers. They will also Develop self-employment attitude by introducing the information centers and offer information services to diverse community.

In this program, each student is required to successfully accumulate a minimum of 478 credits. These credits include: 406 credits of core courses and 72 credits of Optional courses. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
ENG 101	Communication Skills I	Core	8
ICT 100	Introduction to ICT	Core	8
IMIF 100	Information Management and Use	Core	8
INFO	Research Information Sources and Reference Service	Core	9
INF 101	Theories in Cataloguing	Core	9
INF 102	Principles and Practices of Records and Archive Management I	Core	9
INF 103	Information Storage and Retrieval	Core	9
INF 104	Practical in Cataloguing	Core	9
Optional Courses			
INFO 105	Office Procedures and Management Practice I	Optional	8
Total Minimum Credits for the Semester			77

Year One Semester Two			
Codes	Courses	Status	Credits
ENG 103	Communication Skills II	Core	8
FPT 100	Field Practical Training I	Core	18
ICT 101	Application of ICT to Library, Records and Archive Management	Core	8
INF 106	Theories in Classification	Core	9
INF 107	Electronic Records Management	Core	9
INF 108	Hospital Records Management	Core	9

QMS 101	Statistics	Core	8
Total Minimum Credits for the Semester			78

Year Two Semester One			
Codes	Courses	Status	Credits
INF 200	Land Records Management	Core	9
INF 201	Research Methods for Information Professionals	Core	9
INF 202	Archives Management	Core	9
INF 203	Legal Records Management	Core	9
INF 204	Information Literacy	Core	9
INF 205	Web Design	Core	9
INF 206	Preservation and Restoration of Records	Core	9
Optional Courses			
INF 207	Information and Society	Optional	8
INF 208	Management of Registry	Optional	8
Total Minimum Credits for the Semester			79

Year Two Semester Two			
Codes	Courses	Status	Credits
FPT 200	Field Practice Training II	Core	18
INF 209	Financial Records Management	Core	9
INF 210	Planning & Management of Information Centres	Core	9
INF 211	Marketing of Information Products and Services	Core	9
INF 212	Database Management for Library and Information Organization	Core	9
INF 213	Management of Museums	Core	9
Optional Courses (Minimum 1)			
INF 214	Entrepreneurship Skills	Optional	8
INF 215	Office Procedure Management and Practice II	Optional	8
Total Minimum Credits for the Semester			79

Year Three Semester One			
Codes	Courses	Status	Credits
DST 301	Development Studies	Core	8
INF 300	Integrated Library Management System	Core	9
INF 301	Collection Development and Management	Core	9
INF 302	Management of Digital Libraries	Core	9
INF 303	Multi Media Studies	Core	9
INF 304	Publishing and Books Trade Technology	Core	9
PHI 350	Social Ethics	Core	8
Optional Courses (Minimum 1)			
INF 305	Personnel Records Management	Optional	8
INF 306	Principle of Management	Optional	8
Total Minimum Credits for the Semester			77

Year Three Semester Two			
Codes	Courses	Status	Credits
INF 307	Legal and Ethical Issues in Information management	Core	9
INF 308	Information Systems Analysis and Design	Core	9
INF 309	Knowledge Management	Core	9
INF 310	Public and Private Records Management	Core	9
INF 311	Customer Care in Information Organization	Core	9
RPIS 300	Research Paper	Core	27
Optional Courses			
HRM 300	Human Resource Management	Optional	8
OLW 300	Intellectual Property Law	Optional	8
Total Minimum Credits for the Semester			88

7.2.10 Bachelor of Science in Psychology and Counselling

The Bachelor of Psychology and Counseling Program blends both knowledge and skills in this arena to meet the emerging demand for the professionals in our society. Graduates will be able to perform therapy to different population categories in different settings and situations. They will also devise prevention model programs to curb diseases and addictions. In this program, each student is required to successfully accumulate a minimum of 375 credits. These credits include: 335 credits of core courses and 24 credits of Optional courses and 16 credits of general courses. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
EGPS 100	Basic English I	Core	8
PSY 100	Introduction to Psychology I	Core	8
PSY 101	Human Physiology I	Core	8
PSY 102	Research Methodology and Statistics I	Core	8
PSY 103	Counseling Theories & Psychotherapy I	Core	8
PSY 104	Developmental Psychology I	Core	8
PSY 105	Experimental Psychology I	Core	8
Optional Courses			
EPS 101	Enneagram	Optional	6
Total minimum credits for the semester			62

Year One Semester Two			
CSPS 100	Introduction to ICT	Core	6
EGPS 102	Basic English II	Core	8
PSY 106	Introduction to Psychology II	Core	8
PSY 107	Human Physiology II	Core	8
PSY 108	Research Methodology and Statistics II	Core	8
PSY 109	Counseling Theories & Psychotherapy II	Core	8
PSY 110	Developmental Psychology II	Core	8
PSY 111	Experimental Psychology II	Core	8
PSY 112	Counselling Skills	Core	8
Optional Course			

CSPS 100	Introduction to ICT	Optional	6
Total minimum credits required per semester			70

Year Two Semester One			
Codes	Courses	Status	Credits
PSY 200	Social Psychology I	Core	8
PSY 201	Clinical Psychology I	Core	8
PSY 202	Personalities Theories I	Core	8
PSY 203	School Counselling I	Core	8
PSY 204	Educational Psychology I	Core	8
PSY 212	Organizational Behavior I	Core	6
PSY 205	Practicum (Hospital)	Core	7
Total minimum credits required per semester			53

Year Two Semester Two			
Codes	Courses	Status	Credits
FPPS 200	Field Practical Attachment	Core	18
PSY 206	Social Psychology II	Core	8
PSY 207	Clinical Psychology II	Core	8
PSY 208	Personalities Theories II	Core	8
PSY 210	Educational Psychology II	Core	8
PSY 213	Organizational Behavior II	Core	6
PSY 211	Practicum (Schools & NGOs)	Core	7
Total minimum credits required per semester			63

Year Three Semester One			
Codes	Courses	Status	Credits
PSY 300	Human Recourse Development I	Core	8
PSY 301	Family Counselling I	Core	8
PSY 302	Counseling for HIV/AIDS Affected	Core	8
PSY 303	Practicum with Research I	Core	7
SPS 300	Consumer Psychology	Core	6
Optional Courses			
EPS 300	Parenting Patterns	Optional	6

EPS 301	African Psychology & Counseling	Optional	6
Total minimum credits required per semester			43

Year Three Semester Two			
Codes	Courses	Status	Credits
FPPS 300	Field Practical Attachment	Core	18
PSY 304	Human Resource Development II	Core	8
PSY 305	Counseling for People in Organization	Core	6
PSY 306	Experiments and Practical	Core	6
PSY 307	Practicum with Research II	Core	7
RPPS 300	Research Project	Core	27
SPS 301	Trauma Resilience	Core	6
Optional Courses			
EPS 303	Vocational Growth	Optional	6
EPS 304	Group Dynamics	Optional	6
Total minimum credits required per semester			84
Grand Minimum Credits required to Complete the Program			375

7.3 Diploma Programs

7.3.1 Diploma in Accountancy

This program is designed to provide the key financial management and accounting elements needed by accountancy students at the diploma level as well as practicing managers. It is prepared in such a way that it helps the students to reflect the extent to which real world practice has been profoundly shaped by theoretical and practical development in this field which will enable them to manage well all financial resources in their organizations. This is a two-year program divided into four semesters of 17 weeks each. After completing the first year of the program the students are required to do six weeks of field practical training. In this program, each student is required to successfully accumulate a minimum of 243 credits. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
ACC 050	Financial Accounting	Core	9

CSAC 050	Computer Skills	Core	6
ECAC 050	Microeconomics	Core	6
EGAC 050	Basic English I	Core	6
PRAC 050	Introductory Logistics and Supply Chain Management	Core	9
QMAC 050	Mathematics and Statistics	Core	9
RMAC 052	Business Research and Reporting	Core	9
Total minimum credits required per semester			57

Year One Semester Two			
Codes	Courses	Status	Credits
ACC 051	Cost Accounting	Core	9
ACC 052	Intermediate Financial Accounting I	Core	9
ACC 053	Auditing Theory and Practices	Core	9
CSAC 051	Introduction to Computer Systems	Core	6
ECAC 501	Macroeconomics	Core	9
EGAC 054	Business Communication Skills	Core	6
FPAC 050	Field Practical Training	Core	12
Total minimum credits required per semester			63

Year Two Semester One			
Code	Courses	Status	Credits
ACC 054	Fundamentals of Corporate Finance	Core	9
ACC 054	Intermediate Financial Accounting II	Core	9
BSAC 055	Entrepreneurship Skills and Enterprise Development	Core	9
LWAC 064	Commercial Law	Core	9
PBAC 051	Principles of Management	Core	9
PRAC 054	Fundamentals of Inventory Management and Control	Core	9
Total minimum credits required per semester			54

Year Two Semester Two			
Codes	Courses	Status	Credits
ACC 056	Internal Auditing	Core	9
ACC 057	Taxation	Core	9
ACC 057	Management Accounting	Core	9
DSAC 050	Introduction to Development Perspectives	Core	6
PBAC 052	Quality Management	Core	9
PHAC 051	Social Ethics	Core	6
QMAC 051	Quantitative Techniques for Decision Making	Core	9
RPAC 050	Project Work	Core	12
Total minimum credits required per semester			69

7.3.2 Diploma in African Studies

The program prepares students to develop essential skills and a firm foundation in knowledge about Africa and her people and an excellent base for further studies and research regarding African issues and the application of the knowledge acquired in the field. This is a two-year program divided into four semesters of 17 weeks each. After completing the first year of the program, the students are required to do six weeks of field practical training. In this program, each student is required to successfully accumulate a minimum of 243 credits. These credits include: 228 credits of core courses and 15 credits of Optional courses. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
CSAS 050	Computer Skills	Core	6
EGAS 050	Basic English I	Core	6
EGAS 051	Communication Skills I	Core	6
PSAS 050	Introduction to Psychology	Core	9
PHAS 050	Introduction to Philosophy	Core	6
QMAS 050	Mathematics and Statistics	Core	9
TOAS 051	Tourism Management	Core	9
Optional Courses			
CDAS 050	Community Development	Optional	9

Total minimum credits required per semester	51
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NB: Optional courses are offered depending on the number of students opting for them

Year One Semester Two			
Codes	Courses	Status	Credits
CDAS 051	Sociology	Core	9
CDAS 052	Child Rights and Development	Core	6
DAS 050	African People and Culture	Core	9
EGAS 052	Basic English II	Core	6
EGAS 053	Communication Skills II	General	6
FPAS 050	Field Practical Training	Core	12
ISAS 051	Introduction to Computer Systems	Core	9
RMAS 050	Research Methodology I	Core	9
Optional Courses (minimum 1)			
CDAS 053	Development Economics	Optional	9
TOAS 050	Wildlife and Tourism	Optional	9
TOAS 054	Tour and Tour Guiding	Optional	9
Total minimum credits required per semester			66

Year Two Semester One			
Codes	Courses	Status	Credits
BSAS 055	Entrepreneurship Skills and Enterprise Development	Core	9
BSAS 057	Entrepreneurship Management	Core	9
PSED 051	Guidance and Counselling	Core	9
RMAS 051	Research Methodology II	Core	9
TOAS 055	Tourism and Tour Attractions in Tanzania	Core	9
Optional Courses (minimum 1)			
CDAS 050	Community Development	Optional	9
CDAS 056	Management of Community Development Programs	Optional	9
DAS 051	Major Events in African History	Optional	9
DAS 052	African Healing Methods	Optional	9
DAS 053	African Socialism (African Socialist Philosophers)		

DAS 054	Governance in Traditional African Society	Optional	9
Total minimum credits required per semester			54

Year Two Semester Two			
Codes	Courses	Status	Credits
BSAS 054	Business Marketing	Core	9
CDAS 051	Sociology	Core	9
CDAS 052	Child Rights and Development	Core	6
DSAS 050	Introduction to Development Perspectives	Core	6
PBBA 052	Quality Management	Core	9
PBTO 052	Organization Behavior	Core	9
PHAS 051	Social Ethics	Core	6
RPAS 050	Project Work	Core	12
RSAS 057	Christianity and Islam in Africa (Past and Today)	Core	9
Optional Courses			
CDAS 060	Project Planning and Management	Optional	9
DAS 055	Principles of African Morality	Optional	9
Total minimum credits required per semester			72
Grand total Minimum Credits to complete the Program			243

7.3.3 Diploma in Business Administration

This program is designed to provide managerial based training to the people who want to become managers with the motive of adding value to production firm; service business and non-profit making business through directing their effort to bring in harmony human resources and non-human resources: machines, materials and money. This is a two-year program divided into four semesters of 17 weeks each. After completing the first year of the program the students are required to do six weeks of field practical training. In this program, each student is required to successfully accumulate a minimum of 243 credits. These credits include: 218 credits of core courses and 25 credits of Optional courses. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits

ACBA 050	Financial Accounting	Core	9
CSBA 050	Computer Skills	Core	6
EGBA 050	Basic English I	Core	6
PRBA 050	Introductory Logistics and Supply Chain Management	Core	9
QMBA 050	Mathematics and Statistics	Core	9
RMBA 052	Business Research and Reporting	Core	9
Total Minimum Credits for the Semester			57

Year One Semester Two			
Codes	Courses	Status	Credits
BUS 053	Elements of Strategic management	Core	9
Bus 054	Business Marketing	Core	9
BUS 056	Business Planning	Core	9
CSBA 051	Introduction to Computer Systems	Core	9
ECBA 051	Microeconomics	Core	9
EGBA 054	Business Communication Skills	Core	6
FPBA 050	Field Practical Training	Core	12
Total Minimum Credits for the Semester			63

Year Two Semester One			
Codes	Courses	Status	Credits
ACBA 054	Fundamental of Corporate Finance	Core	9
BSRE 063	Human Resource	Core	9

	Management		
BUS 055	Entrepreneurship Skills and Enterprise Development	Core	9
BUS 057	Entrepreneurship Management	Core	9
BUS 058	Production & Operations Management	Core	9
LWBA 064	Commercial Law	Core	9
PBBA 051	Principles of Management	Core	9
Total Minimum Credits for the Semester			54

Year Two Semester Two			
Codes	Courses	Status	Credits
BUS 052	Organization Behaviour	Core	9
BUS 059	Principles of International Marketing	Core	9
DSBA 050	Introduction to Development Perspectives	Core	6
PBBA 052	Quality Management	Core	9
PHBA 051	Social Ethics	Core	6
QMBA 051	Quantitative Techniques of Decision Making	Core	9
RPBA 050	Project Work	Core	12
Total Minimum Credits for the Semester			69
Grand Total Minimum Credits to complete the Program			243

7.3.4 Diploma in Business Administration & Tourism Management

The aim of this training program is to supply the current and future labor market with adequately trained technicians in business administration and tourism management, who will work efficiently and effectively in both the public and private sectors of the economy. This is a two-year program divided

into four semesters of 17 weeks each. After completing the first year of the program, the students are required to do six weeks of field practical training. In this program, each student is required to successfully accumulate a minimum of 252 credits. These credits include: 243 credits of core courses and 9 credits of Optional courses. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
ACTO 050	Financial Accounting	Core	9
CSTO 050	Computer Skills	Core	6
ECTO 050	Microeconomics	Core	9
EGTO 050	Basic English I	Core	6
QMTO 052	Mathematics and Statistics	Core	9
RMTO 052	Business Research and Reporting	Core	9
TOR 051	Tourism Management	Core	9
Total Minimum Credits for the Semester			57

Year One Semester Two			
Codes	Courses	Status	Credits
CSTO 051	Introduction to Computer Systems	Core	9
ECTO 051	Microeconomic	Core	9
EGTO 054	Business Communication Skills	Core	6
FPTO 050	Field Practical Training	Core	12
TOR 050	Wildlife and Tourism	Core	9
TOR 052	Introduction to Travelling Management	Core	9
TOR 054	Tour and Tour Guiding	Core	9
Total Minimum Credits for the Semester			63

Year Two Semester One			
Codes	Courses	Status	Credits
ACTO 054	Fundamentals of Corporate Finance	Core	9
BSTO 055	Entrepreneurship Skills and Enterprise Development	Core	9
BSTO 057	Entrepreneurship Management	Core	9
LWTO 064	Commercial Law	Core	9
PRTO 058	Tourism Supply Chain Management	Core	9
TOR 055	Tourism and Tour Attractions in Tanzania	Core	9
Elective Courses (Minimum 1)			
TOR 056	Culture, Leisure and Recreation	Elective	9
TOR 057	Strategic Tourism Management	Elective	9
Total Minimum Credits for the Semester			63

Year Two Semester Two			
Codes	Courses	Status	Credits
DSTO 050	Introduction to Development Perspectives	Core	6
DSTO 051	Environmental Management and Tourism	Core	9
PBTO 052	Organization Behavior	Core	9
PBTO 052	Quality Management	Core	9
PHTO 051	Social Ethics	Core	6
QMT0 051	Quantitative Techniques for Decision Making	Core	9
RPTO 050	Project Work	Core	9
Total Minimum Credits for the Semester			69
Grand Total Minimum Credits to complete the			252

Program	
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7.3.5 Diploma in Community Development

The program is designed to equip students with basic knowledge and skills that will enable extension staff at grass root to spearhead development.

