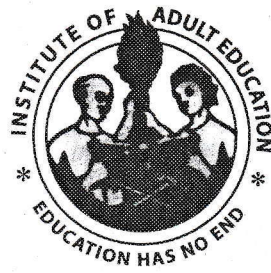


Institute of Adult Education



PROSPECTUS 2010 - 2011

INSTITUTE OF ADULT EDUCATION



PROSPECTUS
2010 - 2011

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1.0 INTRODUCTION

1.1 Historical Background of the Institute of Adult Education

The Institute of Adult Education (IAE) is a public service institution which traces its history back before independence when it was a section under the Department of Extra-Mural Studies of Makerere University College, Kampala in Uganda. It used to cater mainly for mature age students who aspired for university education.

In 1963, after Tanzania's independence, the Institute became a department of the University College of Dar es Salaam. Apart from continuing with the previous tasks, it was assigned more responsibilities and tasks.

The year 1975 marked a turning point in the Institute's historical development. Thus, through Parliament Act No 12 of 1975; the Institute of Adult Education was granted an autonomous status.

1.2 Functions and Objectives of the IAE

The functions and objectives of the Institute include but not limited to the following:

- 1 To train adult educators and administrators,
- 2 To provide distance education, mass education and evening programmes,
- 3 To conduct research and evaluation of adult education programmes, and
- 4 To provide consultancy, guidance and advisory services; and to assist individuals, agencies and institutions engaged in adult education.

1.3 Vision and Mission

Vision

To become a centre of excellence that maintains and sustains a learned and informed society.

Mission

To design, develop and implement quality adult and continuing education, and training programmes that will enable people to acquire knowledge and skills required for sustainable development and dealing with global challenges.

1.4 Accreditation

The Institute of Adult Education is accredited by, and maintains membership in a number of professional organizations which include:

- ◆ The International Council for Adult Education (ICAE),
- ◆ The African Association for Literacy and Adult Education (AALAE),
- ◆ Distance Education Association of Tanzania (DEATA),
- ◆ National Adult Education Association of Tanzania (NAEAT),
- ◆ National Council for Technical Education (NACTE) ,and;
- ◆ Southern African Extension Unit (SAEU),
- ◆ Distance Education Association for Southen Africa (DEASA),
- ◆ Commonwealth Open Schooling Association (COMOSA).

1.5 Location of the IAE

The Institute of Adult Education is situated in the city of Dar es Salaam. It is located on Plot Number 7, along Bibi Titi Mohamed Street, adjacent to Mhasibu House and the Tanzania Library Services.

The Institute has Regional Centers in all regional capitals, which expand the outreach to the vast majority of Tanzanians.

2.0 ORGANIZATION AND MANAGEMENT OF THE IAE

2.1 The IAE Council

This is a supreme body of the Institute. The Chairperson of the Council is a Presidential appointee and members of the Council are appointed by the Minister of Education and Vocational Training. The Board is composed of the following members:

Prof. P.A.K. Mushi (Chairperson)

Mrs. L. Mahai (Secretary)

Prof. E. Bhalalusesa

Prof. H. Rwegoshora

Dr. P. Nkwera

Dr. A. Mcharazo

Dr. J. Ndalichako

Dr. B. Banna

Dr. P.S.D. Mushi

Mr. S. Mnjagila

Mr. J. Mwina

2.2 Senior Officers of the IAE

Director

Mrs. Lambertha H. Mahai

M.A.Dev.Studies (The Hague), 1987; B.A.Ed (DSM), 1975;

Cert. in Research and Computer Skills (Berlin), 1999.

Deputy Director (Academic, Research and Consultancy)

Dr. Fidelice Mafumiko

PhD Science Ed. (Twente University) 2006; MSc (Educational Science)

(Twente University) 1998; M.Sc (Chemistry) (UDSM) 1994; B.Sc

Education (UDSM) 1989; Dip. Ed, (Mkwawa)1983.

Deputy Director (Planning, Finance and Administration)

Mr. Edward R. Lugakingira,

M.A.Dev. Studies (Manosh University,Australia), 1993; PGD Rural

Policy & Proj. Planning (The Hague), 1988; B.A. Economics (DSM),

1983.

2.3 Heads of Departments

Adult and Continuing Education Studies

Ms. M. B. Kakili

M.A. Ed (DSM), 2002; BED (DSM), 1995; Dip Ed (DSM), 1989; Cert Home Economics (Mandaka), 1981; Cert Ed Grade (Marangu), 1973.

Distance Education

Mr. L.R. Katoba.

B.Ed Ad.Ed (DSM), 1992; Dip.ADE (IAE), 1988; Inter.Dip. Ed Plan & Adm. (NIEPA,India), 2003; Cert. Ed (Marangu), 1979.

Mass Education and Women Development

Mrs. R. Lyimo

M.A. Dev. Studies (The Hague), 1986; B.A. Ed (DSM), 1981.

Regional Centres Coordination

Mrs. S. Shengena

B.Ed (DSM), 1995.

Finance and Services

Mr. M. Masenza

MBA - Finance (Mzumbe), 2003; CPA (NBAA), 2001; Dip. Acc (TIA), 1990.

Personnel and Administration

Mrs. M. M. Watugulu

M.A. Dev.Studies (Ireland), 2007; PGD in Management (Cyprus), 2000; Adv.Dip.Community Dev (Tengeru), 1994.

2.4 Heads of Academic Units

Examinations

Mr. E.M. Irira,

B. A. (ED) (UDSM), 2006; Cert. Project Identif., Dev. and Managnt (Netherlands). (2008); Cert. Econ. and Social Plan. (China) 2007; Cert. Enterp.and Busin. Plan.(UDSM), 2006.

Research, Planning, Publication and Consultancy Unit

Dr. W. Meena

PhD, Ed (Åbo Akademi), 2009; M.A.Ed (Åbo Akademi), 2002;
B.Ed(Åbo Akademi), 2002; Dip. B.Ed (Åbo Akademi), 2000; Dip.Ed
(Kleruu), 1991.

Short Courses Coordination

Mrs. C. M. Mongela

M. A. Ed (DSM), 1995; B.A. Ed (DSM) 1988; Cert. Teaching Eng
(St.Mark &St. John, UK, 1999), Cert. Part. Proj. Planning and Mngt
(Wageningen,Netherlands), 1998.

