

THE OPEN UNIVERSITY OF TANZANIA

OFFICE OF THE DEPUTY VICE CHANCELLOR
(ACADEMIC, RESEARCH & CONSULTANCY)



DIRECTORATE OF UNDERGRADUATE STUDIES

OUT ORIENTATION BOOKLET 2023-2024

FACULTY OF EDUCATION

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VISION

To be a leading open and online University in knowledge creation and application.

MISSION

To persistently provide relevant, quality, flexible, accessible, and affordable open online education, research, and services to community for socio-economic development of Tanzania and the rest of the world

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MESSAGE FROM THE DEAN

Dear Students,-

It is my pleasure to have this opportunity to welcome you all to the Faculty of Education for this new academic year 2023/2024. I thank you all, new students, for choosing to study at The Open University of Tanzania and specifically the faculty of Education. Let me assure you that your choice will be rewarded as planned. The Faculty of Education is one of the five faculties at The Open University of Tanzania. The Faculty offers a wide range of education courses at both undergraduate and postgraduate levels. The faculty has three academic departments. At the undergraduate level, we currently offer six Bachelor degree programmes and two non-degree programmes through Open and online Learning mode of delivery.



To qualify for the award of a degree a student is required to complete a minimum of between 36 and 40 course units, depending on specific programme requirements. While Diploma student is required to complete a minimum of 240 units while certificate is 120 units as a minimum. Further details about our programmes are available in the FED student handbook.

All undergraduate programmes are delivered by Open and online Learning mode. Teaching and learning is done through the Blended Mode using e-learning platform (MOODLE). Each course is divided into six knowledge areas. Specific knowledge area contains notes, PowerPoint presentation, video, important references and review questions. A knowledge area is taught for one month, i.e., two weeks for reading the available materials and two weeks for discussion in Moodle and submission of assignments. Lectures through Zoom will be done for each knowledge area in the Moodle platform. Teaching timetable will be available through your Moodle platform. You are all encouraged to participate effectively in Moodle to enhance your Learning. Other Support services include, internet in centres, library services and other teaching/learning media. Students should visit the OUT-library website: <http://www.out.ac.tz/library/> for online academic resources.

Dear Students

In the spirit of blending theoretical knowledge and practical training, students in the second level should undertake teaching practice. Both new and Continuing students are advised to contact respective heads of department and the FED Handbook 2023/2024 for more details on modality, duration and fees requirements.

Dear students,

You have chosen to study through Open and online Learning mode, and you therefore need to abide by values and norms embedded in it. The key norms of this mode of learning are self- discipline, commitment, determination and time management. Students are advised to set specific time for studies and attach themselves to a particular study group. Under this mode of delivery, communication is an important tool that facilitates effective learning and teaching. It is highly advised to communicate to course instructors through e-mail by using official student email accounts that will be given to students by directors of respective regional centers. Telephone calls may be used when it is only necessary. At departmental level, WhatsApp groups have been established for each programme to enhance communication and learning.

I encourage all students to access the OUT website contains all the important information about the faculty and programmes offered.

I wish you all a successful academic year.

Dr. Theresia Shavega
Dean

1.0 GENERAL ADMINISTRATION ACTIVITIES

1.1 Admission and Registration

Admission to undergraduate and nondegree programmes is subject to satisfying the stipulated General University and Programme Admission Requirements as provided under The Open University of Tanzania (OUT) Prospectus.

1.2 Registration

1.2.1 Requirement for Registration

Newly admitted local students are required to pay Tshs. 210,000/= or its equivalence for international students prior to registration. The payment shall be made using control numbers generated from the student's application account used to apply for studies at the OUT. For example, S5431/0004/2018 and password 123456, then click control number. A student also may obtain control numbers from any nearest OUT regional centres. Upon the payment, the student shall be given Student Academic Records Information System (SARIS) account by OUT officials that will enable course registration and learning.

1.2.2 Procedures for Course Registration

- Visit OUT website (www.out.ac.tz)
- Log into the SARIS account by using the username and password given.
- Click the course registration icon to access courses and follow the guidelines provided in the registration system.
- Confirm the course/courses registered and print the invoice for paying the remaining fee balance.
- The SARIS account is also used for examination registration, accessing online academic materials in the MOODLE platform, accessing examination results and viewing payment status.
- A student may register for all first-year courses as per programme requirements or may register for some of the courses depending on ability to study and pay for the registered courses.
- Adding and dropping courses is allowed during course registration.
- Any student failed to register for courses during the registration period shall not be able to access materials in the Moodle platform and is not eligible to sit for examinations.

- Dates for the course registration are provided in the OUT almanac
- The university reserves the right to close or extend the registration period.

1.2.3 Registered Student

Newly admitted students shall be considered students of The Open University of Tanzania (officially) after paying the required initial fees and course registration.

1.2.4 Change of Study Programme

- Registered students may change programmes provided that they have entry qualifications into a programme they wish to switch to.
- The application for changing programme shall be made online through Open University Online Application System (OAS) within the first two weeks of the registration period.
- A fee of Tshs. 30,000/- or its equivalent in foreign currency shall be paid for changing a programme by international students. The payment should be made using the control number issued at the OUT regional centres.

1.2.5 Postponement and Resumption of Studies

- Application for the postponement of studies by students can be made within 14 days after the registration period. The postponement of studies shall be allowed after approval by the UGSC and Senate.
- The SARIS account of the student shall be closed during the postponement period
- A student who wishes to resume studies must request the university in writing.
- The request for the postponement and resumption of studies shall be addressed to DVC Academic under the first signature (ufs) of the Director of the OUT regional centre where the student resides.

1.2.6 De-registration from Studies

- Permission to withdraw from studies after the course registration shall be allowed in exceptional circumstances such as illness, personal or academic problems, or other

unforeseen circumstances deemed acceptable to the university.

- Applications must follow procedures for de-registration as provided under the OUT-prospectus of 2023/24 academic year.
- Withdrawal from studies should be endorsed by the Dean of the Faculty and Director of Student Services and approved by the Undergraduate Studies Committee (UGSC) and the Senate.
- Withdrawal from studies should be made at the end of the academic year only.

1.2.7 Student's Identity Card

- Identity cards for registered students shall be issued by the OUT regional centre where the student registered during the registration period.
- No student shall be allowed to sit for the examination or receive other OUT services without the OUT student's identity card.

2.0 LEARNING AND TEACHING ACTIVITIES

2.1 Mode of delivery

The OUT follows an Open Distance and online Learning (ODL) mode of teaching. The mode represents a philosophy that combines the principles of learner-centeredness, lifelong learning, flexibility of learning, removal of barriers to access to education, recognition of prior learning and provision of relevant learner support.

At OUT, education is delivered through a Blended mode which comprises of mostly online interactivity between lecturers and students with minimum contact (face to face) sessions. The online learning activities are embedded on the Learning Management System (LMS) known as MOODLE which includes online discussion, online assignment, online seminar, online independent learning and online lecture, while the face to face sessions are mainly for field//research/project work, teaching practice/tutorials as follows.

Real time (live) online lectures

OUT offers real time online lectures just as in any conventional university for all courses using video conference based on Zoom cloud

meeting application, you are encouraged to observe a teaching timetable provided and join the online classes. The zoom joining links will be accessed on your MOODLE account. Students can also receive Zoom joining links in their academic WhatsApp groups.

Recorded Online lectures

In this activity, lectures are recorded to video, audio or both then uploaded and made viewable on a MOODLE. The advantage is that, you may access online lectures posted on your designated websites anywhere in the world, at any time you wish, as long as you have an internet connection, but you can also view offline using OUT mobile App. Students can also get the lectures on the OUT You Tube channel.

Online discussion

Online discussion is a collaborative tool to facilitate communication and knowledge construction. You can view content and contribute to an online discussion any time or anywhere on your computer/tablet/smart phone with an internet connection or offline using OUT mobile App.

Online assignment

Online assessment as any kind of assessment is used primarily to measure cognitive abilities, demonstrating what has been learned after a particular educational event has occurred, such as the end of an instructional unit or chapter. Online assignment is used to determine if learning is happening, to what extent and if changes need to be made for improvement of teaching and learning for both students and instructors.

Online independent study

In ODL, it is assumed that people have the potential to learn continuously in real time by interacting with their environment. Thus, OUT have created a self-directed learning environment for you to discover your own strategies for learning, sharing your knowledge and understanding. Therefore, this student-centred learning approach requires you to make your own decisions and do most of the work. You will find the interactive learning material on your MOODLE account.

Field/practical research work

Practical work which includes activities such as field work, research, project work etc is an integral part of most programs offered by OUT.

The practical work allows a learner to learn through direct implementation of future professional role in real workplace settings. It prepares a learner for meaningful and productive participation in industry, the workforce and the community.

Face to face sessions

Face-to-face learning is an instructional method where course content and learning material are taught in person to the students, this teaching approach is common in conventional universities. However, at OUT, being a distance learning institution, this teaching method has been mostly replaced by real time online lectures and real time online seminars which allows for a live interaction between a learner and an instructor, a student can get a lecture anywhere in the world. Nevertheless, in some programs few face to face sessions have been retained particularly for non-degree programs.

2.2 Units and field attachment and project

2.2.1 Units

- Each programme has a required number of units for the student to qualify for graduation. The number of units assigned to a course indicates the study time associated with that course in a year.
- The contents of the units constitute the basic information that you must know, and therefore it should be studied systematically, lecture by lecture. The lectures are divided into six areas of knowledge.
- The main purpose of dividing the lectures into six knowledge areas is to help you understand the subject more easily.
- Each lecture includes some activities. The activities normally involve presenting you with a problem or a question to respond to, and where possible, answers or suggested answers are given for self-testing.
- It is necessary to work through the question thoroughly before checking on the solutions or answers. It is also recommended that you discuss your responses with your colleagues or the field lecturer.
- In case of challenges in understanding the subject, you may interact with a lecturer in question through Moodle platform or during the real-time lectures conducted

through the online teleconference software known as Zoom.

Field attachment/Project

All students studying business programmes from Faculty of Business Management are required to attend field attachment and write a report.

2.3 Attendance

Students are required to attend the orientation, all scheduled Zoom classes, examination and field attachment.

2.4 Examinations and Assessments

- Examinations are administered by the Directorate of Teaching, Learning and Examination Services (DTLES)
- Students enrolled on an undergraduate degree programme are assessed by coursework and examinations.
- The course work includes online Moodle assignments and the Main Test, both constituting 30% of the marks.
- The Annual Examination done at the end of the academic year carries 70% of the marks.
- students who fail to sit for the annual examination shall be eligible to sit for the special examination or on-demand examination depending on the timetable issued by the DTLES
- Students should sit for all registered main tests and examinations.

2.5 Eligibility to Sit for Main Test and Annual Examinations

- A student must pay the required tuition and examination fees.
- Must register for the examination four (4) weeks before the commencement of examination sessions.
- The student shall use the SARIS account to register for the examination.
- Only students registered for examinations shall be permitted to sit for the main test and the annual examination of the registered courses.
- Students are required to sit for examinations at the centres where they registered. In case of any emergency, the student may sit for the examination at any nearest OUT

centre provided have a student ID and a hall ticket for the registered examinations.

2.6 Supplementary and Repeat of Examinations

- A student who fails to obtain a pass mark of 40% for both coursework and annual examination shall be required to sit for the supplementary examination.
- A student fails to clear the supplementary examination will be required to repeat the course by doing both the main test and the annual examination.
- A student repeating the examination is required to pay a new tuition and examination fee for that particular course.

2.7 Examination Regulations

- Students are not allowed to sit for an examination if they have not registered for the examination in question or completed the proper course, or have not settled any fees due to the university.
- Students should read the examination timetable carefully and take note of the dates, times and venues of examinations.
- Students should arrive at the examination venue at least 30 minutes before the scheduled time of the examination. Once they enter the examination venue, they should sit according to the seating plan provided.
- Students will not be allowed to enter the examination venue after the first 30 minutes of the examination.
- Students are not allowed to leave the examination venue after they enter the examination venue during the first 30 minutes after the examination has started (except with the permission of the Chief Invigilator).
- Students should bring their Student ID Card and hall ticket and put them at the top right-hand corner of the desk throughout the examination. Students without any such identification may not be allowed to sit for the examination.
- Before entering the examination venue, students should make sure that unauthorized articles/items (e.g. books, manuscripts, notes, paper and all kinds of electronic/communication devices such as mobile phones, iPod, MP3 players, electronic dictionaries, databank watches) are

taken out from their pockets and placed inside their bags. Mobile phones/electronic devices must be turned off.

- Once they have entered the examination venue, students should place their bags at a place directed by the Chief Invigilator.
- Students must not turn over the pages of the examination question paper and should not start writing until they are instructed to do so.
- Students should remain silent once they enter the examination venue. They must not talk to each other or disturb other students. If they have questions, they should put up their hands and wait patiently for an invigilator.
- Students wish to leave the examination venue temporarily during an examination session should only leave with the invigilator's permission.
- Before a student leaves a venue, the invigilator has the right to check whether the student has placed any unauthorized articles/items in his/her pocket(s).
- Students completed their examination and wish to leave the venue early during an examination session should submit their booklet to the chief invigilator and sign the examination attendance and the master list.
- A student found to have committed an act of academic dishonesty such as plagiarism, submission of material(s) for assessment which is not the student's own work, the use of fabricated or copied data shall receive zero marks for the course. In addition, the case will be submitted to the examination irregularity Committee for further action.
- Students found to have committed academic dishonesty may be suspended or discontinued from studies at the OUT. (see prospectus)
- Students have the sole responsibility to ensure that the examination regulations are observed and complied with. Students who are found to have breached any of the examination regulations will be subject to penalty or disqualification.

2.8 Assessment Grading System

- Letter grades are used to indicate the results of assessments. The number of grade points gained by a

student in a particular course corresponds to the letter grade.

- Grade A (i.e. A) indicates that a student has an excellent performance in all Intended Learning Outcomes (ILOs) and a thorough mastery of the subject matter.
- Grade B (i.e. B+ and B) indicates that a student has a good performance in all ILOs and is competent in knowledge of the subject matter, or the student has an excellent performance in the majority of the ILOs and is competent in knowledge of the subject matter.
- Grade C (i.e. C) indicates that a student has a satisfactory performance in all ILOs and an acceptable level of knowledge of the course;
- Grade D indicates that a student has a satisfactory but does not allow him/her to proceed to more advanced work in the subject area.
- Grade E indicates unsatisfactory performance in the majority of the ILOs.
- Grade F indicates total fail.

2.9 Grade Point Average (GPA)

- The Grade Point Average (GPA) is an important indicator of the academic standing of a student. It is obtained by adding all the grade points gained and dividing the sum by the number of attempted units.
- Students must obtain a passing grade in all courses required in the programme.