This is a two-year program divided into four semesters of 17 weeks each. After completing each year of the program, the students are required to do six weeks of field practical training. In this program, each student is required to successfully accumulate a minimum of 146 credits. These credits include: 135 credits of core courses and 6 credits of Optional courses. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
CDT 05101	Applied Communication Skills	Core	7
CDT 05102	Community Development Theory and Practice	Core	9
CDT 05103	Community Mobilization and Engagement Skills	Core	8
CDT 05104	Applied Entrepreneurship	Core	6
CDT 05105	Gender and Development	Core	7
CDT 05106	Introduction to Adult Learning	Core	4
CDT 05107	Introduction to Law	Core	8
CDT 05108	Community Psychology	Core	7
CDT 05109	Social Planning Skills	Core	3
Total minimum credits required per semester			59

Year One Semester Two			
Code	Courses	Status	Credits
CDT 05210	Lobbying and Advocacy for Community Change	Core	9
CDT 05211	Community Leadership Skills	Core	8

CDT 05212	Community Participation Skills	Core	8
CDT 05213	Conflict Management Skills	Core	6
CDT 05214	Field Practical Training	Core	18
CDT 05215	Microfinance for Community Development	Core	5
CDT 05216	Basics of Project Planning and Management	Core	7
Total minimum credits required per semester			61
Total Credits Required for Graduation NTA Level 5			120

Year Two Semester One			
Codes	Courses	Status	Credits
CDT 06101	Management of Civil Society Organizations	Core	8
CDT 06102	Adult Learning	Core	10
CDT 06103	Accountancy	Core	9
CDT 06104	Research Methodology	Core	12
CDT 06105	Statistics	Core	8
CDT 06106	Project Planning and Management	Core	12
Total minimum credits required per semester			59

Year Two Semester Two			
Codes	Courses	Status	Credits
CDT 06207	Field Research Practice	Core	18
CDT 06208	Development Policy	Core	9
CDT 06209	Community Leadership and Administration	Core	6
CDT 06210	Introduction to Administrative Law	Core	8
CDT 06211	Demography	Core	8
ΩΩΩΩΩCDT 06212	Participatory Planning	Core	12
Total minimum credits required per semester			61
Total Credits Required for Graduation NTA Level 6			120

7.3.6 Diploma in Computer Science

The program aims at preparing a person who is able to perform operations related to computer information systems, configure network and hardware, create interactive websites, support end user applications and demonstrate entrepreneurship skills. This is a two-year program divided into four semesters of 17 weeks each. After completing the first year of the program, the students are required to do six weeks of field practical training. The total credits needed for graduation are 243 whereby the total core credits are 225 and the total optional credits are 18 credit points. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
CSCS 050	Computer Skills	Core	6
DCS 051	Office Automation & Internet	Core	9
DCS 052	Information Systems Analysis and Design	Core	9
DCS 053	Operating Systems & System Configurations	Core	9
DCS 058	Data Structures & Algorithms	Core	9
EGCS 050	Basic English I	Core	6
IMCS 050	Information Management Skills	Core	6
QMCS 050	Mathematics and Statistics	Core	9
Total minimum credits required per semester			63

Year One Semester Two			
Codes	Courses	Status	Credits
DCS 050	Computer Science Mathematics I	Core	9
DCS 054	MIS	Core	9
DCS 055	High Level Programming	Core	9
DCS 056	Design and Implementation of Web pages	Core	9

DCS 057	Computer Architecture	Core	9
EGCS 054	Business Communication Skills	Core	6
FPCS 050	Field Practical Training	Core	12
Total minimum credits required per semester			63

Year Two Semester One			
Codes	Courses	Status	Credits
DCS 060	Computer Science Mathematics II	Core	9
DCS 061	Object Oriented Programming	Core	9
DCS 062	Database Management Systems	Core	9
DCS 063	Network Design & Administrations	Core	9
Total minimum credits required per semester			45

Year Two Semester Two			
Codes	Courses	Status	Credits
BSCS 052	Organization Behavior	Core	9
DCS 064	PC Diagnostics & Maintenance	Core	9
DCS 065	Computer Graphics and Multimedia Systems	Core	9
DCS 066	Introduction to Project Management	Core	9
PHCS 051	Social Ethics	Core	6
RPCS 050	Project Work	Core	12
Optional Courses			
DCS 067	Professional Issues in Information Systems Practice	Optional	9
DCS 068	Fundamentals of Computerized Accounting	Optional	9
Total minimum credits required per semester			72

NB: Optional courses are offered depending on the number of students opting for them

7.3.7 Diploma in Computing and Information Technology

The program aims at preparing a person who is able to perform operations related to computer information systems, configure network and hardware, create interactive websites, support end user applications and demonstrate

entrepreneurship skills. This is a two-year program divided into four semesters of 17 weeks each. After completing the first year of the program, the students are required to do six weeks of field practical training. In this program, each student is required to successfully accumulate a minimum of 258 credits. These credits include: 240 credits of core courses and 18 credits of Optional courses. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
CSCS 050	Computer Skills	Core	6
CSIT 052	Information Systems Analysis and Design	Core	9
CSIT 053	Operating Systems & System Configurations	Core	9
EGIT 050	Basic English I	Core	6
ICT 051	Computer Networking	Core	9
ICT 058	Introduction to Internet Programming	Core	9
IMIT 050	Information Management Skills	Core	6
QMIT 050	Mathematics and Statistics	Core	9
Total minimum credits required per semester			63

Year One Semester Two			
Codes	Courses	Status	Credits
CSIT 050	Computer Science Mathematics I	Core	9
EGIT 054	Business Communication Skills	Core	6
ICT 054	Introduction to Programming	Core	9
ICT 055	Server Maintenance and Repair	Core	9
ICT 056	Computer Applications	Core	9
ICT 057	Electronics and Computer Repair	Core	9
FPIT 050	Field Practical Training	Core	12
Total minimum credits required per semester			63

Year Two Semester One			
Codes	Courses	Status	Credits

BSIT 055	Entrepreneurship Skills and Enterprise Development	Core	9
CSIT 061	Object Oriented Programming	Core	9
ICT 060	Web Technologies	Core	9
ICT 062	Multi User Relational Database	Core	9
ICT 063	System Administration & Security	Core	9
RPIT 051	Project Proposal	Core	12
Total minimum credits required per semester			57

Year Two Semester Two			
Codes	Courses	Status	Credits
BSIT 052	Organization Behavior	Core	9
CSIT 064	PC Diagnostics & Maintenance	Core	9
ICT 065	Information System Development	Core	9
ICT 064	ICT for Development	Core	9
ICT 066	Design and Implementation of Database-Driven Websites	Core	9
PHIT 051	Social Ethics	Core	6
RPIT 050	Project Work	Core	12
Optional Courses			
CSIT 067	Professional Issues in Information Systems Practice	Optional	9
CSIT 068	Fundamentals of Computerized Accounting	Optional	9
Total minimum credits required per semester			75

NB: Optional courses are offered depending on the number of students opting for them

7.3.8 Diploma in Education with Religious Studies

The general objective is to produce well prepared members of religious communities as well as lay Christians to serve as teachers in secondary schools, as mentors and guides in navigating our complex religious world of advancement in science and technology and the array of approaches to religion, education, ministry, and the pressing questions of our post-modern world, in particular the African state of affairs and the enculturation issue. This is a two-year program divided into four semesters of 17 weeks each. After completing the first year of the program the students are required to go

for six weeks of teaching practice. In this program, each student is required to successfully accumulate a minimum of 246 credits. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
CSRS 050	Computer Skills	Core	6
DRS 050	General Introduction to the Bible	Core	9
EGRS 050	Basic English I	Core	6
EGRS 051	Communication Skills I	Core	6
PSRS 050	Introduction to Psychology	Core	9
PHRS 050	Introduction to Philosophy	Core	6
	Teaching Subject I: Academic Content I	Core	9
	Teaching Subject II: Academic Content I	Core	9
Total Minimum Credits for the Semester			60

