

WELCOME TO VISION COLLEGE

This handbook is your guide to the courses conducted at Vision College which leads to the awards of The University of London, The Association of business Executives and City & Guilds.

This guide gives you information about the programmes, their ethos, content, structure and philosophy. It contains procedures and issues for assessment and general programme administration.

The contemporary world is so dynamic; hence there is a need for sharpening your skills to enable you to compete in all aspect of life and business. Vision college's programmes have been designed to prepare you to meet those challenges.

The programme you are pursuing may be your first step into your career and we wish you every success in this programme and for the future.

Dr E. P. Irungu
The principal

WHO'S WHO IN THE COLLEGE

ADMINISTRATION

- Dr. E. P. Irungu - The Principal
- Mrs L. Matambo - Vice Principal
- Ms Betty Jason - Admin Assistant.
- Mr Douglas Tegaleka - Admin Assistant (B'gham)
- Mr Daniel Ernest - Admin Assistant.
- Elias Mwema - Admin Assistant

DIRECTOR OF STUDIES

- Mr. S. Titus

HEAD OF DEPARTMENTS

- Rev. Kanani Mwasomola - Theology PGS
- Rev. Joseph Chagama - Theology UGS
- Mr. M. Timothy - Info. Technology
- Mr. S. Titus - Business Studies
- Ms S. Swarna - Basic Education

LECTURERS

- Rev. G. Ochola - Theology
- Dr. H. E. Shayo - Business Studies
- Dr. J. Mwita - Business Studies.
- Pastor Joe Mugadza Biblical Studies
- Rev. Isaack Kamweru - Theology
- Pastor Lou Adyaba Religious Studies
- Mr. John Kamau Info - Technology.
- Mr George Ndibalema - Info. Technology
- Mr Lawrence Chidongo - Theology
- Mr Jonathan Davis Info - Technology

ASSESSMENT AND EXAMINATION STRUCTURE

The assessment and examination process you are required to undertake are comprehensive and thorough. They are designed to give you the maximum opportunity to express your developing knowledge and skills as you progress through these programmes.

EXAMINATIONS

Every term, each student is required to write at least one internal exam in each module that would be used to produce a progress report to the examining board as well as for The Home office.

Students pursuing City and Guild programme, will write their final exams at the end of each semester. Those who pass will be issued with a certificate.

Students can be allowed to write their exams late if they have a genuine reason for being absent on the scheduled day. However, a £10 fee will be charged for each examination taken late and £5 for each reseat.

MITIGATING CIRCUMSTANCES

There are four grounds for making an appeal;

1. If your performance has been affected by illness or other factor which you could not disclose before the assessment team reach its decision.
2. If there was material administrative error in the conduct of the assessment.
3. If the assessment was not conducted on accordance with the proved college regulations.
4. If some other material irregularity occurred.

NB:

Students who wish the assessment team to consider extenuating personal circumstances, which are affecting their performances, must bring them to the attention through heads of departments. This must be

accompanied by documents such as medical certificates etc.

ATTENDANCE

As a full time student, you are required to attend college for at least 15 hours per week and spend three hours or more either on assignments and/or tutorials.

For all programmes offered at Vision College, the expectation of attendance at taught sessions is vital, attendance will be monitored. Nothing can replace your attendance in class sessions, reading notes does not give a total picture and it is non participative.

LECTURE TIMES

Lecture Days: Monday to Friday

Lecture Time: 9.30 Hrs to 1700 Hrs.

Students who will fail to attend their scheduled classes must inform the college and if it is medical related, a medical certificate from your GP must be produced as evidence.

HOME OFFICE REQUIREMENTS

As a full time student, you are required to:

- Be studying a weekday, daytime course covering at least 15 hours per week.
- Be able to pay for your course and accommodate yourself and any other dependants without resorting to full time employment.
- Leave the UK on completion of your studies.
- Not to claim state benefits.

NB; Your spouse will be allowed to work full time if you were given permission to stay in the UK for at least 12 months.

- You are able to get medical treatment on NHS.
- Poor college attendance without authorisation or for any other reasons than medical conditions will result in disciplinary action that might lead to course termination.

NOTA BENNE

As an International student, you are required to achieve certain qualification

before your visa can be extended. Therefore you are advised not to change colleges before you have achieved any qualification.

REGISTRATION FEES

Students are required to pay their membership registration fees to the examining boards or Universities at the beginning of the programme. This will enable all the enrolled students to get all relevant information from the board at the beginning of the programme membership fees is as follows:

1. University of London registration and other Fees

- Application handling fee (non-refundable) £ 56
- Initial registration fee £ 544
- Continuing registration fee £ 263
- Examination fee per unit £220
- Examination fee half unit £110

3. ABE PROGRAMME

LEVEL	REG FEE	EXAM FEE
Certificate	£30	£20
Diploma	£50	£25
Adv Diploma	£150	£30

4. CITY & GUILDS

LEVEL	EXAM FEE	REMARKS
Certificate	£15	Module 212 = £20
Diploma	£15	
Advanced Dip.	£15	

5. IMIS

LEVEL	EXAM FEE/MODULE
Foundation Dip.	£11
Diploma	£23
Higher Diploma	£30

ANNUAL ACADEMIC CALENDAR

AUTUMN SEMESTER 2008

Induction	8th September 2008
Classes begins	9th September 2008
Mid term break	13th Oct 2008 to 17th Oct 2008
End of semester	7th Dec 2008

SPRING SEMESTER 2009

Classes begins	5th January 2009
Mid term break	16th to 20th Feb 2009
End of Semester	30th Apr 2009

SUMMER SEMESTER 2009

Classes begins	20th April 2009
Mid term break	25th May to 29th May 2009
End of semester	10th July 2009

THEOLOGY ACADEMIC CALENDAR

AUTUMN/WINTER SEMESTER 2008/9

Induction day	8th September 2008
Short Break	13th to 17th October 2008
Assignments weeks	1st Nov — 30th Nov 2008
Class resumes	5th January 2009
End of Semester	16th Feb 2009

SUMMER SEMESTER 2009

Classes Begins	20th Feb 2009
Short Break	25th May to 29th May 2009
End of 2nd term	10th July 2009

STUDENT SERVICES

During your study period with us, you will need constant support from the college on other issues that affects you as a student.

The college provides letters to students to help them sort their problems wherever they are. We therefore look for your cooperation to make sure that we can help every individual at the right time.

Due to overwhelming request of letters for various reasons, we ought to have a proper way of dealing with the requests.

- Letters for council tax and any other general introduction, requests must be made at least three days before the day of collection.
- Home Office letters, requests must be made 4 weeks before the day of sending the passport to the home office. NB: A fee of £250 is required for visa extension.
- Letters for travelling must be requested at least one week before the day of travelling.

NB: for late requests, students will pay a small fee of £5 with exception of emergencies such as travelling for bereavement.

YOUR CONTACTS

Please keep the college informed (in writing) of any changes of your address or phone numbers. Otherwise you run risk of not receiving important communications.

The college accepts no responsibility for problems caused by the failure of a student to give correct address or telephone number.

NOTICE BOARDS

Please check the boards regularly. Many messages from the college to the students are passed on through the notice boards.

In addition to that, examination dates and other important dates are all placed on the boards.

GRADUATION SERVICES

There will be a graduation ceremony at the end of every academic year. All graduating students are expected to have completed their programmes successfully and paid their fees in full.

The graduates are expected to pay for the cost of hiring the ceremony gowns and other costs that associate with the special day.

BSc MANAGEMENT PROGRAMME

Students pursuing BSc Management and BSc Information systems should be aware of the following important information for their programme.

- Each semester there will be one key assignment and one exam at the end of each semester.
- During the term, there is one week dedicated for assignments, famously known as mid term break.
- Your progress report will be used by the college when you need to renew your visa. In addition to that, the University will be given a copy of your semester results.
- Each semester you will get an academic transcript

COURSE STRUCTURE

1st Year

- Introduction to business management.
- Introduction to economics
- Introduction to information systems
- Introduction to sociology

2nd Year

- Organisation theory
- Marketing
- Elements of Accounting and Finance
- Statistics and Mathematics

3rd Year

- Strategic management
- Management: International and comparative perspectives.
- Management Accounting
- Microeconomics

ABE Business Management

DIPLOMA I

- Economics
- Accounting
- Organisational behaviour
- Business communication.

DIPLOMA II

- Marketing
- Human resource management
- Quantitative methods
- Managerial accounting.

Plus one of the following;

- Principles of business law
- Systems analysis

ADVANCED DIPLOMA

- Corporate strategy
- Management Organisation
- International business (case study)

Plus two from the following;

- Strategic marketing
- Corporate finance
- Strategic HRM
- Managing the information resource

MBA PROGRAMME

Students pursuing this programme must pass the orientation module first, before they can continue with the other modules of the first semester.

First Semester

- MBA Orientation
- Communication for Managers and Administrators
- Management Science

Second Semester

- Human and Organisational Development
- Human Resource Management

Third Semester

- Management Leadership Research
- Managing Conflict
- History of Philosophy
- Comparative Analysis of Worldviews

The students will be required to complete research work in two areas as a final part of the programme. The two areas are:

- Online Research and Communication Project
- Dissertation

Bachelor of Arts in Theology (Trinity UK) Enrolment Closed

1st Year

- Anabaptists of the 16th Century

- Church History
- Biblical Theology of Christian Education
- Major World Religions

2nd Year

- History of Philosophy
- History and Philosophy of Christian Education
- Old Testament History I
- Old Testament History II

3rd Year

- New Testament Theology
- The Book of Hebrews
- Old Testament Theology I
- Old Testament Theology II

Bachelor of Divinity (BD)

Duration: Minimum 3 years

1st Year

- Old Testament
- New Testament in English
- Church History: The Church to AD461

2nd Year:

- Christian Doctrine
- Philosophy of Religion
- Old Testament Theology

3rd Year:

- Intertestamental Studies
- Church, Ministry and Sacraments in Early Christianity
- Christian Ethics
- Buddhism

There is an option of completing the above module in 4 years, were the last four modules can be completed in 2 years.

Entry requirements:

Either passes in:

- Two subjects at GCE 'A' Level & at least three further subjects at GCSE or GCE 'O' Level (at no less than Grade C) or
- Three subjects at GCE 'A' Level (with one 'A' Level at no less Grade D) or
- Three subjects at GCE 'A' Level & one further subject at GCSE or GCE 'O' Level (at not less than grade C) or
- Two subjects at GCE 'A' Level & two further subjects at 'AS' Level.

DIPLOMA IN THEOLOGY (University Of London)

- *Duration:* 2 Years

1st Year:

- Christian Doctrine
- Old Testament

2nd Year:

- Church History: The Church to AD 461
- Buddhism

Entrance requirements:

A minimum of three subjects at grade C or above at GCSE/GCE 'O' Level, or an equivalent qualification.

GCSE/GCE 'O' Level English Language at Grade C or above (or an equivalent qualification)

BSC COMPUTING AND INFORMATION SYSTEM (University Of London)

Duration: 3 Years

- 1st Year:** 102 Mathematics for computing.
 108 Information Systems: Foundation of E-Business.
 109 Introduction to Java and Object-oriented programming
 110 Introduction to Computing and Internet
- 2nd Year:** 209 Database Systems
 212 Programming: Advanced topics and technics.
 222 Data Communication and Enterprise Networking
 226 Software Engineering; algorithm design and analysis
- 3rd Year:** 310 Artificial Intelligence (Half unit)
 314 Software engineering management (Half unit)
 315 Human Computer interaction (Half unit)
 318 Information Systems Management (Half unit)
 323 Electronic Commerce (Half unit)
 326 Computer Security (Half unit)
 320 Project.

Entry Requirements

Either passes in:

- Two subjects at *GCE 'A'* level plus at least three further subjects at *GCSE/GCE 'O'* level (at not less than grade *C* or a 'pass' if taken prior to 1975) **or**
 - Three subjects at *GCE 'A'* level (with one 'A' level at not less than grade *D*) **or**
 - Three subjects at *GCE 'A'* level, plus one further subject at *GCSE/GCE 'O'* level (at not less than grade *C*) **or**
 - Two subjects at *GCE 'A'* Level and two further subjects at *GCE 'AS'* Level **and**
- Have a level of competence in Mathematics at least equivalent to a pass at *GCE 'AS'* level in a mathematical subject **and**
- Have fluent comprehension and writing skills in English.

BACHELOR OF ARTS BIBLICAL COUNSELLING (TRINITY UK) ENROLMENT CLOSED

1st Year

- Anabaptists of the 16th Century
- Church History
- Biblical Theology of Christian Education

- Major World Religions
- 2nd Year**
- History of Philosophy
 - History and Philosophy of Christian Education
 - Becoming A Biblical Counsellor
 - Resolving Conflict

- 3rd Year**
- Comparative Analysis of Humanistic Psychology
 - Dealing with Difficult People
 - Spiritual Warfare
 - The Problem of Suffering

MASTER OF ARTS (MA) IN BIBLICAL COUNSELLING (TRINITY UK)
ENROLMENT CLOSED

- 1st Year**
- Christianity and Competing Worldviews
 - History of Philosophy
 - Biblical Theology of Christian Education
 - Communication Theory

- 2nd Year**
- Ethics
 - Twentieth Century Thinking
 - Comparative Analysis of Humanistic Psychology
 - Gerontology

- 3rd Year**
- Fundamentals of Biblical Counselling
 - Biblical Approach to Death
 - Premarital Counselling
 - Counselling Adolescents
 - Clinical Practicum
 - Dissertation.

Master of Arts Pastoral Studies (Trinity UK)
Enrolment Closed

1st Year

- Managing Conflict
- Ministry of the Youth Pastor
- Ethics

2nd Year

- Twentieth Century Thinking
- Preaching to a Multi-Media Generation
- The Art of Mentoring

3rd Year:

- Dealing with Difficult People
- Ministry Praxis
- Dissertation

DEPARTMENT OF INFORMATION TECHNOLOGY

BSc Information Systems and Management

Duration: 3 Years

- 1st Year: 21 Principles of Sociology
60 Introduction to Information Systems
107 Introduction to Business and Management
129 Introduction to Programming (Half Unit)
04a Statistics (Half Unit)
- 2nd Year: 127 Organisational Theory
62 Information Systems Development and Management
138 Information and Communication Technology
139 Software Engineering
- 3rd Year: 159 Research Project in Information Systems
113 The Ethics and Politics of Information Systems.
145 Social Research Methods
135 World Development

Entry Requirement

Either passes in:

- Two subjects at GCE 'A' level, plus at least three further subjects at GCSE/GCE 'O' level at Grade C or above **or**
 - three subjects at GCE 'A' level (with one 'A' level at not less than Grade D) **or**
 - three subjects at GCE 'A' level and one further subject at GCSE/GCE 'O' level at Grade C or above **or**
 - two subjects at GCE 'A' level, plus two further subjects at GCE 'AS' level **and**
- Demonstrate competence in Mathematics at least equivalent to GCSE/GCE 'O' level at Grade C or above **and**
- Provide proof of competence in English which is acceptable to the University. A test of proficiency may be required.

ABE COURSES

CERTIFICATE

- Introduction to business
- Introduction to accounting
- Introduction to the world of computers
- IT applications and skills

DIPLOMA 1

- Computer applications in business & finance
- Computer fundamentals
- Business communication and presentation

Plus one of the following

- Organisational behaviour
- Accounting

DIPLOMA 11

- Networks and distribution systems
- Principles of programming
- Quantitative methods
- Systems analysis

Plus one of the following

- Managerial accounting
- Human resource management

ADVANCED DIPLOMA

- Contemporary application development methods
- Internet systems development
- Managing system change
- Relational database applications in business

Plus one of the following

- Strategic HRM
- Corporate Finance

GUIDANCE ON ACADEMIC CONDUCT

A. PLAGIARISM

Plagiarism is unacknowledged use of someone else's work

It is wrong, and will be penalised

A note, with bibliography details of the source, should appear whenever your work refers to another author making appoint whenever the text of your paper follows closely the content or form of some other work.

In addition quotations must have double quotation marks around anything which is exactly the same as the words of the source.

The reader cannot asses your work without knowing how you use your sources.

Moreover, in the modern West, the convention in academic circles is that when you do not acknowledge a source, you are claiming originality (unless the material is common knowledge). Thus it is easy to give the appearance of plagiarism by mistake. Take care.

B. Miscellaneous Academic Decisions

1. Attendance at classes

As full time students at the college are expected to be regular in attendance at lectures, Indeed, attendance at lectures and seminars is a component of the assessment in some modules.

If there is a good reason why you are unable to attend lectures you should ask Your personal Tutor and discuss the matter with him or her. good communication is the key to good relationship.

If you want, for any reason, to be away from college during term time, you should apply initially through your tutor, who will bring the request to the staff meeting, whose decision is final.

2. Dates & Term Dates

Teaching exams etc. Finish at the end of term.

3. Word Limits and Submission of Assessed Work.

The number of words must be put at the end of the piece of work and must not exceed the maximum stipulated. Students who go over the word will be penalized. If a written assignment is shorter than the specified lower limit, the tutor will accept the assignment and assess it accordingly.

Once submitted for assessment , with the course work assessment sheet, work is not returnable. (For some modules tutors are willing to discuss preliminary thoughts with students, but this will be the prerogative of the tutor involved).

4. Marking and Return of Work

Students are allowed to request the return of their essays from their tutors after a lapse of a month. If this does not happen, students should take it up with that tutor first, and then with the Dean if that is not satisfactory.

5. Use of Footnotes

Footnote should not contain any material designed to advance the argument of the dissertation or essay and will therefore not be included in the overall word count. Footnotes should simply contain bibliographical details of works cited within the body of the piece of work. Any material within a footnote that does not seek to advance the argument will be ignored. This material should either be made part of the essay, or left out altogether.

6. Penalties for Later Handing in of Work.

Work which is handed in after the set deadline without a medical note (or without some other prior agreement with the tutor) will be subject to the following penalties.

- i. Work handed in after the 12 noon deadline, but by 5 pm on the same day will be subject to a 5% reduction of the final grade (I.e. will have 5 percentage points subtracted from the grade given)(marks will be adjusted accordingly).
- ii. Work handed in after 5 pm will be subject to a further 10% reduction for every subsequent 24 hour period (I.e will have 10% percentage points subtracted)

7. Withdrawal from Honours Dissertations Without Failing

Students should normally be allowed to withdraw from or defer the Honours dissertation without it counting as failure and therefore not able to be done in the future. In the case of failure, they may be invited to resubmit at the discretion of the Assessment Board.

8. Appeals Procedure

To avoid as many problems as possible, students should inform their tutor and subject tutor(s) of any problems that may have an effect on their work, even before the effects appear. It is wise to put things in writing. This includes certificates of medical problems, which should be submitted before the assessment board meets.

I. The Rights of Appeal

All students have the right to appeal to the Vision College Assessment Board to review its decision if they have good reason

To believe that they have suffered an injustice or that the correct assessment procedure and regulations have not been followed.

Appeals may only be made against a published assessment result.

The student shall be responsible for ensuring the appeal is presented within the time limit of 14 days. If unable to do so themselves for whatever reason, the appeal may be presented by a fellow student with their consent.

The Appeal panel will demonstrate and maintain independent and impartial procedures for dealing justly with appeals, complaints and redress.

Appeals against the academic judgments of the examiners will not be permitted.

II. Grounds of Appeal

Students may appeal for re-assessment only if they have compassionate or legitimate grounds, e.g..

- A) Personal circumstances
- B) Medical grounds
- C) Disregard of previous arrangement of the assessment
- D) Administrative error in management of the assessment
- E) Assessment was not run in accordance with the laid down regulations
- F) Other irregularities occurred.

III. The Formal Appeal

Students are encouraged to make the initial effort to discuss their problem with the appropriate tutor or their personal tutor before proceeding to make a formal appeal.

The Formal should be directed to the secretary of the Assessment Board who will be expected to acknowledge receipt and set the appeal procedure in motion.

IV. The Appeal Panel

The Appeal Panel will be drawn from the Assessment Board at the discretion of the Academic Dean. The student appealing may be allowed a further representative to observe the proceedings.

A full report will be made to the student.

The number of the academic staff whose assessment in the subject of appeal will not sit on the Panel but may be present to observe.

All parties involved have the right to call witnesses.

The decision of the Appeal Panel shall be final.

**VISION COLLEGE OF THEOLOGY & BUSINESS STUDIES
VISION HOUSE
68 WALLIS ROAD
LONDON
E9 5LH
TEL: 020 8986 7879 FAX: 020 8986 5821
WEBSITE: www.visioncollege.co.uk
EMAIL: admin@visioncollege.co.uk**

