



TABORA POLYTECHNIC COLLEGE

COLLEGE PROSPECTUS

Issued by:

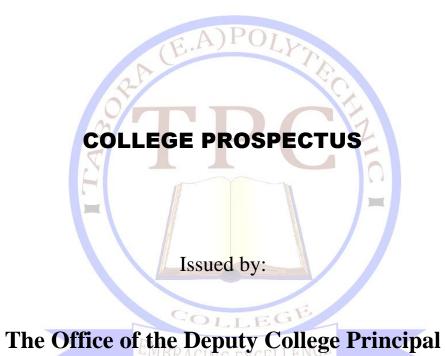
The Office of the Deputy College Principal

For Academic Affairs

(DCPAA)

September, 2020,

(TPC)



For Academic Affairs
(DCPAA)

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MESSAGE FROM COLLEGE PRINCIPAL

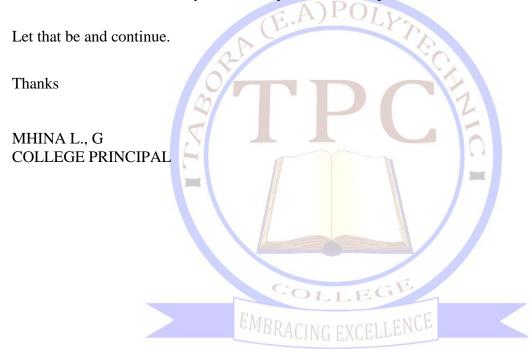
On behalf of the Chancellor, College Council, Senate, College Working Committees, Heads of Departments and the Entire TPC Fraternity, I would like to take this grateful opportunity to welcome you to one of the few best learning Institution in Our Country that will help you to further your chosen career for your selected program of study. I would also Like to enlighten you that, Tabora Polytechnic College (TPC) formally known as Musoma Utalii College Tabora (MUCTA) Is A Private Registered Academic Institution Under The National Council For Technical Education (NACTE) And Vocational Educational Training Authority (VETA) With Registration No.REG/ANE/030 Purposely To Offer Both Technical And Vocational Training Education To Our Beloved Communities Inside And Outside The Country As A Strategy To Transform The Young People's Live For Them To Achieve Their Lifetime Potentials Through Their Chosen Career Path.

Am Also Pleased To Notify You That Remained Your College Of Choose, TPC Was Established In 2005 As It Was Incubated In NSSF Building Where It Occupy 2nd And 3rd Floor Of The Building, Accounting For Only 42 Students As The First Alumina. No Doubt, That TPC Has Expanded Tremendously Over The Past 14 Years Giving Birth To Two Fully Fledged College Namely Nyamwezi Teachers College (NTC) Found Within The Same Campus Situated Adjacent To Roman Catholic Church In Ipuli, And Songea Smart Professional College (SSPC) To Be Found In Songea, Ruvuma. This Achievement Can Be Credited To The Commitment Of The Entire TPC Fraternity, Government Support, Strategic Partnership And All Visionary Leadership Of The College Advisory Board (CAB). These Achievements Are A Testament To The Resilience And Fortitude Of Every Department And Staff Member Who Enabled Change At A Pace And On A Scale Never Experienced Before In The Entire TPC Fraternity.

Am Happy to Report to you that currently TPC serves More than 2,000 students via on campus and off campus in 8 Accredited programs offered by the institution in various academic award such as NVA Level 3, NTA Level 4, NTA Level 5 and NVA Level 6 to those students admitted and registered to pursue Basic Vocational Certificate, Basic Technician Certificate, Technician Certificate and Ordinary Diploma in Pharmaceutical Science, Clinical Medicine, Journalism and Broadcasting, Information and Communication Technology (ICT),

Computer Application, Early Child Hood Education, Record Management and Secretarial Studies, Tour Guiding Operation and Hospitality Operation. I would also love to tender My Sincerely welcome to all Our New Staffs and Non-Teaching Staffs Both Academic and Administrative Cadre of the College as we are working to achieve our 2019/2020 targets, I would Like to remind our self that only Unity is a Key of our Success that will take you where you wish our college to be next 5 five years to come. Let As together fell "Pleasure When Serving Our Students" to reflect our college Motto, let that continue. Let you be the part of our college success as approaching to the year 2020 let you be the first agent of our success.

Let us become the one family so that unity shall never depart from us,



1.0. BACKGROUND OF THE INSTITUTION

1.1. Our Brief History

Tabora Polytechnic College (TPC) formally Known as Musoma Utalii College-Tabora (MUCTA) Is A Private Registered Academic Institution Under The National Council For Technical Education (NACTE) And Vocational Educational Training Authority (VETA) With Registration No.REG/ANE/034 Purposely To Offer Both Technical And Vocational Training Education To Our Beloved Communities Inside And Outside The Country As A Strategy To Transform The Young People's Live For Them To Achieve Their Lifetime Potentials Through Their Chosen Career. The College Was Opened In Response To Government Request And Community Needs For Private Organizations" To Become Involved In Providing Technical Education And Vocational Training.

Factually TPC Was Established In 2004 At Tabora, Tanzania, With No Any Building Infrastructure To Supports Its Activities. At Those Early Days It Was Incubated In NSSF Building Where It Occupy 2nd And 3rd Floor Of The Building, Accounting For Only 42 Students Graduated In 2005 As The First Alumina Of The College. The College Conducted Its Functions For More Than 7 Years At That Particular Building.

When The Process Of Acquiring Its Own Piece Of Land Hits To Limit, The College Moved To Its New Building In Ipuli, Adjacent To Ipuli Roman Catholic Church In 2012. It's Also Remarkable That MUCTA, Started with 42 Students Reaching More Than 2,000 Students via On-Campus Today. The College Started With 08 Staffs In 2013 Reaching More Than 70 Academic And Administrative, Teaching And Non-Teaching Staffs Today, Committed And Willing To Work With TPCFor The Rest Of Their Life Time. No Doubt, That TPCHas Expanded Tremendously Over The Past 15 Years Giving Birth To Two Fully Fledged Constitute College Namely Nyamwezi Teachers College (NTC) Which Found at Tuli Campus Situated Alongside Tabora – Dodoma Road via Manyoni, And Songea Smart Professional College (SSPC) To Be Found In Songea, Ruvuma.

1.2. TPC Achievements

These Achievements is therefore been Credited To The Commitment Of The Entire TPC Fraternity of that time, Government Support, Strategic Partnership And All Visionary Leadership Of The College Advisory Board (CAB). No doubt that These Achievements Are Testament to the Resilience and Fortitude of Every Department and Staff Member Who Enabled Today's Change at a Pace and on a Scale Never Experienced before in the Entire TPC Fraternity.

The College Is Happy To Report To You That, Currently TPC Serves More Than 2,000 Students Via On Campus And Off Campus With Ten (10) Accredited Programs Offered By The Institution In Various Academic Award Such As NVA Level 3, NTA Level 4, NTA Level 5 And NTA Level 6 To Those Students Admitted And Registered To Pursue And Furthering Their Vocational And Technical Career Path In Pharmaceutical Science, Clinical Medicine, Nursing and Midwifery, Medical Laboratory Sciences, Journalism And Broadcasting, Information And Communication Technology (ICT), Computer Application, Early Child Hood Education, Record Management And Secretarial Studies, Tour Guiding Operation And Hospitality Operation.

1.3. OUR Strategic Focus

Mostly We Are Very Delighted To Inform You That TPCIs Expecting To Expand Its Programs Up To 15 Programs Under Field Of Nursing And Midwife, Medical Laboratory Sciences, Optometry, Tourism, Hospitality And Travel Operation, Computer Science, Community Health, Business Admiration And Other Field Of Study As Will Be Determined By The SENATE And Recommended To The COUNCIL For Proof Reading Before Submitted To The COLLEGE ADVERSORY BOARD FOR Approval.

2.0. THE STRATEGIC PHILOSOPHIES

2.1. TPC Vision Statement,

The TPC Statement of Vision Is "To Become the Leading International Technical Academic Institution In Imparting Highly And Quality Professional Skills"

2.2. TPC Mission Statement

The TPC Statement of Mission Is "To Provide High Quality And Relevant Professional Equipped With Vocational And Technical Skills To Meet The Needs Of Tanzanians And Foreigners"

2.3. The Principle Core Values

The College Is Dedicated To Following A Set Of Enduring Core Commitments That Guide It Through Changing Times And Give Rise To Our Vision, Mission, And Strategic Goals.

- **2.3.1. Excellence;-** The College Is Committed To Observe Quality In All Training And Academic Pursuit Including Teaching, Field Practical And Public Services By Ensuring That Standards Are Adhered To, Quality Control Of Assurance Mechanism Are Institutionalized And Maintained.
- 2.3.2. **Moral Standards And Integrity**; The College Community Shall Uphold And Observe Accuracy, Professional Ethics, Honesty, Corporate, Social Responsibility, And Human Respect In All Its Undertakings.
- 2.3.3. **Innovation;** The College is committed to valuing creative solutions and continuing to seek innovative ways to improve instruction and service to students and to the community. We rejoice in creative change, flexible, agile and risk-taking.
- 2.3.4. **Equity**; The College Shall Be an Equal Opportunity Institution. The College Embraces Equal Opportunity as a core value, we actively promote, advocate, respect and value differences and we foster a welcoming environment of openness and appreciation for all. TPC Prohibits discrimination in accordance with and as defined by applicable TPC,

Charter, 2018 especially non-discrimination in employment, education, or college services on the basis of age, color, disability, ethnicity, family status, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation, veteran status and weight.

2.3.5. **Students Success**; - Being an institution that places high value to the academic and personal success of students in and outside of the classroom and where students needs drives all decisions regarding educational; programs and services

2.4. TPC Objectives

The College Is Dedicated To Achieve The Following Set Of Objectives Which Serves As Derived From The College Strategic Philosophies And Purpose Of The College Establishment From The College Charter, 2018.

- 2.4.1. **TO PROVIDE** Programs, Products and Services in Ways That Reflect the Principles of the Equity and Social Justice, Cultural and Professional Teaching in Technical and Vocational Aspect of Learning, and Providing Community Services that fostering the College Corporate Social Responsibility (CSR)
- 2.4.2. **TO PROVIDE,** A Multi-Level System Of Education And Training That Is Relevant To The Needs Of The Community Covering A Wide Range Of Fields And Levels.
- 2.4.3. **TO DEVELOP,** An Institution Of Excellence In Teaching, Training, Scholarship, Entrepreneurship, Research, Consultancy, Community Service, Among Other Educational Services And Products With Emphasis On Technology And Its Development, Impact And Application To Society.
- 2.4.4. **TO PROMOTE**, Education In Tourism And Hospitality Operations, Health And Allied Science, ICT, Records And Secretarial Practice, Journalism And Broadcasting, Computer Science, Community Health, Nursery School Teaching, Early Childhood Education And Computer Application Within The Institution And Society.

- 2.4.5. **TO DEVELOP**, New Programs of Study Including Those That Culminate In Ordinary, Diplomas, Basic Technician Certificate and Technician Certificates
- 2.4.6. **TO ASSIST**, In The Preservation, Transmission, Dissemination And Enhancement Of Knowledge In The Field Of Tourism And Hospitality Operations, Health And Allied Science, ICT, Records And Secretarial Practice, Journalism And Broadcasting, Early Childhood Education, Computer Application, Computer Science, Community Health And Any Other Related Academic Program As Will Be Passed By College SENATE.
- 2.4.7. **TO PREPARE**, Students To Work With The Stakeholders In Tanzania And Worldwide In The Field Of Tourism And Hospitality Operations, Health And Allied Sciences, ICT, Records And Secretarial Practice, Journalism And Broadcasting, Early Childhood Education, Computer Application, Computer Science, And Other Allied Sectors to the Purposes Of The Better Development And Strengthening Of The National Economy;
- 2.4.8. **TO CONJOIN**, With National And International Institutions In The Initiation And Conduct Of Cooperative Research And Training Programs For The Mutual Benefit Of The Cooperating Institutions And The United Republic;
- 2.4.9. **TO ASSUME,** Responsibilities Within The United Republic Of Tanzania For Tertiary Level Education In Tourism And Hospitality Operations, Health And Allied Sciences, ICT, Records And Secretarial Practice, Journalism And Broadcasting, Early Childhood Education, Computer Application, Computer Science, Community Health And Other Complementary Sciences And Social Science Through Academic Programs As Will be Provided In The TPC Prospectus, And For That Purpose To Make Provision For Places And Centres Of Learning, Education, Training And Research;
- 2.4.10. **TO CONDUCT,** A Series of Examinations, Tests, Assignments, Oral Tests, Practical Tests and Other Recognized form of Students Assessment, as an Academic Requirement for Partial Fulfilment To Grant Ordinary Diplomas, Basic Technician Certificates, Technician Certificate and Other Awards Of The College.

- 2.4.11. **TO CONSULT,** And Offer Advisory Services To The Government Of The United Republic, The People Of Tanzania And Any Person Or Body Of Persons Within Or Outside The United Republic To Secure The Planned And Orderly Development And Application Of Its Programs And Other Allied Sciences, For The Better Performance Of The Function Of The College
- 2.4.12. **TO MAINSTREAM,** The Gender Issues and Ensure Equal Opportunities in All TPC Program's And Activities to Enhance Equity and Productivity.
- 2.4.13. **TO AWARD,** Scholarships, Studentship Prizes And Other Aids To Students That Enhance There Learning and Academic Success Of There Program Of Study.
- 2.4.14. **TO RAM,** Meaning to **Retain**, **Attract and Motivate (RAM)** And Retain Quality Students And Teachers Thereby Assisting In Developing Tanzania Human Capital And Mitigating The Brain Drain Currently Affecting Africa.
- 2.4.15. **TO PRODUCE,** The Highest Quality Graduates Who Are Dedicated To Find Solutions For African Problems, Sensitive And Responsive To Community Needs, Who Are Able To Plan, Organize, Co-Ordinate And Evaluate Programs Aimed At Meeting Those Needs, And Who Holds The Recognized Awards In There Areas Of Specialization in Either Ordinary Diplomas, Basic Vocational Certificate, Basic Technician Certificates, and Technician Certificate Or Any Other Awards As Will Be Directed By Relevant Authority.
- 2.4.16. **TO ACCELERATE**, The Pace Of Human Resources Development In Social, Economic, Academic And Research Fields.

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2.5. TPC Partnership

TPC Is At The Forefront Believing That The Partnership Is A Key Of Prosperity In Achieving Its Specific Objectives. We Are Also Aware That The Partners Are Never Competitors; Rather Core Workers Who Are Willing And Ready To Share Their Experience With Us In Achieving College Objectives, Vision And Mission In The Areas Of Students And Staffs Development. We Are Therefore Ready And Willing To Engage With Partners In And Overseas On Issues Of Global Importance In Vocational And Technical Education.

3.0. THE GOVERNANCE AND ADMINISTRATION

3.1. TPC Governance

3.1.1. College Advisory Board (CAB)

This Is The Highest Organ Of The College With Power And Duties To Advice The Council, SENATE and COMMITTEES of the College On Issues Related to Governance, Control And Administration Of The College. The CAB Has Power To Advice On Governance, Regulation And Control Of The College And Recommend To The SENATE For Approval Of Curricula, Mode Of Delivery, Examination Arrangements And Examination Results.

The CAB is Also Responsible to Formulate and Recommend to SENATE For Approval of Admission Criteria for Various Training Programs and Recommend to SENATE Issues Pertaining To Academic Planning, Oversee Strategic Planning Of The College, Oversee the Budget Preparation and Receive and Endorse Income, Expenditure Reports And Human Resource Management, Administration And Development, Ensure That The Availability Of Adequate Funding And Staffing For The College, Ensure Smooth Succession And Continuity Of The College, Including The Various Offices And Functions Of The College, Signify The Acts And By-Laws Of The College By Using The Common Seal Of The College, Advice On Appointment, Settling The Terms And Conditions Of Service Or Terminate The Appointment Of The Principal Officers Of The College Where Deems Necessary Or Appropriate,

Shall Also Oversee And Supervise The Implementation Of General Policies, Strategies And Plans Of The MUCTA, Advice The Management Committee, As May Be Appropriate On The College Matters Which Affect The Operation Of The College And To Oversee And Supervise The Implement Of General Polices Strategies And Plans Of The College and Receive And Approve Proposal For Establishment Of New Programs Or Courses Of The College Or Disestablishment Of The Same And Submit It Recommendation To The Management Committee And National Accreditation Authority For Approval

3.1.2 The COUNCIL

The College Council Is The Governing Body And Principal Policy – Making Organ Of The College. The Council Is Responsible To The CAB For The Governance, Control And Administration Of The College, Formulation Of Policies, Strategies, Plans, and Regulations of The College In The Furtherance Of Its Objects And Functions, For Management And Administration Of The College Revenue And Other Property Of The College, Ensure That A Proper Management Structure Is In Place And Make Sure The Structure Functions To Maintain Corporate Integrity, Reputation And Responsibility As Well As Monitoring And Evaluate The Implementation Of College Strategies, Policies, Management Criteria and Actions Plan Of The College.

The Council Is Also Responsible to Review The Viability And Financial Sustainability Of The College At Least Once Every Year, Ensure The College Compiles With All The Relevant Laws, Regulations, Governance Practices, Accounting And Auditing Standards, Administer The Property And Funds Of The College In A Manner And For The Purpose Promote The Interest Of The College, Receive On Behalf Of The College, The Donations, Endowments, Gifts, Grants Or Other Moneys And Make Disbursements There From To The College Or The Bodies Or Person and Provide The Welfare Of Staffs And Students Of The College Enter Into Association With Other Colleges Or Universities Or Other Institutions Of Learning Whether Within Tanzania Or Otherwise As The Council May Deem Necessary And Appropriate As Provided

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3.1.3 The SENATE

The College SENATE With Its Committees Is The Highest Academic Organ Of The College Responsible To The Council For The Academic Control And General Regulation Of The Instruction, Education, Research And Consultancy Programs Of The College. The SENATE Is Responsible For The Academic Works Of The College In Teaching, Research And Public Services, Satisfy Regarding The Content And Academic Standards Of Any Course Of Study In Respect Of Any Diploma, Certificate Or Other Award Of The College And To Report Its Findings Thereon To The Council, Recommend To The Council The Establishment Or Abolition Or Harmonization Of Committees, Units, Departments As The SENATE May From Time To Time Deem Necessary, Appoint Internal And External Examiners And Recommend To The

Council, The Terms And Conditions For Their Appointment, Determine Which Qualification Or Credits Form Other College Or Institutions Is Acceptable As Equivalent To Particular Qualifications Of The College, Promote Co-Operation And Linkages With Other Institutions Of Higher Learning And Industry and Make Regulations Governing The Award Of Scholarships And Other Awards, Develop, Implement And Promote Quality Assurance System And Structure In All College Academic Operation

3.1.4 The COMMITTEES

The TPC Believe In Team Working, Therefore We Have Succeeded To Mobilize Our Employees And Transform Them From Individual Task Performance To Group Task Performance To Enhance The Effectiveness And Productivity Of The Particular Work. The College Is Currently Having 20 Standing Committees Responsible To Provide Technical Support In Issues Related To Academic, Administration And Social Services Welfare Of Our Students. However, The Committees Has Been Established In Response To TPC, Charter, 2018 Which Have Analyzed The Membership And Roles Of Each Respective Committee To Play For The Betterment Of The College Development.



3.2. TPC Administration

3.2.1. College Chancellor

This Is the Office of The College Owner Or Founder Of The TPC With Non-Executive Functions As Privileged By The College Charter, 2018. The Chancellor Is Responsible To Confer Ordinary Diplomas, Basic Technician Certificates, Technician Certificate And Other Awards In The Name Of The College And Have The Power To Delegate Such Privilege To The Respective Invited Guest Of Honor During Graduation Ceremonies To Confer College Awards On His/her Behalf.

However, The Chancellor Has The Right To Direct An Inspection Of The College Or An Inquiry Into The Teaching, Research And Consultancy And Any Other Work Of The College While Provide Advice And Guidance To The COUNCIL And SENATE As He/She May Consider Necessary Or Desirable For The Betterment Of The College Or Furtherance Of Its Core Values. More Importantly, The Chancellor Is Responsible To Promote The Development Of The College And Advance Its Scientific, Cultural And Social Progress; Attend Any Significant Assembly Or Meeting Held By Or Under The Authority Of The College; And Exercise Such Other Powers And Functions As Conferred Upon The Chancellor By TPC Charter, 2018.

3.2.2. College Principal

This Is The Office Of Chief Executive Officer Of The Tabora (E.A) Polytechnic College Oversees All Matters Related To Administrative And Academic Affairs Of The College As Privileged By The College Charter, 2018, Responsible To The Chancellor, College Advisory Board, The Council, And The SENATE Of The College, Fully Responsible For The Administration And Operation Of The Academic, Administrative And Financial Functions Of The College; The Chief Spokesman And Representative Of The College Both Externally And Internally; Present Every Year To The CHANCELLOR Through The SENATE And The COUNCIL The Statistical Summary Of TPC Performance Or TPC In Figure Report In Teams Of Academic, Administrative And Financial Matters Of The College. However The Office Of Principal Is Assisted By The Office Of DCPAA And DCPPAF In All Matters Related Academic, Administration, Planning, And Finance Affairs.

3.2.3. The DCPAA

This Is The Office Of **Deputy College Principal For Academic Affairs (DCPAA)** Who Is Appointed By The College Principal In Consultation With The College Chancellor Or The Founder Of The College. The Deputy College Principal For Academic Affairs (DCPAA) Is Responsible To The College Principal In Relation To All Matters Pertaining To The Academic Activities Of The College, Including The Organization Of Courses, Competent, Staffing, Teaching, Quality And Performance Of Students, Consultancy, Research And Short Programs Of Study. However, The DCPAA Is The Chief Advisor Of, The College Principal To The Matters Related To Academics Affairs Of The College As Prescribed Under The TPC Charter, 2018. The Office of DCPAA Is Being Assisted by Assistant Academic Officer of the College, Examination Officer, Assistant Examination Officer and All Heads of Departments (HOD's).

3.2.4. The DCPPAF

This is the office of Deputy College Principal for Planning, Administration and Finance (DCPPAF) who is appointed by the College Principal in Consultation with College Chancellor as the Owner or the Founder of the College. The Deputy College Principal for Planning, Administration and Finance (DCPPAF) is responsible to the College Principal in relation to all matters pertaining to the Planning, Administration and Finance of the College. The DCPPAF is the chief advisor of, the College Principal to the matters related to the Planning, Administration and Finance of the College as prescribed under TPC Charter, 2018. The office of DCPPAF is being assisted by Planning Officer, Admission Officer, Dean of Students, Human Resources Officer, College Bursar, Cashiers, College Registry Officer, Chief Librarian, and Chief Medical Officer of the College

3.2.5. Dean of Students

This Is The Office Of Administrative Head Of Students Social Welfare Service At The College Appointed By The College Principle After Consultation With The DCPAA And DCPPAF Of The College. The Dean Of Students Is An Overall In Charge Of Students' Services And Welfare At The College Responsible To Orient The Students On The System In Respect To TPC– Organ. The Dean Act As Principal Assistant To The DCPPAF In All Matters Related To

Students Life At The College; Serve As A Secretary To Students Services Affairs; Handle The Students Individual Problems And Provide Counselling; Undertake The Administration Of Students Welfare And Services In The Areas Of Accommodation, Catering, Health And Recreation; Responsible To Supervise The General Elections Of The Students Organizations; Coordinate The Students, Cultural, Recreational And Sports Activities At The College; Supervise All Students Activities Of The Students Organization; Ensure That The Campus By-Law And Regulations Guiding Students' Life Are Being Observed Develop Appropriate Strategies For Control And Management Of The Students' Conflicts At The College, Prepare And Keep Records Of All Students Of The College; However Dean of Students; issue a permits to students who may experience emergence that need absence from the campus for some days, take care of the students welfares' and ensure that the sick are urgently treated make effective use of students organization to ensure the conducive leaning environment at the college. However, the office of Dean Of Students is being assisted by assistant Dean Of Students, Student's Warden, and Hostel Superintendent at the college

4.0. THE ACADEMIC PROGRAMS

4.1. Basic Technician Certificates

The College is lawfully conferring the **Basic Technician certificates** for only accredited programs as prescribed in TPC Prospectus in each academic year of study. The **Basic Technician Certificates** is designed to be offered to those holder of Certificate Of Secondary Education (CSEE) with at least four (4) "D" Passes, including English Language; or four (4) "d" passes in non-religious subjects including d passes in chemistry, biology and physics for those wish to pursue clinical medicine studies, and four (4) passes in non-religious subjects including four (4) "d" passes, in Chemistry And Biology for those wish to pursue Pharmaceutical Science and four (4) passes in non-religious subjects including four (4) "d" passes, in Chemistry, Biology and Physics wish to pursue Clinical Medicines. The Accredited Program of Basic Technician Certificate Offered At TPC Includes;-

4.1.1.	Basic Technician Certificate in Journalism
4.1.2.	Basic Technician Certificate in Records Management
4.1.3.	Basic Technician Certificate in Secretarial Studies
4.1.4.	Basic Technician Certificate in Tour Guiding Operation
4.1.5.	Basic Technician Certificate in Hospitality Operation
4.1.6.	Basic Technician Certificate in ICT
4.1.7.	Basic Technician Certificate in Early Childhood Education
4.1.8.	Basic Technician Certificate in Clinical Medicine
4.1.9.	Basic Technician Certificate in Pharmaceutical Science
4.1.10	Basic Technician Certificate in Nursing and Midwifery
<i>4</i> 1 11	Rasic Technician Certificate in in Medical Laboratory Sciences

4.2. Technician Certificates (E.A)POLY

The College is lawfully conferring the **Technician Certificates** for only accredited programs as Prescribed in TPC prospectus in each academic year of study. The **Technician Certificates** Is designed to be offered to those holders of Basic Technician Certificate (NTA Level 4) who Wish to pursue NTA Level 6 training or work in the lower ranks of operations in either private or Public sectors. The Accredited Program of Technician Certificate Offered At TPC Includes;-

4.2.1.	Technician Certificate in Journalism
4.2.2.	Technician Certificate in Records Management
4.2.3.	Technician Certificate in Secretarial Studies
4.2.4.	Technician Certificate in Tour Guiding Operation
4.2.5.	Technician Certificate in Hospitality Operation
4.2.6.	Technician Certificate in ICT
4.2.7.	Technician Certificate in Early Childhood Education
4.2.8.	Technician Certificate in Clinical Medicine
4.2.9.	Technician Certificate in Pharmaceutical Science
4.2.10	Technician Certificate in Nursing and Midwifery
4.2.11	Technician Certificate in Medical Laboratory Sciences

4.3. Ordinary Diploma

The College is lawfully conferring the **Ordinary Diploma** for only accredited programs as Prescribed in TPC prospectus in each academic year of study. The **Ordinary Diploma** is designed to be offered to those holder of basic technician certificate (NTA level 4) and Technician certificate (NTA level 5) who wish to pursue NTA level 6 training or work in the Lower ranks of operations in either private or public sectors. The Accredited Program of Ordinary Diploma Offered At TPC Includes;-

4.3.1. Ordinary Diploma in Journalism 4.3.2. Ordinary Diploma in Records Management Ordinary Diploma in Secretarial Studies 4.3.3. 4.3.4. Ordinary Diploma in Tour Guiding Operation 4.3.5. Ordinary Diploma in Hospitality Operation 4.3.6. Ordinary Diploma in ICT 4.3.7. Ordinary Diploma in Early Childhood Education 4.3.8. Ordinary Diploma in Clinical Medicine 4.3.9. Ordinary Diploma in Pharmaceutical Science 4.3.10. Ordinary Diploma in Nursing and Midwifery Ordinary Diploma in Medical Laboratory Sciences 4.3.11.

5.0. THE INSTITUTIONS' DEPARTMENTS

Tabora Polytechnic College – (TPC) has eight academic departments that are the department of Tourism, Department of Journalism and Broadcasting, Department of Information and communication Technology, Department of Social Sciences, Department of Pharmaceutical Sciences, Department of Clinical Medicines, Department of Nursing and Midwifery and the Department of Medical Laboratory Sciences with the major responsibility of ensuring the broad mission and vision of Tabora (E.A) Polytechnic College are well accomplished.

5.1 TOURISM DEPARTMENT

The vision and mission of department of Tourism are the same as those of Tabora (E.A) Polytechnic College. The uniqueness of the department of Tourism at Tabora (E.A) Polytechnic College is its additional dimension to the otherwise traditional, theoretical approach in the teaching of subjects. In the new millennium, the practice of teaching subjects for its own sake at the college level seems to have become out of date. In the new era of Information Technology (IT), department of Tourism at Tabora (E.A) Polytechnic College will have its teaching geared more towards their career-oriented approach which would prepare students to face the challenge of globalization in the competitive market. More details on this approach will be given under each unit that is Tour guide unit and Hospitality unit.

5.1.1 Departmental Objectives

In line with the vision and mission of Tabora (E.A) Polytechnic College, the paramount aims and objectives of department the Tourism to provide basic knowledge, skills, attributes and attitudes that will enable graduates to work in governments, NGOs, local communities, the private sector and international agencies to support in the management tourism industries. The Basic Certificate and Ordinary diploma in Tourism therefore takes both national and international perspectives on board.

It is designed to provide students with essentials of basic understanding of the Tourism sectors through field practical training in protected areas. After completion of the program, graduates will have acquired skills and knowledge to support them in undertaking tourism management initiatives in both private and public sectors

5.1.2 Title of the Qualifications

5.1.2.1 Basic Technician Certificate in Tour Guide Operation

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Basic Technician Certificate programmes. Specifically, for admission to the Basic Technician Certificate in Tour Guide Operation, requires holder of Certificate for Secondary School Education (CSSE) with four "D" passes in non-religious subjects.

List of Modules for the Basic Technician Certificate in Tour Guide Operation

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
	GSTO4101	BASIC COMPUTATIONS IN BUSNESS OPERATIONS	5
ONE	GSTO4102	BASIC COMPUTER OPERATIONS	6
IER	GST04103	BASIC ENGLISH GRAMMAR AND STRUCTURE	8
SEMESTER	TG04101	PERFORM THE BASICS OPERATIONS OF A TOUR GUIDE	40
SE	TG04104	DEVELOP PERSONAL SKILLS AND ATTITUDES IN A	
		PROFEESIONAL WAY FOR THETOUR GUIDING	20

MODULE CODE		MODULES TITLE	CREDIT VALUES
IWO	GST04204	CREATING ENTERPREURIAL SKILLS IN BUSNESS OPERATIONS	4
1	GST04205	APPLICATION OF ENGLISH GRAMMER	7
AESTER	TG04102	PERFORM SIMPLE BUSNESS ACTIVITIES AS A TOUR GUIDE	15
SEME	TG04103	UNDRESTAND THE RULES AND REGULATIONS OF	15
31		THE TOUR ORGANISATIONS	

5.1.2.2 Technician Certificate in Tour Guide Operation

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Technician Certificate programmes. Specifically, for admission to the Technician Certificate in Tour Guide Operation, requires a holder of Basic Technician Certificate in Tour Guide Operation.

List of Modules for the Basic Certificate in Tour Guide Operation

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
	GST05101	COMPUTER SOFTWARE AND INTERNET	10
口		APPLICATIONS	
ONE	GST05102	COMMUNICATION SKILLS	10
R (TGT05101	RULES AND REGULATIONS OF TOUR OPERATIONS	
TE	TGT05202	SKILLS AND ATTITUDES IN A PROFESSIONAL WAY	20
ES		FOR THE TOUR GUIDING ACTIVIES	
SEMESTER	TGT05203	TOURISM INDUSTRY	20
S	TGT05104	OPERATIONS OF A PROFESSIONAL TOUR GUIDE	
MODU	LE CODE	MODULES TITLE	CREDIT
			VALUES
	GST05203	ENTERPREURSHIP	10
0	GST05101	COMPUTER SOFTWARE AND INTERNET	10
T.		APPLICATIONS	
SEMESTER TWO	TGT05202	SKILLS AND ATTITUDES IN A PROFESSIONAL WAY	20
MES		FOR THE TOUR GUIDING ACTIVIES	
S	TGT05203	TOURISM INDUSTRY	20

5.1.2.3 Ordinary Diploma in Tour Guide Operation

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Ordinary Diploma programme. Specifically, for admission to the Ordinary Diploma in Tour Guide Operation, requires a holder of Technician Certificate in Tour Guide Operation.

List of Modules for Ordinary Diploma in Tour Guide Operation

MODULE CODE		MODULES TITLE	CREDIT
[17]	GST06105	COMPUTER APPLICATION	10
ONE	GST06106	ENTREPRENEURSHIP	10
SEMESTER (THT06101	FOOD AND BEVERAGE MANAGMENTS	14
	THT06102	TOURISM MARKETING AND HOSPITALITY	16
	THT06103	TRAVEL AGENCY MANAGMENTS	12
SI	THT06104	TOURISM LAW	12

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
H.	GST06203	PRINCIPLE OF MANAGMENTS AND ADMINISTRATION	10
SEMESTER TWO	GST06204	COMMUNICATION SKILLS	10
MO WO	THT06201	ECO-TOURISM	14
SI	THT06202	TOURISM POLICY AND PLANNING	12

5.2 DEPARTMENT OF JOURNALISM AND BROADCASTING

The primary goal of the Journalism Department at TPC is to prepare students to become intelligent, responsible and articulate journalists. The department is committed to the belief that the best journalism education combines a strong professional program with a thorough education in the liberal arts and sciences. Journalism Department anticipates producing journalist who will be able to cover any beat in broadcast, print and photo journalism.

5.2.1 Departmental Objectives

In line with the vision and mission of TPC, the course intended to train students in basic techniques of broadcasting, News reporting and editing and general knowledge of mass media studies. It also introduces students to professional audio production and programming. The course offers students with advanced communications skill, analytical in-depth reporting and theories as well as an understanding of the workings of mass media institutions in the country.

5.2.2 Tittle of the Qualifications

5.2.2.1 Basic Technician Certificate in Journalism and Broadcasting

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Basic Technician Certificate programmes. Specifically, for admission to the Basic Technician Certificate in Journalism and Broadcasting, requires holder of Certificate for Secondary School Education (CSSE) with four "D" passes in non-religious subjects.

List of Modules for the Basic Technician Certificate in Journalism and Broadcasting

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
	JST 04101	HISTORY OF JOURNALISM	6
NE	JST 041010	KISWAHILI KWA WAANDISHI WA HABARI	19
.R 0	JST 04103	JOURNALISM ETHICS AND PRACTICE	6
SEMESTER ONE	JST 04104	NEWS CONCEPTS & VALUES	10
ME	JST 04105	ENGLISH FOR JOURNALISM	18
SE	JST 04106	BASIC COMPUTER APPLICATION	9
MODUI	LE CODE	MODULES TITLE	CREDIT
			VALUES
R	JST 04101	JOURNALISM & SOCIETY	6
STE	JST 04105	INTERVIEW & NEWS GATHERIN	20
SEMESTER	JST 04106	NEWS WRITING	21
SE	JST 04107	INTRODUCTION TO MEDIA LAW	5

5.2.2.2 Technician Certificate in Journalism and Broadcasting

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Technician Certificate programmes. Specifically, for admission to the Technician Certificate in Journalism and Broadcasting, requires a holder of Basic Technician Certificate in Journalism and Broadcasting.

List of Modules for the Technician Certificate in Journalism and Broadcasting

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
[1]	JST 05101	MEDIA ETHICS	15
	JST 05102	MEDIA LAW AND POLICIES	7
H.	JST 05103	RADIO BROADCASTING	10
SEMESTER ONE	JST 05111	ENTREPRENEURSHIP	4
- WE	JST 05105	NEWS WRITING	10
SI	JST 05107	PHOTOJOURNALISM IN TWO ELLIF NO.	18
MODUI	LE CODE	MODULES TITLE	CREDIT
			VALUES
ν0	JST 05204	TV BROADCASTING	12
RT	JST 05206	MEDIA AND DEMOCRACY	8
SEMESTERTWO	JST 05208	ON-LINE JOURNALISM	21
ME	JST 05209	ENVIRONMENT, GENDER HIV/AIDS	6
SE	JST 05209	PUBLIC RELATIONS AND ADVERTISING	9

5.2.2.3 Ordinary Diploma in Journalism and Broadcasting

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Ordinary Diploma programme. Specifically, for admission to the Ordinary Diploma in Journalism and Broadcasting, requires a holder of Technician Certificate in Journalism and Broadcasting

List of Modules for Ordinary Diploma in Journalism and Broadcasting

MODULE CODE		MODULES TITLE	CREDIT VALUES
田	JST 06101	BASIC CONCEPT OF FINANCE AND ACCOUNTING	5
NO	JST 06102	NEWS MEDIA MANAGEMENT	10
TE	JST 06103	EDITING FOR PRINT MEDIA	15
SEMESTER ONE	JST 06105	NEWS SOURCE AND GATHERING	20
SE	JST 06106	FEATURE AND SPORTS WRITING	9
MODULE CODE		MODULES TITLE	CREDIT VALUES
H.	JST 06204	EDITING FOR ELECTRONIC MEDIA	15
SSTI	JST 06207	NEWS ANALYSIS	20
SEMESTER	JST 06208	LAYOUT, DESIGN AND GRAPHICS FOR PRINT AND ELECTRONIC MEDIA	20

5.3 DEPARTMENT OF INFORMATION ANC COMMUNICATION TECHNOLOGY (ICT)

The vision, mission and aims of department of ICT are the same as those of TPC. The uniqueness of the department of ICT at TPC is its additional dimension to the otherwise traditional, theoretical approach in the teaching of subjects. In the new millennium, the practice of teaching subjects for its own sake at the college level seems to have become out of date. In the new era of Information Technology (IT), department of Tourism at TPC will have its teaching geared more towards their career-oriented approach which would prepare students to face the challenge of globalization in the competitive market.

5.3.1 Departmental Objectives

In line with the vision and mission of TPC, ICT department aims at Preparing young scientists with knowledge and practical skills that can address the needs of the market in computer and information systems hence, they are very suitable for a wide variety of IS and IT. It provides a sound foundation in Information Technology (IT), Principles and practices. The emphasis is on application of information technology rather than the computer itself. Core technological areas include Programming, Operating System, Data Communication, System Analysis and Design and Database Application.

5.3.2 Title of the Qualifications

5.3.2.1 Basic Technician Certificate in Information and Communication Technology

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Basic Technician Certificate programmes. Specifically, for admission to the Basic Technician Certificate in Information and Communication Technology, requires holder of Certificate for Secondary School Education (CSSE) with four "D" passes in non-religious subjects.

List of Modules for the Basic Technician Certificate in Information and Communication Technology

MODU	JLE CODE	MODULES TITLE	CREDIT
			VALUES
	ITT04101	COMPUTER BASICS	12
(11)	ITT04102	SOFTWARE INSTALLATION, TROUBLESHOOTING &	12
ONE		MAINTENANCE	
	ITT04103	ESSENTIALS OF COMPUTING MATHEMATICS	9
SEMESTER	ITT04104	BASIC COMMUNICATION SKILLS	7
	ITT04105	BASIC COMPUTER APPLICATIONS	12
S	ITT04106	BASIC ELECTRICITY AND ELECTRONICS	9

MODULE CODE		MODULES TITLE	CREDIT VALUES
	ITT02101	HARDWARE INSTALLATION, TROUBLESHOOTING	12
		AND MAINTENANCE	
TWO	ITT04202	NETWORKING BASICS	12
SEMESTER	ITT04203	CUSTOMER CARE	7
	ITT04204	WEB TECHNOLOGY BASICS	12
	ITT04205	BASIC ENTREPRENEURSHIP	7
SI	ITT04206	INDUSTRIAL PRACTICAL TRAINING	10

5.3.2.2 Technician Certificate in Information and Communication Technology

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Technician Certificate programmes. Specifically, for admission to the Technician Certificate in Information and Communication Technology, requires a holder of Basic Technician Certificate in Information and Communication Technology.

List of Modules for the Technician Certificate in Information and Communication Technology

MODULE CODE		MODULES TITLE	CREDIT
MODC	LE CODE	WIODOLES IIILE	
			VALUES
	ITT05101	OPERATION SYSTEMS	9
SEMESTER ONE	ITT05102	COMPUTER MAINTENANCE AND REPAIRS	12
	ITT05103	COMPUTER NETWORKING	9
	ITT05104	INTRODUCTION TO INTERNET PROGRAMMING	9
	ITT05105	INTRODUCTION TO CUSTOMER CARE	8
	ITT05106	COMPUTING MATHEMATICS	8
	ITT05107	COMMUNICATION SKILLS	8

MODULE CODE		MODULES TITLE	CREDIT VALUES
	ITT05201	INTRODUCTION TO PROGRAMMING	10
TWO	ITT05202	SERVER MAINTENANCE AND REPAIR	12
	ITT05203	ELECTRONIC AND COMPUTER REPAIR	9
I.E.F.	ITT05204	ELECTRONIC AND COMPUTER REPAIR	8
SEMESTER	ITT05205	INTRODUCTION TO ENTREPRENEURSHIP	8
	ITT05206	INTRODUCTION TO SUPERVISORY SKILLS	12
\mathbb{S}	ITT05207	COMPUTER APPLICATIONS	10

5.3.2.3 Ordinary Diploma in Information and Communication Technology

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Ordinary Diploma programme. Specifically, for admission to the Ordinary Diploma in Information and Communication Technology, requires a holder of Technician Certificate in Information and Communication Technology.

List of Modules for Ordinary Diploma in Information and Communication Technology

MODULE CODE		MODULES TITLE	CREDIT	
			VALUES	
ONE	ITT 06101	OBJECT ORIENTED PROGRAMMING	12	
SEMESTER O	ITT 06102	WEB TECHNOLOGIES	12	
	ITT 06103	SYSTEM ANALYSIS AND DESIGN	12	
	ITT 06104	SYSTEMS ADMINISTRATION AND SECURITY	14	
SE	ITT 06105	PROJECT PROPOSAL	10	

MODULE CODE		MODULES TITLE	CREDIT VALUES
	ITT 06201	MULT-USER RELATIONAL DATABASE	12
R TWO	ITT 06202	INFORMATION SYSTEM DEVELOPMENT	12
	ITT 06203	ICT FOR DEVELOPMENT	12
SEMESTER	ITT 06204	DESIGN AND IMPLEMENTATION OF DATABASE DRIVEN WEBSITES	14
SE	ITT 06205	PROJECT	10

5.4 DEPARTMENT OF SOCIAL SCIENCES

The vision, mission and aims of department of Social Sciences are the same as those of TPC. The uniqueness of the department of Social Sciences at TPC is its additional dimension to the otherwise traditional, theoretical approach in the teaching of subjects. In the new millennium, the practice of teaching subjects for its own sake at the college level seems to have become out of date. In the new era of Information Technology (IT), department of Social Sciences at TPC will have its teaching geared more towards their career-oriented approach which would prepare students to face the challenge of globalization in the competitive market. More details on this approach will be given under each unit that are Records Management unit and Secretarial studies unit.

5.4.1 Departmental Objectives

In line with the vision and mission of TPC, the paramount aims and objectives of department the Social Science is to develop critical, analytical, and conceptual capacity within inter-related fields of knowledge, and this is done through empowering students with academic skills which will help them to deal with the challenges of the modern world.

5.4.2Title of the Qualifications

5.4.2.1 Basic Technician Certificate in Records Management

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Basic Technician Certificate programmes. Specifically, for admission to the Basic Technician Certificate in Records Management, requires holder of Certificate for Secondary School Education (CSSE) with four "D" passes in non-religious subjects.

List of Modules for the Basic Technician Certificate in Records Management

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
SEMESTER ONE	RMT 04101	BASIC PRINCIPLES OF RECORDS MANAGEMENT	16
	RMT 04102	OFFICE PRACTICE	14
	RMT 04103	COMMUNICATION SKILL	12
	RMT 04104	BASIC COMPUTER APPLICATION	10
SS	RMT 04105	BASIC ARITHMETIC	10

MODULE CODE		MODULES TITLE	CREDIT VALUES
WO.	RMT 04201	INTRODUCTION TO REGISTRY PROCEDURES	16
SEMESTERTY	RMT 04202	GOVERNMENT AND POLITICS	10
	RMT 04203	BASIC ENTREPRENEURSHIP SKILLS	10
	RMT 04204	BASIC PRINCIPLES OF MANAGEMENT	10
SI	RMT 04205	FIELD PRACTICE	12

5.4.2.2 Basic Technician Certificate in Secretarial Studies

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Basic Technician Certificate programmes. Specifically, for admission to the Basic Technician Certificate in Secretarial Studies, requires holder of Certificate for Secondary School Education (CSSE) with four "D" passes in non-religious subjects.

List of Modules for the Basic Technician Certificate in Secretarial Studies

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
	BCFSS 04101	INTRODUCTION TO SECRETARIAL DUTIES	12
SEMESTER ONE	BCFSS 04102	INTRODUCTION TO OFFICE PRACTICE	10
	BCFSS 04103	INTRODUCTION TO TYPEWRITING	10
	BCFSS 04104	ELEMENTARY BUSINESS ENGLISH	10
	BCFSS 04105	BASIC COMPUTER APPLICATION I	10
SE	BCFSS 04106	CUSTOMER HANDLING TECHNIQUES	8

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
	BCFSS 04201	TYPING SKILLS STAGE I	12
OML	BCFSS 04202	COMMUNICATION SKILLS	10
	BCFSS 04203	SHORTHAND	10
SEMESTER	BCFSS 04204	HATIMKATO NADHARIA	10
	BCFSS 04205	BASIC COMPUTER APPLICATION II	8
SE	BCFSS 04206	FIELD PRACTICE	10

5.4.2.3 Technician Certificate in Records Management

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Technician Certificate programmes. Specifically, for admission to the Technician Certificate Records Management, requires a holder of Basic Technician Certificate in Records Management.

List of Modules for the Technician Certificate in Records Management

MODU	LE CODE	MODULES TITLE	CREDIT
			VALUES
	RMT 05101	PRINCIPLES OF RECORDS MANAGEMENT	12
[17]	RMT 05102	RECORDS CENTRE MANAGEMENT	12
ONE	RMT 05103	INTRODUCTION TO ARCHIRVAL DESCRIPTION AND	10
ER (CATALOGUING ACING FXCELLENUD	
SEMESTER	RMT 05104	RECORDS MANAGEMENT SYSTEMS	12
	RMT 05105	INTRODUCTION TO STATISTICS	8
SI	RMT 05106	COMPUTER APPLICATION	8

MODU	LE CODE	MODULES TITLE	CREDIT
			VALUES
	RMT 05201	RECORDS OFFICE PROCEDURES AND	12
		PRACTICES	
	RMT 05202	INTRODUCTION TO ARCHIVES MANAGEMENT	10
	RMT 05203	CONSERVATION AND PRESERVATION OF	10
TWO		RECORDS AND ARCHIVAL MATERIALS	
_	RMT 05204	GENERAL STUDIES	8
TER			
77	RMT 05205	COMMUNICATION AND INTERPERSONAL	8
SEME			
SE		SKILLS	
	RMT 05206	FIELD PRACTICE	10

5.4.2.4 Technician Certificate in Secretarial Studies

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Technician Certificate programmes. Specifically, for admission to the Technician Certificate Secretarial Studies, requires a holder of Basic Technician Certificate in Secretarial Studies,.

List of Modules for the Technician Certificate in Secretarial Studies

MODU	LE CODE	MODULES TITLE	CREDIT
			VALUES
[1]	DFSS 05101	TYPEWRITING STAGE II	10
ONE	DFSS 05102	SECRETARIAL DUTIES	10
	DFSS 05103	SHORTHAND THEORY	8
ESTI	DFSS 05104	HATIMKATO NADHARIA	8
SEMESTER	DFSS 05105	COMMUNICATION AND INTERPERSONAL SKILLS	8
SI	DFSS 05106	COMPUTER APPLICATION I	8
		EMRDACING EVER LIENCE	

MODU	LE CODE	MODULES TITLE	CREDIT VALUES
0	DFSS 05201	TYPEWRITING STAGE III	10
I M	DFSS 05202	OFFICE PROCEDURES AND PRACTICE	10
X	DFSS 05203	SHORTHAND SPEED 80WPM	10
STI	DFSS 05204	HATIMKATO KASI MANENO 80KDK	10
SEMESTER	DFSS 05205	CUSTOMER HANDLING TECHNIQUES	8
SEI	DFSS 05206	COMPUTER APPLICATION II	8
	DFSS 05207	FIELD PRACTICE	12

5.4.2.5 Ordinary Diploma in Records Management

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Ordinary Diploma programme. Specifically, for admission to the Ordinary Diploma in Records Management, requires a holder of Technician Certificate in Records Management.

List of Modules for Ordinary Diploma in Records Management

List of Wouldes for Orumary Dipioma in Records Wanagement				
MODU	LE CODE	MODULES TITLE	CREDIT	
			VALUES	
	RMT 06101	INTRODUCTION TO FINANCIAL RECORDS	10	
		MANAGEMENT		
(2)	RMT 06102	RECORDS MGT POLICY, LEGISLATION AND	12	
ONE		STANDARDS		
	RMT 06103	INTRODUCTION TO MEDICAL RECORDS	10	
TER	RMT 06104	INTRODUCTION TO LEGAL RECORDS	10	
SEMEST	RMT 06105	INTRODUCTION TO LAND RECORDS	10	
	RMT 06106	INTRODUCTION TO HUMAN RESOURCE	8	
\sim		MANAGEMENT		

MODULE CODE		MODULES TITLE	CREDIT VALUES
	RMT 06201	BASELINE SURVEY PRINCIPLES	10
	RMT 06202	RECORDS SECURITY AND DISASTER MANAGEMENT	10
贸	RMT 06203	ELECTRONIC RECORDS MANAGEMENT	12
SEMESTER ONE	RMT 06204	PERSONNEL RECORDS MANAGEMENT	10
STE	RMT 06205	RECORDS MANAGEMENT RETENTION AND	10
EME		DISPOSAL SCHEDULES	10
SE	RMT 06206	PD - POLITICS AND DEVELOPMENT	8

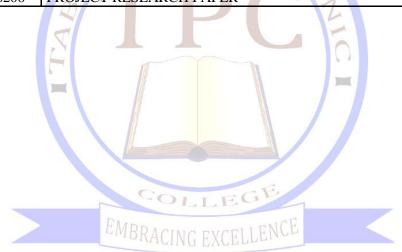
5.4.2.6 Ordinary Diploma in Secretarial Studies ING EXCELLENCE

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Ordinary Diploma programme. Specifically, for admission to the Ordinary Diploma in Secretarial Studies, requires a holder of Technician Certificate in Secretarial Studies.

List of Modules for Ordinary Diploma in Secretarial Studies

MOD	ULE CODE	MODULES TITLE	CREDIT
			VALUES
[1]	DFSS 06101	BUSINESS COMPUTER APPLICATION I	12
< ONE	DFSS 06102	RECORDS MANAGEMENT PRICIPLES AND PRACTICE	10
	DFSS 06103	MEETING PROCEDURES AND PRACTICE	10
SEMESTER	DFSS 06104	SHORTHAND SPEED 100WPM	10
	DFSS 06105	HATIMKATO KASI MANENO 100KDK	10
\sim	DFSS 06106	RESEARCH METHODOLOGY	8

MODU	LE CODE	MODULES TITLE	CREDIT
			VALUES
	DFSS 06201	BUSINESS COMPUTER APPLICATION II	12
	DFSS 06202	INTRODUCTION TO HUMAN RESOURCE	10
TWO		MANAGEMENT A JE U	
	DFSS 06203	DEVELOPMENT STUDIES	8
SEMESTER	DFSS 06204	INTERPERSONALSKILLS	10
ME	DFSS 06205	INTRODUCTION TO BOOKKEEPING & ACCOUNTING	8
SE	DFSS 06206	PROJECT RESEARCH PAPER	12



5.5 DEPARTMENT OF PHARMACEUTICAL SCIENCES

The vision, mission and aims of department of Pharmaceutical Sciences are to develop highly qualified and knowledgeable health professionals who are competent to perform the assigned responsibilities in various health care delivery endeavors. Through its curriculum, pharmaceutical Sciences curriculum strives to give student both basic professional education and competency-based scientific training, thus enabling him/her to meet the assigned responsibilities with confidence, proficiency and scientific comprehension.

5.5.1 Departmental Objectives

In line with the vision and mission of Tabora (E.A) Polytechnic college is to produce pharmaceutical personnel at technician level who are competent to enable them work flexibly in different work places.

5.5.2 Tittle of the Qualifications

5.5.2.1 Basic Technician Certificate in Pharmaceutical Sciences

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Basic Technician Certificate in programmes. Specifically, for admission to the Basic Technician Certificate in Pharmaceutical Sciences, requires holder of Certificate for Secondary School Education (CSSE) with minimum of D passes in Chemistry, Biology, and two other non-religious subjects.

List of Modules for the Basic Technician Certificate in Pharmaceutical Sciences

MOD	ULE CODE	MODULES TITLE	CREDIT
			VALUES
	PST 04101	DISPENSING	8
	PST 04102	DISEASE CONTROL AND PREVENTION	10
邑	PST 04103	HUMAN ANATOMY AND PHYSIOLOGY	12
RO	PST 04104	PHARMACEUTICAL DOSAGE FORM	4
SEMESTERONE	PST 04105	PHARMACEUTICAL CULCULATIONS	11
	PST 04106	COMMUNICATION SKILLS	4
SE	PST 04107	BASIC COMPUTER APPLICATIONS	6

MODULE CODE		MODULES TITLE	CREDIT VALUES
	PST 04208	LAW AND ETHICS IN PHARMACY PRACTICE	4
SEMESTERTWO	PST 04209	COMPOUNDING AND PHARMACEUTICAL LIQUID PREPARATIONS	20
STE	PST 04210	PHARMACEUTICAL INORGANIC CHEMISTRY	12
ME	PST 04211	BASIC PHARMACOLOGY	12
SE	PST 04212	MEDICAL STORE MANAGEMENT	12

5.5.2.2 Technician Certificate in Pharmaceutical Sciences

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Technician Certificate programmes. Specifically, for admission to the Technician Certificate in Pharmaceutical Sciences, requires a holder of Basic Technician Certificate in Pharmaceutical Sciences.

List of Modules for the Technician Certificate in Pharmaceutical Sciences

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
	PST 05101	MEDICINES AND MEDICAL SUPPLIES MANAGEMENT	12
ONE	PST 05102	LAW AND POLICIES IN PHARMACY PRACTICE	7
R 0	PST 05103	PHARMACEUTICAL MICROBIOLOGY	12
SEMESTER	PST 05104	PHARMACOLOGY AND THERAPEUTICS	12
	PST 05105	RATIONAL USE OF MEDICINES	4
SE	PST 05106	PHARMACEUTICAL ORGANIC CHEMISTRY	12

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
0,	PST 05207	QUALITYASSURANCEINPHARMACEUTICAL	12
TWO		PRODUCT	
SEMESTER	PST 05208	PHARMACEUTIC THEORY AND COMPOUNDING	20
	PST 05209	HEALTH INFORMATION MANAGEMENT	12
SE	PST 05210	BASIC PHARMACOGNOCY	12

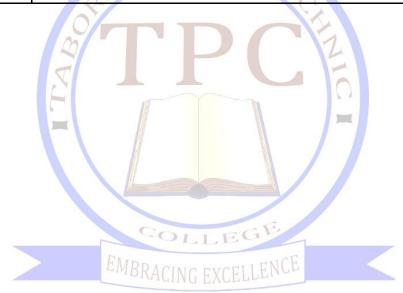
5.5.2.3 Ordinary Diploma in Pharmaceutical Sciences

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Ordinary Diploma programme. Specifically, for admission to the Ordinary Diploma in Pharmaceutical Sciences, requires a holder of Technician Certificate in Pharmaceutical Sciences.

List of Modules for Ordinary Diploma in Pharmaceutical Sciences

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
	PST06101	LEADERSHIP AND MANAGEMENT	12
	PST06102	COUNSELLING AND GUIDANCE SKILLS	8
E	PST06103	PHARMACEUTICAL PRODUCTION	20
R 0	PST06104	HEALTH AND MEDICINES POLICY	7
SEMESTER ONE	PST06105	HEALTH FINANCING	12
	PST06106	BASIC PHARMACOTHERAPY	6
SE	PST06107	BASIC VETERINARY PHARMACOLOGY	6

MODULE CODE		MODULES TITLE	CREDIT VALUES
~	PST06208	PHARMACEUTICAL PUBLIC HEALTH	8
SEMESTER TWO	PST06209	ENTREPRENEURSHIP	12
	PST06210	OPERATIONAL RESEARCH	24
SE AL	PST06211	MONITORING AND EVALUATION OF MEDICINES USE	12



5.6 DEPARTMENT OF CLINICAL MEDICINES

The vision, mission and aims of department of Clinical Medicines are to develop highly qualified and knowledgeable health professionals who are competent to perform the assigned responsibilities in various health care delivery endeavors. Through its curriculum, pharmaceutical Sciences curriculum strives to give student both basic professional education and competency-based scientific training, thus enabling him/her to meet the assigned responsibilities with confidence, proficiency and scientific comprehension.

5.6.1 Departmental Objectives

In line with the vision and mission of TPC is to produce Clinical Officers at technician level who are competent to enable them work flexibly in different work places.

5.6.2 Tittle of the Qualifications

5.6.2.1 Basic Technician Certificate in Clinical Medicine

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Basic Technician Certificate in programmes. Specifically, for admission to the Ordinary Diploma Course in Clinical Medicine (Clinical Officer) must have a minimum of four 'D' passes including passes in Biology, Chemistry and Physics a 'D' passes in Physics, English and Mathematics. A pass in English and Mathematics is added advantage.

List of Modules for the Basic Technician Certificate in Clinical Medicine

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
	CMT04101	COMMUNICATION AND LIFE SKILLS	7
	CMT04102	ANATOMY	14
臣	CMT04103	RESOURCE MANAGEMENT AND ENTREPRENEURSHIP	6
ONE	CMT04104	BIOSTATISTICS, EPIDEMIOLOGY AND EMERGENCY	12
R.		PREPAREDNESS	
SEMESTER	CMT04105	CLINICAL NUTRITION	5
	CMT04106	ENVIRONMENTAL HEALTH	9
	CMT04107	MICROBIOLOGY, PARASITOLOGY AND	9
		ENTOMOLOGY	
	CMT04108	MEDICAL ETHICS AND PROFESSIONALISM	5

MODULE CODE		MODULES TITLE	CREDIT VALUES
	CMT04209	PHYSIOLOGY	12
TWO	CMT04210	PATHOLOGY	10
	CMT04211	CLINICAL LABORATORY	8
SEMESTER	CMT04212	COMPUTER APPLICATIONS	7
ME	CMT04213	PATIENT CARE	8
SE	CMT04214	CLINICAL SKILLS	12

5.6.2.2 Technician Certificate in Clinical Medicine

List of Modules for the Technician Certificate in Clinical Medicine

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
נדו	CMT 05101	ESSENTIALS OF PHARMACY PRACTICE AND	12
ONE		PHARMACOLOGY	
SEMESTER (CMT 05102	MANAGEMENT OF COMMUNICABLE DISEASES	14
	CMT 05103	PEDIATRICS AND CHILD HEALTH I	12
	CMT 05104	OBSTETRICS AND GYNAECOLOGY I	12
SI	CMT 05105	HEALTH PROMOTION	7

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
0	CMT05206	COUNSELING	8
TWO	CMT05207	REPRODUCTIVE AND CHILD HEALTH	9
SEMESTER	CMT05208	OBSTETRICS AND GYNAECOLOGY II	10
	CMT05209	SURGERY	12
	CMT05210	INTERNAL MEDICINE	12
	CMT05211	PAEDIATRICS AND CHILD HEALTH II	12

5.6.2.3 Ordinary Diploma in Clinical Medicine

List of Modules for Ordinary Diploma in Clinical Medicine

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
ONE	CMT 06101	BASICS OF FAMILY MEDICINE	10
	CMT 06102	LEADERSHIP AND MANAGEMENT IN HEALTH	9
SEMESTER	CMT 06103	OPERATIOAL RESEARCH	14
ME	CMT 06104	HEALTH POLICY AND PLANNING	7
SE	CMT 06105	SURGICAL SPECIALITY	16

MODULE CODE		MODULES TITLE	CREDIT VALUES
	CMT 06206	BASICS OF FORENSIC MEDICINE	8
SEMESTER TWO	CMT 06207	APPRENTICECH AP IN SURGERY	14
	CMT 06208	APPRENTICECH AP IN INTERNAL MEDICINE	14
	CMT 06209	APPRENTICECH AP IN PEDIATRICS AND CHILD	14
		HEALTH	
	CMT 06210	APPRENTICECH AP IN OBSTETRICS AND	14
SE		GYNAECOLOGY	

5.7 DEPARTMENT OF NURSING AND MIDWIFERY

The overall goal of the Nursing and Midwifery program is to develop highly qualified and knowledgeable Nurses and Midwifes professionals who are competent to perform the assigned responsibilities in various health care delivery endeavors. Through its curriculum, each program in this division strives to give student both basic professional education and competency-based scientific training, thus enabling him/her to meet the assigned responsibilities with confidence, proficiency and scientific comprehension

5.7.1 Departmental Objectives

In line with the vision and mission of TPC is to produce Nurses at technician level who are competent to enable them work flexibly in different work places.

COLLEGE

5.7.2 Tittle of the Qualifications

5.7.2.1 Basic Technician Certificate in Clinical Medicine

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Basic Technician Certificate in programmes. Specifically, for admission to the Ordinary Diploma Course in Nursing and Midwifery must have a minimum of four 'D' passes including passes in Biology, Chemistry and Physics a 'D' passes in Physics, English and Mathematics. A pass in English and Mathematics is added advantage.

List of Modules for the Basic Technician Certificate in Nursing and Midwifery

MODULE CODE		MODULES TITLE	CREDIT VALUES
田	NMT 04101	INFECTION PREVENTION AND CONTROL	15
SEMESTER ONE	NMT 04102	PROFESSIONALISM IN NURSING	7
	NMT 04103	HUMAN ANATOMY AND PHYSIOLOGY	14
	NMT 04104	BASIC COMPUTER APPLICATIONS	6
	NMT 04105	COMMUNICATION SKILLS	10
SE	NMT 04106	PARASITOLOGY AND ENTOMOLOGY	5

MODULE CODE		MODULES TITLE	CREDIT VALUES
		APPLICATION OF NURSING PROCESS AND THEORIES	
0	NMT 04207	IN NURSING CARE	13
SEMESTER TWO	NMT 04208	BASIC CLINICAL NURSING	20
	NMT 04209	BASIC PHARMACOLOGY	10
	NMT 04210	BASIC HEALTH INFORMATION MANAGEMENT	4
	NMT 04211	DISASTER AND EMERGENCE PREPAREDNESS	13
SE	NMT 04212	ENTREPRENEURSHIP	3

5.7.2.2 Technician Certificate in Nursing and Midwifery

List of Modules for the Technician Certificate in Clinical Medicine

MODULE CODE		MODULES TITLE	CREDIT VALUES
	NMT 05101	REPRODUCTIVE HEALTH CARE	5
	NMT 05102	CHILD HEALTH SERVICE	4
	NMT 05103	CARE OF SICK CHILD	17
田		BASIC CARE OF PATIENT WITH MEDICAL	
ONE	NMT 05104	CONDITIONS	18
Ë		BASIC CARE OF PATIENT WITH SURGICAL	
EST	NMT 05105	CONDITIONS RRACING EVER LIFNUE	10
SEMESTER	NMT 05106	BASIC MENTAL HEALTH NURSING	6
SI	NMT 05107	CARE OF WOMAN DURING ANTENATAL PERIOD	7

MODULE CODE		MODULES TITLE	CREDIT VALUES
		CARE OF WOMEN IN A NORMAL LABOUR AND	
0	NMT 05208	PUERPERIUM	13
TW		PRE-REFERRAL MANAGEMENT OF A WOMAN WITH	
ER '	NMT 05209	ABNORMAL PREGNANCY LABOUR AND PUERPERIUM	4
(LS)	NMT 05210	CARE OF A NORMAL NEW BORN	6
SEME	NMT 05211	MANAGEMENT OF COMMUNICABLE DISEASES	20
SE	NMT 05212	COMMUNITY HEALTH NURSING	20

5.6.2.3 Ordinary Diploma in Nursing and Midwifery List of Modules for Ordinary Diploma in Nursing and Midwifery

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
		CARE OF A WOMAN WITH ABNORMAL PREGNANCY,	
	NMT 06101	LABOUR AND PUERPERIUM	19
		CARE OF A WOMAN WITH OBSTETRIC EMERGENCY	
	NMT 06102	CONDITIONS	6
)NE	NMT 06103	CARE OF NEWBORNS WITH ABNORMAL CONDITION	5
IR C		SUPERVISION IN NURSING AND MIDWIFERY	
SEMESTER ONE	NMT 06104	PRACTICE	12
	NMT 06105	BASIC OF EPIDEMIOLOGY AND BIOSTATISTICS	6
SE	NMT 06106	FUNDAMENTAL OF RESEARCH	9

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
	NMT 06207	CARE OF PATIENT WITH MEDICAL CONDITION	20
TWO	NMT 06208	CARE OF PATIENT WITH TUMORS AND CANCER	4
	NMT 06209	CARE OF PATIENT WITH SURGICAL CONDITIONS	14
SEMESTER		CARE OF PATIENT WITH REPRODUCTIVE SURGICAL	
ME	NMT 06210	CONDITIONS	5
SE	NMT 06211	MENTAL HEALTH NURSING	20

5.8 DEPARTMENT OF MDICAL LABORATORY SCIENCES

Medical Laboratory Science's Department aims at training laboratory technologists who performs complex tests on patient samples using sophisticated equipment like microscopes. They will be responsible for performing scientific testing on samples and report the results.

5.8.1 Departmental Objectives

In line with the vision and mission of TPC is to produce Lab Technologists at technician level who are competent to enable them work flexibly in different work places.

5.8.2 Tittle of the Qualifications

5.8.2.1 Basic Technician Certificate in Medical Laboratory Sciences

Admission to the programme is in accordance the National Council for Technical Education Guidelines general minimum entry requirements for Basic Technician Certificate in programmes. Specifically, for admission to the Ordinary Diploma Course in Medical Laboratory must have a minimum of four 'D' passes including passes in Biology, Chemistry and Physics a 'D' passes in Physics, English and Mathematics. A pass in English and Mathematics is added advantage.

List of Modules for the Basic Technician Certificate in Medical Laboratory Sciences

MODULE CODE		MODULES TITLE	CREDIT VALUES
	MLT 04101	BASIC HUMAN ANATOMY AND PHYSIOLOGY	10
田	MLT 04102	BASIC LABORATORY INSTRUMENTATION	14
ONE	MLT 04103	CUSTOMER CARE AND COMMUNICATION SKILLS	8
SEMESTER	MLT 04104	LABORATORY ETHICS AND PROFESSIONALISM	6
EST	MLT 04105	LABORATORY SAFETY AND WASTE MANAGEMENT	10
EM		PREVENTION AND CONTROL OF DISEASES	
S	MLT 04106	TRANSMISSION	10

MODULE CODE		MODULES TITLE	CREDIT VALUES
	MLT 04207	SYSTEMATIC HUMAN ANATOMY AND PHYSIOLOGY	8
		BASIC COMPUTER SKILLS AND INFORMATION	
	MLT 04208	MANAGEMENT A) PU	10
0/	MLT 04209	BASIC LABORATORY INVESTIGATION	14
TWO	MLT 04210	BASIC LABORATORY SPECIMEN MANAGEMENT	10
ER		OCCURRENCE MANAGEMENT AND RECORD	
EST	MLT 04211	KEEPING	8
SEMESTER		PREPARATION OF BASIC LABORATORY REAGENTS	
SI	MLT 04212	AND SOLUTIONS	12

5.7.2.2 Technician Certificate in Medical Laboratory Sciences

List of Modules for the Technician Certificate in Medical Laboratory Sciences

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
	MLT 05101	HISTOLOGICAL AND CYTOLOGICAL TECHNIQUE	10
		APPLICATION OF COMPUTER SKILLS AND	
	MLT 05102	BIOSTATISTICS IN HEALTH LABORATORY	10
臣	MLT 05103	QUALITY ASSESSMENT OF LABORATORY SERVICES	10
ONE	MLT 05104	PROCUREMENT OF LABORATORY SUPPLIES	8
E		MAINTENANCE AND CALIBRATION OF	
EST	MLT 05105	LABORATORY EQUIPMENT AND INSTRUMENTS	12
SEMESTER		LABORATORY SPECIMEN COLLECTION AND	
SI	MLT 05106	TRANSPORTATION	12

MODULE CODE		MODULES TITLE	CREDIT VALUES
K.	MLT 05207	HAEMATOLOGY AND BLOOD TRANSFUSION	16
SEMESTER TWO	MLT 05208	MICROBIOLOGY AND IMMUNOLOGY	14
	MLT 05209	CLINICAL CHEMISTRY	14
S E	MLT 05210	MEDICAL PARASITOLOGY	14

5.6.2.3 Ordinary Diploma in Medical Laboratory SciencesList of Modules for Ordinary Diploma in Medical Laboratory Sciences

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
	MLT 06101	MANAGEMENT AND LEADERSHIP	10
	MLT 06102	BIO-SAFETY AND BIO-SECURITY	10
	MLT 06103	PUBLIC HEALTH PROMOTION	10
NE	MLT 06104	HEALTH ECONOMICS AND ENTREPRENEURSHIP	8
ER C		LABORATORY ETHICS AND PROFESSIONAL CODE OF	
STE	MLT 06105	CONDUCT	6
SEMESTER ONE	MLT 06106	LABORATORY INFORMATION MANAGEMENT	8
S	MLT 06107	LABORATORY QUALITY ASSURANCE	8

MODULE CODE		MODULES TITLE	CREDIT
			VALUES
		DIAGNOSTIC PATHOLOGY IN PARASITOLOGY AND	
	MLT 06208	ENTOMOLOGY	10
		DIAGNOSTIC PATHOLOGY IN MICROBIOLOGY AND	
	MLT 06208	IMMUNOLOGY	14
TWO	MLT 06208	DIAGNOSTIC PATHOLOGY IN CLINICAL CHEMISTRY	12
- K.		DIAGNOSTIC PATHOLOGY IN HISTOLOGY ANY	
STI	MLT 06208	CYTOLOGY	10
SEMESTER		DIAGNOSTIC PATHOLOGY IN HAEMATOLOGY AND	
S	MLT 06208	BLOOD TRANSFUSION	14



6.0. THE FINANCIAL INFORMATION

Fees and other financial obligations are the sole responsibility of the student and or the sponsor or guardian. The cost of each programme of study will be clearly stated in the joining instructions. The fees are payable in two installments at each semester. All payments by local institutions or individuals shall be made in Tanzanian currency. Fees shall be paid through the College accounts as it is explained below. Fees may be revised from time to time without prior notice.

6.1 Basic Technician Certificate Programmes

6.1.1 for Clinical Medicines and Nursing and Midwifery

SN PARTICULAR	AMOUNT
1 TUITION FEE	1,800,000/=
2 ADMINISTRATION FEE	
2.1 CUATION MONEY	50,000/=
2.2 COLLEGE T-SHIRT	10,000/=
2.3 IDENITY CARD	10,000/=
2.4 NACTE QUALITY ASSURANCE FEE	15,000/=
2.5 STUDENTS ' COUNCIL	5,000/=
2.6 INTERNAL EXAMINATION FEE	130,000/=
2.7 REGISTRATION FEE	30,000/=
2.8 MINISTRY OF HEALTH EXAMINATION FEE	150,000/=
2.9 INTERNAL AND EXTERNAL ACADEMIC QUALITY ASSURANCE FEE	200,000/=
TOTAL	2,400,000/=

6.1.2 for Pharmaceutical Sciences and Medical Laboratory Sciences

SN	PARTICULAR	AMOUNT
1	TUITION FEE EMRDAGING PROFILENCE	1,600,000/=
2	ADMINISTRATION FEE	
	2.1 CUATION MONEY	50,000/=
	2.2 COLLEGE T-SHIRT	10,000/=
	2.3 IDENITY CARD	10,000/=
	2.4 NACTE QUALITY ASSURANCE FEE	15,000/=
	2.5 STUDENTS 'COUNCIL	5,000/=
	2.6 INTERNAL EXAMINATION FEE	130,000/=
	2.7 REGISTRATION FEE	30,000/=
	2.8 MINISTRY OF HEALTH EXAMINATION FEE	150,000/=
	2.9 INTERNAL AND EXTERNAL ACADEMIC QUALITY ASSURANCE FEE	200,000/=
	TOTAL	2,200,000/=

6.1.3 Non-Health and Allied Sciences Programs

SN	PARTICULAR	AMOUNT
1	TUITION FEE	800,000/=
2	ADMINISTRATION FEE	
	2.1 CUATION MONEY	50,000/=
	2.2 COLLEGE T-SHIRT	10,000/=
	2.3 IDENITY CARD	10,000/=
	2.4 NACTE QUALITY ASSURANCE FEE	15,000/=
	2.5 STUDENTS ' COUNCIL	5,000/=
	2.6 INTERNAL EXAMINATION FEE	80,000/=
	2.7 REGISTRATION FEE	30,000/=
	2.9 INTERNAL AND EXTERNAL ACADEMIC QUALITY ASSURANCE FEE	100,000/=
	TOTAL	1,100,000/=

6.2 Technician Certificate Programmes

6.2.1 For Clinical Medicines and Nursing and Midwifery Programs

SN	PARTICULAR	AMOUNT
1	TUITION FEE	1,800,000/=
2	ADMINISTRATION FEE	
	2.1 CUATION MONEY	50,000/=
	2.2 COLLEGE T-SHIRT	10,000/=
	2.3 IDENITY CARD	10,000/=
	2.4 NACTE QUALITY ASSURANCE FEE	15,000/=
	2.5 STUDENTS ' COUNCIL	5,000/=
	2.6 INTERNAL EXAMINATION FEE	130,000/=
	2.7 REGISTRATION FEE	30,000/=
	2.8 MINISTRY OF HEALTH EXAMINATION FEE	150,000/=
	2.9 INTERNAL AND EXTERNAL ACADEMIC QUALITY ASSURANCE FEE	200,000/=
	TOTAL	2,400,000/=

6.2.2 For Pharmaceutical Sciences and Medical Laboratory Sciences Programs

SN	PARTICULAR	AMOUNT
1	TUITION FEE	1,600,000/=
2	ADMINISTRATION FEE	
	2.1 CUATION MONEY	50,000/=
	2.2 COLLEGE T-SHIRT	10,000/=
	2.3 IDENITY CARD	10,000/=
	2.4 NACTE QUALITY ASSURANCE FEE	15,000/=
	2.5 STUDENTS 'COUNCIL	5,000/=
	2.6 INTERNAL EXAMINATION FEE	130,000/=
	2.7 REGISTRATION FEE	30,000/=
	2.8 MINISTRY OF HEALTH EXAMINATION FEE	150,000/=
	2.9 INTERNAL AND EXTERNAL ACADEMIC QUALITY ASSURANCE FEE	200,000/=
	TOTAL	2,200,000/=

6.2.3 Non-Health and Allied Sciences Programs

SN	PARTICULAR	AMOUNT
1	TUITION FEE	800,000/=
2	ADMINISTRATION FEE	
	2.1 CUATION MONEY	50,000/=
	2.2 COLLEGE T-SHIRT	10,000/=
	2.3 IDENITY CARD	10,000/=
	2.4 NACTE QUALITY ASSURANCE FEE	15,000/=
	2.5 STUDENTS ' COUNCIL	5,000/=
	2.6 INTERNAL EXAMINATION FEE	80,000/=
	2.7 REGISTRATION FEE	30,000/=
	2.9 INTERNAL AND EXTERNAL ACADEMIC QUALITY ASSURANCE FEE	100,000/=
	TOTAL	1,100,000/=

6.3 Ordinary Diploma Programmes

6.3.1 For Clinical Medicines and Nursing and Midwifery Programs

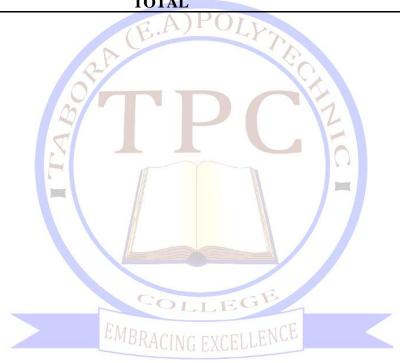
SN PARTICULAR	AMOUNT
1 TUITION FEE	1,800,000/=
2 ADMINISTRATION FEE	
2.1 CUATION MONEY	50,000/=
2.2 COLLEGE T-SHIRT	10,000/=
2.3 IDENITY CARD	10,000/=
2.4 NACTE QUALITY ASSURANCE FEE	15,000/=
2.5 STUDENTS ' COUNCIL	5,000/=
2.6 INTERNAL EXAMINATION FEE	130,000/=
2.7 REGISTRATION FEE	30,000/=
2.8 MINISTRY OF HEALTH EXAMINATION FEE	150,000/=
2.9 INTERNAL AND EXTERNAL ACADEMIC QUALITY ASSURANCE FEE	200,000/=
FMITOTAL	2,400,000/=

6.3.1 Science Programs

SN	PARTICULAR	AMOUNT
1	TUITION FEE	1,800,000/=
2	ADMINISTRATION FEE	
	2.1 CUATION MONEY	50,000/=
	2.2 COLLEGE T-SHIRT	10,000/=
	2.3 IDENITY CARD	10,000/=
	2.4 NACTE QUALITY ASSURANCE FEE	15,000/=
	2.5 STUDENTS ' COUNCIL	5,000/=
	2.6 INTERNAL EXAMINATION FEE	130,000/=
	2.7 REGISTRATION FEE	30,000/=
	2.8 MINISTRY OF HEALTH EXAMINATION FEE	150,000/=
	2.9 INTERNAL AND EXTERNAL ACADEMIC QUALITY ASSURANCE FEE	200,000/=
	TOTAL	2,400,000/=

6.3.2 For Pharmaceutical Sciences and Medical Laboratory Sciences Programs

SN	PARTICULAR	AMOUNT
1	TUITION FEE	800,000/=
2	ADMINISTRATION FEE	
	2.1 CUATION MONEY	50,000/=
	2.2 COLLEGE T-SHIRT	10,000/=
	2.3 IDENITY CARD	10,000/=
	2.4 NACTE QUALITY ASSURANCE FEE	15,000/=
	2.5 STUDENTS ' COUNCIL	5,000/=
	2.6 INTERNAL EXAMINATION FEE	80,000/=
	2.7 REGISTRATION FEE	30,000/=
	2.9 INTERNAL AND EXTERNAL ACADEMIC QUALITY ASSURANCE FEE	100,000/=
	TOTAL	1,100,000/=



7.0. THE ACADEMIC REGULATIONS

These guidelines for regulating Conduct of the Examination have been extracted from TPC Examination Policy as provided in the Quality Control, Prospectus, Students" By - Laws and other relevant legal documents.

7.1 Conduct of Examination

- 7.1.1 TPC examinations shall be conducted under the College DCPAA
- 7.1.2 The DCPAA shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of College examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.

7.2 General Examination Regulation

7.2.1 Form of Examinations

The form of examinations shall include written examinations.

7.2.2 Time of Examinations

College Examinations shall be conducted at the end of every semester in accordance with the College regulations. Students must bring their examinations cards and identity cards with them to the examinations room.

7.2.3 Eligibility for Examinations

- 7.2.3.1 No candidate shall be allowed to sit for an examination in any subject if he/she has not completed the requirements of the course by attendance or otherwise as specified by MUC Examination Policy. If such a candidate enters the examination room and sit for final examination in a given subject, his/her results shall be nullified.
- 7.2.3.2 A student getting below 20 out of 40 (Bad Fail) in Continuous Assessment should repeat the course

7.2.4 Absence from Examinations

A candidate who intentionally does fail to appear for a scheduled examination without a valid reasons shall be penalized for doing special examination and paying 10000/= Tsh per each subject.

7.2.5 Reporting late for Examinations

- 7.2.5.1 A candidate who, for a valid reason, reports late for an examination and begs in writing to take the examination may, subject to the discretion of the invigilator, be allowed to do the examination at his/her own risk. If such a candidate fails in that examination, he/she may be allowed to do supplementary examination at an appropriate time to be arranged by the academic master of the college
- 7.2.5.2 A candidate who without a valid reasons reports late for an examination (more than 30 minutes) shall be regarded as having technical supplementary in that examination but will be allowed to sit for a supplementary examination.
- 7.2.5.3 All cases of late arrivals for examinations shall be reported in writing by the invigilator to the Examination Officer demonstrated in the NACTE form 18 (Invigilator's report to supervisor).

7.2.6 Date of Examinations

Examinations in all departments shall be held at a time to be determined by the College Advisory board with incorporation to the College DCPAA, which shall normally be during the last week(s) of a semester, and/or last month of the academic year.

7.2.7 Bad Fail in an Examination (Technical Supplementary)

A Bad Fail (a mark below 30/60) in an examination stand in its own right as the students grade. The accumulation of continuous assessment done during the semester shall not be counted in this case

7.2.8. Supplementary Examination

- 7.2.8.1 Candidates who are permitted to take a supplementary examination will be re-examined in the designated subjects at a time to be determined by the Academic Master. A Pass in a supplementary shall be recorded as a minimum passing grade of C. The coursework shall not be computed in the final supplementary examination shall be allowed to carry over that subject once.
- 7.2.8.2 A candidate who fails to do his/her Supplementary/Special examination in the current academic year and carry over he/she will repeat the class and pays ¼ of the college fee for that academic year

7.2.9 The Examiners

The college examinations shall be invigilated by both internal and external examiners. Both examiners will be appointed by the College's Academic Master in consultation with the college Principle

7.2.10 Guidance for Invigilators/examiners

Examination Officer shall be responsible for ensuring that examinations are prepared and conducted in a strictly confidential manner

7.2.10.1 Before the Examinations

- 7.2.10.1.1 Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other material prescribed in the rubrics at least thirty minutes before the examination.
- 7.2.10.1.2 Invigilators shall be present in the examination room at least thirty minutes before the commencement of the examination.
- 7.2.10.1.3 Invigilators should admit candidates to the examination room at least twenty minutes before the commencement of the examination and ensure that students take the right places.
- 7.2.10.1.4 Invigilator should Make an announcement to the effect that unauthorized materials are not allowed in the examination room

7.2.10.2 During the Examinations

- 7.2.10.2.1 Invigilators should not admit candidates to the examination room after thirty minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until one-hour has expired.
- 7.2.10.2.2 By the end of thirty minutes from the commencement of the examination, the Invigilators should have a written list on the Examination Attendance Sheet of the names of all the candidates present as Demonstrated in NACTE form 17.
- 7.2.10.2.3 Invigilator should fill all the forms given to him by the supervisor
- 7.2.10.2.4 Invigilators should ensure that only one answer-book is provided for each candidate
- 7.2.10.2.5 Candidates may be permitted to do rough work in the examination booklet on the understanding that rough work is crossed out.
- 7.2.10.2.6 Invigilators shall report immediately after the examination to the Academic Master any candidate who contravenes the Examination Regulations and Instructions, especially by unfair practices
- 7.2.10.2.7 The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible

7.2.10.3 At the End of Examination

- 7.2.10.3.1 Invigilators shall tell the candidates to stop writing and assemble their examination scripts.
- 7.2.10.3.2 Invigilators shall not permit the candidates to leave their places before their scripts have been collected.
- 7.2.10.3.3 Invigilators shall enter the number of candidates' scripts collected and/or received on the Attendance Sheet and sign it.
- 7.2.10.3.4 Invigilator shall ask one of the Candidate to fill Security declaration form

7.2.11 Examination Irregularities

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

7.2.11.1 No unauthorized material shall be allowed into the examination room

- **7.2.11.2** Candidates **shall** have tutorial, take home assignments, and tests marks to make up the coursework.
- **7.2.11.3** Candidates **shall** be allowed to sit for examinations only after payment of **all** fees.
- **7.2.11.4** Candidates **shall** be allowed to sit for examinations only if he/she has done coursework and obtains 30 out of 60 marks.
- **7.2.11.5** Every candidate **shall** make sure that he/she is issued with an examination number before the beginning of the examinations.
- **7.2.11.6** Each candidate **shall** be responsible for noting any changes taking place in the examination Timetable.
- **7.2.11.7** The candidates **shall** be at the examination room 30 minutes before starting the examination.
- **7.2.11.8** No candidate **shall** enter an examination room before identification and permission to enter.
- **7.2.11.9** No candidate **shall** be allowed to enter the examination room 30 minutes after the starting time.
- **7.2.11.10** No candidate **shall** be allowed to leave the examination room 10 minutes before the ending of examination session.
- **7.2.11.11** No candidate **shall** be allowed to leave the examination room temporarily (e.g. to toilet) without an escort when the examinations are in progress.
- **7.2.11.12** All candidates **shall** be required to sign the attendance register.

- **7.2.11.13** Candidates **shall** be required to observe any general instructions that may be given by an invigilator and to note carefully any instructions that appear at the head of the examination paper, such as those indicating the number of questions to be attempted.
- **7.2.11.14** Examinations **shall** be held on the dates shown on the timetable and all papers shall be sat on the time specified. Any changes shall be communicated to students.
- **7.2.11.15** The duration of the question papers, shall be the time shown on the paper **shall** have to be followed where contradictions arise.
- **7.2.11.16** No candidate **shall** be allowed to bring unauthorized material into the examination room. In this regulation;
- 7.2.11.17 No candidate shall be allowed to borrow examination tools/materials such as pen, calculator, correction fluid, rubber, ruler, etc. from another candidate during the examination. Borrowing from others is interpreted as cheating and is therefore NOT allowed. Where borrowing is necessary, the candidate shall strictly communicate with the invigilator.
- **7.2.11.18** leaving the examination room to look at pre-hidden notes is a breach of examination rules and regulations. 18. Before leaving the examination room, every candidate shall make sure that the top cover of the answer book is filled properly.

7.2.12 Cancelation of the examination session

An examination session refers to a single time slot of examinations. In the case of cancellation of a single examination session, the examination will be rescheduled for an alternate date in a place to be established and identified at the time the examination schedule is published. The College will provide students with the means to obtain timely information concerning rescheduled examinations with notices on College Notice board

7.2.13 Marking of the Examinations

- 7.2.13.1 The Examination shall be marked in panels
- 7.2.13.2 The marking of the examination shall be under the office of college DCPAA
- 7.2.13.3 The marking of the examination shall be supervised by both internal and external Supervisors
- 7.2.13.4 All the Final examination papers shall be marked at the college premises

7.2.13.5 After the marking of the exam the Quality assurance unit and external moderator will be responsible for moderating the marked scripts before they will be presented to the academic committee

7.2.14 The Releasing of the result

After the marking and moderating of the examination the examination committee shall evaluate the examination results before they will be sent to the college Advisory board to approve the result in order to be published. The College DCPAA with incorporation to the examination office after the Examination Committee Meeting, publish the examination results to be accessed by the students

7.2.15 Examination appeal

Students have the right to appeal any action or decision that may affect the ultimate evaluation of their performance in a course or program. Academic appeals are limited to matters affecting evaluation or decisions on Admission; the appeals form is available from the academic Office.

- 7.2.15.1 Well-grounded appeals supported with substantive and documented evidence against any academic decision or recommendation shall first be lodged with the appellant's head of department, who shall forward it to Academic Master. The appeal by the student should be submitted within seven (7) days from the day the results were posted or a decision was communicated to the affected student.
- 7.2.15.2 A student who is dissatisfied with a grade obtained in a particular examination may apply for remarking of the examination paper to the Head of the Department in which the course was offered.
- 7.2.15.3 The application should be made not less than one week after the release of the examinations through filling the examination appeal form
- 7.2.15.4 No appeal whatsoever pertaining to the conduct of any College examinations and the marking of the scripts therefore shall be entertained unless such an appeal is lodged with the appropriate College authorities within seven days of the date of publication of the results by or under the authority of the Advisory board
- 7.2.15.5 All appeals regarding semester examinations should be accompanied by a fee of ten thousand shilling (Tsh.20,000/=)

7.3 GRADING SYSTEM

The following grading system shall be followed:

BASIC Technician Certificate, Technician Certificate and Ordinary Diploma programmes shall be classified as First Class, Upper Second Class, Lower Second Class, or Pass.

6.3.1 Certificates Programs

S/N	SCORE RANGE	GRADE	POINTS	DEFINITION
1	80 - 100	A	4	EXCELLENT
2	65 – 79	В	3	GOOD
3	50 – 64	C	AZPC	SATISFACTORY
4	40 – 49	D	1	POOR
5	0.0 - 39	F	0	FAILURE
6	-	I	-	INCOMPLETE
7	0	Q		DISQUALIFICATION

6.3.2 Diploma Programs

S/N	SCORE RANGE	GRADE	POINTS	DEFINITION
1	75 – 100	A	5	EXCELLENT
2	70 – 74	B+	4	VERY GOOD
3	65 – 69	В	3	GOOD
4	50 – 64	C	2	SATISFACTORY
5	40 – 49	D		POOR
6	0.0 - 39	F	0	FAILURE
7	-	IC		INCOMPLETE
8	-	Q		DISQUALIFICATION
		I'll c	•	Company (ATE)

8.0. STUDENT SERVICES AND DEVELOPMENT

8.1 Library Services

- 8.1.1 Introduction: The mission of the Ngorongoro Library located at TPC site is to support academic activities, namely, teaching, learning and research. The learning center plays a central role in promoting academic excellence. It is an organic combination of people, collection and facilities, whose purpose is to help users in the process of transforming information into knowledge. Information and knowledge are central to attainment of the college's mission and vision.
- 8.1.2 Collection: The College library has thousands of volumes, which cover subject areas taught at the college, acquired through purchase, donation and gifts. It subscribes to several journals and e-journals. The library users can also access other databases through the internet facility in the library. The library has an Online Public Catalogue (OPC), which allows library users to locate and retrieve information materials in the library.
- 8.1.3 Opening Hours: Monday Friday: from 8:00am to 05:00pm

8.2 Accommodation

Students are accommodated in hostels at the College campus; however students are free to find their own accommodation off campus. Students who are interested in the College accommodation should contact the College Warden who is responsible for arrangement of such accommodation. Students accommodated in the College hostels are required to pay accommodation fees at an approved rate as should be written in admission form.

8.3 Religious life

Since Tanzania is a secular state, therefore students have complete freedom of religious worships as long as it is intended to promote well-being of the students and encourage positive religious values

8.4 Cafeteria Services

In the campus the College has commercialized food providers. Students are required to pay for their meals or cook for themselves. The College has a specified building where by students who wish to cook their own food are supposed to use and therefore students are NOT allowed to prepare meals in the College Hostels.

8.5 Sports and Recreation

The College provides facilities and opportunities for a wide range of sports, games and recreations. These include playgrounds for football, netball and volleyball. Other activities include clubs, social activities, music festival, tours and cultural events to mention just a few.

8.6 Students' Organization

There shall be a students' organization of the College which shall be known by such name TPC Students' Organization (**TPCSO**) as may be agreed upon its members of which all students are automatically members by registration and be approved by the College Governing Board and published in the College Prospectus. The TPCSO functions are under the mentorship of the office of the Dean of Students'. The organization contributes in decision making on matters that affect students' welfare, social activities, sports, games and entertainment.

8.7 Students Administration, welfare and Discipline

Matters pertaining to student's administration, welfare and discipline are stipulated in this prospectus ahead in chapter four. The office of Dean of Students' is responsible for all students' administration and welfare services. The office is also concerned with students discipline and general counseling.