3.0 THE ADULT AND CONTINUING EDUCATION STUDIES DEPARTMENT

The Adult and Continuing Education Studies Department is mandated with the responsibility of organizing, administering and coordinating all formal and full time programmes of the IAE.

3.1 Structure of the Department

The department has a Head of Department and the following officials who assist him/her in leading various sections in the Department. These are:

- ◆ **Coordinator of Studies:** deals with matters pertaining to conducting teaching and learning in the programmes.
- ◆ **Dean of Students:** sees to it that students lead a comfortable and relaxed study life.
- ◆ **Registrar:** deals with students' admission into various programmes.
- ◆ **Fieldwork Coordinator:** coordinates matters of Teaching Practice and students' Independent Study (research).
- ◆ **Coordinator of Short Courses:** organizes various short courses for various clients in collaboration with internal and external experts.
- ◆ **Panel leaders:** The department has six modules; namely:
 1. Distance Education
 2. Foundations of Adult Education
 3. Management and Administration of Adult Education
 4. Mass Education
 5. Research and Consultancy
 6. Pedagogical Subjects

3.2 Programmes

The programmes are of two kinds: Competence Based Education and Training (CBET); and Knowledge Based Education and Training (KBET). Under CBET system programmes are: Basic Certificate year, Ordinary Diploma and Bachelor Degree in Adult and Continuing Education.

3.2.1 Programmes under Competence Based Education and Training

i) **Basic Certificate in Adult and Continuing Education - NTA Level 4**

The purpose of this programme is to assist students in facilitating sessions in adult learning centres, taking care of learning facilities and environment as well as applying basic computer knowledge and skills to prepare teaching/learning materials. It has a minimum of 120 credits covered in two semesters. Upon successful completion of NTA Level 4, a student may then continue to NTA Level 5 which also has a minimum of 120 credits.

ii) **Technician Certificate in Adult and Continuing Education (CACE) - NTA Level 5**

This programme is intended to persons who will be able to facilitate and perform management roles in adult education programmes, and assist adult learners and communities to initiate and supervise income generating activities. It has a minimum of 120 credits covered in two semesters. Successful completion of this level leads to the award of Technician Certificate in Adult and Continuing Education.

iii) **Ordinary Diploma in Adult and Continuing Education (ODACE) - NTA Level 6**

The purpose of this programme is to enable students to initiate, manage and assist in evaluation of educational programmes; facilitate in adult and continuing education centres and use computer to access and process various education information. This is a four semester programme starting with NTA level 5 (covered in two semesters) for non-holders of Certificate in Adult Education and Continuing Education. The holders of this Certificate (NTA level 5) will go straight to NTA level 6 (also covered in two semesters) and, therefore, attain the award of ODACE in two semesters. An Ordinary

Diploma student will be awarded a Diploma and may use the diploma results to apply for a Bachelor degree programme provided he/she has a minimum of B grade pass and has two or more credit passes at 'O' level (CSSE).

iv) Bachelor Degree in Adult and Continuing Education - NTA Levels 7 and 8

A Bachelor degree begins with a Higher Diploma programme (NTA Level 7). It is intended to persons who will be able to facilitate and manage adult and continuing/community development programmes as well as conducting research. In addition to that, it is also aimed at helping students in providing adult literacy support services. It is a six semester's programme with 669 credits in total: 462 at NTA Level 7 covered in four semesters and leading to the award of Higher Diploma in Adult and Continuing Education (HDACE) and 207 credits at NTA Level 8. Successful completion of NTA Level 7 makes one eligible to continue with NTA level 8, a Bachelor degree programme covered in two semesters.

3.2.2 Programmes under KBET

This is phasing out by the year 2011.

Advanced Diploma in Adult Education and Community Development (ADAE & CD)

This is a three year full time face to face programme. It is designed to enable students develop and understand the strengths and challenges in the development of adult education; understand and face challenges and problems of change in technology, economy and society as well as their implications to adult education development in general; and develop appropriate tools of analysis for both critical and integrated broad approach in tackling political, economic and social issues affecting adult education and community development.

3.3 Information Regarding Admission

3.3.1 Admission

The Institute of Adult Education (IAE) does not discriminate anybody in admitting those who apply to its various programmes provided that they possess the required qualifications.

3.3.2 Application and Admission Procedures

Application forms for all the programmes may be obtained from the Adult and Continuing Education Studies (ACES) Department as well as from the IAE regional centres located in all administrative regional headquarters in Tanzania Mainland. Filled application forms are sent to the Registrar of students, ACES Department, via Director's Office in Dar es Salaam.

Normally the Institute invites applications for admission to various programmes by advertising through the mass media. An application fee (Non-refundable) of TShs.35,000/= is charged to every applicant for Diploma applicants with QT entry qualifications and 20,000/= for Certificate, Bachelor degree and Ordinary Diploma with direct entry qualifications. The rates are amenable to changes from time to time. Applicants are required to satisfy the Institute that their general standard of education is adequate for their proposed programmes of study. In order to confirm admission, it is conditional for each applicant to present to the Institute his/her original certificates. These are thoroughly checked to enable the Institute to satisfactorily verify the academic qualifications of each applicant. The exercise is normally done during the orientation week which is usually a week before the beginning of an academic year. Those who satisfy the laid down conditions are registered.

For the selection of students, the Institute conducts a Qualifying Test (QT) to all local applicants for the diploma programmes. The test is normally conducted at eight (8) selected regional centres in Tanzania mainland. These are Dar es Salaam, Mtwara, Mbeya, Dodoma, Tabora, Kigoma, Moshi and Mwanza. Applicants with the qualification of the

Advanced Certificate of Secondary Education are not required to sit for the qualifying test to enter diploma programme.

The Institute's academic year starts in the first or second week of October and selected students are required to report for studies not later than two weeks after the academic year has started.

3.4 Admission Requirements

The admission requirements for each programme of study are outlined under each specified programme voted below.

3.4.1 Basic Certificate in Adult and Continuing Education

- ❖ 'O' Level Certificate or equivalent with at least one credit pass and three other ordinary passes of academic subjects.
OR
- ❖ Any equivalent relevant certificate or qualification with not less than three years of working experience in the field of adult and continuing education or other related fields.

3.4.2 Technician Certificate in Adult and Continuing Education

- ❖ Basic Certificate in Adult and Continuing Education with a B average pass, and other ordinary passes.

3.4.3 Ordinary Diploma in Adult and Continuing Education

- ❖ Ordinary Level Certificate of Secondary Education with at least two credit passes and other three ordinary passes of academic subjects.
- ❖ Advanced Level Certificate of secondary education with at least two principal passes with an aggregate of 3.0 prints for those direct from school or one principal pass and a subsidiary pass (for in-service applicants), and these should channel their applications through Central Admission System (CAS) by the Tanzania Commission for Universities (TCU).
- ❖ The IAE Technician Certificate in Adult and Continuing Education with at least a B average grade.

3.4.4 Bachelor Degree in Adult and Continuing Education

- ❖ Diploma in Adult and Continuing Education of the Institute of Adult Education with at least a **B** Grade i.e. lower second class.
- ❖ Diploma in Education, or any other social field from a recognized institution with at least a **B** Grade.
- ❖ Advanced Level Certificate of Secondary Education with at least two principal passes in academic subjects and a subsidiary with a minimum aggregate of 4.5 points.

3.5 Postponement

A student enrolled at the Institute shall not be allowed to postpone studies after the academic year has begun except under special circumstances and with permission from the Director. Special circumstances shall include

- ◆ Medical problems
- ◆ Serious social problems reasons (each case to be considered on its own merit); and
- ◆ Sponsorship problems

Postponement is for one academic year only and the applicant has to confirm his/her re-admission before May in the following academic year. Failure to do so, the applicant shall be required to re-apply.

3.5 Student's Name

The names used must be those appearing on previous certificates of the student and used in application.

3.6 Identity Cards

Every student should possess the Institute of Adult Education Identification Card (ID) and endeavor to have it always. Any student who misplaces his/her ID card must report the case immediately to the Dean of Students and then submit a police report before a new one is issued.

3.7 Progress Report

Academic progress reports are available upon request, at a cost of Tshs.5, 000/- per report from the office of the head of ACES Department. Students may request for progress report upon full payment of fees, deposits and other outstanding charges. Other organizations or individuals may require a progress report, however, it can only be sent if requested by the student.

3.8 Transcript

One official transcript shall be made available to a student upon successful completion of his/her Basic/Full Certificate; Ordinary Diploma; Advanced Diploma and Bachelor Degree programmes.

Any additional copy of a transcript costs Tsh.10,000/=.

4.0 MODULE PROFILE

4.1 BASIC CERTIFICATE IN ADULT AND CONTINUING EDUCATION (CACE NTA Level 4)

Duration: 2 Semesters

SEMESTER I

Core Modules:

Module code: FAT 04101

Module name: Communication Skills

Notional hours per week: 6

No. of credits: 9

Sub-enabling Outcomes:

1. Explain communication theory
2. Describe means of communication
3. Describe functional expressions (oral communications)
4. Describe advanced grammar and editing
5. Describe language skills
6. Use language skills to facilitate learning in adult classes.

Module code: FAT 04102

Module name: Introduction to Computer

Notional hours per week: 8

No. of credits: 12

Sub-enabling Outcomes:

1. Explain importance of computers
2. Identify parts of a computer
3. Explain functions of the parts of a computer
4. Describe key features of word processing programme
5. Apply word processing programme to prepare educational materials
6. Explain importance of internet

7. Describe procedures of sending and receiving messages using internet
8. Use internet to send and receive messages

Module code: FAT 04103

Module name: Introduction to Educational Psychology

Notional hours per week: 6

No. of credits: 9

Sub-enabling Outcomes:

1. Describe fundamentals of psychology of learning
2. Describe classical conditioning
3. Explain operant conditioning
4. Explain observational learning and modeling
5. Describe characteristics of adult learners
6. Describe nature and characteristics of disabilities
7. Describe importance of inclusive education
8. Develop strategies to assist learners with special needs
9. Implement strategies to mainstream learners with special needs
10. Evaluate performance of learners with special needs

Module code: FAT 04104

Module name: Guidance and Counseling

Notional hours per week: 8

No. of credits: 12

Sub-enabling Outcomes:

1. Explain importance of conducting guidance and counselling needs assessment
2. Describe methods/ procedures of guidance and counselling
3. Sensitize community/learners on guidance and counselling issues
4. Assess clients' guidance and counselling needs
5. Explain the importance of collaborating with guidance and counselling agencies
6. Prepare inventory of guidance and counselling agencies
7. Establish links with guidance and counselling agencies
8. Explain importance of providing support to client

9. Prepare environment for guidance and counselling
10. Identify clients' problems
11. Assist learners to solve problems
12. Describe procedures of writing guidance and counselling report
13. Organize information on guidance and counselling
14. Write guidance and counselling report

Module code: MET 04105

Module name: Community Sensitization in Adult Education

Notional hours per week: 8

No. of credits: 12

Sub-enabling Outcomes:

1. Explain the importance of sensitization
2. Describe psycho-social problems related to adult learning
3. Generate strategies for solving community and adult learners' problems
4. Implement strategies of solving community and adult learning problems

Module code: MET 04106

**Module name: Contemporary Issues in Community Development:
Environmental Issues, Gender Relations, HIV/AIDS
and Moral Values**

Notional hours per week: 8

No. of credits: 12

Sub-enabling Outcomes:

1. Explain importance of conserving environment
2. Assess the state of the environment in the community
3. Generate environmental conservation strategies
4. Implement environmental conservation strategies
5. Evaluate implementation
6. Describe gender concepts and issues
7. Identify gender-related problems in the community
8. Provide education on gender equity and equality in community
9. Explain importance of HIV/AIDS education

10. Describe HIV/ AIDS transmission
11. Explain the importance of providing care and support to people affected with HIV/ AIDS
12. Demonstrate methods of preventing HIV/ AIDS
13. Assess impacts of HIV/ AIDS education
14. Describe moral values
15. Identify acceptable moral values
16. Advocate acceptable moral values

SEMESTER II

Core Modules

Module code: FAT 04207

Module name: Introduction to Teaching Methodology

Notional hours per week: 12

No. of credits: 18

Sub-enabling Outcomes:

1. Explain importance of preparing lessons
2. Prepare scheme of work
3. Prepare lesson plan
4. Collect relevant teaching/learning materials/aids
5. Identify educational activities
6. Construct timetable
7. Assess learners' needs for learning venue
8. Choose learning venue
9. Gather facilities
10. Explain importance of participatory learning in adult education
11. Describe participatory facilitation/active methods
12. Use participatory methods to facilitate learning in adult classes and centres

Module code: FAT 04208

Module name: Facilitating Adults in Learning

Notional hours per week: 6

No. of credits: 9

Sub-enabling Outcomes:

1. Explain important/key concepts on subject matter
2. Gather information about subject matter
3. Prepare brief summary of the subject matter
4. Assist learners to access reference materials
5. Track learners' participation
6. Make reflection of the teaching process
7. Evaluate learners' mastery of the subject matter

Module code: FAT 04209**Module name: Assessment of Learning****Notional hours per week: 6****No. of credits: 9****Sub-enabling Outcomes:**

1. Describe procedures of conducting assessment
2. Prepare assessment tools
3. Set assessment criteria
4. Administer assessment tools
5. Determine learners' performance
6. Provide feedback
7. Keep assessment records

Module code: MAT 04210**Module name: Maintenance of Teaching/Learning Environment and Facilities****Notional hours per week: 6****No. of credits: 9****Sub-enabling Outcomes:**

1. Explain importance of cleanliness in a learning environment
2. Establish cleanliness criteria
3. Prepare cleanliness tools
4. Prepare cleanliness timetable
5. Supervise cleanliness
6. Dispose wastes properly

7. Explain importance of maintaining teaching/learning facilities inventory
8. Conduct stock taking of teaching/learning facilities
9. Create inventory of teaching/learning facilities
10. Identify Teaching/Learning facilities to be maintained
11. Prepare inspection schedule
12. Prepare storage facilities
13. Use facilities as per intended purpose

Module code: FAT 04211

Module name: Designing and Using Teaching/Learning Materials

Notional hours per week: 8

No. of credits: 12

Sub-enabling Outcomes:

1. Describe teaching/learning materials
2. Revisit syllabi
3. Choose teaching/learning materials relevant to subject matter
4. Explain importance of preparing teaching/learning materials/aids
5. Describe qualities of teaching/learning materials/aids
6. Identify relevant teaching/learning materials/aids
7. Improvise teaching/learning aids
8. Pre-test teaching/learning materials
9. Apply relevant teaching/learning materials

4.2 TECHNICIAN CERTIFICATE IN ADULT EDUCATION AND CONTINUING EDUCATION (CACE level 5)

Duration: 2 Semesters
SEMESTER I

Core Modules:

Module code: MAT 05101

Module name: Planning and Implementation of Educational
Activities

Notional hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Explain importance of planning
2. Describe learning and extra-curricular activities
3. Identify resources required for learning and extra-curricular activities
4. Develop implementation strategies
5. Prepare activity schedule
6. Identify on-going learning and extra-curricular activities
7. Supervise learning and extra-curricular activities
8. Identify sources of resources for learning and extra-curricular activities
9. Determine resources needed in learning and extra-curricular activities
10. Devise strategies of getting resources
11. Implement strategies of soliciting resources
12. Identify objectives of learning and extra-curricular activities
13. Describe procedures for preparing business plan

Module code: RCT 05102

Module name: Evaluation of Educational Activities

Notional hours per week: 6

No. of credits: 9

Sub-enabling Outcomes:

1. Explain the importance of evaluation of learning and extra-curricular activities
2. Set evaluation criteria
3. Choose methods of evaluating learning and extra-curricular activities
4. Carry out evaluation of learning and extra-curricular activities

Module code: MET05103

Module name: Community Mobilization

Notional hours per week: 8

No. of credits: 12

Sub-enabling Outcomes:

1. Mobilize learners to participate in learning and extra-curricular activities
2. Devise strategies for exploring education issues in community
3. Select methods of identifying community educational issues
4. Prepare tools for collecting information
5. Collect information
6. Prepare report
7. Explore resources needed for community mobilization
8. Allocate resources to different activities
9. Make follow up on use of allocated resources
10. Identify methods of community mobilization
11. Implement methods of community mobilization
12. Assess impact of mobilization process

Module code: FAT 05104

Module name: Management of Learning Groups

Notional hours per week: 6

No. of credits: 9

Sub-enabling Outcomes:

1. Describe social psychology
2. Describe the process of group formation
3. Form learning groups

4. Assign tasks to learning groups
5. Supervise learners' groups
6. Evaluate performance of learning groups

SEMESTER II

Core Modules:

Module code: FAT 05205

Module name: Adult Literacy Support Services

Notional hours per week: 12

No. of credits: 18

Sub-enabling Outcomes:

1. Explain importance of library
2. Describe criteria of selecting library materials
3. Identify the required library materials
4. Acquire library materials
5. Describe types and functions of rural libraries
6. Describe, design and construction of rural library
7. Set up a rural library
8. Launch a rural library
9. Conserve and preserve library materials
10. Explain importance of using mass media in facilitation of adult learning classes
11. Describe types of mass media to be used to facilitate adult learning
12. Apply mass media to facilitate learning sessions
13. Explain importance of support services in adult learning

Module code: MET05206

Module name: Management Skills

Notional hours per week: 10

No. of credits: 15

Sub-enabling Outcomes:

1. Make work related decisions
2. Assess qualifications of staff
3. Distribute tasks according to qualifications

4. Provide orientation to junior staff
5. Supervise assigned tasks
6. Explain importance of maintaining good working environment
7. Assess the state of working environment
8. Involve people in making decisions
9. Create clear organization's communication system
10. Develop motivation system
11. Prepare action plan
12. Control office resources
13. Maintain offices records and files

Module code: MAT05207

Module name: Income Generating Projects

Notional hours per week: 10

No. of credits: 15

Sub-enabling Outcomes:

1. Explain importance of forming income generation groups
2. Assess business opportunities
3. Explain importance of preparing business plan
4. Identify resources required
5. Set business target prepare action plan of business/project.
6. Prepare business budget
7. Describe income generating projects
8. Select income generating project
9. Mobilize community to form income generation groups
10. Form income generation groups
11. Prepare business supervision schedule
12. Provide care to production facilities
13. Direct group members in carrying out project activities
14. Monitor business record
15. Evaluate business performance
16. Write business report
17. Explain importance of keeping business record
18. Identify types of business records
19. Choose methods of keeping records
20. Keep business records

Module code: MAT05208

Module name: Mentorship Skills

Notional hours per week: 8

No. of credits: 12

Sub-enabling Outcomes:

1. Explain the importance of verifying qualification of junior staff
2. Trace learning history of junior staff
3. Allocate tasks according to qualifications
4. Inspect performance of junior staff
5. Explain importance of performance appraisal
6. Set criteria for performance appraisal
7. Conduct performance appraisal
8. Provide feedback
9. Explain the importance of providing professional support
10. Establish professional support needed by junior staff
11. Implement strategies

Module code: MAT05209

Module name: Leadership Skills

Notional hours per week: 8

No. of credits: 12

Sub-enabling Outcomes:

1. Identify existing problems at workplace
2. Apply different methods to solve problems
3. Resolve work related conflicts
4. Describe leadership qualities
5. Show direction
6. Delegate tasks
7. Organize staff meetings
8. Supervise subordinates

4.3 ORDINARY DIPLOMA IN ADULT AND CONTINUING EDUCATION (ODACE, NTA level 6)

SEMESTER I

Core Modules:

Module code: RCT06101

Module name: Introduction to Research

Notional hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Apply different research methods to assess community need for adult education
2. Collect data
3. Analyse data and prepare report
4. Disseminate research findings

Module code: MAT06102

Module name: Curriculum Development

Notional hours per week: 6

No. of credits: 9

Sub-enabling Outcomes:

1. Describe importance of Curriculum
2. Assess community educational needs for adult education
3. Structure curriculum
4. Pre test curriculum
5. Production of curriculum
6. Teaching curriculum

Module code: MAT 06103

Module name: Monitoring and Evaluation of Adult Education Activities

Notional hours per week: 8

No. of credits: 12

Sub-enabling Outcomes:

1. Describe significance and procedures of monitoring implementation of adult education programmes
2. Conduct monitoring
3. Explain significance of evaluating adult education programmes
4. Examine programme objectives and targets
5. Prepare programme evaluation tools
6. Conduct evaluation

Module code: MAT06104**Module name: Computer Skills: Access and Manipulation of Information****Notional hours per week: 8****No. of credits: 12****Sub-enabling Outcomes:**

1. Identify external devices of computer
2. Explain the functions of computer external devices
3. Interpret manufacturer's instructions for connection of external devices
4. Explain importance of searching information using computer
5. Describe procedures of searching information using computer
6. Use search engines to find educational information
7. Explain significance of storing data using computer
8. Describe spread sheet programmes which are used to manipulate data
9. Describe computer commands that are used to manipulate data
10. Manipulate given data using computer

Module code: MAT06105**Module name: Organizational Planning and Administration****Notional hours per week: 10****No. of credits: 15****Sub-enabling Outcomes:**

1. Explain importance of accountability in organisation
2. Develop organisation structure

3. Explain significance of evaluating implementation of organisation activities
4. Analyse organisational goals
5. Prepare evaluation tools for organisation evaluation
6. Appraise Organisation performance
7. Provide organizational appraisal feedback to staff
8. Explain the importance of work plan
9. Set objectives to be achieved
10. Identify responsible persons for each activity
11. Prepare work schedule
12. Explain significance of work supervision
13. Prepare supervision schedule
14. Enforce rules and regulations

Module code: MAT06106

Module name: Planning and Management of Adult Education Projects

Notional hours per week: 8

No. of credits: 12

Sub-enabling Outcomes:

1. Plan adult education project activities
2. Mobilize resources for carrying out project activities
3. Monitor implementation of project activities
4. Evaluate project performance

SEMESTER II

Module code: FAT06207

Module name: Policy Issues in Adult Education

Notional hours per week: 6

No. of credits: 9

Sub-enabling Outcomes:

1. Describe adult education policies
2. Relate adult education policies with other development initiatives
3. Identify successes and difficulties in implementing adult education policy

Module code: MAT06308

Module name: Principles of Adult Education

Notional hours per week: 6

No. of credits: 9

Sub-enabling Outcomes:

1. Describe concepts underlying the practice of Adult Education
2. Analyse philosophical ideas related to the practice of adult education
3. Describe the traditional adult education in Tanzania

Module code: FAT06309

Module name: Introduction to Management of Physical Resources

Notional hours per week: 6

No. of credits: 9

Sub-enabling Outcomes:

1. Describe government procurement procedures
2. Prepare procurement plan
3. Procure materials
4. Supervise use of physical resources
5. Maintain physical facilities problems

Module code: MAT06310

Module name: Initiating Adult Education Programmes

Notional hours per week: 8

No. of credits: 12

Sub-enabling Outcomes:

1. Sensitize community on adult education
2. Identify adult education programme activities
3. Select key stakeholders
4. Mobilize resources for adult education programmes
5. Implement adult education programme activities

Module code: FAT06311

Module name: Coordination of Adult Education Programmes

Notional hours per week: 8

No. of credits: 12

Sub-enabling Outcomes:

1. Explain the importance of creating inventory of adult education programme
2. Identify adult education programmes in the area
3. Explain rationale for establishing links
4. Identify areas of linkages
5. Establish coordination mechanism

Module code: MAT06412

Module name: Introduction to Human Resource Management

Notional hours per week: 6

No. of credits: 9

Sub-enabling Outcomes:

1. Explain the importance of human resources
2. Determine human resources requirement
3. Describe procedures for recruitment, placement and development of personnel
4. Assign duties
5. Supervise performance

Module code: MAT06413

Module name: Introduction to Financial Management

Notional hours per week: 6

No. of credits: 9

Sub-enabling Outcomes:

1. Explain importance of managing finance
2. Identify sources of funds
3. Prepare budget
4. Conduct banking
5. Allocate funds

4.4 HIGHER DIPLOMA IN ADULT EDUCATION AND CONTINUING EDUCATION (HDACE, NTA Level 7)

Duration: 4 Semesters

FIRST YEAR - SEMESTER I

Core Modules:

Module code: FAU07101

Module name: Psychology of Learning and Human Development

National hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Explain functions of psychology in learning
2. Describe stages of human development and their relationship to human behaviour
3. Apply theories of adult learning in a learning process

Module code: FAU 07102

Module name: Principles and Practice of Adult Education

Notional hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Demonstrate knowledge on philosophical principles guiding the practice of adult and continuing education
2. Assess the philosophical ideas of great thinkers in relation to the practice of adult and continuing education
3. Analyse contemporary issues pertaining the practice of adult and continuing education

Module code: FAU 07103

Module name: Principles of Adult Facilitation and Learning

Notional hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Describe participatory and less participatory methods
2. Select adult facilitation methods as per context
3. Use participatory and less participatory methods in facilitation
4. Apply adult learning principles in facilitation
5. Demonstrate qualities of a good adult facilitator
6. Demonstrate mastery of subject matter
7. Distinguish the roles of facilitators and learners in the learning process

Module code: MAU 07107

Module name: Communication and Negotiation Skills

National hours per week: 12

No. of credits: 18

Sub-enabling Outcomes:

1. Describe importance of effective communication.
2. Outline communication process
3. Describe communication channels
4. Describe barriers to effective communication
5. Establish communication channels
6. Explain types of media for communication
7. Select media for communication with adult education stakeholders
8. Use media to communicate with stakeholders
9. Identify approaches to negotiations
10. Demonstrate ability to apply negotiation skills in managing adult and continuing education skills

Module code: MEU 07113

Module name: Good Governance and Poverty Reduction

Notional hours per week: 12

No. of credits: 18

Sub-enabling Outcomes:

1. Analyse indicators of poverty
2. Examine effects of poverty in the community

3. Analyse national and international policies / initiatives to address poverty
4. Design poverty reduction intervention strategies in the community
5. Describe good governance perspective
6. Apply good governance principles in managing adult education and community programmes

Module code: MEU 07116

Module name: Literacy and Mass Education

Notional hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Develop post literacy materials
2. Design mass campaign programmes
3. Manage post literacy programmes
4. Evaluate post literacy programmes

FIRST YEAR - SEMESTER II

Core Modules:

Module code: FAU 07204

**Module name: Block Teaching and Instructional Materials
Development**

Notional hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Select instructional materials
2. Prepare teaching/learning environment/venue
3. Conduct block adult teaching/learning sessions

Module code: MAU 07208

Module name: Planning and Management of Adult Education Programmes

Notional hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Plan activities in adult education programmes
2. Demonstrate ability to guide people in implementing adult education programmes
3. Control implementation of adult education programmes
4. Supervise daily activities in adult education programmes
5. Describe rules and regulation of an organisation
6. Set rules and regulations of an organisation
7. Demonstrate ability to enforce adherence to rules and regulations
8. Explain the importance of networking with stakeholders of adult education
9. Demonstrate ability to organise resources required for adult education programmes
10. Analyse features on an effective team
11. Apply team building skills in a work setting

Module code: MEU 07215

Module name: Principles of Community Development

Notional hours per week: 12

No. of credits: 18

Sub-enabling Outcomes:

1. Describe community development needs
2. Analyse community development needs
3. Prepare community development needs report
4. Design community development program according to needs analysis

Module code: MEU 07214

Module name: Adult Literacy Support Service

Notional hours per week: 12

No. of credits: 18

Sub-enabling Outcomes:

1. Describe basic concepts in post literacy programmes
2. Analyse post literacy within the framework of continuing education
3. Describe types of adult literacy support services
4. Describe procedures for establishing literacy support services
5. Mobilize resources for establishing literacy support services
6. Provide adult literacy support services according to the need
7. Plan activities in adult literacy support services
8. Lead people in utilizing adult literacy support services
9. Control implementation of adult literacy support services
10. Supervise daily activities in adult literacy support services
11. Conduct capacity building activities for post literacy programmes.

Module code: RCU 07220

Module name: Proposal Write-up

Notional hours per week: 21

No. of credits: 21

Sub-enabling Outcomes:

1. Describe types of research
2. Explain rationale of developing research proposal
3. Describe criteria for a good proposal
4. Explain essential components of research proposal
5. Prepare research proposal

SECOND YEAR - SEMESTER I**Core Modules:****Module code: FAU 07305****Module name: Guidance, and Counseling and Parenting Education****Notional hours per week: 14****No. of credits: 21****Sub-enabling Outcomes:**

1. Describe methods/procedures for guidance and counselling
2. Describe ethics related to guidance and counselling
3. Plan for guidance and counselling sessions
4. Carry out counselling sessions
5. Identify community needs on guidance and counselling
6. Write needs analysis report on guidance and counselling
7. Analyse resources for establishing guidance and counselling centres
8. Mobilise resources for guidance and counselling services
9. Operate guidance and counselling sessions
10. Describe the Importance of parenting education

Module code: MAU 07309**Module name: Management of Community Development Programmes****Notional hours per week: 12****No. of credits: 18****Sub-enabling Outcomes:**

1. Plan Activities in community development programmes
2. Organise resources required for community development programmes
3. Guide people in implementing community development programmes
4. Control implementation of community development programmes
5. Monitor and evaluate community development programmes implementation

Module code: MAU 07310

Module name: Project Design and Management

Notional hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Describe the term project
2. Explain types of projects
3. Describe phases of projects
4. Apply entrepreneurship in analysing and identifying opportunities
5. Prepare project proposal
6. Prepare plans for implementing small and medium size projects
7. Demonstrate ability to mobilize resources for implementing small and medium size projects
8. Demonstrate ability to implement small and medium size projects
9. Evaluate project implementation

Module code: MEU 07317

Module name: Interventions to HIV and AIDS

Notional hours per week: 12

No. of credits: 18

Sub-enabling Outcomes:

1. Prepare action plan for implementing HIV and AIDS interventions strategies
2. Demonstrate ability to mobilize resources for implementing HIV and AIDS strategies
3. Monitor and evaluate interventions for HIV and AIDS
4. Describe HIV and AIDS issues in communities
5. Conduct HIV and AIDS situational analysis in the community
6. Describe HIV and AIDS intervention
7. Examine national policies concerning identified HIV and AIDS issues in a community
8. Involve community in designing and adapting HIV and AIDS strategies for interventions

Module code: MEU 07418

Module name: Environmental Management: Policies and Practice

Notional hours per week: 12

No. of credits: 18

Sub-enabling Outcomes:

1. Demonstrate understanding of environmental components
2. Explain environmental management practices
3. Analyse national policies concerning environmental issues
4. Analyse intervention case studies on environmental issues
5. Involve community in designing strategies for environmental strategies
6. Prepare action plan for implementation
7. Mobilise resources for implementation of environmental conservation strategies
8. Monitor and evaluate implementation of the strategies

Module code: RCU 07321

Module name: Data Collection, Analysis and Report Writing

Notional hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Design tools for collecting data on the roles and scope of community agencies functions
2. Prepare research proposal
3. Pre-test instruments for review
4. Demonstrate ability to mobilize resources for data collection
5. Use instruments to collect data
6. Process data
7. Analyse data
8. Write research report
9. Explain mechanisms for disseminating research findings
10. Demonstrate ability to organise fora for disseminating research findings
11. Demonstrate ability to disseminate research findings to stakeholders

SECOND YEAR - SEMESTER II**Core Courses:****Module code: FAU 07406****Module name: Field Attachment****Notional hours per week: 40****No. of credits: 48****Module code: MAU 07411****Module name: Financial Planning and Budgeting****Notional hours per week: 12****No. of credits: 18****Sub-enabling Outcomes:**

1. Describe financial management in adult education and community development programmes
2. Identify financial resources needs for different activities
3. Prepare budget for adult education programmes
4. Demonstrate ability to approve programme expenditure
5. Demonstrate ability to monitor utilization of funds

Module code: MAU 07412**Module name: Monitoring and Evaluation****Notional hours per week: 14****No. of credits: 21****Sub-enabling Outcomes:**

1. Establish monitoring and evaluation mechanisms
2. Prepare tools for monitoring and evaluation
3. Carry out monitoring and evaluation process
4. Prepare project monitoring and evaluation report

Module code: MEU 07419**Module name: Gender Issues: Analysis and Interventions****Notional hours per week: 12****No. of credits: 18**

Sub-enabling Outcomes:

1. Describe gender concept
2. Describe gender perspectives
3. Examine gender analysis frameworks
4. Use gender analysis frameworks to analyse gender issues
5. Adopt gender planning to develop tools intervention
6. Identify needs for gender intervention programmes
7. Develop strategies for intervening gender issues
8. Build capacity of key stakeholders for implementing gender interventions
9. Demonstrate skills on developing structure for implementation of gender intervention strategies
10. Demonstrate ability to carry out implementation of gender intervention strategies
11. Conduct monitoring and evaluation of gender intervention programmes

Module code: RCU O7422

Module name: Needs Analysis: Theory and Practice

Notional hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Analyse training needs for target group
2. Prepare training needs assessment report
3. Prepare educational programmes based on findings of the training needs assessment
4. Analyse community development needs
5. Prepare community need report
6. Design community development programmes according to needs analysis
7. Design tools for needs assessments
8. Identify projects needs and opportunities in the community
9. Analyse organisational needs for networking

4.5 BACHELOR DEGREE IN ADULT EDUCATION AND CONTINUING EDUCATION (BACE NTA Level 8)

Duration: 2 Semesters

SEMESTER I

Core Modules:

Module code: DEU 08501

Module name: Open and Distance Learning

Notional hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Describe ODL assessment techniques.
2. Describe evaluation process in ODL programmes.
3. Evaluate learning process in ODL programmes.
4. Assess learners in ODL programmes
5. Plan ODL programmes
6. Create awareness on ODL programmes.
7. Carry out ODL programmes

Module code: MAU 08504

Module name: Information Communication Technology and Adult Education

Notional hours per week: 12

No. of credits: 18

Sub-enabling Outcomes:

1. Describe functions of different software.
2. Process data using different computer software.
3. Prepare data analysis report using computer.
4. Explain concepts related to internet.
5. Communicate through email.
6. Download information from internet website.
7. Explain the concept of multimedia.

8. Apply multimedia skills in adult and continuing education.
9. Analyse organisational needs of adult education and community development programmes.

Module code: MAU 08505

Module name: Planning and Administration of Adult and Continuing Education Programmes

Notional hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Analyse functions of a leader.
2. Set goals in line with organisational vision and mission.
3. Prepare implementation plan for adult education and community development programmes.
4. Make decisions on the use of resources.
5. Plan administrative tasks in adult education and community development programmes.
6. Organise different functions in an organisation.
7. Describe key concepts in management
8. Examine management processes and functions in educational systems
9. Examine essence of coordination in management processes

Module code: MAU 08506

Module name: Management: Theories and Practice

Notional hours per week: 8

No. of credits: 12

Sub-enabling Outcomes:

1. Describe key concepts and theories of management
2. Examine management processes and functions in educational systems
3. Examine essence of coordination in management processes

Module code: MAU 08507

Module name: Policy Studies

Notional hours per week: 8

No. of credits: 12

Sub-enabling Outcomes:

1. Interpret national and other related institutional policies.
2. Describe theories and methods in public policy analysis
3. Involve stakeholders in policy formulation.
4. Set policies, rules and regulations to guide organisational activities.

Module code: RCU 08512

Module name: Programme Evaluation and Quality Control

Notional hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Analyse the need for evaluation of programme.
2. Describe types of evaluation.
3. Develop tools for evaluation.
4. Collect data using evaluation tools.
5. Analyse data and draw conclusions and recommendations
6. Prepare evaluation report.
7. Identify ways of reporting programme evaluation results.
8. Disseminate evaluation findings.
9. Demonstrate knowledge and skills on Quality Assurance in adult and continuing education programmes.
10. Analyse management of educational quality assurance process.
11. Demonstrate ability to conduct monitoring and evaluation of Quality Assurance process.

SEMESTER II**Module code: DEU 08602****Module name: Open Distance Learning programmes Materials Development****Notional hours per week: 14****No. of credits: 21****Sub-enabling Outcomes:**

1. Identify needs for ODL material development
2. Develop ODL materials.
3. Pre-test ODL materials.
4. Demonstrate ability to produce ODL materials.
5. Demonstrate ability to supervise and coordinate distribution of ODL study materials.

Module code: FAU 08603**Module name: Role and Competence of Adult and Continuing Education****Notional hours per week: 12****No. of credits: 18****Sub-enabling Outcomes:**

1. Analyse professional standards in adult education and community development programmes
2. Apply professionalism in adult education programmes

Module code: MAU 08608**Module name: Human Resource Management and Development****Notional hours per week: 8****No. of credits: 12****Sub-enabling Outcomes:**

1. Perform staffing functions.
2. Direct staff in performing different activities.
3. Develop procedures for controlling the quality of work.
4. Describe the field of personnel or Human Resources Management

5. Examine Human Resource strategies and planning in organisations
6. Examine the aspect of performance appraisal and evaluation methods in managing adult and continuing education programmes

Module code: MEU 08609

Module name: Entrepreneurship and Adult Education

Notional hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Design mechanism for analysing adult education and community development programmes.
2. Collect data for needs assessment of adult education programmes.
3. Prepare analysis report on needs of adult education and community development programmes.
4. Analyse qualities of an entrepreneur (General Entrepreneur Tendencies)
5. Apply entrepreneurship ethics in adult education and community development programmes.
6. Initiate cost effective programmes in adult education and community development.
7. Carryout advocacy activities in promoting adult education and community development programmes.
8. Use entrepreneurship skills in marketing adult education and community development programmes.
9. Apply customer care skills in adult education and community development programmes

Module code: MEU 08610

Module name: Development Theories

Notional hours per week: 14

No. of credits: 21

Sub-enabling Outcomes:

1. Provide critical analysis of developmental theories.
2. Analyse culture in relation to socio-economic development.
3. Describe stages in political development processes.
4. Analyse agricultural transformation and development.
5. Describe industrialization and development.
6. Examine trade in relation to socio-economic development.

Module code: MEU 08611

Module name: Human Rights

Notional hours per week: 8

No. of credits: 12

Sub-enabling Outcomes:

1. Demonstrate understanding of human rights as natural right and the difference between natural and legal right
2. Analyse basic rights as stipulated in the constitution of the United Republic of Tanzania (URT)
3. Demonstrate ability to apply principles of human rights.

Module code: RCU 08613

Module name: Independent Study

Notional hours per week: 12

No. of credits: 21

Sub-enabling Outcomes:

1. Prepare independent study proposal
2. Collect and analyse data for Independent Study report
3. Write Independent Study report

4.6 ADVANCED DIPLOMA IN ADULT EDUCATION AND COMMUNITY DEVELOPMENT (ADAE & CD)

Duration: 2 Semesters

THIRD YEAR - SEMESTER I 2010/2011

Core Courses:

CODE AA 406: Independent Study

CODE AA 501: Open and Distance Learning Programme Material Development

Aim(s) The course is designed in order to help students acquire knowledge and skills in material development for ODL

Objectives: At the end of the course the student should be able to:

- ◆ Describe qualities of good ODL materials
- ◆ Develop materials
- ◆ Keep and distribute ODL materials.

Course contents

1. ODL assessment techniques.
2. Evaluation of learning process in ODL programmes.
3. Learners in ODL programmes
4. Identifying needs for ODL material development
5. Development of ODL materials.
6. Pre-test ODL materials.
7. Production of ODL materials.
8. Supervising, coordinating and distribution of ODL study materials.
9. Plan ODL programmes
10. Mobilisation of Community on ODL Programme

CODE AA 515: Information Communication Technology and Adult Education

Aim(s) The aim of the course is to familiarize students with Information Communication Technology

Objectives: At the end of this course student should be able to:

- ◆ Explain different software
- ◆ Analyze various data using computer
- ◆ Use internet, email to download information
- ◆ What multimedia means
- ◆ The use of multimedia in the community.

Course contents:

1. Functions of different software.
2. Processing data using different computer software.
3. Preparing data analysis report using computer.
4. Concepts related to internet.
5. Communication through email.
6. Downloading information from internet website.
7. The concept of multimedia.
8. Multimedia skills in adult education.

CODE AA 517: Planning and Administration of Adult and Continuing Education Programmes

Aim(s) The aim of this course is to equip students with planning and administrative knowledge and skills for adult education programmes

Objectives: At the end of the course the student should be able to:

- ◆ Define the terms planning and administration
- ◆ Plans and administer adult education activities
- ◆ Identify challenges involved in planning and suggest alternatives.

Course contents:

1. Functions of a leader.
2. Setting goals in line with organisational vision and mission.
3. Implementation of plan for adult education and community development programmes.
4. Use of resources.
5. Planning administrative tasks in adult education and community development programmes.
6. Different functions of an organisation.
7. Key concepts in management
8. Management processes and functions in educational systems
9. Essence of coordination in management processes

CODE AA 515: Management: Theories and Practice

Aim. This course is designed to enable students acquire managerial theories and apply them in practical situations.

Objectives: At the end of the course students should be able to:

- ◆ Define management and other related terms
- ◆ Explain management elements
- ◆ Analyse various management theories and show their weaknesses.

Course contents:

1. Key concepts and theories of management
2. Management processes and functions in educational systems
3. The essence of coordination in management processes.

CODE AA 518: Policy Studies

Aim(s) The course is intended to enable students interpret, analyze policies and implement them.

Objective: At the end of the course students should be able to:

- ◆ Interpret different policies
- ◆ Analyze policies

- ◆ Implements adult education and other policies
- ◆ Identify the shortcomings of adult education and other policies

Course contents:

1. Interpreting national and other related institutional policies.
2. Theories and methods in public policy analysis
3. Involvement of stakeholders in policy formulation.
4. Importance of policy in setting rules, regulation for guiding organisational activities.

THIRD YEAR SEMESTER II 2010/2011**Core Courses:****CODE AA 519: Programme Evaluation and Quality Control**

Aim(s) This course is designed in order to enable students capture knowledge and skills in evaluating programmes in the community.

Objectives: At the end of the course students should be able to:

- ◆ Define the terms programme, evaluation and quality control
- ◆ Analyse procedures for evaluation
- ