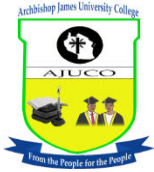


# ARCHBISHOP JAMES UNIVERSITY COLLEGE

( A Constituent College of St. Augustine University of Tanzania )



P.Box 466 Songea,  
Tanzania East Africa  
Website:[www.ajuco.ac.tz](http://www.ajuco.ac.tz)



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## PROSPECTUS

### 2016 / 2017-2018

**From the People for the People** (*Ex hominibus pro hominibus*)

**Building the City of God**

# **INTRODUCTION TO ARCHBISHOP JAMES UNIVERSITY COLLEGE (AJUCO)**

*(A CONSTITUENT COLLEGE OF SAINT AUGUSTINE UNIVERSITY OF TANZANIA)*

Welcome to Archbishop James University College (AJUCO), a Constituent College of St Augustine University of Tanzania located in the South Western part of Tanzania.

The College started as a University Centre of St Augustine University of Tanzania (SAUT) in 2011 in accordance with the mission and vision of the University which cherishes the holistic formation of a person for the national development. It was purposefully established in southern Tanzania so as to uplift the zone in education and development panacea. For long the southern zone of Tanzania including Ruvuma, Mtwara and Lindi has been lagging behind in terms of various social and economic developments. In Tanzania apart from having a low university enrolment rate, there are also regional disparities in access to higher education. Many of the higher education institutions are clustered in cities and municipalities in Dar es Salaam, and other parts of the country except the southern zone. In implementing its envisioned ideal, SAUT found it important to establish the centre

which was later upgraded into a College on 27<sup>th</sup> September, 2012 for the purpose of shedding light to the zone. It is envisaged that the College would become a University in the South East of Tanzania. This is in line with the National Development Vision 2025 to have a high quality of life, a well- educated and learning society that will be able to competitively organize the Tanzanian economy necessary for sustainable growth.

## **Vision**

To be a premier research-intensive university that improves leadership, collaborative discoveries, innovation in education and research that will permit graduates to attain the highest possible level of achievement, and prepare them for positions of leadership and commitment to generous service and respect to humankind.

## **Mission**

Its mission encompasses:

- To teach and expand human knowledge for the benefit of society through research-intensity, integrated with education, transparency and honesty;

- To investigate the intricately challenging, fundamental problems in the arts, science and technology and in a particularly collegial, interdisciplinary atmosphere.
- To holistically develop persons by enabling outstanding students to become creative members of society in a humane and collaborative environment in many fields of human endeavors be encouraging, supporting and celebrating intellectual curiosity, active citizenship, ethical leadership and respect for our diversity community.

### **Core Values**

- Excellence in all aspects of professional and academic life.
- Respect and elevation of the inherent dignity of all human beings
- Human service
- Pursuit of the highest ideals of ethical integrity

### **College Motto**

From the People for the People (*Ex hominibus pro hominibus*)

**MEMBERS OF THE BOARD OF TRUSTEES OF THE CATHOLIC UNIVERSITIES IN  
TANZANIA**

Most Rev. Judathaddeus Ruwa"ichi	Archbishop of Mwanza – Chair Person
His Eminence Polycarp Cardinal Pengo	Archbishop of Dar es Salaam
Most Rev. Josaphat Lebulu	Archbishop of Arusha
Most Rev. Paul Ruzoka	Archbishop of Tabora
Most Rev. Damian D. Dallu	Archbishop of Songea
Most Rev. Beatus Kinyaiya	Archbishop of Dodoma
Rt. Rev. Tarcisius Ngalalekumtwa	Bishop of Iringa
Rt. Rev. Evaristo Chengula	Bishop of Mbeya
Rt. Rev Desiderius Rwoma	Bishop of Bukoba
Rt. Rev Augustino Shao	Bishop of Zanzibar
Rt. Rev. Isaac Amani	Bishop of Moshi
Rt. Rev. Salutaris Libena	Bishop of Ifakara
Rt. Rev. Titus J. Mdoe	Bishop of Mtwara

**PRINCIPAL OFFICERS OF SAUT**

**Chancellor**

Rt. Rev. NGALALEKUMTWA, Tarcisius, President of the Tanzania Episcopal Conference

**Vice Chancellor**

Rev. Dr. MKAMWA, Thadeus

**Deputy Vice Chancellor for Academic Affairs**

Dr. NEGUSSIE, Andre

**Deputy Vice Chancellor for Administration and Finance**

Rev. Fr MABULA, Cleophace

**Corporate Counsel**

Rev. Dr. RUGEMALIRA, Respicius

## **MEMBERS OF AJUCO GOVERNING BOARD**

Most Rev. Damian D. Dallu,	Archbishop of Songea - Chairperson
Rt. Rev Castor Msemwa,	Bishop of Tunduru-Masasi - Member
Rt. Rev John C. Ndimbo,	Bishop of Mbinga - Member
Rev. Fr. Raymond SABA	Secretary General – TEC - Member
Rev. Dr Thadeus Mkamwa	VC – SAUT - Member
Rev. Dr. Longino Rutagwelera	Principal – AJUCO – Member
Prof. Cassian Magori	Principal – SFUCHAS – Member
Prof. Bertha Koda	Lecturer – UDSM – Member
Mrs Edwina A. Lupembe	Mng. Director – Mkombozi Bank - Member
Mr. Diocles Rutaihwa	Ministry of Education - Member
Adv. Edson Mbogoro	Lawyer – Member
Rev Fr Camillus Nikata	Representative of the Academic Committee
Rev Sr. Michaela Mhagama	Representative of the Religious – Member

## **INVITEES TO THE GOVERNIG BOARD**

Deputy Principal for Administration and Finance

Deputy Principal for Academic Affairs

Bursar

Dean of the Faculty of Medicine

Two Representatives of the Students’ Body

## SECTION A

### 1. ADMISSIONS INFORMATION

#### Introduction

Archbishop James University College (AJUCO) offers various undergraduate, diploma and certificate academic programmes leading to the award of degrees, diplomas and certificates. It offers one Postgraduate Diploma, 6 undergraduate degree programmes, 6 Diploma programmes and 5 certificates programmes as detailed below.

S/N	Programme Code	Programme Name	Duration
1	BAED	Bachelor of Arts with Education	3 Years
2	BASO	Bachelor of Arts in Sociology	3 Years
3	LL.B	Bachelor of Laws	4 Years
4	BBA	Bachelor of Business Administration	3 Years
5	BMAC	Bachelor of Arts in Mass Communication	3 Years
6	MD	Doctor of Medicine	5 Years
7	DBA	Diploma in Business Administration	2 Years
8	DA	Diploma in Accountancy	2 Years
9	DPSM	Diploma in Procurement and Supply Chain Management	2 Years
10	DLRM	Diploma in Librarianship and Records Management	2 Years
11	DL	Diploma in Law	2 Years
12	DPTE	Diploma in Primary Teacher Education	2 Years
13	CA	Certificate in Accountancy	1 Year
14	CPSM	Certificate in Procurement and Chain Supply Management	1 Year
15	CLRM	Certificate in Librarianship and Records Management	1 Year
16	CL	Certificate in Law	1 year
17	CBA	Certificate in Business Administration	1 Year

**Note:** Students who take Bachelor of Arts with Education are obliged to major in two subjects from the following list: *History, Geography, Kiswahili, English Language, Literature* and *Economics*. All the Degree programmes conducted at AJUCO commence in **October every year**.

## **2. Contacts and enquiries**

All enquiries about admissions should be addressed as follows:

### ***2.1 Undergraduate and Non-Degree Programmes***

The Admissions Officer

Archbishop James University College

*(A Constituent College of St. Augustine University of Tanzania)*

P.O. Box 466

Songea

Tanzania

Telephone: +255 25 260 2862

Fax: +255 25 260 2861

E-mail: [saut.songea@yahoo.com](mailto:saut.songea@yahoo.com)

## **3. Entry Requirements**

Candidates wishing to be enrolled at AJUCO to pursue the [various postgraduate and undergraduate degrees](#) along with non-degree programmes have to fulfil the general admissions criteria as well as the additional entrance requirements specific to each academic programme.

### **3.1. Admissions Criteria**

#### ***3.1.1 Undergraduate Programmes (Except Doctor of Medicine)***

A candidate shall be deemed eligible for consideration for admission to **any first degree programme** of AJUCO if he or she has one of the following qualifications:

- (i) Certificate of Secondary Education Examinations (C.S.E.E.) or equivalent with pass in FIVE approved subjects THREE of which must be at Credit level obtained prior to sitting for the Advanced Certificate of Secondary Education Examinations (A.C.S.E.E.) or equivalent.



**And**

- (ii) **Two principal passes** in appropriate subjects in the A.C.S.E.E. or equivalent with total points from two subjects not below 3.5 based on the following grade to point conversion scale: A = 5; B+ = 4; B = 3; C = 2; D = 1; E = 0.5 and F = 0 point. [**Note:** Principal passes in Divinity/Islamic Knowledge are not counted].

**NB. For Doctor of Medicine**

Certificate of Secondary Education Examinations (C.S.E.E.) or equivalent with pass in FIVE approved subjects THREE of which must be at Credit level obtained prior to sitting for the Advanced Certificate of Secondary Education Examinations (A.C.S.E.E.) or equivalent.

**And**

**Two principal passes** at C and above in **Biology, Chemistry** or **Physics/Geography** in the A.C.S.E.E. or equivalent with total points from two subjects not below 4.5 based on the following grade point conversion scale: A = 5; B+ = 4; B = 3; C = 2; D = 1; E = 0.5 and F = 0 point.

**Or**

- (iii) An appropriate equivalent Diploma of not less than **Second class/Credit level or B** grade obtained from a college which is fully registered by NACTE.

**3.1.3 Diploma Programmes**

A candidate shall be required to have;

- (i) At least **One A-level principal** pass.

**Or**

- (ii) **O-level four passes** with a **Certificate** from an Institution recognized by NACTE.

**3.1.4 Certificate Programmes**

A candidate aspiring for the certificate programme should have a Certificate of Secondary Education Examination (C.S.E.E.) with **at least any four** principal passes.

**3.2. Modes of Application**

**3.2.1 Undergraduate Programmes**

Applicants with direct qualifications i.e. those who have completed A-level secondary education (Form VI) or relevant diplomas will have to apply through the **Central Admission System (CAS)** as advertised

by The Tanzania Commission for Universities (TCU), in collaboration with the National Council for Technical Education (NACTE) using the application website: <http://cas.tcu.go.tz> or logging to TCU website: [www.tcu.go.tz](http://www.tcu.go.tz)

### **3.2.2 Diploma and Certificate Programmes**

Applicants aspiring for diploma and certificate programmes will have to apply through the NACTE **Central Admission System (CAS)** as advertised by the National Council for Technical Education (NACTE).

## **4. Filling of the application forms**

When filling in the application forms, applicants must:

- (i) Carefully read the accompanying „Instructions to Applicants
- (ii) Give full particulars of citizenship (including a copy of the birth certificate), physical fitness (submit a medical certificate from a government hospital) and enclose photocopies of “O” level and other academic certificates.
- (iii) Pay a non-refundable application fee of **Tshs. 20,000/=** for Tanzanians or US\$ 25 for foreigners directly to **NMB BANK, Archbishop James University College** via **Bank Account Number: 61810020567, Songea Branch**. Applications without the required application fee will not be processed.

## **5. Application deadlines**

The deadlines for programmes conducted at AJUCO vary accordingly. For **postgraduate programmes** the deadline is normally at the **end of July** every year. For **undergraduate, Certificate and Diploma programmes** the deadline depends on the TCU and NACTE schedules.

**NOTE:** For more information on the notification of the selected students for all the programmes and the opening dates for new academic year, please visit our website: [www.ajuco.ac.tz](http://www.ajuco.ac.tz)

## **6. Regulations on Student Credit Transfer at AJUCO**

- (i) Student credit transfer is allowed between universities only.
  - (ii) Credit transfer applies to both undergraduate and postgraduate degree programmes.
  - (iii) Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.

## **7. Conditions governing credit transfer from other Universities to AJUCO**

- (i) The Higher education institution from which a student wants to transfer credit from must be a university with full accreditation by a recognized body in the country assigned to deal with such matters and the accreditation status of the institution shall be independently verified by AJUCO and the Tanzania Commission for Universities (TCU). If in doubt, AJUCO reserves the right to give any applicant a performance verification test or reject the application.
  
- (ii) The applying student must have an active degree programme registration at his/her institution.
  
- (iii) The applicant's academic entry qualifications in the previous University shall be similar to that required by AJUCO including the respective programme cut-off point in the relevant year.

## **8. Conditions governing transfer from AJUCO to other universities**

Transfer of credits from AJUCO to other universities will be governed by the TCU regulations and those of the recipient university. For more information on the same, see the DPAA.

## **9. Travel and other arrangements**

Students should make their own travel arrangements to the college and are advised to have enough pocket money for expenses/upkeep. Students from countries other than Tanzanians are expected to conform to all immigration formalities in their countries before they depart for Tanzania. They must obtain a Residence Permit from the nearest Tanzanian Embassy or High Commission before they arrive. This should be done at the earliest possible date. It is advisable when travelling to Tanzania that one keeps readily available his/her travel documents as well as evidence from AJUCO to confirm that he/she has been offered admission. One should also have details of financial support, in case these documents are required at the entry point by the immigration authorities.

## **10. Reporting to AJUCO**

Upon reporting, students are required to bring with them the **original certificates (Form IV, Form VI, Degrees or Advance diploma)** plus **original birth certificates** for registration. There is a penalty for late registration, i.e. after the orientation week, a student is liable to a penalty of Tsh. 100,000/= (One hundred thousand shillings).

## 11. Payment of Fees

AJUCO registers students who have paid tuition fees and other fees (See the posted **fee structure on our website: [www.ajuco.ac.tz](http://www.ajuco.ac.tz)**). The appropriate invoice is given to them before registration day. Students are **STRICTLY** instructed to make fee payments to the **APPROPRIATE BANK** accounts. Non compliance to these instructions is tantamount to non payment.

- Tuition Fees are **STRICTLY** paid to CRDB Bank, Account Name: SAUT SONGEA STUDENTS FEES, via **Bank Account number: 0150091764102, Songea Branch** (No Cheques are accepted).
- Administrative Fees are **STRICTLY** paid to:
  - CRDB Bank,
  - Account Name: ARCHBISHOP JAMES UNIVERSITY COLLEGE,
  - Account Number: 0150366810900

Fees for Students' Governments:



Peramiho Campus:

- CRDB Bank
- Ac/Name: ARCHBISHOP JAMES UNIVERSITY COLLEGE
- Ac/No.: 0150366810902

➤ Songea Municipal Campus

- CRDB Bank
- Ac/Name: ARCHBISHOP JAMES UNIVERSITY COLLEGE
- Ac/No.: 0150366810902

- Accommodation Fees for both campuses

- CRDB Bank
- Ac/Name: SAUT – SONGEA
- Ac/No.: 0152085128519

- Application Fees:

- NMB Bank
- Ac/Name: Archbishop James University College
- Ac/No.: 61810020567

- Other fees (for provisional results, graduation/finalist fees, for appeals, for lost IDs etc.) payments are directed to:

- NBC Bank

Ac/Name: Archbishop James University College

Ac/No.: 023103003859

- For all payments, a student brings the **original bank pay-in slip** to the Accounts Office for him/her to get the college receipt. Cheques, cash, faxes, scanned pay in slips, emails of confirmation of payment and other forms of payments are STRICTLY FORBIDDEN. Moreover, fees paid are not refunded if a student leaves or withdraws from the college. However, if a student receives prior permission from the Deputy Principal for Academic Affairs (DPAA) to withdraw or to be away from the University and provided that the application in writing to withdraw or to be away from the university is submitted within two weeks of the academic year or semester, 50% of the fees is refunded.

## **12. During and after registration**

- a) No student is allowed to postpone studies after the academic year has begun except under special circumstances. Permission to postpone studies shall be considered after the student has produced satisfactory evidence of the reasons for postponement to DPAA. Special circumstances shall include ill health or serious social problems.
- b) No student is allowed to postpone studies during the two weeks preceding final examinations but may for valid reasons be considered for postponement of the examinations.
- c) Students shall commit themselves in writing to abide by the University Rules and Regulations as required in the registration form. A copy of the Students Rules and Regulations is made available to the students through the office of Dean of Students. These rules are also available in the AJUCO website [www.ajuco.ac.tz](http://www.ajuco.ac.tz). Students are encouraged to read and abide by them.
- d) Students are issued with identification cards, which must be carried all times and which shall be produced when demanded by appropriate University Officers. The identity card is not transferable and fraudulent use may result into loss of privileges or suspension.
- e) Loss of the identity card should be reported to the office of Dean of Students, where a new one will be obtained after paying a fee (currently Tshs 10,000/=) as stipulated in the AJUCO rules and regulations.

## **13. Scholarship and Financial Assistance**

All students are required to settle their sponsorships before registration. Students under Higher Education Students' Loans Board (HESLB) are reminded to carefully read the guidelines and criteria for issuing loans for the respective academic year as put on the HESLB website: [www.heslb.go.tz](http://www.heslb.go.tz)

## **SECTION B**

### **2. ACADEMIC PROGRAMMES**

#### **Introduction**

AJUCO offers specializations in several areas:

- Business Administration
- Education
- Mass Communication
- Sociology
- Laws
- Medicine

The programmes lead to Certificates, Diploma, Bachelors and Masters Degree. Every programme belongs to a specific department which shall be the hosting department as indicated in the following pages:

### **3. THE FACULTY OF BUSINESS ADMINISTRATION**

#### **Introduction**

The faculty of business Administration offers the following programmes:

- Bachelor of Business Administration
- Diploma of Accountancy
- Diploma in Business Administration
- Certificate in Accountancy
- Certificate in Business Administration
- Certificate in Procurement and Logistics Supply Management

#### **3.2. Bachelor of Business Administration (BBA)**

This three years programme challenges students to examine the responsibilities of the accountant and other business professionals in the contemporary society.

##### **3.2.1 Entry Requirements:**

Candidates must be holders of Advanced Certificate of secondary Education Examination (A.C.S.E.E) with at least two principal passes in relevant subjects. They must have at least four Ds in the Certificate of Secondary Education Examination (C.S.E.E “O” Level). In addition:

- i. For candidates who completed A-Level before 2014 must have at least two principal passes with a total of 4.0 points. Those who completed A-Level in 2014 and 2015 must have two principal passes (2 Cs) with a total of 4.0 points. Those who completed A-Level in 2016 must have two principal passes with a total of 4.0 points. The points are based on the following scale: A=5, B=4, C=3, D=2, E=1, S=0.5, F=0 (before 2014 and in 2016); A=5, B+=5, B=3, C=2, D=1 (for 2014 and 2015).

OR

- ii. Candidates must hold qualifications equivalent to the above requirements from an institution recognized by the Tanzania Commission for Universities (TCU)

### OR for Applicants with Equivalent Qualifications

At least four O-Level passes (Ds and above) or NVA Level III with less than four O-Level passes or equivalent foreign qualifications as established by either NECTA or VETA; AND

- a). At least a GPA of 3.5 for Ordinary Diploma (NTA Level 6); OR  
b). Average of B for Full Technician Certificate (FTC) (where A=5, B=4, C=3, and D=2 points); OR  
c). Average of „B+“ Grade for Diploma in Teacher Education; OR  
d). Average of „B+“ Grade for Health related awards such as Clinical Medicine and others; OR  
e) A Distinction for unclassified diplomas and certificates.5. Equivalent applicants Upper Second Class for classified non-NTA diplomas.

### 3.2.2 Programme Schedule

#### YEAR I

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
MT 133	Business Mathematics and Statistics	3	Core	MK 124	Marketing Principles and Administration	3	Core
AC 116	Financial Accounting I	3	Core	MT 132	Business Statistics	3	Core
EC 114	Introduction to Micro Economics	3	Core	AC 126	Financial Accounting II	3	Core
CS 111	Introduction to Computer	3	Core	EC 124	Introduction to Macroeconomics	3	Core
GM 118	Principles of Management and	3	Core	SC 126	Principles of Materials Management	3	Core



	Administration I						
SLW161	Commercial Law I	3	Core	HR 121	Principles of Human Resources and Management	3	Core
LG 111	Communication Skills I	3	Core	SLW181	Commercial Law II	3	Core
LG 112	Basic English	3	Core	PH 122	Critical Thinking	3	Core
PH 111	Introduction to Philosophy	3	Core	PH 113	Social Ethics	3	Core
-	-	-	-	LG 121	Communication Skills	3	Core
-	-	-	-	LG 122	Basic English II	3	Core
	<b>Total</b>	<b>27</b>			<b>Total</b>	<b>33</b>	

#### YEAR II

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
MT 231	Qualitative Method I	3	Core	MT 232	Qualitative Methods II	3	Core
RM 214	Research Methods	3	Core	AC 223	Basic Management Accounting	3	Core
FI 211	Financial Management I	3	Core	FI 221	Financial Management II	3	Core
AC 213	Cost Accounting	3	Core	MK 228	Industrial Marketing	3	Core
LG 211	Basic French I	3	Core	REL 221	Comparative Religion	3	Core
-	-	-	-	LG 221	Basic French II	3	Core
	<b>Total</b>	<b>15</b>			<b>Total</b>	<b>18</b>	

## Specialization

### Accounting

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
AC 216	Financial Reporting	3	Core	AC 226	Financial Reporting II	3	Core
AC 215	Taxation I	3	Core	AC 227	Taxation II	3	Core
-	-	-	-	AC 225	Auditing theory and practice	3	Core
-	-	-	-	AC 228	Government Accounting	3	Core
	<b>Total</b>	<b>6</b>			<b>Total</b>	<b>12</b>	

### Banking

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
SLW 213	Banking Law and Practice	3	Core	FI 226	Marketing of Financial Services	3	Core
FI 216	Money and Banking	3	Core	FI 222	Financial Institutions and Markets	3	Core
AC 216	Financial Reporting I	3	Core	FI 225	Commercial and Investment	3	Core
-	-	-	-	FI 227	Financial Statement Analysis	3	Core
	<b>Total</b>	<b>9</b>			<b>Total</b>	<b>12</b>	

### Marketing

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
MK 215	Marketing Management	3	Core	HR 225	Organizational Behaviour	3	Core

GM 221	Production and Operation Management	3	Core	GM 225	Introduction to Industrial Psychology	3	Core
MK 228	Industrial Marketing	3	Core	MK 227	Introduction to Marketing of Services	3	Core
-	-	-		MK 226	Marketing Research and Information	3	Core
	<b>Total</b>	<b>9</b>			<b>Total</b>	<b>12</b>	

### Procurement and Logistics

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
SC 211	Physical Distribution and Warehouse Management	3	Core	GM 211	Production and Operation Management	3	Core
SC 212	Procurement Practice and Techniques	3	Core	SC 222	Auditing and Assurance for Procurement	3	Core
	<b>Total</b>	<b>6</b>			<b>Total</b>	<b>6</b>	

### Human Resource Management

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
HR 215	Human Resource Management I	3	Core	HR 225	Organizational Behaviour	3	Core
GM 211	Strategic Management	3	Core	GM 223	International Business	3	Core
GM 212	Business and Society	3	Core	-	-		
	<b>Total</b>	<b>9</b>			<b>Total</b>	<b>6</b>	

### 3.2.3 BBA Courses Description

### **LG 111: Communication Skills I**

This course aims at imparting knowledge on the key communication skills needed in the realm of academic and business life. It prepares the students for different communicative tasks within the modern business world, where effective communication is as important as the business goals. Memos, reports, speeches, collection letters, sales letters, minutes of meetings, advertisement messages make a vital part of any modern business.

### **PH 112: Introduction to Philosophy**

The course is about the basic philosophical aspects, the general history of ideas and meaningful arguments. This will enable students to articulate in their views of issues, help them develop a philosophical outlook on issues about man, the world and God.

### **PH 113: Social and Business Ethics**

The course deals with a human being and his behaviour in the society. It touches aspects of business, work, family and commitment to the society. The course enable students understand the nature and genesis of social moral problems in order to make appropriate and meaningful responses to them in the light of divinely inspired principles and equip them with mental tools to make rational sense of ethical concerns in personal, business and social spheres

### **TM 133: Business Mathematics**

The course reviews basic mathematical functions including, differentiation, integration and mathematics of finance. It introduces them to the basic mathematical concepts, methodologies and applications used in solving business problems and formulating forecasting models.

### **QM 114: Business Mathematics**

The course introduce the students the basic mathematical concepts, methodologies and applications; reviews basic mathematical functions which includes differentiation, integration and mathematics of finance and use differential calculus to pose, solve and interpret optimization problems in economics, business and the social sciences; Interpret and apply the derivative of economic functions (marginal functions).

### **LW 115: Business Law**

The course is about basic principles of business law; it includes the law of contract, sales of goods, hire purchase and bankruptcy. The course lays the foundation for and provide for deeper understanding of the business legal system and to develop awareness of problem areas in which persons/institutions should seek professional legal advice. It seeks to provide a deeper analysis and understanding of the legal systems as they relate to business operations.

### **AC 116: Financial Accounting I**

The purpose of this course is to equip students with the basic knowledge and skills of the techniques used to prepare financial statements, including necessary underlying records to ensure that candidates can exercise judgment and techniques in reporting matters encountered by accountants.

### **EC 114: Introduction to Microeconomics**

This course is about the basic principles of microeconomics. It introduces students to the basics of economics at the lower units of organization, i.e, the firm and the household or consumer. The course covers demand, supply, and elasticity and consumer behaviour. It seeks to expose students to the techniques of how to apply, analyze and interpret the theories, principles, concepts and models of microeconomics in relation to the business environment in the economy.

### **GM 118: Principles of Management and Administration 1**

This course introduces to students the foundation of management and administration, its history and functions. It equips students with managerial skills and knowledge which are necessary for analyzing and interpreting managerial issues.

### **LG 121: Communication Skills II**

The principal purpose of this course is to equip students with skills for self-expression both orally and in written form. It is aimed at aiding students to reduce any language problem which may lead to underachievement arising from poor expression and organization in students' essays, examinations and outside communication. The course emphasizes the importance of the writing skills, reading and speaking. It exposes to students on how to recognize and use references and citations in a proper manner.

### **QM 124: Business Statistics**

The course is designed to introduce to the students the basic statistical concepts, methodology and applications used in solving business problems and assist students gain knowledge necessary for applying statistics in various fields, such as research. It deals with methods for data collection, measures of central tendency, measures of dispersions and permutations. This course develops and refines decision-making skills of students by basing decision upon the outcome of statistical tests.

### **LW 125: Commercial Law II**

The course is the continuation of Commercial Law I. It is about negotiable instruments, law insurance, partnership law and company law. Other aspects of the course are capital markets, international trade law and intellectual property law. It enables students to master business and commercial related laws.

### **AC 126: Financial Accounting II**

The objective of the course is to improve students' understanding of advanced issues in accounting as a way of preparing them to cope with the current challenges in the accounting profession. It seeks to build on the basic issues covered in Financial Accounting I and develops them further. Specifically, more advanced issues on partnership accounts and some specialized activities like hire purchase, etc. are covered.

**EC 102: Introduction to Macroeconomics**

The course introduces to students macroeconomics. It deals with National Income demand, money, banking and financial institutions, the theory of international trade and inflation. It provides students with a basic understanding of principles and concepts of macroeconomics and their applications to enable students to analyze macroeconomic issues and apply the principles for economic development.

**SC126: Principles of Materials Management**

This course covers all the aspects that have to do with the functions related to the acquisition, maintenance and storage of materials in an organization. The course introduces students to the organization of materials management functions in an organization. The course aims to create understanding on principles of materials management specifically to enable students to recognize and apply principles of procurement and warehouse operations on their duties. It further introduces the student to the practices and functions related to both purchasing and storage of materials in an organization.

**MK 124: Marketing Principles and Administration I**

This course is about the basic principles of marketing management, the marketing systems and its environment and. It aims to expose to students some basic concepts of marketing management and its importance.

**HR 121: Principles of Human Resource Management**

The course introduces to students the basic principles of Human Resource management. It includes the history, major functions of Human Resource Management and Organization of Human Resource Department.

**RM. 224: Research Methods**

The course is all about research methods and students are introduced to, formulation of the research problem, importance of literature review, research designs, data collection methods, analysis of data hypothesis testing and data interpretation.

**QM 212: Quantitative Methods I**

The course provides quantitative techniques for decision-making. It introduces students to the use of mathematical models in solving business problems

**LL160: Basic French 1**

The course is for students with no previous background in French or who have studied French up to Form Two. The course gives basic French language skills (listening, speaking, reading, and writing). It aims at making the student functional at an elementary level, both in written and spoken French (ex. Learning tenses necessary to operate in the past, present and future). Classes will be interactive and high degree of participation will be expected.

**PH 212: Introduction to Logic**

This course aims at developing essential philosophical tools among students for critical, analytical, clear and correct thinking and reasoning. This course introduces logical concepts and it provides scientific

approaches to argumentation. It enables the students to acquire the essential tools of right reasoning in concrete day to day life issues and contexts.

**AC 215: Taxation I**

The objective of this subject is to provide students with a comprehensive knowledge of public finance and taxation, government sources of revenue and government expenditure, tax assessment, collection and accounting for such revenue.

**AC 216: Financial Reporting I**

The aim of the course is to build on knowledge gained in the year one Financial Accounting units, specifically, to build understanding on issues like raising share capital, preparation of financial statements and other matters relating to companies and some specialized activities like hire purchase, investments leasing etc.

**FI 213: Banking Law and Practice**

This course is an introduction to laws pertaining to secured transactions, letters of credit and the bank collection process. The course also discusses a broad range of legal issues related to processing checks. Introduce to students to the laws pertaining to secured transactions, letters of credit and the bank collection process.

**FI 215: Financial Analysis**

The purpose of this course is to teach the basic skills of financial analysis to the prospective bank lender/credit analyst who is already familiar with fundamental accounting procedures and practices.

This course deals with the basic skills of financial analysis and fundamental accounting procedures and practices

**FI 216: Money and Banking**

Money and Banking is a fundamental treatment of the banker's stock in trade money and how it functions in the Tanzania and world economies. This course explores money as a medium of exchange, introduces the concept of money supply. It seeks to examine the role of banks as money creators and participants in the nation's payment mechanics

**MK: Marketing Principles and Management II**

This course is about the basic principles of marketing management, the marketing systems and its environment and marketing environment. The course exposes to students some basic concepts of marketing management and its importance.

**Mk 215: Marketing Research and Information Systems**

Marketing research and information systems exposes to students on the types of marketing research and marketing research approaches, its process and how to evaluate marketing research projects. It seeks to acquaint students with the techniques of handling Marketing Research Projects in a business set up and induce a sense of value for information in marketing decision making process

**MK 217: Consumer Behaviour**

This course introduces the students to marketing of various types of consumer behaviours and the dynamics of consumer behaviours and consumer markets. The course further provides students with understanding of factors that influence the acquisition, consumption and disposition of products, services and ideas.

### **SC 211: Physical Distribution and Warehouse Management**

The aim of this course is to introduce students to the advanced study of activities involved in physical distribution and warehouse management. It examines in depth the policies, principles, techniques and methods involved in the physical, quantitative, financial and managerial control of stocks of goods and materials, including external and internal movement. It seeks to introduce students to the disposal and the legal implications in warehouse, stockyard and motor vehicle management, involving elements of transport management.

### **SC 212: Procurement Practice and Techniques**

This course is about purchasing practice and techniques. It deals with deeper analysis of various practices of purchasing and the techniques necessary to make the right buy. This course is expected to expose students to the practice and techniques of procurement that are used in both public and private procurement. It enables students appreciate and apply various procurement techniques in their business environment and to exercise professional buying behaviour.

### **GM 211: Strategic Management**

The course introduces the importance of strategic management in organizations. The objective is to impart knowledge and different management strategic options and how to combine them making optimal use of the available resource to obtain best results; and to make students understand the Strategic Planning Process.

### **GM 212: Business and Society**

This course is a result of human development which calls for closer interrelationship with business, government and society. The entire course covers the nature and scope of society and business, management of corporate social responsibilities and government regulations and business. Theories of social and economic justice, business ecology and environment as well as moral reasoning and organizational culture are issues covered under business and society course.

### **HR 215: Human Resource Management I**

This course provides students with knowledge to analyze and determine human resource requirements in an organization. This course introduces the importance and how to plan for HR, how to acquire and implement HRIS. Further, the course deals with job design, analysis, people resourcing, compensation, training and development.

### **LL 161: Basic French II**

The course involves further intensive study of the language, to improve vocabulary pronunciation and grammar, with a view to developing self-expression, both in writing and speaking. It introduces students



to authentic short texts (literary and others) and further listening practice to enable students to deal with more everyday situation as well as to develop and share critical attitudes towards French culture and society.

### **REL 221: Comparative Religions**

The course introduces to students major religions of the world and introduces topics that enable students to understand the background of each religion. The course emphasizes also on African traditional religions. This course aims at enabling students to appreciate the common elements found in ATR, Islam and Christianity. It exposes students to differences between Islam and Christianity and to develop the art of tolerance. It enables the Students to understand the influence of ATR in our day-to-day life.

### **QM 222: Quantitative Methods II**

This course builds on the ideas taught in the introductory course. It aims at understanding of the application of mathematical and quantitative techniques in decision making processes in organizations. It enable students choose and apply appropriate data analysis techniques at right situations in analyzing data. It seeks to introduce students to choosing and applying appropriate mathematical and quantitative techniques in decision making process in organizations.

### **AC 223: Basic Management Accounting**

The course introduces to students basic management accounting. It introduces elements of marginal costing, budgeting and elements of standard costing. This course introduces the students to management information needs.

### **AC 227: Taxation II**

The course extends the ideas of Taxation I. Topics in this course include VAT, the East African Community customs management Act 2004, tax revenue appeals, tax planning and international taxation. It exposes to students taxation methods in different circumstances. Specifically it enables students to apply the Tanzanian tax laws in assessing the affairs of various tax payers.

### **AC 226: Financial Reporting II**

The course builds on the basic techniques in Financial Reporting I. It is designed to ensure that students can exercise judgment and apply appropriate techniques in corporate reporting matters encountered by accountants in practice. Students will be required to apply this understanding by preparing and interpreting financial reports in a practical context.

The objective of this course is to equip students with the knowledge on specialized topics such as executor ship, bankruptcy, and Accounting for Reconstructions.

### **FI 226: Marketing of Financial Services**

This course addresses a wide variety of issues about marketing. It makes the process understandable to the students in market banking products successfully. It is exposes students to customer care keeping in mind their buying behaviour and banking structure.

### **FI 221: Financial Institutions and Markets**

The course is about the concepts of interest rates and their risks as applied to various financial instruments and an overview of different products offered by financial institutions.

This course provides students with an overview of the basic contributions in the modern theory of corporate finance and financial institutions. The course is methodology oriented in that students are required to master necessary technical tools for each topic.

**FI 225: Commercial and Investment Banking**

The course explores commercial banking and portfolio management. This course examines the functions and management of depository institutions in a global, regulated market environment. Special attention is given to the risk and returns of the lending and investment function.

**GM 221: Production and Operations Management**

The course aims to introduce students to the concepts of production and operations management and to equip them with a better understanding of principles and practice of operations. It also provides students with knowledge of decision making pertinent to problems of production and conducting operations, particularly in both manufacturing and non-manufacturing organizations.

**HR 225: Organizational Behaviour**

The course is about foundation of individual and group behaviour, organizational culture and organizational dynamics. It introduces to students the nature of human behaviour in organization

**MK 228: Industrial/Business Marketing**

The course introduces to students to the industrial marketing system. The demand for industrial costs and services, understanding industrial buying segmentation in the industrial market, planning the industrial market strategy and industrial marketing intelligence. It also deals with product strategy in industrial marketing, channel strategy in industrial marketing, physical distribution strategy in industrial marketing, and promotional strategy in industrial marketing. Also pricing strategy in industrial marketing and industrial marketing in the international environment are discussed in this course.

**GM 221: Production and Operations Management**

The course aims to introduce students to the concepts of production and operations management and to equip them with a better understanding of principles and practice of operations. It also provides students with knowledge of decision making pertinent to problems of production and conducting operations, particularly in both manufacturing and non-manufacturing organizations.

**SC 222: Auditing and Assurance for Procurement and Supplies Functions**

This course provides students with the basics and techniques of conducting auditing and its application to procurement and supplies function. It enable students perform auditing and apply the knowledge gained in conducting other type of investigations and assurances required.

**HR 225: Organizational Behaviour**

The course is about foundation of individual and group behaviour, organizational culture and organizational dynamics. The course introduces to students the nature of human behaviour in an organization.

**GM 223: International Business /Management**

This course is intended to introduce to students the basic concepts underlying international business operations. The course provides students with knowledge of the issues making international business. It also explains the role and impact of business conducted on an international scale.

**AC 311: Financial Management**

The course introduces the roles of the Financial Manager. It includes planning for funds, raising funds, utilizing funds and providing return to the providers of funds. Financial decisions, investment decisions, working capital decisions, and dividend decisions of corporations and portfolio managers and to interpret the behaviour of the securities of markets and corporations are key aspects in this course.

**GM 313: Entrepreneurship and Small Business Management**

The course aims at providing the basic framework for understanding the whole process of entrepreneurship and developing theoretical and practical capabilities in creation, development and operation of entrepreneurial ventures.

**AC 312: Information Systems and Business Computing**

This course introduces to students the importance of information systems and business computing. It is about the system theory, how to develop systems, systems design and analysis. The course also focuses on systems implementation, systems maintenance and information systems management.

**AC 314: Advanced Accounting I**

This is a course that builds on the basic techniques in Financial Reporting II to ensure that students can exercise judgment and apply appropriate techniques in corporate reporting matters encountered by accountants in practice. Students will be required to apply this understanding by preparing and interpreting financial reports in a practical context. The objective of this course is to equip students with the knowledge on preparing corporate financial reports and public sector reports for publishing guided by the International Financial Reporting Standards.

**AC315: Auditing & Investigations 1**

The course introduces to students the professional and ethical considerations of auditing. It introduces to students how to audit in computer environment and audit specialized entities.

**AC 316: Management Accounting I**

The course is about advanced standard costing, cost estimation and decision making under conditions of risk and uncertainty.

**F1 314: Credit Analysis and Commercial Lending**

The course introduces students to the lending industry; specifically, on how it identifies customer's needs and causes of consumer loan delinquencies.

**FI 315: International Banking Management**

The course introduces the student to international dimensions of the banking management. The course examines how current and historical events are reshaping the industry. Focus is on the basic analytics of managing a bank's exposure to liquidity, credit, and market and country risk.

**FI 316: IT Banking Management**

The course explores new delivery channels for banking products and risks involved. The purpose of this course is to examine and analyze the various risks associated with Internet Banking.

**SC 311: Public Procurement**

The course aims to examine in depth the principles, characteristics and procedures of public procurement and private procurement. It provides students with knowledge on procurement of goods, works, and consultancy services in the public sector and also examines the Public Procurement Act of no.21 of 2004 and its regulations of the United Republic of Tanzania.

**CS 313: Inventory Management and Control**

This course is about the techniques used in controlling inventories. It provides models that are used for adequate inventory control, provide students with the skills and techniques required in order to achieve proper management and control of stocks.

**SC 314: Transportation and Business Logistics Management**

The course is about a role of transportation and logistics management and how it adds value in the organization. It exposes to students the value of transportation and logistics in the organization.

**HR 314: Human Resource Management II**

This course is about HRM policies, employment, safety and health, labour relations, organizational exit and international HRM. The course enables students to understand how to maintain HR's in organizations and to develop an appropriate strategy for retention.

**HR 315: Performance Management**

The course is about the basis, plans, measures, and reviews of performance management. It introduce to students the nature, aims, characteristics, concerns and guiding principles of performance management

**MK 313: Introduction to Marketing of Services**

This Course aims at Introducing Students to the service industry and imparts the requisite knowledge pertaining to the marketing of services activities for effectives satisfying customers. The course centres around the attraction, retention and building of strong and effective customer relationships obtained through offering quality services to the clients.

**GM 316: Principles of Management & Administration II**

The course is about the importance of good leadership, innovation, creativity, organizational change and development. The course introduces to students the importance of research in management.

It is intended too further extend the theory on management and administration, with emphasis on organization behaviour, efficient management organization change and development. It is to enable

students develop the knowledge and skills needed for efficient and effective management of organizations in various environmental situations.

**MK 315: International marketing**

The course exposes to students international aspects of marketing. It introduces to students the international marketing strategy decisions, how to manage international marketing mix, and how to implement the international marketing strategy.

**AC 322: Business Data Processing**

The course is about data processing. It is an overview of the type of application software; the accounting packages, data communication, data base applications and data security and control. It introduces students to the capabilities and limitations of computer applications and the use of computer technology as a tool for business problem solving.

**MG 323: Business Policy and Strategic Planning**

This course introduces to students the role of top management in corporate planning, systems theory and concepts, forecasting as a management tool and social responsibility. To introduce students to the strategies adapted in formulating business strategies.

**AC 321: Project Management Appraisal**

The aim is to introduce students to basic theories concept principles and practical procedures in identifying analyzing inputs/outputs, appraising selecting, writing and implementing projects.

**AC324: Advanced Accounting II**

The course aims at developing students' critical and analytical thinking on management and financial accounting issues by exposing them to new developments in accounting area. The course will equip students with competence; judgment and techniques in corporate reporting matters encountered by accountants and to prepare them to handle current developments or new practices in the accounting profession.

**AC 326: Management Accounting II**

This course provides the student with the intensive knowledge relating to performance evaluation and managerial decision making. The course focuses on relevant cost for decision purposes, divisional performance appraisal, and transfer pricing decision and inventory level decisions.

**AC 325: Advanced Auditing and Assurance Services**

This course equips students with techniques that enable them to make valuable judgment and how to apply them in the analysis of matters to the provision of audit and assurance services. The course equips candidates with knowledge of the auditing practices.

**AC321: International Finance**

The course focuses on foreign exchange market, international financial and monetary system, financial markets and financial instruments in Tanzania and elsewhere. The course also is about international capital budgeting, foreign exchange risks, portfolio theory and exchange rate forecasting.

**F1 324: Investment and Portfolio Management**

This course is designed to acquaint the student with the concepts of portfolio analysis in the general area of institutional investment management. The course discusses principles for managing financial assets. The purpose of this course is to provide the student with the necessary skills to value and to employ options, futures, and related financial contracts.

**FI 325: Micro Finance**

The course explores products services of micro finance and the lending approaches employed in micro finance delivery models. The purpose of this course is to acquaint and expose students with sound micro finance knowledge by examining the different lending approaches used by micro finance institutions both in Tanzania, and other parts of the world (Bolivia, Bangladesh, West Africa and East Africa) where micro finance has thrived.

**MK 324: Sales Management**

The purpose of this course is introducing the students to various sales and marketing principles; and its strategies.

**GM 321: Case Study Analysis and Business Consulting Skills**

This course is meant to equip students with the techniques of case study analysis and those of consulting in business matters. Is to enable the student apply proper attitude and the skills obtained in their studies into solving different problems facing different organizations.

**SC 322: Procurement Contract Management**

This course is about the procurement contractual obligations. It includes tendering, procedures and tender obligations. To inculcate and develop knowledge and skills on the principles, practices, and techniques for managing contract in various categories of organizational projects, and alike especially with the emphasis on the role of the Procurement and supply Chain Specialist

**GM 321: Case Study Analysis and Business Consulting Skills**

This course is meant to equip students with the techniques of case study analysis and those of consulting in business matters. Is to enable the student apply proper attitude and the skills obtained in their studies into solving different problems facing different organizations.

**SC 321: Global Sourcing and Procurement**

The course is about global sourcing and procurement. It deals with the planning for global sourcing, methods used and commercial considerations and documentations. It exposes to students important aspects of sourcing globally

**GM 321: Case Study Analysis and Business Consulting Skills**

This course is meant to equip students with the techniques of case study analysis and those of consulting in business matters. It is meant to enable students apply proper attitude and the skills obtained in their studies into solving different problems facing different organizations.

**HR 321: Labour Law**

The objective of this course is to impart to the students the knowledge of basic concepts, sources of labour law and dispute settlement for issues arising from the contract of employment in Tanzanian context.

### 3.4. Diploma in Accountancy (DA)

This is a one year course intended to train students in basic accounting techniques, management and business administration

#### 3.4.1 Entry qualifications

- i. Candidates should have at least One “A” Level principal pass  
Or
- ii. Candidates should have completed form four (“O” level) with four passes PLUS a Certificate from any institution recognized by NACTE

#### 3.4.2 Programme schedule

##### YEAR I

Semester I				Semester II			
Code	Title	Units	Status	Code	Course Title	Units	Status
CA 112	Book keeping	3	Core	CA 122	Commercial Arithmetic's	3	Core
CA 114	Commercial Knowledge and Office Practice	3	Core	CA 123	Element of Costing and Materials Management	3	Core
EC 101	Introduction to Economics	3	Core	CA 124	Introduction to Micro-finance	3	Core
CS 112	Basic Computer Knowledge	3	Core	CA 126	Introduction to Auditing Taxation	3	Core
LG 111	Communication Skills I	3	Core	GM 123	Business Administration and	3	Core
PH 113	Social Ethics	3	Core	LG 121	Communication	3	Core
					Skills I		

	<b>Total</b>	<b>18</b>			<b>Total</b>	<b>18</b>	
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### **3.4.3 DA - Courses Description**

#### **ACC 050 Financial Accounting**

This course is aimed at equipping the students with the basic skills of collecting data, writing-up and maintaining the books of accounts and to appreciate the role of accounting in the society. The course also highlights on the general framework for preparation and presentation of financial statements.

#### **ACC 051 Cost Accounting**

This course aims at providing students with elementary understanding of the principles and methods of cost accounting and making the students appreciate the role of the cost accounting function in the efficient management of the business.

#### **ACC 052 Intermediate Financial Accounting I**

This course aims at building on the Introduction to Financial Accounting course. The course covers credit transactions, control accounts and correction of errors. Topics like incomplete records, analysis and recording of business transactions and preparation of financial statements for service and trading concerns are also covered.

#### **ACC 053 Auditing Theory and Practices**

This course aims at equipping the students with knowledge and understanding of the audit techniques and processes and their application to both the public and private sectors.

#### **ACC 054 Fundamentals of Corporate Finance**

This course aims at equipping students with the theoretical principles and practical aspects relating to corporate finance, including basic models for the determination of the value of the firm, and how these form the basis for decisions in financial planning and control.

#### **ACC 055 Intermediate Financial Accounting II**

This course aims at giving students a thorough knowledge of more complicated transactions, consignment accounts, hire purchase, accounting for payroll and an introduction to Company and Partnership accounts.

#### **ACC 056 Internal Auditing**

This course aims at equipping students with knowledge on internal auditing and the developments which are taking place in the world regarding the concepts, principles and roles of internal auditing in organizations.

#### **ACC 057 Taxation**



This course aims at enabling students acquire knowledge in principles and concepts of taxation, the income tax system of the country and its tax administration. Also, the taxation of employment income and other income, personal relief and business deductions and goods and services tax (VAT).

#### **ACC 058 Management Accounting**

This course aims at equipping students with basic concepts used in management accounting and various methods involved in cost ascertainment systems. It also provides students with the basic knowledge about use of costing data for planning, control and decision making/

#### **BCS 003 Business Communication Skills**

This course aims at enabling candidates to be able to efficiently communicate in English language and to develop knowledge and understanding of techniques, processes and procedures which are required to ensure efficient and effective communication in various business undertakings, including use of media to the greatest possible benefit of the organization and individuals themselves.

#### **BRM 002 Business Research and Reporting**

This course aims at equipping students with basic knowledge and skills in research and effectively communicating findings and recommendations to the relevant users.

#### **BUS 055 Entrepreneurship Skills & Enterprise Development**

This course aims at acquainting students with relevant entrepreneurial skills for the development of successful small business enterprise in the competitive environment.

In general the course aims at preparing the students for a self-employment. The students will be equipped with various entrepreneurial skills like Business Idea Generation, Venture Creation, Legal business Ownership and Protection, Opportunity Recognition and Exploitation.

#### **DTS 050 Introduction to Development Perspective**

This course aims at equipping students with the understanding of basic theories of Social Development, Gender issues and development, Unemployment and Poverty. The students will also learn about culture and Agricultural transformation.

#### **ECO 050 Micro-Economics**

This course aims at providing students with understanding and ability to apply, analyse and interpret the theories, principles, concepts and models of microeconomics in relation to the business environment in the domestic and international economy.

#### **ECO 051 Macro-Economics**

This course aims at providing students with understanding and ability to apply, analyse and interpret the theories, principles, concepts and models of macroeconomics in relation to the business environment in the domestic and international economy.

#### **ICT 002 Introduction to Information & Communication Technology**

This course aims at ensuring that students can exercise judgement and techniques in identifying, implementing and managing information systems as part of the strategic management of the organization.

### **LBB 050 Principles of Business Law**

The complexity of business transactions has been a result of a number of technical issues which may be involved in one undertaking. A Business transaction may involve several persons dealing with a variety of transactions but who work in close connection to effect a single undertaking. This has made it essential for students who intend to be involved in commercial sector to have knowledge of a number of issues which relate to business transactions. Among those issues are those related to legal matters. This course therefore introduces students to general business law principles by orienting them to issues of law of contract, insurance law, negotiable instrument, sale of goods, agency and partnership.

### **PUB 050 Management Principles and Practice**

This course aims at developing the students' understanding of the concepts, principles and strategies to be deployed in order to effectively manage organizations and the people working in them.

### **QMS 050 Business Mathematics and Statistics**

This course aims at equipping candidates with the necessary knowledge and skills of identifying techniques in presenting, summarizing and analysing data. It also enables students to apply mathematical and statistical tools in business and planning process.

### **QMS 051 Quantitative Techniques for Decision Making**

This course aims at making students familiar with some basic mathematical and quantitative techniques in decision making processes in an organization. It also enables students choose and apply appropriate data analysis techniques at right situations in analysing data.

## **3.5. Diploma in Business Administration (DBA)**

Diploma in Business Administration aims at increasing and enriching students' knowledge across a broad range of business disciplines. This is a dynamic field of study for students who wish to develop skills relating to business operation in areas such as management, accounting, finance, marketing and human resources management.

This programme 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 with non-human resources: machines, materials and money.

This is a two (2) year programme divided into four (4) semesters of 15 weeks each. The programme has a field project in which students will undertake six weeks (6) practical training in any formal organization of their preferences. In the end, students will write and present their field report.

### 3.5.1 Entry Qualifications

i. Candidates should have at least One “A” Level principal pass

Or

ii. Candidates should have completed form four (“O” level) with four passes **PLUS** a Certificate from any institution recognized by NACTE

### 3.5.2 Programme Schedule

#### YEAR I

Semester I				Semester II			
Code	Title	Units	Status	Code	Course Title	Units	Status
BRM 002	Business Research and Reporting	3	Core	BCS 003	Business Communication Skills	3	Core
ECO 050	Micro-Economics	3	Core	BUS 053	Elements of Strategic Management	3	Core
BUS 051	Quantitative Methods	3	Core	BUS 054	Business Marketing	3	Core
ACC 050	Financial Accounting	3	Core	ECO 051	Macro-Economics	3	Core
ICT 002	Introduction to ICT	3	Core	LBB 050	Principles of Business Law	3	Core
PH 111	Introduction to Philosophy	3	Core	PH	Social Ethics	3	Core
	<b>Total</b>	<b>18</b>			<b>Total</b>	<b>18</b>	

#### YEAR II

Semester I				Semester II			
Code	Title	Units	Status	Code	Course Title	Units	Status
PUB 051	Principles of Management	3	Core	BUS 052	Organization Behaviour	3	Core
BUS 056	Business Planning	3	Core	PUB 052	Quality Management	3	Core

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BUS 057	Entrepreneurs hip Management	3	Core	BUS 059	Principles of International Marketing	3	Core
BUS 058	Production and Operations Management	3	Core	BUS 060	Procurement and Supply Chain Management	3	Core
ACC 054	Fundamentals of Corporate Finance	3	Core	DTS 050	Introduction to Development Perspectives	3	Core
	<b>Total</b>	<b>18</b>			<b>Total</b>	<b>18</b>	

### 3.5.3 DBA Courses Description

#### ACC 050 Financial Accounting

This course is aimed at equipping the students with the basic skills of collecting data, writing-up and maintaining the books of accounts and to appreciate the role of accounting in the society. The course also highlights on the general framework for preparation and presentation of financial statements.

#### ACC 054 Fundamentals of Corporate Finance

This course aims at equipping students with the theoretical principles and practical aspects relating to corporate finance, including basic models for the determination of the value of the firm, and how these form the basis for decisions in financial planning and control.

#### BCS 003 Business Communication Skills

This course aims at enabling candidates to be able to efficiently communicate in English language and to develop knowledge and understanding of techniques, processes and procedures which are required to ensure efficient and effective communication in various business undertakings, including use of media to the greatest possible benefit of the organization and individuals themselves.

#### BRM 002 Business Research and Reporting

This course aims at equipping students with basic knowledge and skills in research and effectively communicating findings and recommendations to the relevant users.

#### BUS 051 Quantitative Methods

This course aims at making students familiar with some basic mathematical and quantitative techniques in decision making processes in an organization. It also enables students choose and apply appropriate data analysis techniques at right situations in analysing data.

#### BUS 052 Organization Behaviour

This course aims at developing the students' understanding of the concepts, principles and strategies to be deployed in order to effectively manage organizations and the people working in them.

### **BUS 053 Elements of Strategic Management**

Winning a competition (battle) is possible only when a winner is strategically (tactically) ahead of competitors. Thus this course is designed to present key conceptual and methodological strategic management issues that are associated with the modern competitive business environment

### **BUS 054 Business Marketing**

This course is designed to enhance understanding of the concepts and theories on marketing which is considered to be the core or centre of business.

### **BUS 056 Business Planning**

Most of small businesses which are established prove failure at the early stage of their establishment. Poor business planning and management are among the major causes of small business failure. This course therefore aims at imparting business planning and small business management knowledge and skills to students.

### **BUS 057 Entrepreneurship Management**

The learners are equipped with analytical skills in for the evaluation of business growth and strategies for effective business start-ups

### **BUS 058 Production and Operations Management**

The students are to understand the essential concepts in operations management

### **BUS 059 Principles of International Marketing**

This course exposes students to concepts and practice of marketing in general,

### **BUS 060 Procurement and Supply Chain Management**

The candidates are expected to expose themselves with the knowledge of concepts in procurement and supply chain management.

### **DTS 050 Introduction to Development Perspective**

This course aims at equipping students with the understanding of basic theories of Social Development, Gender issues and development, Unemployment and Poverty. The students will also learn about culture and Agricultural transformation.

### **ECO 050 Micro-Economics**

This course aims at providing students with understanding and ability to apply, analyse and interpret the theories, principles, concepts and models of microeconomics in relation to the business environment in the domestic and international economy.

### **ECO 051 Macro-Economics**

This course aims at providing students with understanding and ability to apply, analyse and interpret the theories, principles, concepts and models of macroeconomics in relation to the business environment in the domestic and international economy.

### **ICT 002 Introduction to Information & Communication Technology**

This course aims at ensuring that students can exercise judgement and techniques in identifying, implementing and managing information systems as part of the strategic management of the organization.

### **LBB 050 Principles of Business Law**

The complexity of business transactions has been as a result of a number of technical issues which may be involved in one undertaking. A Business transaction may involve several persons dealing with variety of transactions but who work in close connection to affect a single undertaking. This has made it essential for students who intend to be involved in commercial sector to have knowledge of a number of issues which relate to business transactions. Among those issues are those related to legal matters. This course therefore introduces students to general business law principles by orienting them to issues of law of contract, insurance law, and negotiable instrument, sale of goods, agency and partnership.

### **PUB 051 Principles of Management**

This course aims at developing the students' understanding of the concepts, principles and strategies to be deployed in order to effectively manage organizations and the people working in them.

### **PUB 052 Quality Management**

This course is designed to provide a conceptual framework in the area of total quality management in a business organization.

## **3.6 Diploma in Procurement and Supply Chain Management (DPSM)**

This is a two year programme designed to cater for technicians in procurement and supply chain management. The programme covers four semesters. There will be field project in this programme. The field period will usually take place between the first and second year (July – August). Students will be required to write field reports. The programme 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 in the end they will be able to achieve their corporate objectives.

### **3.6.1 Entry Qualifications**

- i. Candidates should have at least One "A" Level principal pass

Or

- ii. Candidates should have completed form four (“O” level) with four passes plus a Certificate from any institution recognized by NACTE

### 3.6.2 Programme Schedule

#### YEAR I

Semester I				Semester II			
Code	Title	Units	Status	Code	Course Title	Units	Status
BRM002	Business Research and Reporting	3	Core	BCS 003	Business Communication Skills	3	Core
ACC050	Financial Accounting	3	Core	ECO 052	Elements of Economics	3	Core
QMS 050	Business Mathematics and Statistics	3	Core	BUS 054	Business Marketing	3	Core
PSM 050	Introductory Logistics and Supply Chain	3	Core	PSM 051	Procurement Principles and Techniques	3	Core
ICT 002	Introduction to ICT	3	Core	LBB 050	Principles of Business Law	3	Core
	<b>Total</b>	<b>18</b>			<b>Total</b>	<b>18</b>	

#### YEAR II

Semester I				Semester II			
Code	Title	Units	Status	Code	Course Title	Units	Status
PSM 054	Fundamentals of Inventory Management	3	Core	PUB 050	Management Principles and Practice		
BUS 054	Business Marketing	3	Core	POM 050	Elements of Operations Management	3	Core
PSM 055	Public Procurement	3	Core	PSM 057	Fundamentals of Physical	3	Core

					Distribution		
PSM 056	Introduction to E-Procurement, E-Commerce	3	Core	-	-	-	-
	<b>Total</b>	<b>18</b>			<b>Total</b>	<b>18</b>	

### 3.6.3 DPSM Courses Description

#### BCS 003 Business Communication Skills

This course aims at enabling candidates to be able to efficiently communicate in English language and to develop knowledge and understanding of techniques, processes and procedures which are required to ensure efficient and effective communication in various business undertakings, including use of media to the greatest possible benefit of the organization and individuals themselves.

#### QMS 050 Business Mathematics and Statistics

This course aims equipping candidates with the necessary knowledge and skills of identifying techniques in presenting, summarizing and analysing data. It also enables students to apply mathematical and statistical tools in business and planning process.

#### ACC 050 Financial Accounting

This course is aimed at equipping the students with the basic skills of collecting data, writing-up and maintaining the books of accounts and to appreciate the role of accounting in the society. The course also highlights on the general framework for preparation and presentation of financial statements.

#### DTS 050 Introduction to Development Perspective

This course aims at equipping students with the understanding of basic theories of Social Development, Gender issues and development, Unemployment and Poverty. The students will also learn about culture and agricultural transformation.

#### BRM 002 Business Research and Reporting

This course aims at equipping students with basic knowledge and skills in research and effectively communicating findings and recommendations to the relevant users.

#### PSM 051 Procurement Principles and Techniques

The course is designed to give the learners relevant skills and understanding of the process of corporate planning and contribution of logistics management to the corporate planning cycle.

#### PSM 052 Storekeeping and Warehouse Management



This course seeks to expose students to various skills necessary for stores management and control systems

### **PSM 053 Basics of International Procurement**

This course examines the strategic features which influence the planning, formulation of policies and the organisation and direction of domestic and international logistics functions and the requirement for the co-ordination and control of the business logistics. It thus provides students with understanding of the methods, techniques and factors concerned with the transportation and distribution of goods.

### **ICT 002 Introduction to Information & Communication Technology**

This course aims at ensuring that students can exercise judgement and techniques in identifying, implementing and managing information systems as part of the strategic management of the organization.

### **BUS 055 Entrepreneurship Skills & Enterprise Development**

This course aims at acquainting students with relevant entrepreneurial skills for the development of successful small business enterprise in the competitive environment. In general the course aims at preparing the students for a self-employment. The students will be equipped with various entrepreneurial skills like Business Idea Generation, Venture Creation, Legal business Ownership and Protection, Opportunity Recognition and Exploitation.

### **PSM 054 Fundamentals of Inventory Management**

The course describes activities required for installing the buying function in an enterprise sufficiently. It thus introduces students to innovation in the buying function and methods

### **BUS 054 Business Marketing**

This course is designed to enhance understanding of the concepts and theories on marketing which is considered to be the core or centre of business.

### **PSM 055 Public Procurement**

The course imparts to students the relevant skills to enable students the learned experiences to practical situations which may be encountered.

### **PSM 056 Introduction to E-Procurement, E-Commerce**

This course is designed to introduce the environment in which e-commerce, e-government and e-health takes place, the basic technologies of supporting e-commerce. Also it will provide students with the knowledge on how to apply e-commerce in various business activities.

### **PUB 050 Management Principles and Practice**

This course aims at developing the students' understanding of the concepts, principles and strategies to be deployed in order to effectively manage organizations and the people working in them.

### **POM 050 Elements of Operations Management**

The course enable students to articulate the concepts, models, techniques and terminology that are now standard for those responsible for the operations of manufacturing and service systems. This will enable them to link up well with the operations management personnel.

### PSM 057 Fundamentals of Physical Distribution

It will enable students to understand the place of physical distribution in the enterprise's supply chain and describe the elements of the physical distribution function.

## 3.7 Certificate in Accountancy

### 3.7.1 Entry Qualifications

### 3.7.2 Programme Schedule

#### YEAR I

Semester I				Semester II			
Code	Title	Units	Status	Code	Course Title	Units	Status
ACC 001	Principles of Business Planning	3	Core	BCS 001	Principles of Business Communication Skills	3	Core
ACC 002	Introduction to Financial Accounting	3	Core	BUS 003	Business Mathematics and Statistics	3	Core
ACC 003	Principles of Financial Accounting and	3	Core	BUS 004	Principles of Organization Behaviour	3	Core
ACC 004	Principle of Cost Accounting	3	Core	BUS 005	Elements of Strategic Management	3	Core
ACC 005	Elements of Taxation	3	Core	CIS 001	ICT Computer Knowledge	3	Core
	<b>Total</b>	<b>15</b>			<b>Total</b>	<b>15</b>	

### 3.7.3 CA Courses Description

#### ACC 001 Principles of Business Planning

This course exposes students to the concept of business plan, enables students to the various sources of capital available for small business and strategies for turnaround

### **ACC 002 Introduction to Financial Accounting**

It helps develop student's ability and understanding of the role of accounting within organizations, society etc. The course enables students apply the techniques of collecting and processing data as a basis for the accounting skills.

### **ACC 003 Principles of Financial Accounting and Auditing**

The course provide to students a thorough comprehension of accounting and auditing concepts and methods, hence become competent in the collection, analysis, and use of accounting data. At the end of the course a student should be able to collect, analyse the accounting data.

### **ACC 004 Principles of Cost Accounting**

This course aims at providing students with elementary understanding of the principles and methods of cost accounting and making the students appreciate the role of the cost accounting function in the efficient management of the business.

### **ACC 005 Elements of Taxation**

The course exposes the learners to the knowledge of public finance, principles of taxation, government sources of revenue and government expenditure, tax assessment, collection and accounting for such revenue.

### **BCS 001 Principles of Business Communication Skills**

The course is designed to impart knowledge on the key communication skills needed in the realm of academic and business life. It prepares the students for different communicative tasks within the modern business world, where effective communication is as important as the business goals. Memos, reports, speeches, collection letters, sales letters, minutes of meetings, advertisement messages make a vital part of any modern business.

### **BUS 003 Business Mathematics and Statistics**

This course aims at equipping candidates with the necessary knowledge and skills of identifying techniques in presenting, summarizing and analysing data. It also enables students to apply mathematical and statistical tools in business and planning process.

### **BUS 004 Principles of Organization Behaviour**

This course aims at developing the students' understanding of the concepts, principles and strategies to be deployed in order to effectively manage organizations and the people working in them.

### **BUS 005 Elements of Strategic Management**

Based on the argument that winning a competition (battle) is possible only when a winner is strategically (tactically) ahead of competitors. Thus this course is designed to present key conceptual and methodological strategic management issues that are associated with the modern competitive business environment.

### **CIS 001 ICT Computer Knowledge**

This is an introductory course aimed at exposing students to basic computer skills. Emphasis will be on equipping them with basic IT knowledge and skills on computer applications in information centres as well as the society.

### 3.8 Certificate in Business Administration

#### 3.8.1 Entry Qualifications

#### 3.8.2 Programme Schedule

##### YEAR I

Semester I				Semester II			
Code	Title	Units	Status	Code	Course Title	Units	Status
ACC 006	Book Keeping	3	Core	BUS 005	Elements of Strategic Management	3	Core
ACC 007	Business Accounting	3	Core	BUS 006	Principles of Marketing	3	Core
BCS 001	Principles of Business Communication Skills	3	Core	BUS 007	Productions and Operations Management	3	Core
BUS 003	Business Mathematics and	3	Core	CIS 001	ICT Computer Knowledge	3	Core
BUS 004	Principles of Organization Behaviour	3	Core	PSM 003	Principles of Supply Chain Management	3	Core
	<b>Total</b>	<b>15</b>			<b>Total</b>	<b>15</b>	

#### 3.8.3 CBA Courses Description

##### ACC 006 Book Keeping

This course aims at introducing the student to the basic of Accounting Principles, Procedures and methods. Emphasis will be laid on Data collection, presentation control and analysis of accounting information with

reference to both public and commercial entities. At the end of the course a student should be able to collect and analyse the accounting data.

### **ACC 007 Business Accounting**

This course is intended to provide basic appreciation of those aspects of financial and management accounting which are relevant to the purchasing and supply functions in different organizations. At the end of the course, a student should be able to appreciate the basic aspects of financial and management accounting available in different firms.

### **BCS 001 Principles of Business Communication Skills**

This course aims at enabling candidates to be able to efficiently communicate in English language and to develop knowledge and understanding of techniques, processes and procedures which are required to ensure efficient and effective communication in various business undertakings, including use of media to the greatest possible benefit of the organization and individuals themselves.

### **BUS 003 Business Mathematics and Statistics**

This course aims equipping candidates with the necessary knowledge and skills of identifying techniques in presenting, summarizing and analysing data. It also enables students to apply mathematical and statistical tools in business and planning process.

### **BUS 004 Principles of Organization Behaviour**

This course aims at developing the students' understanding of the concepts, principles and strategies to be deployed in order to effectively manage organizations and the people working in them.

### **BUS 005 Elements of Strategic Management**

This course is designed on the basis that winning a competition (battle) is possible only when a winner is strategically (tactically) ahead of competitors. Thus this course is designed to present key conceptual and methodological strategic management issues that are associated with the modern competitive business environment.

### **BUS 006 Principles of Marketing**

This course is designed to enhance understanding of the concepts and theories on marketing which is considered to be the core or Centre of business.

### **BUS 007 Productions and Operations Management**

This course will enable learners to acquaint themselves with the concepts in operations management and to enable them have meaningful contributions to the operations function decision making.

### **CIS 001 ICT Computer Knowledge**

This is an introductory course aimed at exposing students to basic computer skills. Emphasis will be on equipping them with basic IT knowledge and skills on computer applications in information centres as well as the society.

### PSM 003 Principles of Supply Chain Management

This course is meant to provide students with general knowledge about logistics and supply chain management. Various functions and activities that make the supply chain will be explained. The course is also meant to provide basis for various individual subjects that will be taught later in the programme.

### 3.9 Certificate in Procurement and Supply chain Management (CPSM)

This is a one year course that aims at equipping students with basic tools for performing procurement, logistics and supply management functions.

#### 3.9.1 Entry Qualifications

- i. Candidates should have completed at least form four (“O” level), or its equivalent, with passes in Mathematics and English in the Certificate of Secondary Education Examination (C.S.E.E).
- ii. Candidates should be preferably having a working experience of two years in store keeping procurement or salesmanship in a manufacturing, merchandizing or service organization

#### 3.9.2 Programme Schedule

##### YEAR I

Semester I				Semester II			
Code	Title	Units	Status	Code	Course Title	Units	Status
ACC 006	Book Keeping	3	Core	CIS 001	ICT Computer Knowledge	3	Core
BCS 001	Principles of Business Communication Skills	3	Core	ECO 002	Micro-Economics	3	Core
BUS 003	Business Mathematics and Statistics	3	Core	PSM 001	Principles of Store Keeping	3	Core
BUS 004	Principles of Organization Behaviour	3	Core	PSM 002	Principles of Cost and Material Management	3	Core

BUS 005	Elements of Strategic Management	3	Core	PSM 003	Principles of Supply Chain	3	Core
-	-	-	-	PSM 005	Principles of	3	Core
	<b>Total</b>	<b>15</b>			<b>Total</b>	<b>18</b>	

### 3.9.3 CPSM Courses Description

#### ACC 006 Book Keeping

This course aims at introducing the student to the basic of Accounting Principles, Procedures and methods. Emphasis will be laid on Data collection, presentation control and analysis of accounting information with reference to both public and commercial entities. At the end of the course a student should be able to collect and analyse the accounting data.

#### BCS 001 Principles of Business Communication Skills

This course aims at enabling candidates to be able to efficiently communicate in English language and to develop knowledge and understanding of techniques, processes and procedures which are required to ensure efficient and effective communication in various business undertakings, including use of media to the greatest possible benefit of the organization and individuals themselves.

#### BUS 003 Business Mathematics and Statistics

This course aims equipping candidates with the necessary knowledge and skills of identifying techniques in presenting, summarizing and analysing data. It also enables students to apply mathematical and statistical tools in business and planning process.

#### BUS 004 Principles of Organization Behaviour

This course aims at developing the students' understanding of the concepts, principles and strategies to be deployed in order to effectively manage organizations and the people working in them.

#### BUS 005 Elements of Strategic Management

Winning a competition (battle) is possible only when a winner is strategically (tactically) ahead of competitors. Thus this course is designed to present key conceptual and methodological strategic management issues that are associated with the modern competitive business environment.

#### CIS 001 ICT Computer Knowledge

This is an introductory course aimed at exposing students to basic computer skills. Emphasis will be on equipping them with basic IT knowledge and skills on computer applications in information centres as well as the society. The course enable students to developed theoretical and practical skills in IT applications.

#### ECO 002 Micro-Economics

This course aims at providing students with understanding and ability to apply, analyse and interpret the theories, principles, concepts and models of microeconomics in relation to the business environment in the domestic and international economy.

**PSM 001 Principles of Store Keeping**

The course provides students with foundation principles and practices in store keeping. At the end of the course students shall be able to contribute to productivity and profitability through the application of knowledge, skills and attitudes acquired during the course.

**PSM 002 Principles of Cost and Material Management**

This course is meant to equip students with knowledge, principles and techniques on how to operate and manage inventory at operational level. The course covers also different classes of stock items and the ways to classify them. Accounting aspect of inventory will also be introduced here.

**PSM 003 Principles of Supply Chain Management**

This course is meant to provide students with general knowledge about logistics and supply chain management. Various functions and activities that make the supply chain will be explained. The course is also meant to provide basis for various individual subjects that will be taught later in the programme.

**PSM 005 Principles of Procurement**

The course describes various principles of procurement in general. It also explains functions of procurement department and how the department relates to other departments in an organization. In addition, students will learn about various techniques that are deployed in different buying situations.



## 4. THE FACULTY OF EDUCATION

### Introduction

The faculty of education offers the following degrees:

- Bachelor of Arts with Education

### 4.2 Bachelor of Arts with Education (BAED)

This programme intends to give students the foundations of education. The areas of specialization are Geography, History, Kiswahili, Linguistics, Literature, Mathematics, Philosophy, Economics, and Commerce

#### 4.2.1 Entry Requirements

##### A. Direct entry requirements

- At least three “O” level credit passes in approved subjects, one of which must be English Language
- At least two principal passes (D and above) in the appropriate Advanced Certificate of Secondary Education or its equivalent, and must have grade point average of not less than 4.5 where A = 5, B= 4, C=3, D=2, E=1. S=0.5, F=0

##### B. Applicants seeking admission under the Equivalent Qualifications

- At least three “O” level credit passes in relevant subjects, one of which must be English Language.
- A recognized Diploma in Education with at least grade B average in the subjects they wish to study at degree level, and also pass the university entrance examination where applicable

## 4.2.2 Programme Schedule

### EDUCATIONAL FOUNDATIONS

#### YEAR I

Semester I				Semester II			
Code	Title	Units	Status	Code	Course Title	Units	Status
EF 100	Principles of Education	3	Core	CT 102	Curriculum Development and Evaluation	3	Core
EF 101	Introduction to Educational Psychology	3	Core	CT 107	Secondary Language Teaching Methods	3	Core
EF 112	Philosophy of Education	3	Core	CT 108	Methods for Teaching Social	3	Core
PH 113	Social Ethics	3	Instit	TP 103	Teaching Practice	-	-
	<b>Total</b>	<b>12</b>			<b>Total</b>	<b>9</b>	

#### YEAR II

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
CT 201	Education al Media and Technology	3	Core	EF 200	History of Education	3	Core
RM 202	Research Methods in Education	3	Core	EP 222	Guidance and Counselling	3	Core
CT 302	Microteac	3	Core	TP 203	Teaching Practice	3	Core

	hing Practicum						
	<b>Total</b>	<b>9</b>			<b>Total</b>	<b>9</b>	

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Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
EP 300	Education al Measure ment and Evaluatio n	3	Core	EA 302	Management of Education and School Administration	3	Core
SE 311	Sociology of Education	3	Core	CE 398	Comprehensive Examination	-	Core
DS 101	Developm ent Perspectiv es	3	Core	CT 302	Microteaching Practicum	3	Core
EA 301	Human Resource Managem ent and Developm ent in Education	3	Core	RM 399	Research paper	-	Core
	<b>Total</b>	<b>12</b>			<b>Total</b>	<b>9</b>	

#### 4.2.3 Educational Foundation Courses Description

##### EF 100 Principles of Education

This course is designed to introduce students to principles of education understood as foundational ideas underlying educational policies and practices in their temporal and spatial variation.

**EP 101 Introduction to Educational Psychology**

The course introduces the fundamentals of human behaviour in classroom teaching. It analyses the learning and teaching process from the psychological perspective. More specifically, it equips the students

with skills necessary for analysis and application of psychological principles related to learning and teaching in classroom.

### **EF 112 Philosophy of Education**

This course is designed to expose students to a variety of philosophical schools of thought, paradigms and ideas from various educational philosophers for an awareness of the possibilities and limitations they offer in conceptualizing educational issues and problems. The course also involves students in applying some ideas from various philosophical paradigms, educational philosophers and skills of inquiry in order to tackle issues and problems related to the theory and practice of education in Tanzania and other countries.

### **CT 102 Curriculum Development and Evaluation**

This course mainly caters for the basic principles of classroom teaching in schools and colleges. It provides a detailed practical process of curriculum planning, development, implementation and evaluation.

### **CT 107 Secondary Education Language Teaching Methods**

This course has attempted first to put together all the common factors that are related to the nature, learning and teaching of language and cuts across English, French and Kiswahili languages that are currently being taught in Secondary schools in Tanzania

### **CT 108 Methods for Teaching Social Sciences**

This course provides methods of teaching and learning that apply and are common to the social science curricula. The course is intended for trainee teachers specializing in the teaching and the development of materials of social science subjects.

### **TP 103 Teaching Practice**

### **CT 201 Educational Media and Technology**

This course examines the importance of integrating technology into the teaching and learning process. The selection and preparation of various instructional media are studied including display board, over head projector, LCD projector, videocassette recorder, chalkboard and use of materials available within the surroundings.

### **RM 202 Educational Research Methods**

This course examines principles that govern educational research. It focuses on the contribution of scientific research to solutions in areas of education. Additionally it assists the student in understanding and developing the various stages of the research process. The course prepares the student to develop a research proposal and write a project.

### **CT 302 Microteaching Practicum**

This course is aimed at measuring student teachers ability of teaching after several encounters of teaching practice experiences and previously studied theories. It gives student teacher an opportunity to practice and evaluate under supervision his use of skills and methods of teaching as well as studied theories.

### **EF 200 History of Education**

This course deals with the history of education through ages, covering Africa education within the context of its traditional antecedents, as well as the uniqueness of education policies and practices within specific historical epochs and, contemporary problems and trends. The uniqueness of these issues and problems define the deviation from the mainstream trust of the colonial and post-colonial phases.

### **EP 222 Guidance and Counselling**

### **TP 203 Teaching Practice**

Teaching Practice (TP) is a course based on practical activities where students teachers exercise the theoretical knowledge to practical one in the actual classroom. Students teachers are taken to schools to practice actual teaching in the classroom. The aim is to develop skills and competencies in teaching.

### **EP 300 Educational Measurements and Evaluation**

This course is designed to provide undergraduate students in education with an understanding of administrative, management and organizational concepts related to educational institutions, with specific reference to Tanzania.

### **SE 311 Sociology of Education**

This course provides an understanding of the role on education and culture into the development of a nation especially from the perspective of Economic, Political and Human Resource Development. The course analyses the difficulties that poor nations face and the difficulties of introducing an educational program when large sections of the adult population are illiterate. Equally it intends to educate learners on interaction and socialization patterns in a school.

### **EA 301 Human Resource Management and Development in Education**

This course is intended to provide course participants with skills and competence required to manage and develop educational personnel, especially teachers. In any human organization, human beings (workers/employees) are the basic resource that makes other resources to operate. Thus, effective management and development of teachers will ensure improved performance of both teachers and learners/students.

### **EA 302 Management of Education and School Administration**

This course is designed to provide course participants with an understanding of administrative, management and organizational concepts related to educational institutions, with specific reference to Tanzania. The course is intended to serve as an introduction to both educational management, and organizational theory as a field of study. It is also designed to provide students in education with an understanding of the structures, process and practices related to educational institutions.

### **CE 398 Oral Comprehensive Examinations**

This is an examination normally held after completion of all required coursework and examinations and is intended to test the student's broad knowledge of the fields of study as a whole, and student's ability to communicate his or her understanding of it.

**DS 101 Development Studies Perspectives**

This course offers students grounding in development perspectives and theories. A survey of all major development perspectives and theories shall be made

**RM 399 Research Paper**

This course involves independent field or library research and research report writing. The main focus is to make students design and conduct social science research both from quantitative and qualitative traditions.

### 4.3. THE UNIT OF GEOGRAPHY

Geography is a practical discipline, an integrated study of the Earth, its landscapes, human beings, places and environments; the world in which we live and do everything else. It is a spatial science that studies, analyses, and explains the human and the spatial associations of human activities on the surface of the Earth.

At AJUCO, Geography focus is on physical resources, human resources, nature-society interactions and techniques of geographical analyses. The courses are geared to equipping students with pertinent skills to identify, comprehend, describe, analyse, explain and present socio-economic and environmental problems and solutions related to development processes geographically.

The Unit of Geography offers a number of courses which cater for stakeholders’ needs in the areas of techniques and/or specialised skills, physical and human Geography. The sequencing of the courses ensures a stronger product that meets the students’ needs, employers’ demands and knowledge advancement.

#### YEAR I

Semester I				Semester II			
Code	Title	Units	Status	Code	Course Title	Units	Status
GE 140	Introduction to Physical	3	Core	GE 142	Spatial Organisation	3	Core
GE 141	Climatology	3	Core	GE 144	Surveying and Mapping Science	3	Core
	<b>Total</b>	<b>6</b>			<b>Total</b>	<b>6</b>	

#### YEAR II

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
GE 244	Quantitative Methods in Geography	3	Core	GE 247	Population Studies	3	Core
GE 245	Remote Sensing	3	Core	GE 249	Research Methods in	3	Core



-	-	-	-	GE 250	Environmental Education a	3	Core
<b>Total</b>		<b>6</b>			<b>Total</b>	<b>9</b>	

### YEAR III

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
GE 343	Population and Development	3	Core	GE 349	Contemporary Geography of Africa	3	Core
SE 353	Geographical Information Systems (G.I.S)	3	Core	GE 346	Project Planning and Management	3	Core
GE 353	Water Resources	3	Core	GE 352	Natural Resources Management	3	Core
GE 355	Natural Gas and Oil Management	3	Core	-	-	-	-
<b>Total</b>		<b>12</b>		<b>Total</b>		<b>9</b>	

#### 4.3.1 Geography Courses Description

##### GE 140 Introductions to Physical Geography

This course concentrates on the basic elements of physical geography, the geomorphology, soil and vegetation. The course deals with the physical chemical and biological processes on the surface of the earth.

##### GE 141 Climatology

This course concentrates on various concepts of climatology such as weather and climate, climate change and influences of climate on resources. The course introduces the fundamental concepts of physical geography and provides the necessary foundations for advanced and applied courses.

##### GE142 Spatial Organisation

This course introduces to the students geography as a spatial science. The scope and subject matter is explained, the evolution of geographical thought is presented as well as the concept of location and space.

Spatial interaction and organisation is elaborated based on the use of natural resources by human and the resultant spatial diffusions.

### **GE 143 Environmental Resources and Food Security**

This course introduces another important aspect of human geography, environmental resources and food security. The course also tackles the population-poverty- food problems and examines strategies of improving food production and human nutrition in the context of sustainable agricultural and rural development. The course forms the background to most second and third year courses.

### **GE 144 Surveying and Mapping Science**

This course introduces the essential surveying, cartographic and mapping techniques. The course provides the necessary background for several subsequent courses of geography especially geographical method courses. Methods such as ground survey, map measurement and production as well as photogrammetry are covered.

### **GE145 Introduction to Environmental Education**

This course introduces students to the principles, methodologies of environmental education and imparts knowledge and skills for making environmentally responsible decisions in the management of the environment and natural resources.

### **GE 240 Soil Resources**

The course underscores the need for soil conservation and management, as an integral part of resource utilization. Major themes in this course include soil genesis and classification, soil survey and interpretation as well as soil conservation and management.

### **GE 241 Biogeography**

The course addresses the fundamentals of biogeography, biogeographic process, patterns of floral and faunal distributions and major terrestrial biomes and floristic regions.

### **GE 242 Agricultural Systems and Location**

The course is divided into five sub- courses. The first part introduces the concept of agricultural systems. The second part concentrates on the aspects of agricultural innovations. The third part covers the aspects of dynamics of farming systems agricultural location theories are covered in section four and the last part deals with agricultural decision making.

### **GE 243 Urban Systems**

This course centres on the urbanization process at the global level in general and the third world in particular. The course emphasises the link between urban system and socio economic development.

### **GE 244 Quantitative Methods in Geography**

This course is compulsory to all students who major in geography. The course elaborates the computation and application of numerical measures of variable relationships for numerical distributions, and measures of point, line and aerial distributions.

### **GE 245 Remote Sensing**

This course examines the concepts of remote sensing. It deals with scope of remote sensing, the remote sensing systems, and interpretation of remotely sensed images and applications of remotely sensed data.

#### **GE 246 Hydrometeorology**

This course provides a general introduction of energy processes in the atmosphere, evaporation and evapotranspiration, precipitation and runoff as well as groundwater. Throughout the course, the analysis of precipitation and hydrological data will be related to practical applications.

#### **GE 247 Population Studies**

The course introduces population concepts that are needed in the interpretation of population issues. It looks also at the population distribution, redistribution and the factors that influence these processes.

#### **GE 248 Transport Systems**

Transport Systems deals with macro aspects of transportation over space. It covers a conceptual framework for the study of the geography of movement; parameters and indices for the description and evaluation of the physical properties of transport networks and the link between transport and socio-economic and spatial change.

#### **GE 249 Research Methods in Geography**

The course introduces the essential geographic research methods covering scientific approaches to geography, types of geographical data and methods of capture, data acquisition problems, fieldwork techniques for the geographer, sampling at points, areas and transects questionnaire administration and some numerical methods.

#### **GE 250 Environmental Education and Conservation**

This course builds on GE 145 „Introduction on environmental education“ offered in the first year. It discusses the society environmental interaction and environmental concerns that call for environmental conservation. It also offers knowledge and skills on environmental conservation techniques.

#### **GE 251 Tourism and Leisure**

Tourism and leisure are the world's most rapidly growing industries. This course examines the spatial distribution of these phenomena; describes the main concepts and principles of tourism and leisure; unfolds the socio-economic and environmental impacts of this industry. Finally, this course looks at case studies or examples of tourist and leisure practices that can result into sustainable development.

#### **GE 252 Medical Geography**

This course introduces students to the current issues in Medical Geography. Through case studies, students will learn the important role of geography in explaining patterns of diseases, health inequalities, health care provision and variations in health care systems across the world but with specific examples from developing world.

#### **GE 340 Water Resource Management**

The course covers issues of utilization, planning tools for water resource management and the legislation pertaining to water resources in Tanzania.

### **GE 341 Agriculture and Rural settlement Planning**

This course looks into one of the important factors of human development, and this is the settlement of the rural population. The course begins with the concepts of agricultural planning, human settlements and the spatial aspects settlements.

### **GE 342 Urban Planning and Management**

This course deals with the planning and management of land use and other functions of urban space economy. The course covers models of the internal structure of urban centres, examines urban planning and current global urban problems, the metabolism of cities. The course also deals with theoretical underpinnings of urban land use and urban planning in developing countries. Finally the course describes the new approaches to urban planning ecological and sustainable cities approaches and the environmental planning and management strategy (EPM) process.

### **GE 343 Populations and Development**

This course examines the relationship between population, resources and development. Globally, the course explains the relationship between changes in mortality and development, while at regional levels it explains the fertility transitions and evolution of population policies in Africa. Moreover, the particular explains the root causes of displaced persons in Africa.

### **GE 344 Regional Planning**

The course introduces the students to basic regional development theories. As the course proceeds, special emphasis is put on developing countries experiences. The course starts by introducing the concept of regional development planning, defines basic concepts and outlines the objectives regional economic development.

### **GE 345 Regional Developments Planning in Tanzania**

The course exposes students to regional development planning practice in Tanzania. The course focuses on specific regional development policies and strategies as practiced in Tanzania. For example, post-independence attempts at spatial planning, planning regions and areas, spatial distribution of economic development through river or lake development planning rural development policy and future spatial planning in Tanzania and regional integration are well stipulated in this course..

### **GE 346 Project Planning and Management**

This course discusses the basic concepts and principles underlying the planning and management of development projects in developing countries. The course concentrates on social projects with a focus on poverty alleviation, environmental conservation and rural development.

### **GE 347 Urban Transport Planning and Management**

Urban transport planning and management deals with aspects of transport in urban areas. It emphasises the spatial structure of trip generation, trip distribution, route assignment, modal split and the spatial and temporal dimensions of travel in urban areas.

### **GE 348 Environmental Disaster Management**

This course examines the causes, processes and management measures of disasters in the context of development.

#### **GE 349 Contemporary Geography of Africa**

Particularly, this course covers a wide choice of topics with emphasis on inter-regional aspects, distribution use and environmental resources.

#### **GE 350 Environmental Policy and Planning**

This course examines the principles of environmental management and policy to provide a better understanding of the importance of improved management of the environment. It focuses on the link between environment and development, the environmental policy for formulation process, environmental planning and the legal and institutional framework.

#### **GE 351 Land Evaluation for Development planning**

The course focuses on various approaches in land evaluation based on soil information. It also covers the land information systems and land use decision-making.

#### **GE 352 Natural Resources Management**

This course is about the management of natural resources. The course focuses on the inventorying and monitoring techniques, protected area management and policies and practices in natural resources management. Focus is on Tanzania, though examples are drawn from Eastern and Southern Africa.

#### **GE 353 Geographical Information Systems (GIS)**

This course deals with the generic of GIS, data base structure, processing and analysis as well as application tools for analyzing geographic data. It demonstrates the use of GIS for environmental and resource evaluation, planning and management, and for making decisions related to resource allocation.

#### **GE 354 Environmental Assessments**

This course covers methods and techniques in economic assessment and valuation of the environment, environmental impact assessment and strategic assessment.

#### **GE355 Natural Gas and Oil Management**

The course is designed to develop theoretical and practical knowledge, investigative and analytical skills, and the understanding of the nature, business, and management processes necessary to develop a wide range of exciting career in the oil and gas industry at different levels. The course offers general concepts relating oil and natural gas industry.

#### **GE 399 Independent Study**

This course begins with introducing the student to what is research and why researches need to be done and how to conduct research. Its focus is mainly on the geographical approaches. The student is also introduced to writing skills. The last part the course involves the student conducting a research study.

## **4.4. THE UNIT OF HISTORY**

The Unit of history is one of the founding departments at AJUCO. The unit combines rich specializations, multidisciplinary and interdisciplinary approaches and perspectives to the study of history. The aim is to equip students and other clients with necessary knowledge in all aspects of theoretical, analytical and practical knowledge related to the field of history

**YEAR I**

Semester I				Semester II			
Code	Title	Units	Status	Code	Course Title	Units	Status
HI 101	Basic Concepts and Perspectives in Historical	3	Core	HI 103	Capitalism and Imperialism in World History	3	Core
HI 102	Survey of World History to CA 1500	3	Core	HI 104	Themes in African History	3	Core
<b>Total</b>		<b>6</b>		<b>Total</b>		<b>6</b>	

**YEAR II**

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
HI 260	Philosophies and Methodologies of History	3	Core	HI 262	History of East Africa	3	Core
HI 261	History of	3	Core	HI 263	History of Central	3	Core
HI 271	History of West Africa	3	Core	HI 265	Neo-Colonialism and Revolutionary	3	Core
<b>Total</b>		<b>9</b>		<b>Total</b>		<b>9</b>	

**YEAR III**

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status

HI 360	Economic History of	3	Core	AY 204	Basics in Archaeology	3	Core
HI 362	History of South Africa	3	Core	HI 368	Oral Histories in Tanzania; Theory	3	Core
HI 363	History of North	3	Core	AY 302	Archaeology of Tanzania	3	Core
	<b>Total</b>	<b>9</b>			<b>Total</b>	<b>9</b>	

#### 4.4.1 History Courses Description

##### **HI 101: Basic Concepts and perspectives in Historical Scholarship**

This course aims to introduce students to the basic concepts and paradigms in historical scholarship. It seeks to familiarize students with important concepts and paradigms in historical discourses.

##### **HI 102: Survey of the World History to CA 1500 A.D.**

The course reviews the history of world major civilizations up to the end of 15<sup>th</sup> century. It intends to expose students to various experiences and achievements of humanity before the rise of capitalism. The major aim is to facilitate students to understand the diversity of human circumstances and experiences in pre-modern times so that they can better comprehend the contemporary human history. The entire discussions focus on ancient and medieval social formations and civilizations. Illustrative examples are drawn from various continents

##### **HI 103: Capitalism and Imperialism in World History**

The emergence, development and transformations related to capitalism created and continue to create global impacts. This course aims to examine the emergence and development of capitalism in Europe, America and Japan to the present conjuncture. Discussions put more weight on the social and economic dynamics leading to the various transformations in the nature and functioning of capitalist society. The course also analyses imperialism and its consequences in the world at large and Africa in particular,

##### **HI 104: Themes in African History**

This course explores some of the tropical themes in African History. It opens our understanding of African history by interrogating the conventional handling of some of its main themes. The course sets out to inculcate and cultivate a sense of historical consciousness among undergraduates. It grapples with real lessons of history by teaching about struggle, change and transformation on tropical African historical

processes. It seeks to light up past African constructions to document African initiative, adaptation and choice. That initiative was distorted or even destroyed through external interventions: merchant capitalism, competitive capitalism, monopoly capitalism, imperialism and globalization

#### **HI 260: Philosophies and Methodologies of History**

The course is designed to develop awareness about the nature and function of historical knowledge. It is anticipated that upon completion of the course students will afford a more critical attitude towards the various histories they come across and source materials used to construct them. The underlying assumption of the course is that historians invariably construct histories under the influence of changing social and political circumstances and his /her critical consideration of the historian's circumstances and can lead to a degree of objectivity.

#### **HI 261: History of Tanzania**

The course aims at equipping students with an analytic frame work for understanding how and why Tanzania became what it is today. After successfully completing the course students will be in a position to articulate the circumstances that brought Tanzania to it is at present

#### **HI 262: History of East Africa**

This course for second year students is aimed at inculcating a deeper understanding of the region. It is hoped that after graduating the candidates would have become more familiar with the main themes and content of East African history from antiquity to the present.

#### **HI 265: Neo Colonialism and Revolutionary Movements**

Although imperialism continues to an ever- increasing presume on less industrialized societies, people seldom talk about it these days. This course aims to revive and revitalize the discussion on the nature and consequences of imperialist domination and exploitation of the vast majority of communities and societies around the world over the past century. It is expected that the readings and discussions in the course will generate interest among students in viewing critically their own circumstances under the „globalizing“ world, and be ready to contribute practically towards changing these circumstances for the better.

#### **HI 267: Survey World History of Science and Technology: Ancient to Medieval Times**

This course aims at familiarizing with some of the major scientific breakthroughs in world history in the period up to the 17<sup>th</sup> century, so that they can appreciate these achievements their historical contexts, and develop optimism about African people's potential and future role in scientific discoveries and technological innovations.

#### **AY 204: Basics in Archaeology**

This course aims at providing basic and general archaeological knowledge to students who do not major in archaeology but need archaeological know-how in their respective fields of specialization Such fields include history, sociology, geography, zoology, botany, linguistics and anthropology and so on.

#### **HI 360: Economic History of Tanzania:**



The course aims to develop an understanding of dynamics of economic change in an African setting. It is anticipated that after the students have gained familiarity with the character of economic changes experienced in Tanzania's past, and with the forces and circumstance under which these changes took place, they will better understand the nature and dynamics informing the present economic process in the country.

### **HI 368: Oral Histories in Tanzania**

This course exposes students to the methodology of oral tradition. It provides an avenue for critical discussions on the nature of oral sources and oral histories, highlighting the strengths as well as challenges historians encounter in collecting and interpreting them. The course has five main objectives, namely to: (a) articulate the particularity and classify types sources in comparison to other sources of history; (b) identify and classify types of oral sources; (c) appreciate the significance and challenges of oral sources; (d) understand and articulate the general principles and good practices in conducting oral history research and interpreting the findings; and (e) gain a detailed knowledge of how historians of Tanzania collect and used oral historical information and interpreted it.

### **HI 362: History of South Africa**

This course aims to provide a deeper knowledge of events and process in South African history leading to the configuration of the society as exists today. More especially, it is anticipated that upon completion of this course students will have a greater appreciation of the uniqueness of human experience in south Africa, especially the ancient interactions among hunting, herding and farming communities, the early European intervention in this process, mineral revolution and its aftermath, and the more recent struggles against class exploitation and racial discrimination

### **HI 363 History of North Africa**

The course reviews the history of the Maghreb (Morocco, Algeria, Tunisia and Libya) including the countries of the Nile Valley (Egypt and the Sudan). It presents a coherent picture of the regional history covering the period from ancient times to the recent past. Most of the early history themes are covered in the introductory part. The modern period, starting from around 17<sup>th</sup> century is much more emphasized in this course.

### **AY 302 Archaeology of Tanzania**

The course focuses on the history and trend of the archaeological research, location, type and state that have been discovered; paradigms and historiographies that has shaped and continues to shape archaeology in the country. Current problems and future potentials in all aspects of archaeology, from Early Stone Age to historical archaeology are covered. Throughout the course, efforts are made to place Tanzania's archaeology in regional, continental and global contexts for comparative purposes and for the purpose of appreciating the contribution of Tanzania to the world's cultural heritage. It is an appropriate course for Archaeology and History majors.

## 4.5. THE UNIT OF KISWAHILI

The Unit of Kiswahili was established at AJUCO in October 2011. It is part of the department of Languages and Linguistics. The Unit is committed to analyzing a diversity of Swahili linguistics and Literature through different modes of inquiry. The courses offered are geared to equipping students with pertinent skills to identify, comprehend, describe, analyse, explain and present cultural, social and economical problems and solutions related to development processes linguistically and artistically.

### YEAR I

Semester I				Semester II			
Code	Title	Units	Status	Code	Course Title	Units	Status
SW 111	Utanguli zi wa misingi ya Isimu	3	Core	SW 124	Utangulizi wa Muundo wa Kiswahili	3	Core
SW 112	Utanguli zi wa Fasihi ya Kiswahili	3	Core	SW 125	Nadharia za Maendeleo ya Fasihi ya Kiswahili	3	Core
SW 113	Stadi za Mawasiliano	3	Core	CT 126	Mbinu za Kufundishia Kiswahili	3	Core
<b>Total</b>		<b>9</b>		<b>Total</b>		<b>9</b>	

### YEAR II

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
SW 211	Fonoloji a ya Kiswahili	3	Core	SW 224	Mofolojia ya Kiswahili	3	Core
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SW 212	Riwaya ya Kiswahili	3	Core	SW 225	Tamthiliya ya Kiswahili	3	Core
SW 213	Ukalima ni na Tafsiri	3	Core	-	-	-	-
	<b>Total</b>	<b>9</b>			<b>Total</b>	<b>6</b>	

**YEAR III**

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
SW 311	Sintakisi a ya Kiswahili	3	Core	SW 323	Semantiki na Pragmantiki	3	Core
SW 312	Ushairi wa Kiswahili	3	Core	SW 324	Fasihi Linganishi	3	Core
-	-	-	Core	SW 325	Fasihi Simulizi	3	Core
	<b>Total</b>	<b>9</b>			<b>Total</b>	<b>9</b>	

**KOZI ZA HIARI**

Kozi hizi zinaweza kusomwa na wanafunzi wa mwaka wa pili na wa tatu

Code	Title	Units	Status
SW 226	Isimu Jamii	3	Elective
SW 227	Uandishi wa Kubuni kwa Kiswahili: Nadharia na vitendo	3	Elective

**4.5.1 Maelezo ya kozi za Kiswahili**

**SW112: Utangulizi wa Fasihi ya Kiswahili**

Kozi hii ni utangulizi wa jumla kuhusu fasihi ya Kiswahili. Kozi hii inalenga kuwapatia wanafunzi maelezo ya awali kuhusu aina kuu za fasihi yaani fasihi simulizi na fasihi andishi pamoja na tanzu zake.

#### **SW111: Utangulizi wa misingi ya Isimu**

Hii ni kozi ya utangulizi inayoweka misingi ya kumwezesha mwanafunzi kuielewa isimu kama taaluma; muundo wa mfumo wa lugha na jinsi lugha inavyofanya kazi. Ni kozi inayolenga hasa kumwezesha mwanafunzi kuelewa uchangamano wa lugha ya binadamu kama mfumo unaoongozwa na kanuni za lugha kwa jumla na kanuni za lugha maalumu.

#### **SW 113: Stadi za Mawasiliano**

Kozi hii inanuia kuwajengea walimu wanafunzi misingi imara ya stadi za mawasiliano na stadi za lugha kama vile stadi ya *kusikiliza*, *kuongea/kuzungumza*, *kusoma*, na *kuandika* hasa katika lugha ya Kiswahili itakayowawezesha kujifunza na baadaye kufundisha kwa ufasaha somo la kiswahili. Vilevile, itawawezesha walimu wanafunzi kujifunza kwa ujumla mbinu za kisasa za mawasiliano.

#### **SW125: Nadharia za Uhakiki na Maendeleo ya Fasihi ya Kiswahili**

Kozi hii inahusu uhakiki wa kazi anuwai za fasihi kwa kuzingatia nadharia za uhakiki wa fasihi. Nadharia za uhakiki wa fasihi zitafafanuliwa kwa lengo la kuonesha namna zinavyoweza kutumiwa ili kutathmini fasihi ya Kiswahili.

#### **SW124: Utangulizi wa Muundo wa Kiswahili**

Hii ni kozi ambayo inalenga kumwezesha mwanafunzi kuelewa misingi ya uchanganuzi wa muundo wa Kiswahili na uchanganuzi wa tungo mbalimbali za Kiswahili. Inatazamiwa kuwa kutokana na kozi hii mwanafunzi ataweza kuchambua mfumo wa ndani wa lugha katika nyanja alizojifunza awali na pia kuongezea hizi zilizotajwa katika kozi hii, pamoja na kutambua kanuni za msingi za mifumo ya miundo.

#### **CT 126: Mbinu za Kufundishia Kiswahili**

Kozi hii inanuia kumtayarisha mwalimu mwanafunzi kufundisha somo la Kiswahili katika shule za sekondari nchini Tanzania kwa kidato cha kwanza hadi cha sita. Ni kozi ambayo inadhamiria kutoa elimu, ujuzi na maarifa mapya, mabadiliko na changamoto katika ufundishaji wa lugha ya Kiswahili hasa kwa kuoanisha na malengo yaliyomo katika mtaala wa elimu wa Tanzania.

#### **SW 212: Riwaya ya Kiswahili**

Kozi hii imenuia kuwapa wanafunzi msingi wa kuchambua na kufuatilia maendeleo ya riwaya ya Kiswahili tangu kuwepo kwake hadi zama za sasa. Msisitizo utakuwa kwenye uchambuzi wa riwaya mbalimbali za Kiswahili.

#### **SW211: Fonolojia ya Kiswahili**

Kozi hii inahusu uchambuzi wa lugha kifonolojia. Data itakayotumika ni lugha ya Kiswahili.aidha kwa ajili ya kulinganisha na kulinganua lugha nyinginezo na Kiswahili, data ya lugha nyingine kama Kiingereza na lugha za Kibantu na zisizo za Kibantu pia zinaweza kutumika.

#### **SW213: Ukalimani na Tafsiri**

Kozi hii imekusudiwa kuwawezesha wanafunzi kufahamu dhana ya tafsiri, nadharia ya tafsiri pamoja na misingi na mbinu zitumikazo katika zoezi la kutafsiri. Matini zitakazotumika zitakuwa katika lugha ya Kiingereza na Kiswahili.

#### **SW224: Mofolojia ya Kiswahili**

Kozi hii inahusu uchambuzi wa lugha kimofolojia. Data itakayotumika ni lugha ya Kiswahili. Aidha kwa ajili ya kulinganisha na kulinganua aina mbalimbali za lugha nyinginezo na Kiswahili, data ya lugha nyingine kama Kiingereza na lugha za Kibantu za zisizo za Kibantu pia zinaweza kutumika.

#### **SW225: Tamthiliya ya Kiswahili**

Kozi hii imenuiwa kuwapa wanafunzi msingi wa kuhakiki na kufuatilia maendeleo ya tamthiliya ya Kiswahili tangu kuwepo kwake hadi zama za sasa. Aidha, kozi hii itaelezea maana, chimbuko na historia, vijenzi na aina kuu za tamthiliya. Kadhalika, vipengele na vigezo muhimu katika uchambuzi wa tamthiliya vitazingatiwa.

#### **SW311: Sintaksia ya Kiswahili**

Kozi hii inalenga kumwezesha mwanafunzi kudhibiti dhana na nadharia muhimu zinazotumika katika uchanganuzi wa lugha asilia. Kwa ajili ya kuchanganua lugha, kozi hii itajikita katika kiwango cha sentensi, azma kuu ikiwa kuchanganua sentensi na kubainisha uhusiano wa vipashio vyake. Ni kozi ambayo inalenga kumwezesha mwanafunzi kuelewa uchanganuano wa lugha ya Kiswahili kama mfumo unaoongozwa na kanuni.

#### **SW312: Ushairi wa Kiswahili**

Madhumuni ya kozi hii ni kuwawezesha wanafunzi kuchunguza nadharia za ushairi wa Kiswahili, vipengele vyake, mikabala ya kinadharia inayotumika katika kuuchambua ushairi huo, na mwishowe kuchambua na kuhakiki mashairi teule kutoka kwa washairi mbalimbali.

#### **SW323: Semantiki na Pragmatiki**

Kozi hii inahusu sifa na mahusiano ya kimaana katika Kiswahili na jinsi vipengele hivi vinavyobadilika kutegemea muktadha. Kozi inazingatia dhana kadha za maana na jinsi zinavyohusiana na nadharia mbalimbali za maana. Inaeleza muundo wa maana kwenye ngazi ya neno, kirai na sentensi na jinsi wanaisimu walivyouchambua muundo huo. Kadhalika, vinavyohusisha muktadha mathalan usonde, udokezi wa mazungumzo na kanuni za uyenyekevu vinachambuliwa kwa kuzingatia muktadha halisi wa Kiswahili.

#### **SW325: Fasihi Simulizi**

Kozi hii imenuiwa kuwapa wanafunzi dhana na zana za kimsingi za uchambuzi za kuwawezesha kutaamali fani na maudhui ya matini simulizi ya Kiswahili na matini mengine ya fasihi simulizi ya Kiafrika.

#### **SW324: Fasihi Linganishi**

Madhumuni ya kozi hii ni kuwawezesha wanafunzi kufafanua dhana ya fasihi linganishi na kutumia dhana hiyo kufanyia tahakiki za kazi mbalimbali za fasihi kiulinganishi. Kozi hii pia inalenga kuwapa wanafunzi uwezo wa kung'amua mwingiliano uliopo baina ya fasihi ya Kiswahili na fasihi nyinginezo.

## SW 226 Isimu Jamii

Kozi hii inadhamiria kudadisi na kueleza uhusiano uliopo baina ya lugha na jamii. Wanafunzi wanatarajiwa kuchunguza hali mbalimbali za kijamii na jinsi zinavyoathiri matumizi ya lugha katika miktadha anuwai. Aidha, kozi hii itawawezesha wanafunzi kudhibiti mbinu na ujuzi wa mawasiliano miongoni mwao na watu wengine kwa kuzingatia kaida za lugha katika miktadha mbalimbali ya matumizi.

## SW 227 Uandishi wa Kubuni kwa Kiswahili: Nadharia na vitendo

Kozi hii imependekewa kuwa ya hiari na itolewe kwa walimu wanafunzi wa somo la Kiswahili kwa mwaka wa pili semesta ya kwanza

## 4.6. THE UNIT OF LINGUISTICS AND LITERATURE

This Unit comprises English Language, French language and Literature. The unit is committed to analyzing a diversity of linguistic phenomena through different modes of inquiry. The unit's view of language as a cultural, social and psychological phenomenon accounts for it to examine the dialectic between what is universal and what is particular and unique across languages. It does so through analyses of the structure of language, the acquisition of language and the use of language in context.

The unit incorporates literature that holds a unique position among a variety of disciplines. Since language is both its medium and object of the study, literature serves as point of convergence for issues that concern aesthetics, psychology, sociology, law, philosophy, anthropology, and history.

The current world is rich in linguistic, social and cultural diversity; the situation which takes bilingualism as an asset and a „must“ for members of the globalized world. In that case the unit offers Basic English and French courses to foster students' bilingual status in global perspectives.

### YEAR I

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
LL 101	Introducti on to	3	Core	LL 111	English Phonemic	3	Core

	Linguistic s Structure				Orthographic Systems		
LL 114	English Language Practice	3	Core	LL 102	Social and Biological Aspects of	3	Core
	<b>Total</b>	<b>6</b>			<b>Total</b>	<b>6</b>	

**YEAR II**

<b>Semester I</b>				<b>Semester II</b>			
<b>Code</b>	<b>Title</b>	<b>Units</b>	<b>Status</b>	<b>Code</b>	<b>Title</b>	<b>Units</b>	<b>Status</b>
LL 201	Linguistic Theories	3	Core	LL 202	Morphology	3	Core
LL 214	English Syntax	3	Core	LL 203	Introduction to	3	Core
	<b>Total</b>	<b>6</b>			<b>Total</b>	<b>6</b>	

**YEAR III**

<b>Semester I</b>				<b>Semester II</b>			
<b>Code</b>	<b>Title</b>	<b>Units</b>	<b>Status</b>	<b>Code</b>	<b>Title</b>	<b>Units</b>	<b>Status</b>
LL 302	Socioling uistics	3	Core	LL 303	Historical and Comparative Linguistics	3	Core
LL 317	Introducti on to Pragmatic s	3	Core	LL 314	Second Language Learning	3	Core
LL 318	Discourse Analysis	3	Core	-	-	-	-
	<b>Total</b>	<b>9</b>			<b>Total</b>	<b>6</b>	

#### 4.6.1 Linguistics - Courses Description

##### LL 101 Introduction to Linguistics Structure

The course provides a basic introduction to the field of linguistics, its principles and structure in terms of form and meaning. It also introduces the learners to the different branches of both theoretical and applied

linguistics. This is a course designed to lay a background to the teaching of subsequent courses in linguistics.

### **LL 114 English Language Practice**

This course has been developed to enable new university entrants to strengthen, elaborate and make their proficiency in the essential English language skills more effective and sophisticated.

### **LL 111 English Phonemic and Orthographic Systems**

This course introduces learners to English phonology and majorly the interface between spelling and pronunciation of English phonemes. It takes the learner through accents of English in the world. It is a practical oriented course that needs a lot of practice with the language in the language laboratory.

### **LL 102 Social and Biological Aspects of Language**

This course examines the interaction between the aspects of the society and the mind and the general language system. It lays a ground to Sociolinguistics and Psycholinguistics which are fields of Applied Linguistics.

### **LL 201 Linguistic Theories**

The general goal of this course is to provide students with a basic foundation in generative linguistic theory with particular emphasis on syntax. Through this introduction, students will be able to understand and appreciate the aims and methods of arguments of Generative Linguistics.

### **LL 214 English Syntax**

The course covers a number of areas in the structure of English that are dealt with in seven modules. The modules will deal with phrase structure and different forms and functions of clauses: non-basic clauses; non-simple sentences and adverbial clauses.

### **LL 202 Morphology**

This course examines the major concerns of morphology: the structure of words and the interaction between form and meaning of words. The students are equipped with the ability to do morphological analysis at all interfaces including morphophonology, morphosemantics and morphosyntax.

### **LL 203 Introduction to Semantics**

The course introduces the basic concepts of semantics and their application in relevant contexts. It covers the semantic properties and relations of linguistic entities and expressions.

### **LL 302 Sociolinguistics**

This is a build up course on LL 102 specifically social aspects of language. It explores the relationship between language and the society. It is an application of theoretical knowledge in linguistics in the various interactions in the society. It includes among other issues, social factors such as age, gender, race and contextual factors affecting language use such as setting, genre, participants etc.

### **LL 317 Introduction to English Pragmatics**



This course introduces students to aspects of language use and meaning from the point of view of the user. It links the message to the context (both social and cultural context) and the user. Major concerns of pragmatics are the maxims of cooperative principle, presupposition, implicature, entailment etc.

### **LL318 Discourse Analysis**

This concerns text or discourse grammar; that is grammar of a language stretch above the sentence level. It focuses on how information is packaged, the factors that determine the packaging such as context, models/approaches of information interpretation .

### **LL 303 Historical and Comparative Linguistics**

It is a course that explores the language-history interface. It assess language change both synchronically and diachronically. It also explores similarities and differences between languages in the world with the aim of tracing their origin and hence classification. Two major approaches will be introduced to the learners: comparative method and internal reconstruction method.

### **LL314 Second Language Learning**

This course is intended to equip students with theories of Second Language Learning. It is envisaged to show language learners behave through an examination of language-learner language and the processes that produce it. It will also introduce students to the factors that affect language learning in general including individual learner differences.

## **4.6.2 LITERATURE IN ENGLISH**

### **YEAR I**

<b>Semester I</b>				<b>Semester II</b>			
<b>Code</b>	<b>Title</b>	<b>Units</b>	<b>Status</b>	<b>Code</b>	<b>Course Title</b>	<b>Units</b>	<b>Status</b>
LIT 101	Introduction to Genres of Literature	3	Core	LIT 103	Critical Survey of Tanzanian Literature in English	3	Core
LIT 102	Introduction to Literary Theory and Criticism	3	Core	LIT 107	Teaching Methods in	3	Core
	<b>Total</b>	<b>6</b>			<b>Total</b>	<b>6</b>	

### **YEAR II**

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
LIT 201	African Oral	3	Core	LIT 203	Creative Writing	3	Core
LIT 202	East African Poetry	3	Core	LIT 204	Survey of African Literature	3	Core
-	-	-	-	LIT 205	Children's Literature	3	Core
	<b>Total</b>	<b>6</b>			<b>Total</b>	<b>9</b>	

#### YEAR III

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
LIT 303	Literary Theories	3	Core	LIT 301	Introduction to American and Caribbean	3	Core
LIT 302	Stylistics and Literary Techniques	3	Core	LIT 304	Feminism Theory and Major Writings by Women	3	Core
	<b>Total</b>	<b>6</b>			<b>Total</b>	<b>6</b>	

### 4.6.3 Literature Courses Description

#### LT 101 Introductions to the Genres of Literature

This is an entry point to literary scholarship whose primary objective is to help students develop a deeper understanding of the genres of literature with reference to their characteristics and universal appeal as a literary material. A sample of texts selected based on different genres will be analysed with a focus on the features that distinguish the various genres as individual members of the genre and analogous features that collectively define literature.

#### LT 102 Introduction to Literary Theory and Criticism

Introduction to literary theory and criticism is a compulsory course for all the first year literature students. The course aims at imparting critical skills necessary to any literary scholar. Its paramount goal is to sharpen the students' ability to read, understand and interpret literary material within the discipline of literary scholarship. The course looks at literature, as a creative process of expression of the individual writer and the redefining/representation of the society's social, political and cultural experiences at a given

point in time and two, as a gaping phenomenon open to multiple interpretations and misinterpretations. Thus, it considers criticism as an embodiment of the systematic process of literary study, analysis, interpretation and realization of the writer's thematic and aesthetic intentions.

### **LT 103: Critical survey of Tanzanian literature in English**

This course is a survey of literary work written by Tanzanian writers in English language. It introduces the students to a variety of selected novels, plays poems and short stories whose themes run from different historical phrases since pre-independence to the present. One of the aims of this course is to give an orientation into the creative representation of Tanzanian social, political and aesthetic values and experiences as captured by authors at different times in the history of Tanzania. Consequently, this course provides a history of creative writing in English in Tanzania and the study on the aesthetic and thematic traditions exhibited in these creative works.

### **LT 107 Teaching Methods in Literature**

The course aims at imparting literature teaching methods to students of literature. It explores current issues in the teaching of literature in schools; selection and use of resources; approaches to teaching oral literature, poetry, drama, the novel and short story. Analyse the methods of planning, teaching and evaluation in literature.

### **LT 201 African Oral Literatures**

A second year compulsory course that situates the place of African Oral Literature in today's world. Explores forms of indigenous philosophy contained in the oral literature of the African peoples, which governed African peoples and societies before the advent of colonialism; and which continue to a very large extent, to provide a frame of moral reference for many African societies. Examine the social virility, validity and dynamism of oral literature and its relevance in modern African Literature; the process of field research and its impact on "oral" literature that eventually reaches the library.

### **LT 202 East African Poetry and Drama**

This course is intended to expose students to genres of poetry and drama within the East African region. It will offer an in depth study of the two genres taking into account their major themes and style. In addition, the course will provide students with necessary tools for critical appreciation of works emanating from the region. Special attention will be given to various socio-economic and political changes that have imparted on this literature.

### **LT 203 Creative Writing**

The course explores different forms of writing; invention and research and planning and drafting; elements of creative writing; current forms, styles and trends in creative writing.

### **LT 204 Survey of African Literature**

The course provides a comprehensive overview of African Literature from its traditional roots to modern times. Emphasis will be laid on the chronological development across the genres. The aim is to show how Literature has been a vehicle for the experience and ideology in Africa.

### **LT 205 Children's Literature**

This course explores various genres, major authors and artists in children's literature; history of children's literature, contemporary debates about children's reading, adaptation of texts and material which has found popular favour in youth subcultures as well as the relationship between creative production and critical awareness of children's literature

### **LT301 Introduction to African-American and Caribbean Literature**

African-American literature is the body of literature produced in the United States by writers of African descent. The genre traces its origins to the works of such late 18th century writers as Phillis Wheatley and Olaudah Equiano, reaching early high points with slave narratives and the Harlem Renaissance, and continuing today with authors such as the Nobel Prize-winning Toni Morrison and award-winning Walter Mosley. **Caribbean on the other hand** is a region of the world that consists of the Caribbean Sea and all of the islands. The entire region is made up of islands such as Anguilla, Antigua & Barbuda etc.

### **LT 302 Stylistics and Literary Techniques**

A detailed analysis of literary techniques and language that enables the reader reach an objective view; an in-depth interpretation of texts from literary perspective; establishment of principles capable of explaining particular choices made by literary writers in their use of language. Show how a text deviates from or conforms to the typical features of a particular genre.

### **LT 303 Literary Theories**

This course is a continuation of **LT 102 An Introduction to Literary Theory and Criticism** covered in the first year of study. the course aims at imparting critical skills necessary for any literary scholar. Its paramount goal is to sharpen the students' ability to read, understand and interpret literary material within the discipline of literary scholarship. The course looks at literature as a creative process of expression of the individual writer and the redefining of the society's social, political and cultural experiences at a given point in time and two, as a gaping phenomenon open to multiple interpretations and misinterpretations.

### **LT 304 Feminist Theory and Major Writings by African Women**

This course provides a comprehensive overview of literary works in English written by African women through a feminist perspective.

## **INSTITUTIONAL COURSES**

These are compulsory courses to be taken by all undergraduate students of all programmes. The courses are part of what differentiates AJUCO from other Universities. The courses have an interdisciplinary objective of fulfilling the vision and mission of the University; they help shape the students in accordance with the vision of the University.

**YEAR I**

Semester I			Semester II		
Code	Title	Units	Code	Title	Units
LG 111	Communication skills I	3	LG 121	Communication Skills II	3
LG 112	Basic English II	3	LG 122	Basic English II	3
DS 100	Development Studies I	3	DS 121	Development Studies II	3
PH 123	Social Ethics	3	PH 111	Introduction to	3
	<b>Total</b>	<b>12</b>		<b>Total</b>	<b>12</b>

**YEAR II**

Semester I			Semester II		
Code	Title	Units	Code	Title	Units
LG 212	Basic English III	3	LG 222	Basic English IV	3
	<b>Total</b>	<b>3</b>		<b>Total</b>	<b>3</b>

**YEAR III**

Semester I			Semester II		
Code	Title	Units	Code	Title	Units
LG 311	Basic French I	3	LG 312	Basic French II	3
LS 100	Computer Studies	3			
GM 313	Entrepreneurship and Small Business	3			
	<b>Total</b>	<b>9</b>		<b>Total</b>	<b>9</b>

## **5. FACULTY OF SOCIAL SCIENCES**

The faculty of social sciences offers the following programmes

- Bachelor of Arts in Sociology
- Bachelor of Arts in Mass Communication
- Bachelor of Arts with Education (BAED)- Economics

# THE UNIT OF ECONOMICS

## 5.1. Bachelor of Arts with Education (BAED) - ECONOMICS

This three years programme is offered by the Faculty of Social Sciences in collaboration with the Faculties of Education and the Faculty of Business Administration. The department of Economics teaches students who prepare themselves to become teachers of economics or other experts in the field of economics.

### 5.1.1 Entry Requirements

#### A. Direct Entry Requirements

- i. At least three “O” level credit passes in approved subjects, one of which must be English Language
- ii. At least two principal level passes (E and above) in the appropriate Advanced Certificate of Secondary Education or its equivalent, and must have grade point average of not less than 4.5 where A = 5, B= 4, C=3, D=2, E=1. S=0.5, F=0

#### B. Applicants seeking admission under the Equivalent Qualifications

- i. At least three “O” level credit passes in relevant subjects, one of which must be English language.
- ii. A recognized Diploma in Education with at least grade B average in the subjects they wish to study at degree level, and also pass the university entrance examination where applicable

#### C. Applicants Seeking Admission under the Mature Entry Scheme

- i. They must be 25 years old and above
- ii. Must have obtained at least three credits passes in approved “O” level subjects or attended form six at least five years before the year for which admission is sought
- iii. Must have attended and passed tests in extra mural classes, residential courses or courses offered by an adult education centre in at least two subjects relevant to the courses they wish to study .

### 5.1.2 Programme Schedule

YEAR I

Semester I	Semester II
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Code	Title	Units	Status	Code	Course Title	Units	Status
EC 111	Introductory Micro-economic s Analysis I	3	Core	EC 121	Introductory Micro- economics Analysis II	3	Core
EC112	Introductory Macro- economic s Analysis I	3	Core	EC 122	Introductory Macro- economics Analysis II	3	Core
EC 133	Mathemat ics for Economis ts	3	Core	-	-	-	-
	<b>Total</b>	<b>9</b>			<b>Total</b>	<b>6</b>	

**YEAR II**

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
EC 211	Intermedi ate Micro- economic s Analysis I	3	Core	EC 221	Intermediate Micro- economics Analysis II	3	Core
EC 212	Intermedi ate Macro- economic s Analysis I	3	Core	EC 222	Intermediate Macro- economics Analysis II	3	Core
EC 215	Developm ent	3	Core	EC 225	Development Economics II	3	Core

	Economic s I						
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EC 214	<i>Econometrics I</i>	3	<i>Elective</i>	-	-	-	-
EC 213	<i>Quantitative Methods I</i>	3	<i>Elective</i>	-	-	-	-
	<b>Total</b>	<b>12</b>			<b>Total</b>	<b>9</b>	

**YEAR III**

<b>Semester I</b>				<b>Semester II</b>			
<b>Code</b>	<b>Title</b>	<b>Units</b>	<b>Status</b>	<b>Code</b>	<b>Title</b>	<b>Units</b>	<b>Status</b>
EC 311	Economic Policy, Planning and Programming I	3	Core	EC 321	Economics Policy, Planning and Programming II	3	Core
EC 315	Applied Quantitative Methods and Econometrics I	3	Core	EC 325	Applied Quantitative Methods and Econometrics II	3	Core
<i>EC 312</i>	<i>Money and Banking</i>	<i>3</i>	<i>Elective</i>	<i>EC 322</i>	<i>Monetary Economics</i>	<i>3</i>	<i>Elective</i>
<i>EC 313</i>	<i>Public Finance I</i>	<i>3</i>	<i>Elective</i>	<i>EC 323</i>	<i>Public Finance</i>	<i>3</i>	<i>Elective</i>
<i>EC 314</i>	<i>International Economics</i>	<i>3</i>	<i>Elective</i>	<i>EC 324</i>	<i>International Economics II</i>	<i>3</i>	<i>Elective</i>
	<b>Total</b>	<b>9</b>			<b>Total</b>	<b>9</b>	

**5.1.3 Economics Courses Description**

**EC 111: Introductory Microeconomics Analysis I**

This course deals with issues of microeconomics. Specifically, the course covers that equip students with elementary notions of economic optimization at the lower units of organization i.e. the firms and households or consumers. Topics that are covered include: Introduction to macroeconomics and individual market behavior

Upon completion of this course, students are expected to be competent in the application of knowledge and skills in both predictable and unpredictable variety of context in microeconomics – with substantial personal responsibility and responsibility for the allocation of resources at the micro level

### **EC 112 Introductory Macroeconomics Analysis I**

The course is about the workings of a macro-economy. It provides the student with the basic understanding of principles and concepts of macroeconomics. The key topics covered include the nature and scope of Economics, national income accounting, national income determination, money, banking and financial institutions, and as introduction to the analysis and business cycles.

### **EC 113 Mathematics for Economists**

The course introduces to the students the basic mathematics concepts, methodology and applications used in solving economic problems and formulating forecasting models. Topics to be covered are the real number system, types of function Linear models Non-linear model(Partial market Equilibrium) equilibrium in national income analysis,matrix algebra, application to markets and national income models, rules of differentiation and Integral calculus.

### **EC 121 Introductory Microeconomics Analysis II**

To introduce students to the analysis of market structure and welfare economics

### **EC 122 Introductory Macroeconomics Analysis II**

The course is about the behavior of macro economic variables and associated policy implications both in domestic and global economy settings. The topics covered under this course include inflation, monetary and fiscal policies as well as the theory of international trade.

### **EC 211 Intermediate Microeconomics Analysis I**

This course covers topics at intermediate microeconomics level. The topics that are covered include: Theory of consumer behavior; characteristics of market demand; and the Theory of production and costs. These topics are taught at intermediate level to differentiate them from the way they are taught at introductory level.

### **EC 212: Intermediate Macroeconomics Analysis I**

This is an intermediate undergraduate theory course in macroeconomics. It aims at equipping students with a good understanding of macroeconomic theory and policy issues. The basic tools used in this course are algebra and calculus and the main topics covered include review of national income and products accounts, introduction to national income determination through the multiplier effects and National income determination in the static equilibrium model. Consumption and Investment theories are also covered.

#### **EC 215 Development Economics I**

This course deals with development issues and some theories of underdevelopment are also discussed. Topics that are covered include: review of neo-classic theories; structural approaches to analysis of development and underdevelopment; foreign investment and economic development.

#### **EC 225 Development Economics II**

To enable students understand development economics at advanced stage.

#### **EC 311 Economic Policy, Planning and Programming I**

The course aims at explain the concepts of policy and planning techniques that are related to decision making topics to be covered includes Structural Adjustment and stabilization programming, Strategic planning approaches role and prices, planning techniques like Harrod-Domar model, gap model etc.

#### **EC 312 Money, Banking and Financial Development**

The course is intended to expose students to both theory and practical (policy) aspects of money in the economy; functions of banks and financial institutions.

#### **EC 313 Public Finance I**

This course gives students an introduction to public finance. It deals with issues of public matters; market failure and the role of the government.

#### **EC 314 International Economics I**

The course deals with analysis of the practices of international economics.

#### **EC 315 Applied Quantitative Methods and Econometrics I**

This is an extension of quantitative methods in an applied form. It deals with practical applications of mathematical methods in analyzing economic problems. Topics covered, among others, include: Linear models, input-output models, Game Theory and waiting line models.

#### **EC 321: Economic Policy, Planning and Programming II**

This course aim at exposing the students to the practices of policy decisions and planning in developing countries. The course will cover the theories of development, features and stages of planning, budgeting, planning and budget for Tanzania.

#### **EC 323 Public Finance II**

To give students advanced topics in public sector.

#### **EC 324 International Economics II**

The course deals with analysis of the practices of international economics.

#### **EC 325 Applied Quantitative Methods and Econometrics II**

The course covers courses that deal with an applied econometrics. The course ranges from application of simultaneous equations models, computable general equilibrium models, Time series econometrics and the application of differential equations.

## **5.2. THE DEPARTMENT OF SOCIOLOGY**

The Department of Sociology & development studies was established at AJUCO in October 2011 when the College was still the centre of St. Augustine University of Tanzania Main campus. The department offers BA Sociology degree program. The program is concerned with real-world issues; with policy relevance, such as social inequality, organized crime, globalization, environmental issues, public health, the social basis of political conflict and mobilization, and changes in family relationships and gender roles.

The Bachelor's program (B.A Sociology) focuses on three main axes:

- Advanced critical thinking and theoretical knowledge
- Practical content: Field attachments
- Direct and permanent contact with the research world

The study program is very well structured, and provides students with a wide choice of careers such as social work, community development, management, social research, politics, education, market research and industrial public administration. In the **final year**, students have the opportunity to choose elective courses according to their areas of interest.

The methods and strategies employed in order to promote active learning are small group work, research based projects, case studies, discussions, and field trips. In the third year students conduct research and write dissertations. A detailed course description and structure is provided below.

### **5.2.1 Bachelor of Arts in Sociology (BASO)**

#### **5.2.2 Entry requirements**

- i. Candidates should be holders of the Advanced Certificate of Secondary Education Examination (A.C.S.E.E) with two principal level passes in appropriate subjects at the same sitting with a minimum of 4.5 points. A candidate must have at least five (5) credit passes in the Certificate of Secondary Education Examination (C.S.E.E), including English language. Two principal level passes both of at least “C” grade, if not at the same sitting.

- ii. Candidates must hold a relevant Diploma of at least second-class standing from an Institution recognized by the Tanzania Commission for Universities (TCU)
- iii. A candidate of mature age (25 years old) who possesses the Certificate of Secondary Education Examination (C.S.E.E “O”level) with at least five passes and three credits in approved subjects, which should include English and has a minimum of four years working experience in a relevant field may apply. Such candidates must be ready to take special aptitude test
- iv. Candidates from countries with 8-4-4 systems of education must have completed successfully at least one year of university study in their countries of origin or undertaken a one year certificate programme offered by any Institution recognized by TCU

### 5.2.3 Programme schedule

#### YEAR I

Semester I				Semester II			
Code	Title	Units	Status	Code	Course Title	Units	Status
SO 111	Introduction to Sociology I	3	Core	SO 121	Introduction to Sociology	3	Core
SO 112	Classic Theories of	3	Core	SO 122	Contemporary Theories of Sociology	3	Core
DS 111	Development Studies Perspectives	3	Institutional	SO 113	Introduction to Cultural Anthropology	3	Core
PH 111	Introduction to Philosophy	3	Institutional	PH 121	Introduction to Logic	3	Institutional
PH 112	Social Ethics	3	Institutional	MC 128	Creative Writing	3	Core
LG 111	Communication Skills I	3	Institutional	LG 121	Communication Skills II	3	Institutional

SO 114	Introduction to Social Science Research	3	Core	DS 112	Development Studies Perspective II	3	Core
LG 112	Basic English	3	Institutional	LG 121	Basic Language II	3	Institutional
	<b>Total</b>	<b>24</b>			<b>Total</b>	<b>24</b>	

**YEAR II**

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
SO 211	Introduction to Rural Sociology	3	Core	SO 221	Sociology of Globalization	3	Core
PH 212	Sociology of Marriage and Family	3	Core	SO 222	Public Health	3	Core
SO 213	Introduction to Medical Sociology	3	Core	SO 223	Introduction to Social Psychology	3	Core
SO 214	Introduction to Environmental	3	Core	SO 224	Sociology of Conflict Management	3	Core
SO 215	Introduction to Social	3	Core	SO 227	Guidance and Counselling	3	Core
SO 217	Social Policy	3	Core	SO 228	Qualitative Research Method	3	Core
RM 211	Research Methods I	3	Core	SO 225	Sociology of Human Resource Management	3	Core
BS 211	Introduction to Statistics	3	Core	SO 226	Environmental Management	3	Core
LG 211	Basic French I	3	Institutional	LG 221	Basic French II	3	Institutional
	<b>Total</b>	<b>27</b>			<b>Total</b>	<b>27</b>	

**YEAR III**

<b>Semester I</b>	<b>Semester II</b>
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Code	Title	Units	Status	Code	Title	Units	Status
SO 311	Economics Sociology	3	Core	SO 321	Introduction to Urban Sociology	3	Core
SO 312	Introduction to Civil Society Organizations	3	Core	SO 322	Sociology of Criminology and Penology	3	Core
SO 313	Gender Issues	3	Core	SO 323	Industrial Sociology, Work and Organization	3	Core
SO 314	Introduction to Political Science	3	Core	SO 324	Introduction to International Relations	3	Core
SO 315	Community development Theory and Practice	3	Core	SO 325	Social Protection and Employment Schemes	3	Core
LB 311	Introduction to Labour Law	3	Core	PH 321	Comparative Religion	3	Core
BS 311	Introduction to Entrepreneurs hip	3	Core	LLB 321	Human Rights	3	Core
-	-	-	-	RM 399	Research Dissertation	3	Core
-	-	-	-	CE 398	Comprehensive Examination	3	Core
BS 312	<i>Introduction to Marketing Principles</i>	3	Elective	SO 325	<i>Socialization in Contemporary African Societies</i>	3	Elective
SE 311	<i>Sociology of Education</i>	3	Elective	SO 326	<i>Project Planning and Management</i>	3	Elective
	<b>Total</b>	<b>24</b>			<b>Total</b>	<b>30</b>	

## 5.2.4 Sociology Courses Description

### SO 111: Introduction to Sociology I



This is an introductory course seeking to introduce students to basic sociological concepts, meanings, nature and origin of various sociological issues.

**SO 112: Classical Theories of Sociology**

The course provides an introduction to different major schools of classical sociological thoughts, the historical and socio-cultural contexts in which these schools of thoughts occurred and the major theoretical arguments of each of them.

**SO 113: Introduction to Cultural Anthropology**

This course introduces students to the study of humanity and human culture. It discusses, among other things, the strategies for living that are learned and shared by people as members of social groups. Also the course examines the characteristics that human beings share as members of one species and the diverse ways that people live in different environments.

**DS 100: Development Studies Perspectives**

This course introduces students to various issues related to the concept of development, including poverty and inequality; respective theories, policies and practical measures established to address these challenges.

**SO 121: Introduction to Sociology II**

The overall aim of the course is to introduce new sociological perspectives, analytical and critical explanation regarding human interaction, social institutions, and social structure found within our daily human interaction

**SO 122: Contemporary Theories of Sociology**

The course has two major goals: first, to enable students become conversant with the most important theories in contemporary sociology, and, second to be able to analyse, use, and criticize those theories.

**SO 211: Introduction to Rural Sociology**

The course provides an overall introduction to the field of rural sociology, presenting the principles of rural life and rural development in terms of the Tanzanian context and other African countries.

**SO 212: The Sociology of Marriage and Family**

This course is designed as a general introduction to the sociology of marriage and the family. Students will get to know theoretical, historical and comparative perspectives.

**SO 213: Introduction to Medical Sociology**

The course intends to introduce students to broader perspectives in the study of human relation and reaction to diseases and health. The course exposes students to concepts in sociology and anthropology as they apply to health and diseases. In addition students will be introduced to socio-cultural aspects of health promotion; Different perspectives and approaches to health seeking behaviour.

**SO 214: Introduction to Environmental Sociology**

The course is a critical analysis of the interaction between society and the environment from an ecological perspective, focusing on process of industrial and economic growth; community change and social impact assessment; environmental values and environmental movements; and comparative perspectives on human relations and use of natural environment

**BS 211: Introduction to Statistics**

This course provides students with a basic understanding of statistical analysis in social sciences with a particular application to the sociological research.

**RM 211: Research Methods I**

This course introduces candidates to important research methods available to social scientists. The main focus is on how to design social science research both from quantitative and qualitative traditions.

**SO 221: Sociology of Globalization**

This course introduces students to the ongoing discussion about global processes and changes. It focuses on different dimensions of globalization and on the debates about global entities versus interconnections and global homogeneity. Aspects of globalization and their effect on developing countries will be discussed. Students will have opportunity to navigate through the merits and demerits of globalization and brainstorm on the feasible response.

**SO 222: Public Health**

This course intends to introduce students' socio-cultural aspects of health promotion, how to generate health related information and how to improve lives through prevention and treatment of diseases. Also the course provides different health skills and knowledge as they apply to society.

**SO 225 Sociology of Human Resource Management**

This course introduces the basic principles of the sociology of human resource management, emphasizing the aspects of formal organizations and group structures within the organization.

**SO 223: Introduction to Social Psychology**

The course provides an introduction to the classical themes and principles of social psychology, namely, the interaction between the personality system and the social and cultural systems.

**SO 224 Sociology of Conflict Management**

This course analyses the nature, causes and solutions of interpersonal, inter-groups and intercultural conflicts, with an emphasis on intercultural conflict.

**SO 322 Sociology of Criminology and Penology**

The course provides an international comparative description of crime rates and criminal activities, an analysis of the different types of criminal activity and a review of the major theories of causes and consequences of criminal activity.

**SO 325 Socialization in Contemporary African Societies**

The course provides an introduction to the concept and theories of socialization, with an emphasis on the important role of socialization for developing a strong sense of personal and cultural identity and developing a commitment to community at the local and national level.

**SO 323 Industrial Sociology, Work and Organization**

This course will provide an introduction to the theories and major applied issues in industrial sociology such as employment, industrial organization and personnel management.

**SE 311: Sociology of Education**

The course provides an understanding of the role of educational systems in the culture and development of a nation, especially from the perspective of economic, political and human resource development.

**SO 312: Introduction to Civil Society Organization**

The course provides an overall introduction to the field of civil society organizations by presenting the principles of home-grown paths to development in the Tanzanian context . It also describes the role of democratic institutions in the whole process of community development in relation to principles of participatory development.

**SO 313: Gender Issues**

This course explores questions such as how women and men learn their gender roles; how different societies define women and men; and how ideas of sex and gender shape and are shaped by language, individual behaviour, and social institutions such as law, religion, and education. More importantly, the course enables students to link gender issues to other aspects of life such as education, politics, economics, environment protection, sports and games.

**SO 311: Economic Sociology**

This course introduces the basic concepts and theories of the economic sociology, especially as a basis for work in development organizations.

**SO 321: Introduction to Urban Sociology**

Urban Sociology provides an introduction to the major theories regarding the social development of cities, especially the cities in the African context. A priority of the course is city and regional planning. The issue of making cities truly human environment conducive to good family life and good community life is the major concern. Other issues taken up include housing, security, easy access to services of health and education; employment, and recreational facilities.

**SO 324: Introduction to International Relations**

The course gives an introductory overview of the field of International Relations. It sets the scene for students to do further inquiry into international relations

### 5.3. THE DEPARTMENT OF PHILOSOPHY & ETHICS

The department offers several institutional courses of the philosophical and ethical orientation. The courses aim at arousing a critical and scholarly approach to the fundamental questions of life. They prepare and give students philosophical tools of talking and addressing ethical issues of the contemporary society.

#### 5.3.1 Course Schedules

Course and Course Code	Programme	Year of Study and Semester
Introduction to Philosophy	BAED, LL.B, BBA, BAMC	
Critical Thinking	BAED, LL.B, BBA, BAMC	
Social Ethics	BAED, LL.B, BAMC, BBA, MD	
Comparative Religion	BAED, BAMC	
Philosophy of Education	BAED	
Professional Ethics in Education	MEMP	

PO 313	Politics and Gender Issues	3	Core	PO 323	Politics, Peace, and Security	3	Core
PO 314	Multiparty Politics in Africa (Selected Case studies )	3	Core	PO 324	Professionalism and Ethical Codes	3	Core

SLW 401	<i>Labour Law and Trade Unions</i>	3	Elective	PO 325	Introductio n to Criminolog y	3	Core
SO 322	<i>Sociology of Criminology</i>	3	Elective	SO 224	<i>Sociology of Conflict Manageme nt</i>	3	<i>Elective</i>
AC 215	<i>Taxation</i>	3	Elective	HR 215	<i>Human Resource Manageme nt</i>	3	<i>Elective</i>
AC 226	<i>Financial Reporting II</i>	3	Elective	HR 225	<i>Organizati onal Behaviour</i>	3	<i>Elective</i>
FI 215	<i>Financial Analysis</i>	3	Elective	SC 126	<i>Principles of Material Manageme</i>	3	<i>Elective</i>
LG 112	Basic English	3	Elective	-	-	-	-
LG 312	French II	3	Instituti onal	-	-	-	-
	<b>Total</b>	<b>30</b>			<b>Total</b>	<b>24</b>	

### 5.5. DEPARTMENT OF LIBRARIANSHIP

The AJUCO library was established along with other academic programs in 2011. It started with a small stock transferred from Saint Augustine University of Tanzania for the purpose of facilitating learning and teaching process at the newly established SAUT Centre in Ruvuma region. Currently the library has 6,702 text books on various disciplines and 2,000 non-fiction books. Grand total of all books is 9,702.

The library has the capacity of accommodating 250 users at a time, and also has a computer room containing 35 computers which are connected to the internet. Furthermore, the library building is connected with wireless internet facilities for library users (students and academic staff) who can enter the library with their laptops.

The Library uses **Dewey Decimal Classification Scheme** and it has a computerized catalogue of the stock. The library operates from **09: 00 to 22:00 hours from Monday to Saturday** and remains closed on Sundays and Public Holidays. Despite the library service, the department has academic programmes too as described below.

### **5.1 Diploma in Librarianship and Records Management**

This is a two years course aiming at providing education and training for candidates who are Seeking to enter the library, records and archives sectors

#### **General Objectives**

The general objectives of the programme are:

- To provide education and training for candidates who are seeking to enter the library, records and archives sectors
- To produce highly skilled technicians to man different types of information units
- To produce technicians as well as support staff for medium and large size information units
- To provide foundation education and training for technical personnel

#### **Specific**

#### **Objectives**

- To produce technicians skilled in digital information models. Digital models focus on transfer of resources and services into digital formats to support core activities of respective institutions i.e. move away from traditional models which focus on physical resources and activities
- To equip students with sufficient knowledge and skills to cater for staffing needs e.g. various information systems and services.

### **5.5.2 Entry Qualifications**

Applicants for admission into the Diploma in Librarianship and records management programme must hold:

- a) An Advanced Certificate of Secondary Education (ACSE) with one principal level pass

*Or*

- b) Form IV with four passes and any other certificate.

### **5.5.3 Duration of the Diploma Programme**

The Diploma in Librarianship and Records management programme is designed to run for two (2) years. However, students will be required to do some practical fieldwork which will take place between the end of semester two of the first academic year and the beginning of semester three of the second academic year. At the end of the practical assignment, students will be required to produce a written report which will form part of their assignment.



## 5.5.4 Programme Structure

### YEAR I

Semester I				Semester II			
Code	Title	Units	Status	Code	Course Title	Units	Status
DLIS 050	Communication Skills 1	3	Core	DLIS 056	Communication Skills II	3	Core
DLIS 051	Introduction to computer applications	3	Core	DLIS 061	Research Methodology I	3	Core
DLIS 052	Study Skills	3	Core	DLIS 058	Library Planning and Management	3	Core
DLIS 053	Information storage and Retrieval	3	Core	DLIS 059	Cataloguing and Classification II	3	Core
DLIS 054	Cataloguing and Classification I	3	Core	DLIS 060	Library Automation	3	Core
DLIS 055	Information sources and Services	3	Core	PH 114	Fundamentals of social ethics	3	Institutional
	<b>Total</b>	<b>18</b>			<b>Total</b>	<b>18</b>	

### YEAR II

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
DLIS 057	Educational psychology	3	Core	DLIS 066	Digital Libraries	3	Core

DLIS 062	Collection development	3	Core	DLIS 067	Marketing Information Services	3	Core
DLIS 063	Information Ethics and Legal	3	Core	DLIS 068	Research Methodology II	3	Core
DLIS 064	Records and Archives Management	3	Core	DLIS 069	Library Management and Administration	3	Core
DLIS 065	Information literacy ( User education )	3	Core	DLIS 070	Database Management	3	Core
	<b>Total</b>	<b>15</b>			<b>Total</b>	<b>15</b>	

### 5.6. Certificate in Librarianship and Records Management

This is a One year course aiming at providing education and training for candidates who are seeking to enter the library, records and archives sectors.

#### General Objectives

The general objectives of the programme are:-

- a) To provide education and training for candidates who are seeking to enter the Library, Records and Archives sectors.
- b) To produce highly skilled technicians to man different types of small size information units.
- c) To produce technicians as well as support staff for medium and large size information units.
- d) To provide foundation Education and Training for

#### Specific Objectives

- a) To produce technician skilled in digital information models. Digital models focus on transfer of resources and services into digital formats to support core activities of respective

institutions i.e. more away from traditional models which focus on Physical resources and activities.

- b) To equip students with sufficient knowledge and skills to enter for staffing needs various information systems and service.

### 5.6.1 Entrance Qualifications

- a) School certificate of Secondary education with passes of at least “D” in Four subjects (including English language), or Form Four with two credits. Or form six with at least one Principal Pass.
- b) A candidate who does not have such a certificate may be admitted in exceptional circumstances as per university Regulations.

### 5.6.2 Programme Structure

#### YEAR I

Semester I				Semester II			
Code	Title	Units	Status	Code	Title	Units	Status
CLG 009	Basic English	3	Core	CLRM 020	Communication Skills II	3	Core
CLG 010	Communication Skills	3	Core	CLRM 021	Information and Communication technology II	3	Core
CIT 011	Information and Communication Technology	3	Core	CLRM 015	Records and Archives Management II	3	-
CLRM 012	Information and Society	3		CLRM 026	Organization of knowledge	3	

					(Practical classification) II		
CLRM013	Planning development and management of Information Centers	3		CLRM 017	Information services (LIS)	3	
CLRM 014	Information Sources	3		CLRM 018	Information Services (RAM)	3	
CLRM 015	Records and Archives Management I	3		CLRM 019	Electives (Specialized)	3	
CLRM 016	Organization of knowledge (Theory of classification and cataloguing) I	3		CLRM 030	Practical Training Attachment (LIS)	3	
	<b>Total</b>	<b>24</b>			<b>Total</b>	<b>24</b>	

## 6. THE UNIT OF LAW

### Introduction

The Unit of Law offers legal education, aimed at proving theoretical knowledge, analytical and practical skills necessary to produce a society-conscious lawyer. The faculty of law strives to

provide demand – driven and diverse legal training, respective to the needs of the national and international community

The faculty offers the following programmes:

- Bachelor of Laws (LL.B)
- Diploma in Law
- Certificate in law

### **6.1. Bachelor of Laws (LL.B)**

This is a four years programme which envisages training and producing legal practitioners, administrators, academics, researchers, legal advisors, political leaders, analysts and other executives

#### **6.1.1 Entry requirements for Direct Entry**

- i. Holders of Certificate of Secondary Education Examination (C.S.E.E“O”level) or equivalent with the pass in approved subjects obtained prior to sitting for Advanced Certificate of Secondary Education Examination (A.C.S.E.E) or equivalent.
- ii. Candidates with at least two principal passes, with a minimum of 4.5 or above (where A=5, B=4, C=3,D=2,E=1, S=0.5, F=0) in approved subjects in the Advanced Certificate of Secondary Education Examination (A.C.S.E.E)
- i. Candidates must have at least three “O” level credit passes with at least “C” in English language

#### **6.1.2 Entry requirements for foreign candidates**

- i. Entry requirements for foreign candidates will be equivalent to entry requirements for Tanzanians
- ii. Where a need arises, aptitude tests will be used to determine eligibility of foreign applicants