

BIHARAMULO COLLEGE OF BUSINESS AND TECHNOLOGY

(BCBT)



PROSPECTUS

2023/2024

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MESSAGE FROM COLLEGE PRINCIPAL

On behalf of the college body, heads of departments and the entire BCBT fraternity, i would like to take this grateful opportunity to welcome you to one of the few best learning Institutions 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, Biharamulo College of Business and Technology (BCBT) is a private registered academic institution under the National Council For Technical And Vocational Education And Training (NACTVET) formerly The National Council For Technical Education (NACTE) and Vocational Educational Training Authority (VETA) with Registration No. **REG/BTP/121P** and National Examination Council of Tanzania (NECTA) private candidate and QT examination centre with REG No. P.5890 for the purpose of offering both technical and vocational training education to our community a strategy to transform the young people's live for them to achieve their lifetime potentials through their chosen career path.

Biharamulo College of Business and Technology (BCBT) acquired her VETA registration was established in 2018, National Examination Council of Tanzania (NECTA) private candidate and QT examination centre registration and Provisional registration for National Council for Technical Education (NACTE) in 2020.

Biharamulo College of Business and Technology (BCBT) premises are located at Nyarukongogo-Rubondo area 3 kms away from Biharamulo town within Biharamulo township.

Currently BCBT has capacity to serve more than 800 students in 2 accredited programs offered by the institution in various academic award levels such as NVA Level 3, NTA Level 4, NTA Level 5 and NTA Level 6 to those students admitted and registered to pursue Basic Technician Certificate, Technician Certificate and Ordinary Diploma in Business Administration and Information and Communication Technology (ICT).

I tender my sincere welcome to all community members and aspiring individuals with necessary qualification to join our lovely college for their best carrier furtherance.

“Biharamulo College of Business and Technology, A centre for Academic Excellency”.

Manase King

PRINCIPAL

1.0. BACKGROUND OF THE INSTITUTION

1.1. Our Brief History

Biharamulo Collage of Business and Technology(BCBT) is a private registered academic institution under the National Council For Technical And Vocational Education And Training (NACTVET) formerly The National Council for Technical Education (NACTE) and Vocational Educational Training Authority (VETA) with Registration No. **REG/BTP/121P** purposely to offer both Technical and Vocational Training Education to our beloved communities 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 call and community needs for private organizations" to become involved in providing Technical Education and Vocational Training.

Biharamulo Collage of Business and Technology (BCBT) was originally founded as the academic center in Biharamulo District from 2015, the aim being to deliver education services to all Tanzanians especially around lake Zone.

1.2. BCBT Achievements

These Achievements are therefore credited to the commitment of the entire BCBT fraternity of that time, Government support, Strategic Partnership and all visionary leadership of the College Advisory Board (CAB). No doubt that these achievements are a 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 BCBT fraternity.

The college is happy to report to you that, currently BCBT serves more than 70 students via on Campus and off Campus with two (2) accredited programs offered by the Institution in various academic awards; NTA Level 4, NTA Level 5 and NTA Level 6.

1.3. OUR Strategic Focus

BCBT is expecting to expand its Programs to the fields of Law, Community Development, Journalism, Nursing and Midwife, Medical Laboratory Sciences, Pharmaceutical Science, Tourism, Community Health, and other fields of study as will be determined by the Management and recommended to the COLLEGE ADVERSORY BOARD within 15 years of strategy.

2.0. THE STRATEGIC PHILOSOPHIES

2.1. Vision Statement,

The BCBT Statement of Vision Is “To be an Excelling College of Quality Technical Education and Training”

2.2. Mission Statement

The BCBT Statement of Mission Is “Our Commitment is to provide responsive technical education and training in collaboration with stakeholders to address the socio-economic needs of our communities”

2.3. The College 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. Professionalism: Restore College Ethos and maintain Discipline

2.3.2. Moral Standards and Integrity; - The College Community shall uphold and observe Accuracy, Professional Ethics, Honesty, Corporate, Social Responsibility, Trust, fairness, confidentiality, punctuality and Human Respect in all its Undertakings.

2.3.3. Transparency: To openness and sharing Information

2.3.4. Accountability: Responsibility and reliability

2.3.5. Creativity: Enthusiasm, Innovation and Empathy

2.3.6. Commitment: Providing Quality Service

2.4. BCBT 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:

2.4.1. TO PROVIDE Programs, Products and Services in ways that reflects 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 DEVELOP**, New Programs of Study including those that culminates in Ordinary, Diplomas, Basic Technician Certificate and Technician Certificates;

2.4.5. **TO ASSIST**, In the Preservation, Transmission, Dissemination and Enhancement of Knowledge in the field of ICT, Journalism and Broadcasting, Business Administration Computer Application and any other related Academic Program as will be passed by College Advisory Board;

2.4.6. **TO PREPARE**, Students to work with the stakeholders in Tanzania and worldwide in the field of Business Administration, ICT and other allied sectors to the purposes of the better development and strengthening of the National economy;

2.4.7. **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;

2.4.8. **TO ASSUME**, Responsibilities within the United Republic of Tanzania for Tertiary Level Education in ICT, Business Administration as will be provided in the BCBT Prospectus, and for that purpose to make provision for places and Centres of Learning, Education, Training and Research;

2.4.9. **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 fulfillment to grant Ordinary Diplomas, Basic Technician Certificates, Technician Certificate and other Awards of the College;

2.4.10. **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;

2.4.11. **TO MAINSTREAM**, the gender issues and ensure equal opportunities in all BCBT Program's and activities to enhance equity and productivity;

2.4.12. **TO AWARD**, scholarships, studentship prizes and other aids to students that enhance their learning and academic success of their program of study;

2.4.13. **TO RAM**, meaning to **R**etain, **A**ttract and **M**otivate (**RAM**) quality students and teachers thereby assisting in developing Tanzania human capital and mitigating the brain drain currently affecting Africa;

2.4.14. **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 their 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; and

2.4.15. **TO ACCELERATE**, the pace of human resources development in Social, Economic, Academic and Research Fields.

2.5. BCBT Partnership

BCBT is at the forefront believing that the partnership is a key of prosperity in achieving its specific objectives. 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. BCBT is 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. BCBT Governance

3.1.1. College Advisory Board (CAB)

This is the highest organ of the College with mandate to advise the Council, SENATE and COMMITTEES of the College on issues related to governance, control and administration 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 for Formulation and recommendation 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 complies 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.

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 colleges 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 operations.

3.1.4 The Committees

The BCBT 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 8**

Standing Committees responsible for technical support in issues related to academic, administration and social services welfare of our students.

3.2. BCBT Administration

3.2.1. Director

This is the office of the college owner or founder of BCBT with non-executive functions. The Director is responsible for conferring 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 Director has the right of 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 Director is responsible to promote the development of the college and advance the 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.

3.2.2. Principal

This is the office of chief executive officer of the College. Oversees all matters related to administrative and academic affairs of the college, 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 Director through the Senate and the Council the statistical summary of College performance or College in figure report in teams of academic, administrative and financial matters 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 principle. 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 the College.

Students life at the college; serve as a secretary to students services affairs; handle the students individual problems and provide counseling; 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, prepares and keeps records of all students of the College; issues permits to students who may experience emergence that need absence from the campus for some days, takes care of the students welfares' and ensure that the sick are urgently treated; make effective use of students organization to ensure conducive leaning environment at the College.

4.0. THE ACADEMIC PROGRAMS CURRENTLY OFFERED

4.1. Basic Technician Certificates

The College is lawfully conferring the **Basic Technician certificates** for only accredited programs as prescribed in BCBT Prospectus in each academic year of study. The **Basic Technician Certificates** is designed to be offered to those holding Certificates of Secondary Education (CSEE) with at least four (4) "D" passes, in non-religious subjects. The Basic Technician Certificate offered at BCBT Includes;-

4.1.6. Basic Technician Certificate in **Information and communication Technology (ICT)**

4.1.7. Basic Technician Certificate in **Business Administration**

4.2. Technician Certificates

The College is lawfully conferring the **Technician Certificates** for only accredited programs as Prescribed in BCBT 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 Technician Certificate Offered At BCBT cludes;-

