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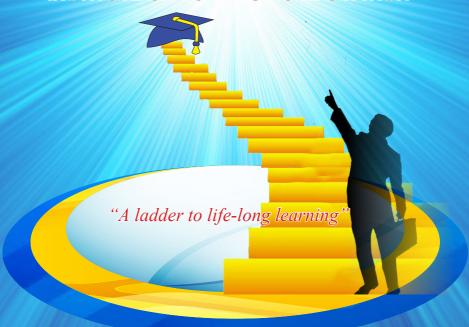
OFFICE OF THE DEPUTY VICE CHANCELLOR
(ACADEMIC, RESEARCH & CONSULTANCY)

THE OPEN UNIVERSITY OF TANZANIA

CHUO KIKUU HURIA CHA TANZANIA

Since 1992

Affordable Quality Education for All

DIRECTORATE OF UNDERGRADUATE STUDIES

OUT ORIENTATION
BOOKLET 2022-2023

INSTITUTE OF CONTINUING EDUCATION

"A ladder to life-long learning"

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.

CONTENTS

iii

PREAMBLE

This Handbook is a guide to the Institute of Continuing Education and is designed to present general information about academic programmes. It is meant to inform and serve our students, members of the University community and the general public.

The guiding theme of the University is to provide affordable and quality education for all. Our blended mode of learning makes use of available electronic tools and educational resources to provide flexible and interactive learning environment to allow learners to study at their own pace, place and time.

The Institute is in a positive position to contribute to the university's academic excellence across research, education and public engagement. We are implementing the University's rolling strategic plan by improving the students' support services, utilizing up-to-date teaching and learning materials and facilities, delivering high quality academic programmes, and enhancing communication with our students.

We are looking forward to serving you and working with you.

Dr. Leopard Jacob Mwalongo

Director

ABOUT THE INSTITUTE OF CONTINUING EDUCATION

The Institute of Continuing Education (ICE) of the Open University of Tanzania was established under the Government Notice No. 159, published on 26[th]July 1996. It is the arm of the University for the purpose of developing, promoting and undertaking professional development and life-long learning, with a mission of improving knowledge and skills needed for enhancement of competences for social-economic development of the society. The institute and OUT in general, acknowledge their obligation to contribute towards poverty alleviation and sustainable development inTanzania.

The Institute offers academic programme through the blended mode of learning that makes use of both traditional and innovative methods, such as the e-learning platforms, distance learning through printed materials and face-to-face teaching. It provides self-teaching and learning process to achieve specific educational objectives with more geographic coverage than the traditional face-to-face mode of instructiondelivery.

The Institute of Continuing Education is a large provider of access to higher education to adults and youths in the country by opening up different entry pathways. Since its establishment, the Institute has graduated more than 10,000 students from its certificate and diploma programmes, where a good percentage of them continued to higher levels of education at the OUT and in other Universities.

Our Mandate
- Functions of the Institute of Continuing Education as per its establishment order are;
- To offer non-degree programmes leading to the award of certificates, diplomas and otherawards.
- To make opportunities available for adults and youths to continue with their education through Foundation Programme and other admission schemes.
- To organize conferences, seminars, workshops symposia and other types of meetings for various targetgroups.
- To organize courses of short-term nature undertaken at a distance and face-to-face.

Academic Organization
The academic programs of the Institute of Continuing Education are offered through two Departments:

- Department of Foundation Studies
- Department of Professional Studies and Continuing Education

1.0   GENERAL ADMINISTRATION ACTIVITIES
1.1   Admission and Registration
Admission to undergraduate and non-degree 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 equivalent 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. E.g., S5431/0004/2018 and password 123456, then click control number. A student may also 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 to enable courses 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 register for some of the courses depending on ability to study and pay for the 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 at 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 After the Course registration
- 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 Students 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
- 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 and online Learning 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/laboratory/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 materials are delivered 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 a 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 a 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

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.