Grading system for Diploma and certificates approved by NACTE

NACTE Grading System for Certificate & Diploma				
NACTE NTA Level	Score Range	Grade	Grade Point	Definition
NTA Level 4 & NTA Level 5	80-100	A	4	Excellent
	65-79	B	3	Good
	50-64	C	2	Pass
	40-49	D	1	Poor
	0-39	F	0	Failure
	-	I	0	Incomplete
	-	Q	0	Disqualification
NTA Level 6	75-100	A	5	Excellent
	65-74	B+	4	Very Good

	55-64	B	3	Good
	45-54	C	2	Average
	35-44	D	1	Poor
	0-34	F	0	Failure
	-	Q	0	Disqualification

Grading system for Diploma and Certificates approved by TCU

TCU Grading System for Certificate & Diploma					
Marks (%)	80-100	65-79	50-64	40-49	0-39
Letter Grade	A	B	C	D	E
Grade Points	4.0-5.0	3.0-3.9	2.0-2.9	1.0-1.9	0-0.9
Remarks	Excellent	Good	Satisfactory	Poor	Failure

Grading system for Bachelor's Degree programmes approved by TCU

Marks(%)	70-100	60-69	50-59	40-49	35-39	0-34
Letter Grade	A	B+	B	C	D	E
Grade Points	5	4	3	2	1	0
Remarks	Excellent	Very Good	Good	Satisfactory	Weak	Poor

2.10 Academic Results

- Students' academic results are officially posted to students; SARIS accounts immediately after the marking is complete. Hence, candidates can promptly access their results through SARIS accounts.
- Students should report any missing or inaccuracy or inconsistency in the academic records immediately after the release of the results.
- The request for missing results should be made by email to the head of departments through directors of regional centres for easy follow up.

2.11 Course Exemption

Students who graduated from the OUT-foundation programme and selected to study a degree programme at the OUT are exempted from taking OCP 100 and OFP 017. The grades obtained from OFP shall be automatically transferred to the degree programme.

Students who prefer instead to register for the undergraduate courses OFC 017 and OCP 100 should do online course registration and pay

the required tuition and examination fees as prescribed in the SARIS invoice printout.

2.12 Graduation Requirements

Students are approved for graduation by the Senate after fulfilling all the graduation requirements stipulated by the university. These requirements include general university requirements, programme requirements, and unit and grade point average requirements.

3.0 STUDENT SUPPORT SERVICES

3.1 OUT Regional Resource Centers

- Regional centres form a component of the administrative structure of The Open University of Tanzania. They are located in all regions of Tanzania, Mainland and Zanzibar.
- Roles of the regional centres include, but are not limited to, administrative activities such as application processes, issuing admission letters, registration, organizing orientation, examination venues, examination invigilation, tutoring and counselling, providing teaching and learning facilities, organizing public lectures, discussion groups, workshops and seminars and dissemination of information about The Open University of Tanzania programmes.

3.2 Institute of Education Information Management and Technology (IEMT)

- The IEMT is the primary information technology provider for the OUT. Services provided by the IEMT include the maintenance of the University's Information technology network and website, email services, installation of hardware and software, supporting faculties and departments to maintain and use ICT equipment, maintaining an e-learning management system in enhancing academic activities, supervision of admission and registration system.
- The HQ and all regional centres are connected with free internet to facilitate teaching and learning activities.
- The IEMT conducts tailor-made training for students to improve ICT skills.
- All students are required to have IT gadgets such as smartphones and laptops.

3.3 Supplementary Reading Materials

In addition to the study units and essential reading texts, important books are recommended to students in each area of study. This enables students to see alternative views on the subject or to reinforce the information presented in the study units. Your attention should be drawn to the updates in materials and information.

3.3.1 Library Facilities

- OUT Library Services comprises the main library at the head office at Kinondoni Dar es Salaam and mini-libraries in the regional centres
- The library is a place for study and provides reading materials in both hard and soft copies to supplement your study materials.
- Membership and access to library services is open to all undergraduate students
- Library opens from Monday to Friday; from 08.45 a.m. to 9.00 p.m. Saturday 10.00 a.m. to 9.00 p.m. and Sundays and Public Holidays 10.00 a.m. to 2.00 for main library. For regional centres mini libraries, the time is 8.00 am to 4.00 pm.
- Services offered at the library include; - e-library services, information literacy training, reading and studying facilities, leading books and other documents, reference services, newspapers and internet services.
- More details on how to access materials are provided in the Directorate speech.

3.3.2 Information Service

- The university almanac lists all academic events and their schedules.
- Examination timetable
- Real-time zoom lectures timetable
- Client service charter

3.4 Students with special needs

- The OUT has a special unit for helping students with special needs. The unit is located at the head office, Kinondoni. Dar es salaam.

- The services offered include ICT literacy training, whereby students with special needs are facilitated to access study materials and communicate with each other.
- At the regional centres, OUT staff provide special services to special needs students.

4.0 DEPARTMENT OF CURRICULUM AND INSTRUCTION

4.1 Degree Programme Offered

4.1.1 Bachelor of Education Teacher Educator (BED TE)

Level I

Code	Title	Status	Credits	Units
OCP 100	Introduction to Computer	core	10	1
OFC 017	Communication Skills	core	10	1
OEP 101	Educational Psychology	Core	20	2
OEF 101	Philosophy of Education and Teaching	core	20	2
OEF 102	History and Sociological Aspects in Education	core	20	2
	Courses from 2 Teaching Subjects	core	60	6

Level II

Code	Title	Status	Credit	Units
OEI 101	Curriculum Development and Evaluation	core	20	2
OET 200	Teacher professionalism and classroom practice	core	20	2
OEI 208C	Teaching Practice 1	core	10	1
	Courses from 2 Teaching Subjects	core	60	6

Level III

Code	Title	Status	credit	Units
OEP 309	Introduction to Educational Research	core	20	2
OEM201	Education Management and Leadership	core	20	2
OET 303	Field Study	core	20	2
OEI 208D	Teaching Practice 2	core	10	1
	Electives	core	20	2
	Course from 2 Teaching Subjects	core	60	6
Total				40
Electives for B. Ed-TE				
OET 301	Curriculum Development and Teaching models	elective	2	2
OET 302	HIV and sexuality education: Curriculum based approach	elective	2	2

5.0 DEPARTMENT OF PSYCHOLOGY AND SPECIAL EDUCATION

5.1 Programmes Offered

5.1.1 Bachelor of Education in Special Education (BED SE)

Level I

Code	Title	Status	Credit	Unit
OFC 017	Communication Skills	core	10	1
OCP 100	Introduction to Computer	core	10	1
OEP 101	Educational Psychology	core	20	2
OEF 101	Philosophy of Education and Teaching	core	20	2
OEI 101	Curriculum Development and Evaluation	core	20	2
	Courses from 2 Teaching Subjects	core	60	6

Level II

Code	Title	Status	Credit	Unit
OEP 301	History and Issues in Special Education	core	20	2
OEI201-210	Teaching Subjects Methodology	core	20	2
OEI 208C	Teaching Practice 1	core	10	1
	Courses from 2 Teaching Subjects	core	60	6

Level III

OEP 302	Special Education Provisions and Services in Tanzania	core	20	2
OEP 303	Inclusive Education	core	20	2
OEP 304	Management of Special Education	core	20	2
OEP 306	Transition Strategies in Special Education	core	20	2
OEI 208D	Teaching Practice 2	core	10	1
	Courses from 2 Teaching Subjects	core	60	6

5.1.2 Certificate in Early Childhood Care and Education (CECCE)

Code	Title	Status	Credits	Units
OCE 001	Introduction to Early Childhood Education	core	10	1
OCE 002	Introduction to Child Development	Core	10	1
OCE 003	Teaching Methods and Material Development for Young Children	Core	10	1
OCE 004	Children with Special needs in Early Childhood Education	Core	10	1
OCE 005	Health, Safety and Nutrition	Core	10	1
OCE 006	Play and Learning in Early years	Core	10	1
OCE 007	Organising and Managing an Early childhood Care & Education Centre	Core	10	1

OCE 008	Teaching Mathematics & Science in early childhood education	Core	10	1
CE 009	Teaching Handicraft, Art and Sports in early childhood Education	Core	10	1
OCE 010	Teaching Language & Literacy in Early Childhood Education	Core	10	1
OCE 011	Field Practicum	Core	20	2
Total Units			120	12

5.1.3 *Diploma in Early Childhood Care and Education (DECCE)*

First Year

Code	Title	Status	credit	Units
ODE 010	Child Growth and Development	Core	10	1
ODE 011	Teaching Methods and Material Development for Young Children	Core	20	2
ODE 012	Curriculum Development in Early Childhood Education	Core	10	1
ODE 013	Family, Child Care and Nutrition	Core	10	1
ODE 014	Historical and Philosophical Foundations of Early Childhood Development	Core	10	1
ODE 015	Language and Literacy in Early Childhood	Core	20	2
ODE 016	Science and Mathematics in Early Childhood Development	Core	10	1
ODE 017	Music, Movement and Drama	Core	10	1
Total			100	10

Second year

Code	Title	Status	Credit	Units
ODE 018	Music, Movement and Drama	Core	20	2
ODE 019	Cross Cutting issues in Early Childhood Development	Core	10	1
ODE 020	Health and Physical Education in Early Childhood Development	Core	20	2
ODE 021	Administration and Management of ECD	Core	10	1
ODE 022	Research, Monitoring and Evaluation in Early Childhood Development	Core	20	2
ODE 023	Children with Special Needs in Early Childhood	Core	10	1
ODE 024	Field Practicum (cumulative)	Core	20	2
ODE025	Environmental Science in Early Childhood education	Core	20	2
ODE 026	Micro teaching	Core	10	1
Total			140	14
Grand total for diploma course is 24 units				

6.0 DEPARTMENT OF EDUCATIONAL FOUNDATIONS, ADULT AND DISTANCE EDUCATION

6.1 Programmes Offered

6.1.1 *Bachelor of Education in Adult Education and Distance Learning (BED ADL)*

Level I

Code	Title	Status	Credit	Units
OCP 100	Introduction to Computer	core	10	1
OFC 017	Communication Skills	Core	10	1
OEA 302	Introduction to Open and Distance Learning	Core	20	2
OEF 101	Philosophy of Education and Teaching	Core	20	2
OEA 101	Psychology of Adult Learning	core	20	2
	Courses from 2 Teaching Subjects	Core	60	6

Level II

Code	Title	Status	Credit	Units
OEI 101	Curriculum Development and Evaluation	Core	20	2
OEI 208C	Teaching Practice 1	Core	10	1
OEI 210	Teaching Methods for Adult Learners	Core	20	2
	Courses from 2 Teaching Subjects	Core	60	6

Level III

Code	Title	Status	Credit	Units
OEA 301	Foundations of Adult and Community Education	Core	20	2
OEA 303	Lifelong Learning in Global Economy	Core	20	2
OEA 305	Planning and management of adult and community education	Core	20	2
OEI 208D	Teaching Practice 2	Core	10	1
	Elective	Core	20	2
	Courses from 2 Teaching Subjects	Core	60	6
Total Units				40
Plus, ONE of these Electives				
OEA 304	Course Design and Development in ODL	Elective	20	2
OEA 306	Community Education and Development	Elective	20	2
OEA 307	Community Capacity Building	Elective	20	2

6.1.2 *Bachelor of Arts with Education (BAED)*

The BAED Degree Programme is meant for training teachers who can provide specialized teaching of social science subjects in education institutions and in the provision of needed social services in the community at large. The Course programme structure is as follows:

Code	Title	Status	Credit	Units
OEP 101	Educational Psychology	core	20	2
OEF 101	Philosophy of Education and Teaching	core	20	2
OEF 102	History and Sociological Aspects in Education	core	20	2
OEI 101	Curriculum Development and Evaluation	core	20	2
OEM 201	Educational Management and Leadership	core	20	2
OEI 208C	Teaching Practice 1	core	10	1
OEI 208D	Teaching Practice 2	core	10	1
	Teaching Methods Course	Core	20	2
SUB-TOTAL				14

Courses from Teaching Subjects

Geography

Code	Title	Status	credit	Units
OGE 121	Background to Physical Resources	MJ*	20	2
OGE 122	Introduction to Human Geography	MJ	20	2
OGE 123	Introduction to Geographic Techniques	MJ*	20	2
OGE 225	Population and Development	MJ	20	2
OGE 229	Geography Field Practical	MJ*	20	2
OGE 326	The African Environment and Development	MJ	20	2

History

Code	Title	Status	credit	Unit
OHI 131	Introduction to African History	MJ*	20	2
OHI 132	History of Tanzania to the Recent Past	MJ*	20	2
OHI 133	Theory and Practice in Africa History	MJ	20	2
OHI 134	The Political History of Zanzibar	MJ	20	2
OHI 135	Themes in African Pre-History	MJ*	20	2
OHI 231	History of East Africa to the Recent Past	MJ	20	2

English Language

Code	Title	Status	Credit	Unit
OLL 131	Introduction to Language and Linguistics	MJ*	20	2
OLL 132	English Structure	MJ*	20	2
OLL 235	Phonetics and Phonology	MJ	20	2
OLL 232	Morphology	MJ*	20	2
OLL 236	Applied Linguistics	MJ	20	2
OLL 233	Syntax	MJ	20	2

Literature in English

Code	Title	Status	Credit	Units
OLT 131	Literary Theory and Criticism	MJ*	20	2

OLT 132	Studies In African Literatures	MJ*	20	2
OLT233	Oral Literature I	MJ	20	2
OLT 231	Literary Stylistics	MJ*	20	2
OLT 332	African American Literature	MJ	20	2
OLT 337	Creative Writing	MJ	20	2

Kiswahili

Code	Title	Status	Credit	Unit
OSW 131	Utangulizi wa Lugha na Isimu	MJ*	20	2
OSW 133	Fasihi ya Kiswahili Nadharia na Uhakiki	MJ*	20	2
OSW 231	Sarufi ya Kiswahili na Sintaksia	MJ*	20	2
OSW 232	Fonetiki na Fonolojia ya Kiswahili	MJ	20	2
OSW 233	Mofolojia ya Kiswahili	MJ	20	2
OSW 234	Fasihi Simulizi	MJ	20	2

Economics

Code	Title	Status	Credit	Unit
OEC 131	Introduction to Microeconomics	MJ	20	2
OEC 132	Introduction to Macroeconomics	MJ	20	2
OEC 230	Intermédiaire Microeconomics	MJ	20	2
OEC 231	Intermédiaire Macroeconomics	MJ	20	2
OEC 133	Mathematics for Economics	MJ	20	2
OEC 234	Econometrics	MJ	20	2

Civics

Code	Title	Status	Credit	Units
OPA 103	Local Government Administration in Tanzania	MJ	20	2
OIR 101	Introduction to the study of politics	MJ	20	2
OIR 102	Political Thought	MJ	20	2
OPS 320	Democracy and Human Rights	MJ	20	3
ODS 101A	Concepts/Theories of Social Development	MJ	10	1
ODS 101C	Political and Social Development in Africa	MJ	10	1
OIR 302	Contemporary Issues in Global Politics	MJ	20	2

Religious Studies

Code	Title	Status	Credit	Unit
OPR 121	Introduction to Critical Thinking and Argumentation	MJ*	2	2
OPR 221	Philosophy of Religion	MJ*	2	2

Please Note: Social science education students are required to register in all courses indicated for respective subject specializations.

MJ* indicate courses for B. Ed students where the respective subject is a second teaching subject.

7.0 DEPARTMENT OF EDUCATIONAL POLICY, PLANNING AND ADMINISTRATION

7.1 Programmes Offered

7.1.1 Bachelor of Education in Policy Management (BED PM)

Level 1

Code	Course Name	Status	credit	Unit
OCP 100	Introduction to Computer	Core	10	1
OFC 017	Communication Skills	Core	10	1
OEP 101	Educational Psychology	Core	20	2
OEF 101	Philosophy of Education and Teaching	Core	20	2
OEF 102	History and Sociological Aspects in Education	Core	20	2
	Courses from Teaching Subjects	Core	60	6

Level 2

Code	Name	Status	credit	Unit
OEI 101	Curriculum Development and Evaluation	Core	20	2
OEM 201	Educational Management and Leadership	Core	20	2
OEI 208A	Teaching Practice 1	Core	10	1
	Teaching Methods Course	Core	20	2
	Courses from 2 Teaching Subjects	Core	60	6

Level 3

OEM 301	Educational Policy and Planning	Core	20	2
OEM 302	Human resource Management and Development in Education	Core	20	2
OEM 303	Introduction to Project management and Entrepreneurship in Education (Elective)	elective	20	2
OEI 208B	Teaching Practice 2	core	10	1
OEM 304	Human Rights and cross-cutting issues in Education (Elective)	elective	20	2
	Courses from 2 Teaching Subjects	core	60	6
TOTAL				

Courses from Teaching Subjects

Geography

Code	Course Name	Unit	
OGE 121	Background to Physical Resources	MJ*	2
OGE 122	Introduction to Human Geography	MJ	2
OGE 123	Introduction to Geographic Techniques	MJ*	2
OGE 225	Population and Development	MJ	2
OGE 229	Geography Field Practical	MJ*	2
OGE 326	The African Environment and Development	MJ	2

History

Code	Course Name	Unit	
OHI 131	Introduction to African History	MJ*	2
OHI 132	History of Tanzania to the Recent Past	MJ*	2
OHI 133	Theory and Practice in Africa History	MJ	2
OHI 134	The Political History of Zanzibar	MJ	2
OHI 135	Themes in African Pre-History	MJ*	2
OHI 231	History of East Africa to the Recent Past	MJ	2

English Language

Code	Course Name	Unit	
OLL 131	Introduction to Language and Linguistics	MJ*	2
OLL 132	English Structure	MJ*	2
OLL 235	Phonetics and Phonology	MJ	2
OLL 232	Morphology	MJ*	2
OLL 236	Applied Linguistics	MJ	2
OLL 233	Syntax	MJ	2

Literature in English

Code	Course Name	Unit	
OLT 131	Literary Theory and Criticism	MJ*	2
OLT 132	Studies In African Literatures	MJ*	2
OLT233	Oral Literature I	MJ	2
OLT 231	Literary Stylistics	MJ*	2
OLT 332	African American Literature	MJ	2
OLT 337	Creative Writing	MJ	2

Kiswahili

Code	Course Name	Unit	
OSW 131	Utangulizi wa Lugha na Isimu	MJ*	2
OSW 133	Fasihi ya Kiswahili Nadharia na Uhakiki	MJ*	2
OSW 231	Sarufi ya Kiswahili na Sintaksia	MJ*	2
OSW 232	Fonetiki na Fonolojia ya Kiswahili	MJ	2
OSW 233	Mofolojia ya Kiswahili	MJ	2
OSW 234	Fasihi Simulizi	MJ	2

Economics

Code	Course Name	Unit	
OEC 131	Introduction to Microeconomics	MJ	2
OEC 132	Introduction to Macroeconomics	MJ	2
OEC 230	Intermédiaire Microeconomics	MJ	2
OEC 231	Intermédiaire Macroeconomics	MJ	2
OEC 133	Mathematics for Economics	MJ	2
OEC 234	Econometrics	MJ	2

Civics

Code	Course Name	Unit	
OPA 103	Local Government Administration in Tanzania	MJ	2
OIR 101	Introduction to the study of politics	MJ	2
OIR 102	Political Thought	MJ	2
OPS 320	Democracy and Human Rights	MJ	3
ODS 101A	Concepts/Theories of Social Development	MJ	1
ODS 101C	Political and Social Development in Africa	MJ	1
OIR 302	Contemporary Issues in Global Politics	MJ	2

Religious Studies

Code	Course Name	Unit	
OPR 121	Introduction to Critical Thinking and Argumentation	MJ*	2
OPR 221	Philosophy of Religion	MJ*	2

Please Note: Social science education students are required to register in all courses indicated for respective subject specializations.

MJ* indicate courses for B.Ed students where the respective subject is a second teaching subject.

7.1.2 Bachelor of Business Administration with Education (BBA –Ed)

Programme structure

Students are required to register all courses indicated for respective subject specialization.

MJ* indicates that particular course is a second teaching subject.

Basic education courses.

Level 1

Code	Course name	Status	Credits	Units
OEP101	Educational Psychology	Core	20	2
OEF 101	Philosophy of Education and Teaching	Core	20	2

OEI 102	History and Sociological Aspect in Education	Core	20	2
OEI 101	Curriculum Development and Evaluation	Core	20	2
OEM 201	Educational Management and Leadership	Core	20	2
OEI 208C	Teaching Practice 1	Core	20	2
OEI 208D	Teaching Practice 2	Core	20	2
	Teaching Methods course	Core	20	2
	Total		140	14

Course from Teaching subjects

Book keeping/Accountancy

Level 11

Code	Course name	status	Credits	units
OAF 112	Business Mathematics and statistics	MJ	20	2
OAF 111	Principles of Accounting	MJ*	20	2
OAF 211	Intermediate Accounting	MJ*	20	2
OAF 221	Management and Cost Accounting	MJ*	20	2
OAF 311	Advanced accounting	MJ	20	2
OAF 321	Auditing	MJ	20	2
	Total		120	12

Commerce

Level 111

Code	Course name	status	Credits	units
OLG 111	Principles of Human Resource Management and Administration	MJ	20	2
OAF 121	Finance 1	MJ	20	2
OME 212	Business Environmental and Strategies	MJ*	20	2
OME 213	Principles of Economics	MJ*	20	2
OLG 222	Business Law and Ethics	MJ	20	2
OME 312	Entrepreneurship and Business planning	MJ*	20	2
			120	12

8.0 FEE STRUCTURE

8.1 Bachelor Degrees - Tuition Fee (Payable to The University)

No	Programme	Total Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practi- cal	Registration fee	Student ID	Total Fee
1.	Bachelor of Arts with Education	38	2	40	2,280,000	200,000	30	20	2,530,000
2.	Bachelor of Business Administration with Education	38	2	40	2,280,000	200,000	30	20	2,530,000
3.	Bachelor of Education in Special Education	38	2	40	2,280,000	200,000	30	20	2,530,000
4.	Bachelor of Education Teacher Educator	38	2	40	2,280,000	200,000	30	20	2,530,000
5.	Bachelor of Education in Adult and Distance Learning	38	2	40	2,280,000	200,000	30	20	2,530,000
6.	Bachelor of Education in Educational Policy and Man- agement	38	2	40	2,280,000	200,000	30	20	2,530,000

Note: All students taking Geography as teaching subject shall be required to pay addition Ths.200,000/= for geography practical.

PLUS

8.2 Direct University costs (Payable to the University)

No	Item	Amount	Remarks
1.	Examination fee	10,000	Paid per each examination both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3	On-demand examination	30,000	Paid for each on-demand examination requested

8.3 Diploma Programmes

No	Programme	Total Number of Units	Total Units (Practical)	Total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1	Diploma in Early Childhood Care and Education (DECCE)	22	2	24	800,000	200,000	30,000	20,000	1,050,000
2	Certificate in Early Childhood Care and Education (CECCE)	10	1	12	400,000	100,000	30,000	20,000	550,000

PLUS

8.4 Direct University costs (Payable to the University)

No.	Item	Amount	
1.	Examination fee	10,000	Paid per each examination, both sitting and online
2.	TCU Quality assurance	20,000	Paid once for each academic year
3.	On-demand examinations	30,000	Paid per each on-demand examination requested

8.5 Other charges payable to University

No	Item	Amount	Remarks
1	Repeating a course for degree programmes	140,000	120,000 for 2 units of a subject and 20,000 for Main test and annual examination
2	Repeating a course for non-degree programmes	60,000	40,000 per 1 unit and 20,000 for main test and annual examination.
3	Transcript	50,000	Paid after completion of studies
4	Statement of results	10,000	Paid upon request of statement of results
5	Appeal for examination results	80,000	Paid during appeal request
6	Reprinting lost certificate	30,000	Paid during request
7	Credit transfer	80,000	Paid during request
8	Change of programme	30,000	Paid during request
9	Graduation gown and booklet	55,000	Paid before graduation day.

8.6 Key to tuition fee

No	Title	Rate in Tshs
1	Theoretical courses degree programmes per unit	60,000
2	Practical courses degree programmes per unit	100,000
3	Theoretical courses for all non-degree programmes	40,000
4	Practical courses for all non-degree programmes	100,000

8.7 Charges payable to students' organization

No	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

9.0 IMPORTANT CONTACTS

SN	NAME	POSITION	Mobile No and E-mail
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