4.1.6. Technician Certificate in **Information and communication Technology (ICT)**

4.1.7. Technician Certificate in **Business Administration**

4.3. Ordinary Diploma

The College is lawfully conferring the **Ordinary Diploma** for only accredited programs as prescribed in BCBT prospectus in each academic year of study. The **Ordinary Diploma** is designed to be offered to those holding 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 Ordinary Diploma offered at BCBT Includes;-

4.1.6. Diploma in **Information and communication Technology (ICT)**

4.1.7. Diploma in Certificate in **Business Administration**

5.0. THE INSTITUTIONS' DEPARTMENTS

College has two academic departments that are the Department of Information and Communication Technology and Department of Business Administration

5.3 Department of Information and Communication Technology (ICT)

In line with the vision and mission of BCBT, 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 Qualifications for ICT Enrollment

5.3.2.1 Basic Technician Certificate in Information and Communication Technology

Admission to the programme is in accordance with the National Council for Technical and Vocational Education and Training (NACTVET) 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

MODULE CODE		MODULE TITLE	CREDIT VALUE
SEMISTER ONE	GST04101	BASIC COMMUNICATION SKILLS	9
	GST04104	ELEMEMENTS OF BUSINESS MATHEMATICS	9
	GST04106	BASICS OF ENTREPRENEURSHIP	8
	ITT04102	BASIC COMPUTER MAINTENANCE	12
	ITT04103	FUNDAMENTALS OF COMPUTER SOFTWARE	12
	ITT04105	BASIC COMPUTER APPLICATION	14

MODULE CODE		MODULE TITLE	CREDIT VALUE
SEMISTER TWO	ITT04207	BASICS OF DATA COMMUNICATIONS AND NETWORKS	12
	ITT04208	FUNDAMENTALS OF PROGRAMMING	14
	ITT04209	ELEMENTS OF INTERNET AND WEB TECHNOLOGY	12
	GST04210	ELEMENTS OF STATISTICS	08
	GST04211	FIELD PRACTICE	10

5.3.2.2 Technician Certificate in Information and Communication Technology

Admission to the programme is in accordance the National Council for Technical and Vocational Education and Training (NACTVET) 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		MODULE TITLE	CREDIT VALUE
SEMISTER ONE	GST05101	COMMUNICATION SKILLS	08
	ITT05102	COMPUTER OPARATING SYSTEMS	11
	ITT05103	DEVELOPMENT OF INFORMATION SYSTEMS	09
	GST05104	MATHEMATICS AND STATISTICS	08
	ITT05205	COMPUTER ORGANIZATION AND ARCHITECTURE	11
	ITT05106	COMPUTER PROGRAMING	12

MODULE CODE		MODULE TITLE	CREDIT VALUE
SEMISTER TWO	ITT05207	DATA BASE DEVELOPMENT	12
	ITT05208	COMPUTER NETWORKING	11
	GST05209	PRINCIPLES OF MANAGEMENT	08
	ITT05210	GRAPHICS DESIGN	08
	ITT05211	WEB DESIGN AND DEVELOPMENT	12
	GST05212	FIELD PRACTICAL TRAINING	10

5.3.2.3 Ordinary Diploma in Information and Communication Technology

Admission to the programme is in accordance the National Council for Technical and Vocational Education and Training (NACTVET) 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		MODULE TITLE	CREDIT VALUE
SEMISTER ONE	GST06101	BUSINESS COMMUNICATION	08
	ITT06102	COMPUTER COMMUNICATIONS AND NETWORK	11
	ITT06103	SYSTEMS ANALYSIS AND DESIGN	11
	GST06104	PROJECT MANAGEMENT	09
	ITT06105	MANAGEMENT INFORMATION SYSTEM	11
	ITT06106	PRINCIPLES OF E-BUSINESS	11

MODULE CODE		MODULE TITLE	CREDIT VALUE
SEMISTER TWO	ITT06207	OBJECT ORIENTATED PROGRAMING	11
	GST06208	RESEARCH METHODOLOGY	08
	ITT06209	ACCOUNTING APPLICATION PACKAGES	11
	GST06210	PRINCIPLES OF ENTREPRENURSHIP	08
	ITT06211	PROFESSIONAL ETHICS AND COMPUTER SECURITY	11
	GST06212	PROJECT REPORT	10

5.3 Department Of Business Administration

In line with the vision and mission of BCBT, this is a two years' programme designed to cater for administrators in profit and non-profit organizations. The programme is designed to provide job based training to technicians to serve in both public and private organizations. It is prepared in such a way that it meets the growing demand for well trained and skilled technicians who can contribute greatly in helping organizations acquire and manage material resources which represent enormous amount of money so that in the end they will be able to achieve their corporate objectives.

5.3.2 Qualifications for Business Administration Enrollment

5.3.2.1 Basic Technician Certificate in Business Administration

Admission to the programme is in accordance the National Council for Technical and Vocational Education and Training (NACTVET) guidelines general minimum entry requirements for Basic Technician Certificate programmes. Specifically, for admission to the Basic Technician Certificate in Business Administration, 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 Business Administration

MODULE CODE		MODULE TITLE	CREDIT VALUE
SEMISER ONE	GST04101	ENGLISH COMMUNICATION SKILLS	10
	GST04102	BASIC COMPUTER SKILLS	15
	GST04103	LIFE SKILLS	15
	BAT04101	BASIC BUSINESS MATHEMATICS	15

MODULE CODE		MODULE TITLE	CREDIT VALUE
SEMISTER TWO	BAT04201	PRINCIPLES OF BOOKEEPING	17
	BAT04202	CUSTOMER CARE SKILLS	13
	GST04201	ENTRENEURSHIP SKILLS	10
	BAT04203	COMMERCIAL KNOWLEDGE	15
	BAT04204	FIELD PRACTICAL TRAINING	10

5.3.2.2 Technician Certificate in Business Administration

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 Business Administration, requires a holder of holders of Basic Technician Certificate (NTA Level 4) in Business Administration, Business Management, Accounting, Finance and Banking, Procurement and Supply, Marketing and Economic Development and Planning or Advanced Certificate of Secondary Education Examination (ACSEE) with at least one principal pass and one subsidiary in principal subjects.

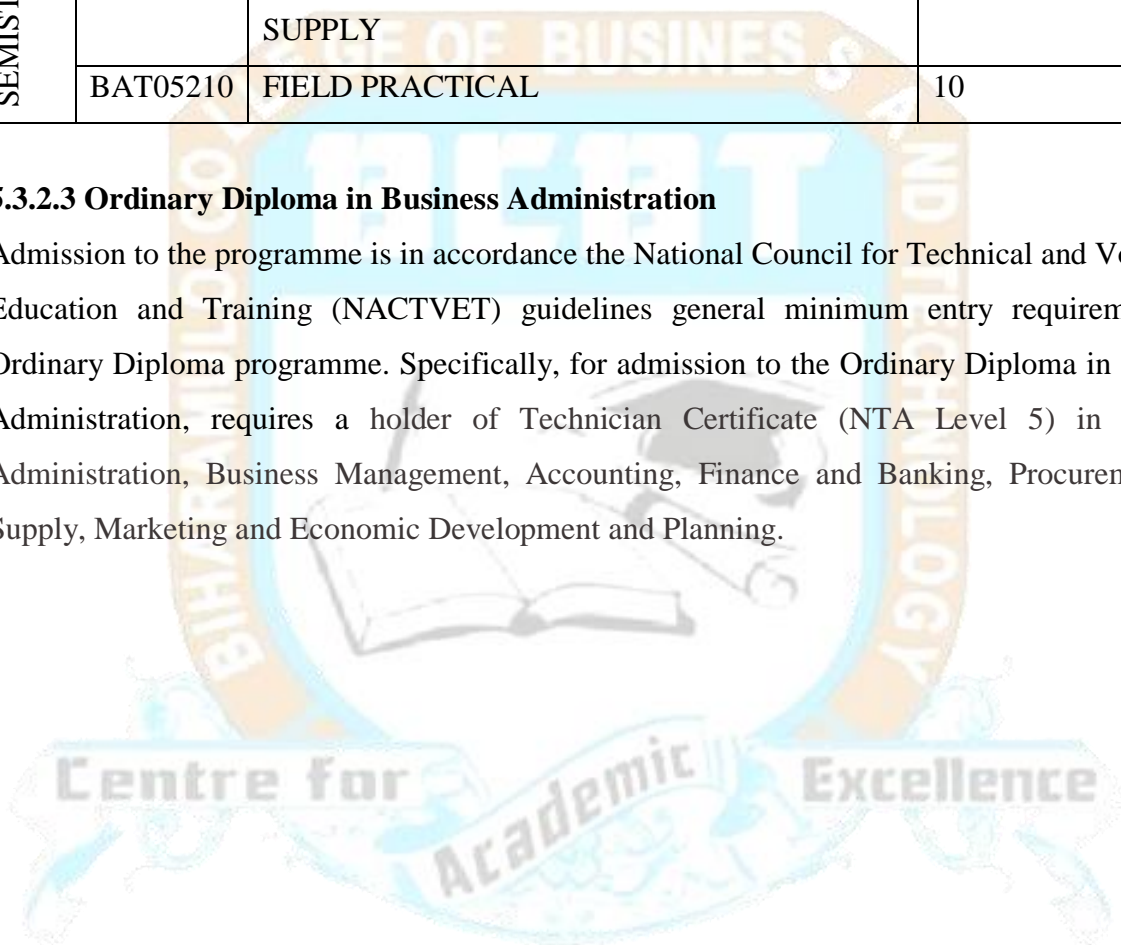
List of Modules for the Technician Certificate in Business Administration

MODULE CODE		MODULE TITLE	CREDIT VALUE
SEMISTER ONE	BAT05101	BUSINESS MATHEMATICS	15
	BAT05102	FUNDAMENTALS OF ACCOUNTING	12
	BAT05103	PRINCIPLES OF MARKETING	13
	BAT05104	INFORMATION AND COMMUNICATION TECHNOLOGY	10
	GST05101	BUSINESS COMMUNICATION SKILLS	8

MODULE CODE		MODULE TITLE	CREDIT VALUE
SEMISTER TWO	BAT05205	OFFICE MANAGEMENT	10
	BAT05206	BASICS OF E-COMMECE	8
	BAT05207	FUNDAMENTALS OF ECONOMICS	12
	BAT05208	ELEMENTS OF COMMERCIAL LAW AND ETHICS	10
	BAT05209	FUNDAMENTALS OF PROCUREMENT AND SUPPLY	12
	BAT05210	FIELD PRACTICAL	10

5.3.2.3 Ordinary Diploma in Business Administration

Admission to the programme is in accordance the National Council for Technical and Vocational Education and Training (NACTVET) guidelines general minimum entry requirements for Ordinary Diploma programme. Specifically, for admission to the Ordinary Diploma in Business Administration, requires a holder of Technician Certificate (NTA Level 5) in Business Administration, Business Management, Accounting, Finance and Banking, Procurement and Supply, Marketing and Economic Development and Planning.



List of Modules for Ordinary Diploma in Business Administration

MODULE CODE		MODULE TITLE	CREDIT VALUE
SEMISTER ONE	BAT06101	BUSINESS LAW	12
	BAT06102	PRINCIPLES OF MANAGEMENT	13
	BAT06103	ELEMENTS OF FINANCE	12
	BAT06104	PRINCIPLES OF PRODUCTION MANAGEMENT	18

MODULE CODE		MODULE TITLE	CREDIT VALUE
SEMISTER TWO	BAT06206	ELEMENTS OF HUMAN RESOURCE MANAGEMENT	13
	GST06101	ACTION RESEARCH	10
	BAT 06208	BUSINESS CONTRACT	17
	BAT06209	ELEMENTS OF LOGISTICS AND INVENTORY CONTROL	15
	GST06201	SMALL BUSINESS DEVELOPMENT	

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

6.2 Basic Technician Certificate in Information and Communication Technology

TUITION FEE AND OTHER EXPENSES PER YEAR	
TUITION FEE	800000
Caution Money and Identity Card	20000
Assessment and Examination Fee	50000
Stationery	20000
Application form and Student Organization	20000
Registration fee (NACTE)	20000
T-SHIRT	20000
NACTE Quality Assurance Fees	15000
	TOTAL
	965000

6.3 Basic Technician Certificate in Business Administration

TUITION FEE AND OTHER EXPENSES PER YEAR	
TUITION FEE	800000
Caution Money and Identity Card	20000
Assessment and Examination Fee	50000
Stationery	20000
Application form and Student Organization	20000
Registration fee (NACTE)	20000
T-SHIRT	20000
NACTE Quality Assurance Fees	15000
	TOTAL
	965000

6.2 Technician Certificate Programmes

6.2 Technician Certificate in Information and Communication Technology

TUITION FEE AND OTHER EXPENSES PER YEAR	
TUITION FEE	860000
Caution Money and Identity Card	20000
Assessment and Examination Fee	50000
Stationery	20000
Application form and Student Organization	20000
Registration fee (NACTE)	20000
T-SHIRT	20000
NACTE Quality Assurance Fees	15000
	TOTAL 1025000

6.3 Technician Certificate in Business Administration

TUITION FEE AND OTHER EXPENSES PER YEAR	
TUITION FEE	860000
Caution Money and Identity Card	20000
Assessment and Examination Fee	50000
Stationery	20000
Application form and Student Organization	20000
Registration fee (NACTE)	20000
T-SHIRT	20000
NACTE Quality Assurance Fees	15000
	TOTAL 1025000

Ordinary Diploma Programmes

6.2 Diploma in Information and Communication Technology

TUITION FEE AND OTHER EXPENSES PER YEAR	
TUITION FEE	860000
Caution Money and Identity Card	20000
Assessment and Examination Fee	50000
Stationery	20000
Application form and Student Organization	20000
Registration fee (NACTE)	20000
T-SHIRT	20000
NACTE Quality Assurance Fees	15000
	TOTAL
	1025000

6.3 Diploma in Business Administration

TUITION FEE AND OTHER EXPENSES PER YEAR	
TUITION FEE	860000
Caution Money and Identity Card	20000
Assessment and Examination Fee	50000
Stationery	20000
Application form and Student Organization	20000
Registration fee (NACTE)	20000
T-SHIRT	20000
NACTE Quality Assurance Fees	15000
	TOTAL
	1025000

7.0. THE ACADEMIC REGULATIONS

These guidelines for regulating conduct of the examinations are in line with other College policies and by-laws.

7.1 Conduct of Examination

7.1.1 BCBT examinations shall be conducted under the Academic Officer

7.1.2 The Academic officer 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. 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 20,000/= 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 officer.

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 CAB and the academic officer, 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 officer. 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 Academic officer in consultation with the Principal

7.2.10 Guidance for Invigilators/examiners

Academic 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 Academic 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 candidates 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 the academic officer 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 CAB.

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 Cancellation 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 the academic officer.

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 CAB to approve the result in order to be published. The academic officer after shall forthwith 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 officer. The appeal by the student shall 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 CAB.

7.2.15.5 All appeals regarding semester examinations should be accompanied by a fee of twenty 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.

7.3.1 Certificate Programmes

Score Range	Grade	Grade Points	Definition
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

7.3.2 Diploma Programmes

Score Range	Grade	Grade Points	Definition
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
-	I	-	Incomplete
-	Q	0	Disqualified

8.0. STUDENT SERVICES AND DEVELOPMENT

8.1 Library Services

8.1.1 Introduction:

The mission of the Library 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 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.

8.3 Religious life

Since Tanzania is a secular state, therefore students have 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

The College commercializes 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 can use at 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 BCBT Students' Organization (**BCBTSO**) 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 BCBTSO 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

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.