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 accesses 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 ACADEMIC PROGRAMMES AT THE ICE
The academic programmes are offered through the blended mode of

learning which combines e-learning, distance learning through printed and electronic materials and few sessions of face-to-face teaching. The Institute has well developed teaching and learning materials for all subjects in the programmes, in both printed and electronic forms. Further to that, teaching and learning takes place through the OUT e- learning platform (Moodle), where tutors and learners interact in the teaching and learning process.

The ICE offers the following programmes:
- Diploma in Primary Teacher Education (DPTE)
- Diploma in Commonwealth Youth Programme (CYP)
- Diploma in Library and Information Studies (DLIS)
- Certificate in Foundation Programme (OFP)
- Certificate in Library and Information Studies (CLIS)
- Certificate in Hairdressing and Beauty Therapy (CHBT)
- Certificate in Youth Work (CYW)

4.1   Diploma in Primary Teacher Education (DPTE)
The Diploma in Primary Teacher Education (NTA Levels 5 and 6) is a two-year programme targeting in-service teachers. It is designed to provide learners with theoretical knowledge and practical skills aiming at developing teachers with enhanced capability to provide quality primary education. The DPTE curriculum combines professional competencies, pedagogical skills, and academic advancement content to promote interactive teaching and learning that is friendly to the child while enhancing teachers' professional competencies. The programme is organized in three streams; Language, Social Studies and Science and is open to local and international students interested in pursuing a career in teaching and educational administration in primary schools.

Programme Modules: Students in the DPTE programme are required to study a total of 20 modules with 240 credits in Levels 5 and 6. The programme consists of intensive face-to-face teaching, where tutors and learners meet to discuss the difficult areas and practice micro-teaching, once in every academic year.

DPTE – ARTS STREAM

Level I					
No	Code	Title	Status	Credits	Units
1	ODC 040	Communication and Study Skills	Core	10	1
2	ODC 041	Introduction to ICT	Core	10	1
3	ODC 042	Introduction to Educational Foundations	Core	10	1

No	Code	Title	Status	Credits	Units
4	ODC 043	Introduction to Educational Psychology	Core	10	1
5	ODC 044	General Teaching Methods & Strategies	Core	10	1
6	ODC 045	Numeracy Teaching Methods & Strategies	Core	20	2
7	ODC 048	Social Studies Teaching Methods and Strategies	Core	20	2
8	ODC 053	Classroom Management	Core	10	1
9	ODC 055	Mathematics	Core	20	2
10	ODC 061	Geography	Core	20	2
11	ODC 065	Micro-teaching, I	Core	10	1
		Total		150	15

Level II					
No	Code	Title	Status	Credits	Units
12	ODC 049	Teaching Practice	Core	20	2
13	ODC 050	Introduction to Special Needs Education	Core	10	1
14	ODC 051	Schools Administration and Management	Core	10	1
15	ODC 052	Introduction to Research in Education	Core	10	1
16	ODC 054	Primary School Curriculum Development, and Innovation	Core	10	1
17	ODC 062	History	Core	20	2
18	ODC 063	General studies	Core	10	1
19	ODC 064	Vocational Skills Teaching Methods and Strategies	Core	10	1
20	ODC 066	Micro Teaching 2	Core	10	1
Total				110	11

DPTE –LANGUAGE STREAM

Level I					
No	Code	Title	Status	Credits	Units
1	ODC 040	Communication and Study Skills	Core	10	1
2	ODC 041	Introduction to ICT	Core	10	1
3	ODC 042	Introduction to Educational Foundations	Core	10	1
4	ODC 043	Introduction to Educational Psychology	Core	10	1
5	ODC 044	General Teaching Methods & Strategies	Core	10	1
6	ODC 045	Numeracy Teaching Methods & Strategies	Core	20	2
7	ODC 046	Language Teaching Methods and Strategies	Core	20	2
8	ODC 053	Classroom Management	Core	10	1
9	ODC 055	Mathematics	Core	20	2
10	ODC 056	English Language	Core	20	2
11	ODC 065	Micro-teaching, I	Core	10	1
		Total		150	15

Level II					
No	Code	Title	Status	Credits	Units
12	ODC 049	Teaching Practice	Core	20	2
13	ODC 050	Introduction to Special Needs Education	Core	10	1
14	ODC 051	Schools Administration and Management	Core	10	1
15	ODC 052	Introduction to Research in Education	Core	10	1
16	ODC 054	Primary School Curriculum Development, and Innovation	Core	10	1
17	ODC 057	Kiswahili	Core	20	2
18	ODC 063	General studies	Core	10	1
19	ODC 064	Vocational Skills Teaching Methods and Strategies	Core	10	1
20	ODC 066	Micro Teaching 2	Core	10	1
Total				110	11

DPTE – SCIENCE STREAM

Level I					
No	Code	Title	Status	Credits	Units
1	ODC 040	Communication and Study Skills	Core	10	1
2	ODC 041	Introduction to ICT	Core	10	1
3	ODC 042	Introduction to Educational Foundations	Core	10	1
4	ODC 043	Introduction to Educational Psychology	Core	10	1
5	ODC 044	General Teaching Methods & Strategies	Core	10	1
6	ODC 045	Numeracy Teaching Methods & Strategies	Core	20	2
7	ODC 047	Science Teaching Methods and Strategies	Core	20	2
8	ODC 053	Classroom Management	Core	10	1
9	ODC 055	Mathematics	Core	20	2
10	ODC 059	Biology	Core	20	2
11	ODC 065	Micro-teaching, I	Core	10	1
		Total		150	15

Level II					
No	Code	Title	Status	Credits	Units
12	ODC 049	Teaching Practice	Core	20	2
13	ODC 050	Introduction to Special Needs Education	Core	10	1
14	ODC 051	Schools Administration and Management	Core	10	1
15	ODC 052	Introduction to Research in Education	Core	10	1
16	ODC 054	Primary School Curriculum Development, and Innovation	Core	10	1
17	ODC 058 or ODC 060	Physics or Chemistry	Core	20	2
18	ODC 063	General studies	Core	10	1
19	ODC 064	Vocational Skills Teaching Methods and Strategies	Core	10	1
20	ODC 066	Micro Teaching 2	Core	10	1
Total				110	11

*** Serial number 17 in science stream, a candidate is required to choose either Physics or Chemistry as a core subject.*

Therefore, if a candidate opts to take both then the first will be core and the second will be an elective course respectively.

4.2   Diploma in Commonwealth Youth Programme (CYP)

The Commonwealth Diploma in Youth in Development Work (CYP) programme is a two-year professional advancement programme aiming at developing the full productive potential of youth. This is sought to be achieved by equipping   youth   in development work to be thoroughly grounded in both theory and practice of their profession. The programme targets persons who are already involved in youth work, Government, NGOs, Police, Prisons, Schools, Colleges, Religious Institutions and public at large.

Programme structure
Students in the CYP programme will be required to study a total of 14 units

LEVEL 1

No.	Code	Title	Status	Credits	Units
1.	ODC 001	Commonwealth Values	core	10	1
2.	ODC 002	Young People and Society	core	10	1
3.	ODC 003	Principles and Practice of Youth Development	core	10	1
4.	ODC 004	Working with People in their Society	core	10	1
5.	ODC 005	Gender and Development	core	10	1
6.	ODC 006	The Learning Process	core	10	1
7.	ODC 007	Management Skills	core	10	1
		Total		70	7

LEVEL 2

No.	Code	Title	Status	Credits	Units
8.	ODC 008	Project Planning, Monitoring and Evaluation	core	10	1
9.	ODC 009	Policy Planning and Implementation	core	10	1
10.	ODC 010	Conflict Resolution, Strategies and Skills	core	10	1
11.	ODC 011	Promoting Enterprise and Economic Development	core	10	1
12.	ODC 012	Youth and Health	core	10	1
13.	ODC 013	Sustainable Development and Environmental Issues	core	10	1
14	ODC 014	Field Report	core	10	1
Total				**70**	**7**

4.3   Certificate in Library and Information Studies

Programme description: Information management has become an important venture. Access to information enhances societal development and alleviates poverty. It is therefore important to equip personnel working in libraries and other information management centers with knowledge and skills to collect, organize, store, retrieve and disseminate information. The need for middle level information managers in Tanzania today is pertinent due to the rapid expansions of information resources in public and private institutions. The Institute of Continuing Education in collaboration with the Directorate of Library Services of The Open University of Tanzania has introduced the Basic Certificate in Library and Information Studies, aiming to train individuals that will apply basic skills to perform routine activities in Libraries and Information Centres, including shelving, recording, registration and maintaining safety and security of information resources.

Programme Structure
This programme comprises of eight modules with a total weight of 12 units.

Code	Module Name	Status	Credits	Units
ICL 04101	Basic Communication Skills	Core	10	1
ICL 04102	Organization of Library Resources	Core	20	2
ICL 04111	Basic Computer Applications	Core	10	1
ICL 04103	Introduction to Record Keeping and Archives Management	Core	10	1
ICL 04205	Library Routines and Services	Core	10	1
ICL 04206	Conservation and Preservation of Records and Library Materials	Core	10	1
ICL 04207	Safety and Security of Library, Records and Archival Materials	Core	10	1
ICL 04110	Introduction to Cross-cutting Issues	Core	10	1
ICL 04109	Workplace Ethics	Core	10	1
ICL 04208	Project Work	Core	20	2
	Total		**120**	**12**

4.4   Diploma in Library and Information Studies (DLIS)

Programme description: The Institute of Continuing Education in collaboration with the Directorate of Library Services will offers a Diploma in Library and Information Studies. The two-year programme is aimed at training individuals who will apply the knowledge and skills in a broad range of activities, both routine and non-routine, in management of libraries and information resources.

Programme Modules: To qualify for an award of the Diploma, students will be requiring to complete a total of 240 credits (24 units) in the two

levels (120 in level 5 and 120 in level 6). The Modules are designed to provide learners with both theoretical knowledge and practical skills.

NTA Level 5

Code	Title	Status	Credits	Units
ICL 05109	Classification of Library Materials	Core	10	1
ICL 05110	Bibliography and Bibliographic Control	Core	10	1
ICL 05111	Cataloguing of Library and Information Resources	Core	10	1
ICL 05112	Library Statistics and Reports	Core	10	1
ICL 05113	Introduction to Library Practices	Core	10	1
ICL 05114	Introduction to Info-Entrepreneurship	Core	10	1
ICL 05215	Information Sources	Core	10	1
ICL 05216	User Information Needs	Core	10	1
ICL 05217	Information Searching and Retrieval	Core	10	1
ICL 05218	Communication Skills	Core	10	1
ICL 05219	Management Skills	Core	10	1
ICL 05220	Security and Disaster Management in Libraries	Core	10	1
	Total		120	12

NTA Level 6

Code	Title	Status	Credit	Units
ICL 06122	Library and Information Management Systems		10	1
ICL 06123	Introduction to Database and Data Security		10	1
ICL 06124	Introduction to Digital Library		10	1
ICL 06125	Introduction to Records and Archives Management		10	1
ICL 06126	Introduction to Library Collection Development		10	1
ICL 06127	Introduction to Information Literacy		10	1
ICL 06228	Reference and Information Services		10	1
ICL 06229	Community Information Services		10	1
ICL 06230	Administration and Management in Libraries		10	1
ICL 06231	Marketing of Library and Information Services		10	1
ICL 06232	Field attachment		20	2
			12	12

4.5   Certificate in Foundation Programme (OFP)

The Foundation Programme is a one-year bridging programme intended to open up access to higher education to students who miss few points for qualification to university entrance into bachelor degrees. The programme

was approved by the Tanzania Commission for Universities (TCU) in March 2018. Candidates who will successfully pass the programme as per the approved criteria will be eligible for admission into bachelor's or degree programmes in various Universities.

Programme Objectives: The specific objectives of the programme are:

(i)   Provide basic information to the procedures, methods and language of the subjects for degree level.

(ii) Introduce students to intelligent reading, assimilation, critical judgment, analysis and synthesis of information, useful for higher level of learning.

(iii) Promote individual self-development and remedy deficiencies carried over from lower levels of education in the ability to speak, read, write and receive instruction in order to successfully undertake university studies.

Programme Structure: The Foundation Programme is organized into three clusters of Arts, Business and Science. Students will be required to six courses with 120 credit points of study in total, i.e. three courses equivalent to A- level combinations and three additional courses of Communication Skills, Development Studies and Introduction to ICT.

Arts cluster

Code	Title	Status	credits	Units
OFP 011	History	Core	20	2
OFP 012	Geography	Core	20	2
OFP 007	English Language	Core	20	2
OFP 008	Kiswahili	Core	20	2
OFP 015	Economics	Core	20	2
OFP 018	Development studies	Core	20	2
OFP 017	Communication skills	Core	20	2
OFP 020	Introduction to information communication technology	Core	20	2
	Total		**160**	**16**

Business cluster

OFP 019	Business studies and Accounting	Core	20	2
OFP 014	Mathematics and statistics	Core	20	2
OFP 012	Geography	Core	20	2
OFP 017	Communication skills	Core	20	2

OFP 020	Introduction to information communication technology	Core	20	2
OFP 015	Economics	Core	20	2
OFP 018	Development studies	Core	20	2
	Total		**140**	**14**

Science cluster

OFP 016	Chemistry	Core	20	2
OFP 013	Biology	Core	20	2
OFP 010	Physics	Core	20	2
OFP 012	Geography	Core	20	2
OFP 009	Mathematics	Core	20	2
OFP 017	Communication skills	Core	20	2
OFP 020	Introduction to information communication Technology	Core	20	2
OFP 018	Development studies	Core	20	2
	Total		**160**	**16**

4.6   Certificate in Hairdressing and Beauty Therapy (CHBT)

The hairdressing and beauty industry are growing fast due to the fact that more people are becoming aware of the need to care for their physical appearance, thus increasing the demand for quality services in the industry. Although more and more youths and adults find self-employment in this career, the industry is still facing challenges of insufficiently trained and qualified professionals. This inspired the desire to introduce this new programme as a professional development and life-long learning opportunity at the Institute of Continuing Education.

The general objective of the programme is to train and educate youth and adults in basic knowledge and skills of cosmetology in order to increase the quality and competitiveness of the workforce in the hair and beauty industry.

Programme Modules: Students will be required to cover 12 modules, with six theoretical modules, five practical modules and field attachment, making a total of 120 credits. The programme duration is one academic year. ICE offers the programme in collaboration with the Department of Cosmetology of VETA.

Theoretical Modules

Code	Title	Status	Credits	Units
ICC 005	Introduction to General Science for Hair and Beauty	core	10	1
ICC 006	Professional Image in Hair and Beauty	Core	10	1
ICC 008	Basic Business Communication Skills	Core	10	1
ICC 009	Elementary Business Management	Core	10	1
ICC 010	Introduction to Cross-cutting Issues	Core	10	1
ICC 011	Application of ICT in Salon Management	Core	10	1
	Total		60	6

Practical Modules

Code	Title	Status	Credits	Units
ICC 001	Basics of Hair Dressing	Core	10	1
ICC 002	Basic Skin Care Skills	Core	10	1
ICC 003	Basic Nail Care Skills	Core	10	1
ICC 004	Introduction to Body Massage Techniques	Core	10	1
ICC 007	Basics of Hygiene and Sanitation	Core	10	1
CC 012	Field Attachment	Core	10	1
	Total		60	6

4.7   Certificate in Youth Work (CYW)

Programme Description: A youth worker is someone who works in a program directly with young people to facilitate their personal, social, and educational development. Youth work is a dynamic and fast-growing sector that has existed for several decades in different countries. Youth workers can be engaged in a variety of institutions and settings such as youth centres, schools, religious-based institutions, refugee camps and others.

In the light of its importance, sensitivity and obligations, youth work requires a set of core skills, knowledge and competencies that will enable youth workers to perform their duties effectively. With the new trends in globalization, technology and other social-economic dynamics, working with young people is becoming more important and has taken a whole lot of new perspective. It is expected that graduates of this programme will acquire theoretical knowledge and practical skills related to youth work, and be able to apply them in a variety of settings.

Programme Modules: Students will be required to cover 10 modules and a project work that together make a total of 120 credits. The programme duration is one academic year

No.	Code	Course Title	Status	Credits	Units
1	ICY 001	Introduction to Youth Work	Core	10	1
2	ICY 002	Working with Diverse People	Core	10	1
3	ICY 003	Introduction to Counseling Process	Core	10	1
4	ICY 004	Introduction to Career Development	Core	10	1
5	ICY 005	Leadership and Personal Management	Core	10	1
6	ICY 006	Workplace Ethics	Core	10	1
7	ICY 007	Self-Awareness Skills	Core	10	1
8	ICY 008	Business Communication Skills	Core	10	1
9	ICY 009	Introduction to ICT	Core	10	1
10	ICY 010	Introduction to Cross-cutting Issues	Core	10	1
11	ICY 011	Project Work	Core	20	2
		Total		120	12

5.0 CERTIFICATES - TUITION FEE (Payable to the University)

S/N	Degree Program	Total Number of Units	Total Units (Practical)	total units	Fee (Theoretical)	Fee Practical	Registration fee	Student ID	Total Fee
1.	Certificate in Hair and Beauty Therapy	11	1	12	440,000	100,000	30,000	20,000	590,000
2.	Certificate in Youth Work	11	1	12	440,000	100,000	30,000	20,000	590,000
3.	Certificate in Library and Information Studies	10	2	12	400,000	200,000	30,000	20,000	650,000
4.	Certificate in Foundation Programme	16	0	16	640,000	0	30,000	20,000	690,000
5.	Diploma in Commonwealth Youth in Development Work	14	2	14	560,000	200,000	30,000	20,000	810,000
6.	Diploma in Primary Teacher Education	24	2	26	960,000	200,000	30,000	20,000	1,210,000
7.	Diploma in Library and Information Studies	10	2	12	400,000	200,000	30,000	20,000	650,0000

Plus

5.1 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

5.2   Other charges payable to University

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

5.3   Key to tuition fee

Sn	Title	Rates in Tshs
1	Theoretical courses for all non-degree programmes	40,0000
2	Practical courses for all non-degree programmes	100,000

5.4   Charges payable to students' organization

s/no	Item	Amount	Remarks
1	Student organization fee	20,000	Paid every academic year

6.0   IMPORTANT CONTACTS

1.   DICE
Dr. Leopold Jacob Mwalongo
e-mail: Jacob.leopold@out.ac.tz,
Mobile 0784418763

2.   Coordinator Foundation Programme
Miss. Sophia Mpokera,
e-mail: Sophia.mpokera@out.ac.tz,
Mobile 0689672030

3.   Coordinator Proffessional and Continuing Studies
Dr. Rweyendela Ngonge,
e-mail: rweyendera.ngonge@out.ac.tz
Mobile 0786426163