Year One Semester Two			
Codes	Courses	Status	Credits
EGRS 052	Basic English II	Core	6
EGRS 053	Communication Skills II	Core	6
EDRS 053	Philosophical Principles of Education	Core	9
EDRS 050	Pedagogy	Core	9
RMED 050	Research Methodology I	Core	9
	Teaching Subject I: Pedagogy I	Core	9
	Teaching Subject II: Pedagogy I	Core	9
TPRS 050	Block Teaching Practice	Core	12
Optional Courses (Minimum 1)			
DRS 051	Church History in General	Option	9
DRS 052	Introduction to Liturgy	Option	9
Total Minimum Credits for the Semester			69

Year Two Semester One			
Codes	Courses	Status	Credits
EDRS 051	Educational Measurement and Evaluation	Core	9
EDRS 052	Curriculum Development and Evaluation	Core	9
EDRS 054	Education Media and Technology	Core	9
PSRS 051	Research Methodology II	Core	9
	Teaching Subject I: Academic Content II	Core	9
	Teaching Subject II: Academic Content II	Core	9
Optional Courses			
DRS 054	Principles of Morality: The Ten Commandments	Optional	9
Total Minimum Credits for the Semester			63

Year Two Semester Two			
Codes	Courses	Status	Credits
DRS 057	Christianity and Islam in Africa (Past and Today)	Core	9
EDRS 055	School Management and Administration	Core	9
PHED 051	Social Ethics	Core	6
	Teaching Subject I: Pedagogy II	Core	9
	Teaching Subject II: Pedagogy II	Core	9
Possible Combinations of Teaching Subjects			
English	Kiswahili		
Geography	History		
Mathematics	Geography		
RPRS 050	Project Work	Core	12
Optional Course			
DRS 053	Catechetical Elements of the Pauline Epistles	Optional	9

DRS 055	Catechetic -General Introduction	Optional	9
Total Minimum Credits for the Semester			54

7.3.9 Diploma in Law

The general objectives of the program are:

- To provide education and training for candidates who are seeking to enter the legal sectors
- To produce highly skilled technicians to man different types of law enforcing units
- To produce technicians as well as support staff for courts, police and other legal organs
- To provide foundation education and training for technical personnel in law fields.

This is a two-year program divided into four semesters of 17 weeks each. After completing the first year of the program, the students are required to do six weeks of field practical training.

Year One Semester One			
Codes	Courses	Status	Credits
CSLW 050	Computer Skills	Core	9
DLW 050	Legal Methods	Core	9
DLW 051	Criminal Law	Core	9
DLW 052	Law of Contract	Core	9
DLW 053	Communication Skills for Lawyers	Core	6
DLW 054	Gender and Child Law	Core	9
EGLW 050	Basic English I	Core	6
Total minimum credits required per semester			54

Year One Semester Two			
Codes	Courses	Status	Credits
DLW 055	Legal Systems & Constitutions	Core	9

DLW 056	Law of Evidence	Core	9
DLW 057	Criminal Procedure	Core	9
DLW 058	Family Law	Core	9
DLW 059	Human Rights Law	Core	9
DLW 060	Labor Law	Core	9
EGLW 052	Basic English II	Core	6
FPLW 050	Field Practical Training	Core	12
Total minimum credits required per semester			72

Year Two Semester One			
Codes	Courses	Status	Credits
DIS 064	Records & Archives Management	Core	9
DLW 061	Civil Procedure	Core	9
DLW 062	Administrative Law	Core	9
DLW 063	Law of Torts	Core	9
DLW 064	Commercial Law	Core	9
DLW 065	Legal Ethics	Core	6
DLW 066	Law of Succession	Core	9
REC 060	Legal Records	Core	6
Total minimum credits required per semester			66

Year Two Semester Two			
Courses		Status	Credits
DLW 067	Land Law	Core	9
DLW 068	Banking Law	Core	9
DLW 069	Legal Drafting and Writing Skills	Core	6
DLW 070	Alternative Dispute Resolution	Core	6
DSLW 050	Introduction to Development Perspectives	Core	6
PHLW 051	Social Ethics	Core	6

Optional Courses (minimum 1)			
DLW 071	Local Government Law	Elective	6
DLW 072	Intellectual Property Law	Elective	6
Total minimum credits required per semester			48

7.3.10 Diploma in Library & Information Studies

The aim of this training program is to supply the current and future labour market with adequately trained technicians in library and information studies, who will work efficiently and effectively in both public and private sectors of the economy. This is a two-year program divided into four semesters of 17 weeks each. After completing the first year of the program, the students are required to do six weeks of field practical training. The total credits needed for graduation are 252 credit points. There are no optional courses. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
CSIS 050	Computer Skills	Core	6
DIS 053	Information Storage and Retrieved	Core	9
DIS 054	Cataloguing and Classification I	Core	6
EGIS 050	Basic English I	Core	6
EGIS 051	Communication Skills I	Core	6
GSIS 050	Study Skills	Core	6
IMIS 050	Information Management Skills	Core	6
PSIS 050	Introduction to Psychology	Core	9
Total minimum credits required per semester			57

Year One Semester Two			
Codes	Courses	Status	Credits
CSIS 051	Introduction to Computer Systems	Core	9
DIS 055	Cataloguing and Classification II	Core	9
DIS 056	Information Source and Management	Core	9

DIS 058	Library Planning and Management	Core	9
EGIS 052	Basic English II	Core	6
EGIS 053	Communication Skills II	Core	6
FPIS 050	Field Practical Training	Core	12
RMIS 050	Research Methodology I	Core	9
Total minimum credits required per semester			69

Year Two Semester One			
Codes	Courses	Status	Credits
DIS 059	Cataloguing and Classification III	Core	9
DIS 060	Library Automation	Core	9
DIS 062	Collection Development	Core	9
DIS 063	Information Ethics and Legal Issues	Core	9
DIS 064	Records and Archives Management	Core	9
PSID 051	Guidance and Counseling	Core	9
RMIS 051	Research Methodology II	Core	9
Total minimum credits required per semester			63

Year Two Semester Two			
Codes	Courses	Status	Credits
DIS 065	Information Literacy (User education)	Core	9
DIS 066	Digital Libraries	Core	9
DIS 067	Marketing Information Services	Core	9
DIS 069	Library Management and Administration	Core	9
DIS 070	Database Management	Core	9
PHIS 051	Social Ethics	Core	6
RPIS 050	Project Work	Core	12
Total minimum credits required per semester			63

7.3.11 Diploma in Procurement & Supply Chain Management

The program is designed to provide job-based training to technicians to serve in both public and private organizations. It is prepared in such a way that it meets the growing demand for well trained and skilled technicians who can

contribute greatly in helping organizations acquire and manage material resources which represent enormous amount of money so that at the end they will be able to achieve their corporate objectives.

This is a two-year program divided into four semesters of 17 weeks each. After completing the first year of the program, the students are required to do six weeks of field practical training. In this program, each student is required to successfully accumulate a minimum of 243 credits. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
ACPR 050	Financial Accounting	Core	9
CSPR 050	Computer Skills	Core	6
ECPR 050	Microeconomics	Core	9
EGPR 050	Basic English I	Core	6
PSM 050	Introductory Logistics and Supply Chain Management	Core	9
QMPR 050	Mathematics and Statistics	Core	9
RMPR 052	Business Research and Reporting	Core	9
Total Minimum Credits for the Semester			57
Year One Semester Two			
Codes	Courses	Status	Credits
BSPR 054	Business Marketing	Core	9
CSPR 051	Introduction to Computer Systems	Core	9
ECPR 051	Microeconomics	Core	9
EGPR 054	Business Communication Skills	Core	6
FPPR 050	Field Practical Training	Core	12
PSM 051	Procurement Principles and Techniques	Core	9
PSM 052	Storekeeping and Warehousing Management	Core	9
Total Minimum Credits for the Semester			63

Year Two Semester Two			
Codes	Courses	Status	Credits

BSPR 055	Entrepreneurship Skills and Enterprise Development	Core	9
LWPR 064	Commercial Law	Core	9
PBPR 051	Principles of Management	Core	9
PSM 054	Fundamentals of Inventory Management and Control	Core	9
PSM 057	Fundamental of Physical Distribution	Core	9
PSM 058	Tourism Supply Chain Management	Core	9
Total Minimum Credits for the Semester			54

Year Two Semester Two			
Codes	Courses	Status	Credits
DSPR 050	Introduction to Development Perspectives	Core	6
PBPR 052	Organization Behaviour	Core	9
PHPR 051	Social Ethics	Core	6
POM 050	Element of Operational Management	Core	9
PSM 053	Basic of International procurement	Core	9
PSM 055	Public Procurement	Core	9
PSM 056	Introduction to E-Procurement	Core	9
RPPR 050	Project Work	Core	12
Total Minimum Credits for the Semester			69

7.3.12 Diploma in Psychology and Counselling

The program offers a wide base of core inter-disciplinary knowledge and skills in the field of psychology and counselling. Hence students will acquire technical competences in areas of Psychology. It also provides knowledge and skills in foundations, approaches, ethics and processes of counselling, which are vital in shaping and changing people's behavior. This is a two-year program divided into four semesters of 17 weeks each. After completing each year of the program, the students are required to do six weeks of field practical training. In this program, each student is required to successfully accumulate a minimum of 257mcredits. These credits include: 137 credits of core courses

and 12 credits of Optional courses. The programme consists of the following courses. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
CSPS 050	Computer Skills	Core	6
DPS 050	Introduction to Psychology	Core	9
DPS 051	Guidance and Counselling	Core	9
DPS 052	Counselling Process and Skills	Core	9
EGPS 050	Basic English I	Core	6
EGPS 051	Communication Skills I	Core	6
PHPS 050	Introduction to Philosophy	Core	6
Total Credits Required Per Semester			51
Year One Semester Two			
Codes	Courses	Status	Credits
CSPS 051	Introduction to Computer Systems	Core	9
DPS 053	Counselling Ethics	Core	9
DPS 054	Human Growth and Development	Core	9
DPS 055	Counselling Approaches	Core	9
EGPS 052	Basic English II	Core	6
EGPS 053	Communication Skills II	Core	6
FPPS 050	Field Practical Attachment	Core	12
RMPS 050	Research Methodology I	Core	9
Total minimum credits required per semester			69
Grand Total Minimum Credits For Graduation NTL 5			120

Year Two Semester One			
Codes	Courses	Status	Credits
DPS 056	Family Counselling	Core	9
DPS 057	Counselling in Schools	Core	9
DPS 058	Applied ICT and Contemporary Issues in Social Psychology	Core	9
DPS 059	Gender-Related Counselling (from 2016/17)	Core	9
DPS 060	Counselling Practicum I	Core	7
LWPS 054	Gender and Child Law	Core	9
RMPS 051	Research Methodology II	Core	9

Optional Courses (Minimum 1)			
OPS 050	Personality Development. (reduced no hours)	Optional	6
REPS 059	Medical Records	Optional	6
Total minimum credits required per semester			67

Year Two Semester Two			
Codes	Courses	Status	Credits
DPS 061	Abnormal Psychology	Core	9
DPS 062	Counselling for Grief and Loss	Core	9
DPS 063	HIV and AIDS Related Counselling	Core	9
DPS 064	Counselling Practicum II	Core	7
FPPS 051	Field Practical Attachment	Core	12
PHPS 051	Social Ethics	Core	6
RPPS 050	Project Work	Core	12
Optional Course			
OPS 051	Trauma Counselling	Optional	6
Total minimum credits required per semester			70
Total Minimum Credits for Graduation			257

7.3.13 Diploma in Records, Archives & Information Management

The objective of the program is to enable learners to obtain competences to perform in various areas of records, archives and information management effectively and efficiently in the public and private sector. This is a two-year program divided into four semesters of 17 weeks each. After completing each year of the program, the students are required to do six weeks of field practical training. The total credits needed for graduation are 243 credits.. No optional courses are offered. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
CSRE 050	Computer Skills	Core	6
EGRE 050	Basic English I	Core	6
EGRE 051	Communication Skills I	Core	6
GSRE 050	Study Skills	Core	6
IMPE 050	Information Management Skills	Core	6

QMRE 050	Mathematics and Statistics	Core	9
REC 050	Principles of Records Management	Core	9
REC 051	Records Centre Management	Core	9
REC 052	Archival Description and Cataloguing	Core	9
Total minimum credits required per semester			66

Year One Semester Two			
Codes	Courses	Status	Credits
CSRE 051	Introduction to Computer Systems	Core	9
EGRE 052	Basic English II	Core	6
EGRE 053	Communication Skills II	Core	6
FPRE 050	Field Practical Training	Core	12
REC 053	Records Management Systems	Core	9
REC 054	Records Office Procedures and Practices	Core	9
REC 055	Archives Management	Core	9
RMRE 050	Research Methodology I	Core	9
Total minimum credits required per semester			69

Year Two Semester One			
Codes	Courses	Status	Credits
BSRE 063	Human Resource Management	Core	9
REC 056	Conservation and Preservation of Records & Archival Materials	Core	6
REC 057	Financial Records Management	Core	6
REC 058	Records Management Policy, Legislation and Standards	Core	6
REC 059	Medical Records	Core	6
REC 060	Legal Records	Core	6
REC 061	Land Records	Core	6
RMRE 051	Research Methodology II	Core	9
Total minimum credits required per semester			54

Year Two Semester Two			
Codes	Courses	Status	Credits
DSRE 050	Introduction to Development Perspectives	Core	6
PHRE 051	Social Ethics	Core	6
REC 062	Baseline Survey Principles	Core	6
REC 063	Records Security and Disaster Management	Core	6
REC 064	Electronic Records Management	Core	6
REC 065	Personal Records Management	Core	6
REC 066	Records Management Retention and Disposal Schedules	Core	6
RPRE 050	Project Work	Core	12
Total minimum credits required per semester			54

7.4 Certificate Programs

7.4.1 Certificate in Accountancy

This program of certificate in accountancy aims at preparing students for advanced accounting and finance careers. The graduate certificate program typically lasts a year. Students learn fundamental accounting techniques while also devoting specialized study hours to topics, which will make them truly and professionals. The program covers two semesters of 17 weeks each followed by 6 weeks of practical training. Total minimum credits needed for graduations are 120. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
ACB 002	Introduction to Financial Accounting	Core	9
ACB 003	Principles of Financial Accounting & Auditing	Core	9
ACB 006	Elementary Bookkeeping	Core	9

BSB 008	Customer Care Skills	Core	6
CSB 001	Computer Applications	Core	6
EGB 001	Basic English I	Core	6
MTB 001	Business Mathematics and Statistics	Core	9
Total minimum credits for the Semester			54

Year One Semester Two			
Codes	Courses	Status	Credits
ACC 004	Principles of Cost Accounting	Core	9
ACC 005	Element of Taxation	Core	9
BSB 004	Principles of Organization Behavior	Core	9
BSAC 009	Elements of Entrepreneurship	Core	9
ECB 003	Elements of Commerce	Core	9
EGB 005	Principles of Business Communication	Core	6
FPAC 001	Field Practical Training	Core	9
PHAC 001	Social Ethics	Core	6
Total minimum credits required per semester			66

7.4.2 Certificate in Business Administration

This program of certificate in Business Administration is committed to providing students with a high quality, integrated business education in a personalized learning environment. It is uniquely structured to provide the broad-based, cross-functional business education required for leaders of business, government, and not-for-profit organizations. The program will help bare experts who will manage material resources and thus achieving their corporate objectives. The program covers two semesters of 17 weeks each

followed by 6 weeks of practical training. Total minimum credits needed for graduation are 120 credits. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
ACBA 002	Introduction to Financial Accounting	Core	9
ACBA 006	Elementary Bookkeeping	Core	9
BUS 008	Customer Care Skills	Core	6
CSBA 001	Computer Applications	Core	6
EGBA 001	Basic English I	Core	6
MTBA 001	Business Mathematics and Statistics	Core	9
PRBA 003	Principles of Supply Management	Core	9
Total Minimum Credits for the Semester			54

Year One Semester Two			
Codes	Courses	Status	Credits
BUS 004	Principles of Organization Behavior	Core	9
BUS 005	Elements of Strategic Management	Core	9
BUS 006	Principles of Marketing	Core	9
BUS 009	Elements of Entrepreneurship	Core	9
ECBA 003	Elements of Commerce	Core	9
EGBA 005	Principles of Business Communication	Core	6
FPBA 001	Field Practical Training	Core	9
PHBA 001	Social Ethics	Core	6
Total Minimum Credits for the Semester			66
Grand Total Minimum Credits for the Program			120

7.4.3 Certificate in Business Administration & Tourism Management

The purpose of this program is to provide innovative, self-driven and flexible Basic Technician level graduates, who will cope with the dynamic changes of business operation especially in business administration and tourism

management fields within new technological and socio-economic needs. The program covers two semesters of 17 weeks each followed by 6 weeks of practical training. In this program, each student is required to successfully accumulate a minimum of 129 credits. These credits include; 120 credits of core courses, and 9 credits of Optional courses.

Year One Semester One			
Codes	Courses	Status	Credits
BSTO 008	Customer Care Skills	Core	6
CSTO 001	Computer Applications	Core	6
EGTO 001	Basic English I	Core	6
MTTO 001	Business Mathematics and Statistics	Core	9
TOR 001	Introduction to Tourism	Core	9
TOR 003	Introduction to Travel Agency and Operations	Core	9
TOR 004	Culture, Leisure, and Recreation	Core	9
Optional Courses (Minimum 1)			
TOR 002	Introduction to Travel and Tourism Supply Chain	Optional	9
TOR 005	Basics of Hotel Management	Optional	9
Total Minimum Credits for the Semester			63

NB: Optional courses are offered depending of the number of students opting for them

Year One Semester Two			
Codes	Courses	Status	Credits
BSTO 005	Elements of Strategic Management	Core	9
BSTO 006	Principles of Marketing	Core	9
BSTO 009	Elements of Entrepreneurship	Core	9
DST 006	Environment Management and Tourism	Core	9
EGTO 005	Principles of Business Communication	Core	6
ENT 007	Venture Creation	Core	9
FPTO 001	Field Practical Training	Core	9
PHTO 001	Social Ethics	Core	6

Total Minimum Credits for the Semester	66
Grand Total Minimum Credits for the Program	129

7.4.3 Certificate in Community Development

The program is designed to equip students with basic knowledge and skills that will enable them become effective change agents with the capacity to collaborate with extension staff at grass root to spearhead development. The program covers two semesters of 17 weeks each followed by 8 weeks of practical training. In this program, each student is required to successfully accumulate a minimum of 120 credits. These credits include 73 credits of Core courses and 47 credits of Fundamental courses. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
CDT 04101	Applied ICT	Fundamental	8
CDT 04102	Basic Communication Skills	Fundamental	6
CDT 04105	Elementary Bookkeeping	Fundamental	6
CDT 04106	Environmental Management	Fundamental	6
Core Courses			
CDT 04103	Civic Education	Core	7
CDT 04104	Community Development Principals and Approaches	Core	6
CDT 04107	Human Development	Core	5
CDT 04108	Introduction to Community Development	Core	8
CDT 04109	Sociology	Core	8
Total minimum credits required per semester			60

Year One Semester Two			
Codes	Courses	Status	Credits
CDT 04211	Basics of Entrepreneurship	Fundamental	6
CDT 04214	Food Security and Nutrition	Fundamental	4
CDT 04216	Introduction to Micro-economics	Fundamental	7
CDT 04217	Records Keeping for Community Development	Fundamental	4
CDT 04210	Field Practical Training	Core	19

CDT 04212	Community Capacity Development Skills	Core	8
CDT 04213	Community Health	Core	6
CDT 04215	Introduction to Gender and Development	Core	6
Total minimum credits for the semester			60
Grand Total Minimum Credits for the Program			120

7.4.4 Certificate in Computer Science

The program aims at preparing a person who is able to perform basic office application operations, help desk support and maintenance of computers, install of computer hardware and software, setting up simple computer networks, and create static websites. The program covers two semesters of 17 weeks each followed by 6 weeks of practical training. In this program, each student is required to successfully accumulate a minimum of 120 credits. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
EGCS 001	Basic English I	Core	6
ITCS 002	Computer Applications	Core	6
ITCS 001	Basic Computer Knowledge	Core	9
CCS 003	Basic Computing Mathematics	Core	9
CCS 007	Principles of Operating Systems	Core	9
BSCS 008	Customer Care Skills	Core	6
IMCS 001	Basic Information Management Skills	Core	6
Total minimum credits required per semester			51

Year One Semester Two			
Codes	Courses	Status	Credits
EGCS 005	Principles of Business Communication	Core	9
CCS 005	Programming Basics	Core	9
CCS 008	Introduction to Web Design	Core	9
CCS 009	Introduction to Database Design	Core	9

CCS 010	Network Installation and Management	Core	9
BSCS 009	Elements of Entrepreneurship	Core	9
PHCS 001	Social Ethics	Core	6
FPCS 001	Field Practical Training	Core	9
Total minimum credits required per semester			69

7.4.5 Certificate in Certificate in Computing Information and Communication Technology

The program aims at preparing a person who is able to perform basic office application operations, help desk support and maintenance of computers, install of computer hardware and software, setting up simple computer networks, and create static websites and provide internet services. The program covers two semesters of 17 weeks each followed by 6 weeks of practical training. In this program, each student is required to successfully accumulate a minimum of 147 credits. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
BSIT 008	Customer Care Skills	Core	6
ICT 001	Basic Computer Knowledge	Core	9
ICT 003	Software Installation, Troubleshooting and Maintenance	Core	6
ICT 004	Basic Electricity and Electronics	Core	9
CSIT 001	Computer Applications	Core	6
CSIT 003	Basic Computing Mathematics	Core	9
CSIT 007	Principles of Operating Systems	Core	9
EGIT 001	Basic English I	Core	6
IMIT 001	Basic Information Management Skills	Core	6
Total minimum credits required per semester			69

Year One Semester Two			
Codes	Courses	Status	Credits

BSIT 009	Elements of Entrepreneurship	Core	9
CSIT 005	Programming Basics	Core	9
CSIT 008	Introduction to Web Design	Core	9
CSIT 009	Introduction to Database Design	Core	9
CSIT 010	Network Installation and Management	Core	9
EGIT 005	Principles of Business Communication	Core	9
FPIT 001	Field Practical Training	Core	9
ICT 005	Hardware Installation, Troubleshooting and Maintenance	Core	9
PHIT 001	Social Ethics	Core	6
Total minimum credits required per semester			78
Grand Total Minimum Credits for the Program			147

7.4.6 Certificate in Law

The purpose of this programme is to provide innovative, self-driven and flexible “graduates”, who will cope with the dynamic changes of legal profession especially in the administration of justice. The programme covers two semesters of 17 weeks each followed by 6 weeks of practical training. In this program, each student is required to successfully accumulate a minimum of 117 credits. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
CLW 001	Introduction to Legal Methods	Core	6
CLW 002	Criminal Law	Core	6
CLW 003	Law of Contract	Core	6
CLW 004	Law of Evidence	Core	6
CLW 005	Family Law	Core	6
CLW 011	Legal Ethics	Core	6
EGLW 001	Basic English I	Core	6
EGLW 002	Communication Skills I	Core	6
SCLW 001	Computer Applications	Core	6
Total minimum credits for the semester			54

Year One Semester Two			
Codes	Courses	Status	Credits
CLW 006	Constitutional Law and Legal System	Core	6

	of Tanzania		
CLW 007	Civil Procedure	Core	6
CLW 008	Human Rights Law	Core	6
CLW 009	Administrative Law	Core	6
CLW 010	Criminal Procedure	Core	6
EGLW 003	Basic English II	Core	6
EGRS 004	Communication Skills II	Core	6
FPLW 001	Field Practical Training	Core	9
PHLW 001	Social Ethics	Core	6
RELW 003	Introduction to Legal Records	Core	6
Total Minimum Credits for the Semester			63
Grand Total Minimum Credits for the Program			147

7.4.7 Certificate in Library and Information Studies

The purpose of this program is to provide innovative, self-driven and flexible Basic Technician level graduates, who will cope with the dynamic changes of business operation especially in library and information management fields within new technological and socio-economic needs. The program covers two semesters of 17 weeks each followed by 6 weeks of practical training. In this program, each student is required to successfully accumulate a minimum of 123 credits. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
	Business Mathematic and Statistics	Core	9
CIS 002	Information and Society	Core	6
CIS 003	Planning, Development and Management of Information Centres	Core	6
CIS 004	Information Sources	Core	6
CIS 005	Records and Archives Management I	Core	6
CIS 006	Organization of Knowledge (Theory of classification & Cataloguing) I	Core	6
CSIS 001	Computer Applications	Core	6
EGIS 001	Basic English I	Core	6
EGIS 001	Communication Skills I	Core	6
IMIS 001	Basic Information Management Skills	Core	6
MTIS 001	Business Mathematic and Statistics	Core	9

Total minimum credits required per semester	63
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Year One Semester Two			
Codes	Courses	Status	Credits
BSIS 009	Elements of Entrepreneurship	Core	9
CIS 007	Information and Communication Technology II	Core	6
CIS 008	Records and Archives Management II	Core	6
CIS 009	Organization of Knowledge (Practical classification) II	Core	6
CIS 010	Information Services	Core	6
EGIS 003	Basic English II	Core	6
EGIS 004	Communication Skills II	Core	6
FPIS 001	Field Practical Training	Core	9
PHIS 001	Social Ethics	Core	6
Total minimum credits for the semester			60
Grand Total Minimum Credits for the Program			123

7.4.8 Certificate in Procurement and Supply Chain Management

The Purchasing & Supply Chain Management certificate courses are particularly well suited to anyone working in or interested in working in purchasing, supply chain management, or procurement. Students enrolled in our supply chain management certification courses will be introduced to the various aspects of the supply chain environment, including enterprise resource planning systems and requirement systems. The relationships between purchasing, vendor selection, sources of supply and the role of technology will also be explored in this program, so that students will understand the integrated approach to planning, acquisition, flow and distribution, from raw materials to finished products. The program covers two semesters of 17 weeks each followed by 6 weeks of practical training. In this program, each student is required to successfully accumulate a minimum of 123 credits.

Year One Semester One			
Codes	Courses	Status	Credits
ACPR 006	Elementary Bookkeeping	Core	9
CSPR 001	Computer Applications	Core	9
EGPR 001	Basic English I	Core	6

MTPR 001	Business Mathematics and Statistics	Core	9
PRBA 003	Principles of Supply Management	Core	9
PSM 001	Principles of Storekeeping	Core	9
PSM 005	Principles of Procurement	Core	9
Total Minimum Credits for the Semester			57

Year One Semester Two			
BSPR 004	Principles of Organization Behavior	Core	9
BSPR 005	Elements Strategic Management	Core	9
BSPR 009	Elements of Entrepreneurship	Core	9
ECPR 003	Elements of Commerce	Core	9
EGPR 005	Principles of Business Communication	Core	6
FPPR 001	Field Practical Training	Core	9
PHPR 001	Social Ethics	Core	6
Total Minimum Credits for the Semester			66
Grand Total Minimum Credits for the Program			123

7.4.9 Certificate in Psychology & Counselling

The purpose of this program is to provide a sound foundation in the principles of psychology and counselling thus developing ability of performing some non-routine duties related to counselling management. This is a one-year program divided into two semesters. In this program, each student is required to successfully accumulate a minimum of 129 credits. The programme consists of the following courses:

Year One Semester One		Status	Credits
Codes	Courses		
CPS 001	Introduction to Psychology I	Core	9
CPS 002	Counselling & Guidance I	Core	9
CPS 003	Human Growth and Development I	Core	9
CPS 004	Social Psychology I	Core	9
CSPS 002	Computer Applications	Core	6
EGPS 001	Basic English I	Core	6

EGPS 002	Communication Skills I	Core	6
PSY 005	Enneagram	Core	6
Total Minimum Credits for the Semester			60

Year One Semester Two			
Codes	Courses	Status	Credits
CPS 006	Counselling Young People	Core	9
CPS 007	Introduction to Psychology II	Core	9
CPS 008	Counselling and Guidance II	Core	9
CPS 009	Human Growth & Development II	Core	9
CPS 010	Social Psychology II	Core	9
EGPS 003	Basic English II	Core	6
EGPS 004	Communication Skills II	Core	6
FPPS 001	Field Practical Training	Core	6
PHPS 001	Social Ethics	Core	6
Total minimum credits for the Semester			69
Grand Total Minimum Credits for the Program			129

7.4.10 Certificate in Records, Archives & Information Management

The objective of the program is to enable learners to obtain competences to perform in various areas of records, archives and information management effectively and efficiently in the public and private sector. The program covers two semesters of 17 weeks each followed by 6 weeks of practical training. In this program, each student is required to successfully accumulate a minimum of 129 credits. The programme consists of the following courses:

Year One Semester One			
Codes	Courses	Status	Credits
CSRE 001	Computer Applications	Core	6
EGRE 001	Basic English I	Core	6
EGRE 002	Communication Skills I	Core	6
IMRE 001	Basic Information Management Skills	Core	6
ISRE 005	Records and Archives Management I	Core	6
MTRE 001	Business Mathematic and Statistics	Core	9
REC 001	Introduction to Registry Procedures	Core	6
REC 002	Introduction to Archival Description and Cataloguing	Core	6

REC 003	Office Practice	Core	6
Total minimum credits for the Semester			63

Year One Semester Two			
Codes	Courses	Status	Credits
BSRE 009	Elements of Entrepreneurship	Core	9
EGRE 003	Basic English II	Core	6
EGRE 004	Communication Skills II	Core	6
FPRE 001	Field Practical Training	Core	9
ISRE 008	Records and Archives Management II	Core	6
ISRE 007	Information and Communication Technology II	Core	6
REC 004	Introduction to Medical Records	Core	6
REC 005	Introduction to Legal Records	Core	6
REC 006	Introduction to Land Records	Core	6
PHRE 001	Social Ethics	Core	6
Total minimum credits required per semester			66

7.4.11 Certificate in Education Religious Studies

The Certificate in Education with Religious Studies program provides a strong intellectual foundation for students who want to pursue further studies in higher learning institutions. It is also well-suited for those willing to move directly into ministry, a service organization, or another organization in which critical thinking and creative leadership grounded in a Christian worldview and well-informed humanity are required. In this program, each student is required to successfully accumulate a minimum of 117 credits.

Year One Semester One			
Codes	Courses	Status	Credits
ACRS 006	Elementary Bookkeeping	Core	9
CRS 001	General Introduction to the Bible	Core	9
CRS 002	Major Spiritual Traditions	Core	9
CSRS 001	Computer Applications	Core	6
EGRS 001	Basic English I	Core	6
EGRS 002	Communication Skills I	Core	6
GSRS 001	Introduction to Adult Learning	Core	9

SORS 001	Introduction to Sociology	Core	9
Total Minimum Credits for the Semester			63

Year One Semester Two			
Codes	Courses	Status	Credits
CRS 003	Introduction to Liturgy	Core	9
CRS 004	Christianity & Islam in Africa	Core	9
CRS 005	Church History in General	Core	9
CRS 006	Introduction to the Catechism of the Catholic Church	Core	9
EGRS 003	Basic English II	Core	6
EGRS 004	Communication Skills II	Core	6
PHLW 001	Social Ethics	Core	6
Total minimum credits required per semester			54
Grand Total Minimum Credits for the Program			117

8.0 LIST OF ACADEMIC STAFF				
I. FACULTY OF PHILOSOPHY & THEOLOGY				DEAN: Dr. THADEUS SIYA
1. Department of Philosophy - HoD: Dr. Thomas M. Marwa				
S/N	NAMES	GENDA	RANK	SPECIALIZATION
1	Dr. Thomas M. Marwa	M	Lecturer	Philosophy
2	Dr. Grzegorz Trela	M	Lecturer	Philosophy
3	Dr. Charles Lyimo	M	Lecturer	Philosophy
4	Dr. Dynesius Nyangau	M	Lecturer	Philosophy
5	Mr. Laurent S. Koffi	M	Ass.Lecturer	Philosophy
6	Mr. Moses Rondo	M	Ass.Lecturer	Philosophy
7	Mr. Thomas Joseph	M	Ass.Lecturer	Philosophy
8	Fr. Laurence J. Gibson	M	Ass.Lecturer	Philosophy
9	Mr. Andrew M. Jacob	M	Ass.Lecturer	Philosophy
2. Department of Theology and Religious Studies - HoD: Dr. Leonce F. Rambau				
1	Prof. William Ngowi	M	Asso. Prof	Scripture
2	Prof. Bernard Witek	M	Asso. Prof	Biblical Theology
3	Dr. Marcel K. Mukadi	M	S .Lecturer	Religious Studies
4	Dr. Polycarp A. Hongoli	M	S. Lecturer	Religious Studies
5	Dr, Regina Comban	F	Lecturer	Scripture
6	Dr. Hipolitus Maran du	M	Lecturer	Moral Theology
7	Dr. Charles Nachinguru	M	Lecturer	Canon Law
8	Dr. Jacek A. Gorka	M	Lecturer	Pastoral Theology
9	Dr. Leonce F. Rambau	M	Lecturer	Scripture
10	Dr. Thaddeus Siya	M	Lecturer	Dogmatic Theology
11	Dr. Valentine Chilega	M	Lecturer	Systematic Theology
12	Br. Theodul Lyakurwa	M	Ass. Lecturer	Sacred Liturgy
13	Fr. Gaudence A. Lyaruu	M	Ass. Lecturer	Church History
II. FACULTY OF ARTS AND SOCIAL SCIENCES				DEAN- DR. HENRY C. UMEODUM
3. Department of Social Sciences - HoD: Dr. Joachim A. Mwami				
1.	Prof. Bertram B.B Mapunda	M	Professor	Anthropology
2.	Dr. Joachim A. Mwami	M	S. Lecture	Sociology
3.	Dr. Henry C. Umeodum	M	Lecturer	Rural Development
4.	Dr. Jackson Sawe	M	Lecturer	Geography (Environment Management
5.	Dr. Henry Mung'ong'o	M	Lecturer	Geography(Environment Management
6.	Mr. Edmond O. Ogalo	M	Ass. Lecturer	Sociology
7.	Sr. Julieth Makonde	F	Ass. Lecturer	Rural Sociology
8.	Mr. Emmanuel Komba	M	Ass. Lecturer	Organizational Sociology
9.	Mr. William Joseph	M	Ass. Lecturer	Geography(Environment

				Management
10	Mr. Rasimu Venance	M	Ass. Lecturer	History
12	Mr. Muhanuzi R. Mabati	M	Ass. Lecturer	History
13	Mr. Mikalone Katindasa	M	Ass. Lecturer	History
4. Department of Psychology and Counseling: HoD- Dr. Vincent I. Lema				
1.	Dr. Vincent I. Lema	M	S. Lecturer	Educational Psychology
2.	Dr. Theresa R. Njere	F	Lecturer	Educational Psychology
3.	Ms. Shangwe H. Kiluwa	F	Ass. Lecturer	Clinical Psychology
4.	Mr. Godwin C Rodrigues	M	Ass. Lecturer	Psychology
5.	Mr. Amos Kabalole	M	Ass. Lecturer	Social Psychology
6.	Ms. Janeth Ayugi	F	Ass. Lecturer	Counseling Psychology
7.	Ms. Neema E. Nzunda	F	T. Assistant	Psychology and Counseling
5. Department of Law - Ag. HoD: Ms. Esther A. Mdegipala				
1	Dr. Ignas Kimaryo	M	Lecturer	Canon & Civil Law
2	Dr. Said D. Msuya	M	Lecturer	Law
3	Ms. Esther A. Mdegipala	F	Ass. Lecturer	Trade & Finance Law
4	Ms. Esther L. Kayamba	F	Ass. Lecturer	Human Rights Law
5	Mr. Asifiwe Alinanuswe	M	Ass. Lecturer	International Law
6	Ms. Elfrida Ijukaine	F	Ass. Lecturer	Economic Law
7	Ms. Norga A. Komba	F	Ass. Lecturer	Employment & Labour Relations
8	Ms. Agnesmwiza S. Ngussa	F	Ass. Lecturer	Revenue Law & Administration
9	Mr. Paulus M. Rweyongeza	M	Ass. Lecturer	Economic Law
10	Mr. Lumuli P. Gwakisa	M	Ass. Lecturer	Laws in Oil & Gas Law
6. Department of Information Sciences and Library - Ag. HoD: Ms. Catherine A. Ongoro				
1	Dr. Angela M. Chailla	F	S. Lecturer	Information Management
2	Ms. Grace Mzigo	F	Ass. Lecturer	Information Studies
3	Mr. Nolasko V. Mwinami	M	Ass. Lecturer	Library & Information Studies
4	Ms. Sifuni T. Mhomisoli	F	Ass. Lecturer	Information Studies
5	Mr. Claudius Ndauka	M	Ass. Lecturer	Library & Information Studies
6	Ms. Catherine A. Ongoro	F	Ass. Lecturer	Information & Communication Science & Engineering
7	Ms. Veneranda Rutainurwa	F	Ass. Lecturer	Information Technology
8	Ms. Emiliana Kikalugaa	F	Ass. Lecturer	Computer Science
9	Mr. Paulo S. Magooge	M	Ass. Lecturer	Computer Science
7. Department of Languages: Ag. HoD; Mr. Peter Mramba				
1.	Prof. Daniel J. Mkude	M	Professor	Education Linguistics

2.	Dr. Noah J. Mtana	M	Lecturer	Education Linguistics
3.	Dr. Mary Jibrea	M	Lecturer	Education-English Language
4.	Mr. Filbert A. Mabilika	M	Ass. Lecturer	English Linguistics
5.	Mr. Michael O. Ogalo	M	Ass. Lecturer	Education-English Language
6.	Mr. Thobias E.Kazwanomo	M	Ass. Lecturer	English Linguistics
7.	Ms. Alpha J. Kavishe	F	Ass. Lecturer	English Linguistics
8.	Mrs. Immaculate W. Frodwa	F	Ass. Lecturer	English Literature
9.	Mr. Peter T. Mramba	M	Ass. Lecturer	Kiswahili Linguistics
10.	Ms. Eva E. Mongula	F	Ass. Lecturer	Kiswahili Linguistics
11.	Ms. Winnie Mtega	F	Ass. Lecturer	Kiswahili Literature
12.	Ms. Nkinde Mwangoka	F	Ass. Lecturer	Kiswahili

Department of Education: HOD- Dr. Paul Dominick Mushi

1.	Dr. Paul D.S. Mushi	M	S. Lecture	Education & Industry		
2.	Dr. Wilson L. Mtebe	M	S. Lecturer	Education -Planning & Administration		PhD
3.	Dr. Lydia A Kimaryo	F	Lecturer	Education (Demography)		
4.	Dr. Eugenia Wandela	F	Lecturer	Education -Curriculum & Instructions		Ed.D
5.	Dr. Reginald Lyamuya	M	Lecturer	Sciences of Education		PhD
6.	Dr. Salomon Wanchala Omer	M	Lecturer	Educational Administration		PhD
7	Mr. Shadrack E. Mwakalinga	M	Ass. Lecturer	Education -Curriculum & Instructions		MA
8.	Mr. Henerico E. Kaijage	M	Ass.Lecturer	Education- Planning & Administration		MA

III. FACULTY OF COMMERCE - DEAN: DR. RAPHAEL HABI

8. Department of Business Studies - Ag. HoD: Mr. Lukas Msemwa

1	Prof. Emmanuel Butiku	M	Professor	Policy, Politics and Governance
2	Dr. Raphael Habi	M	S. Lecturer	DS (HRM)
3	Ms. Edda Lutta	F	Ass. Lecturer	Managementof Natural Resources
4	Mr. Donald Maziku	M	Ass. Lecturer	Economics(Business Management)
5	Mr. Daniel A. Chuma	M	Ass. Lecturer	Marketing
6	Ms. Mwasu S. Kinala	F	Ass. Lecturer	Marketing
7	Mr. Lukas S. Msemwa	M	Ass. Lecturer	PSCM
8	Ms. Julieth Koshuma	F	Ass. Lecturer	PSCM
9	Ms. Diana D. Kiwia	M	Ass. Lecturer	PSCM

9. Department of Economics, Mathematics and Statistics - HoD: Dr. Naomi Mwaikambo

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2	Dr. Alexis Minega Naho	M	Lecturer	Economics
3	Dr. Masoud M. Al-Biman	M	Lecturer	Economics
4	Mr. Peter J. Mzeru	M	Ass. Lecturer	Economics

5	Ms. Victoria J. Mugula	F	Ass. Lecturer	Agricultural Economics
6	Ms. Anna D. Fome	F	Ass. Lecturer	Mathematical Science
7	Mr. Leonce L. Qwaray	M	Ass. Lecturer	Mathematics
8	Mr. Emmanuel Kikuli	M	Ass. Lecturer	Mathematical Education
9	Ms. Rosemary Nzobo	F	Ass. Lecturer	Mathematical Education
10. Department of Accounting and Finance - HoD: Dr. John B. Tlegray				
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2	Ms. Rhumika Adam	F	Ass. Lecturer	MBA-CM
3	Mr. Henrick Kipangula	M	Ass. Lecturer	Accounting & Finance
4	Mr. William Paschal	M	Ass. Lecturer	Accounting (Oil & Gas)
5	Mr. Paul L. Ulaya	M	Ass. Lecturer	Accounting & Finance
6	Mr. Elias S. Malubi	M	Ass. Lecturer	Banking & Finance
PART TIME TEACHING STAFF				
1	Prof. Eulalia Temba	F	Associate Prof	DS (Financing Entrepreneurship)
2	Dr. Jaraj S. Kikula	M	S. Lecturer	Strategic Management
3	Dr. Benedict K. Lukanima	M	Lecturer	Finance
4	Fr. Andrzej Duda	M	Ass. Lecturer	Spirituality
5	Fr. Isdori Ndekumanya	M	Ass. Lecturer	Biblical Theology
6	Fr. Adelwald Itatiro	M	Ass. Lecturer	Economics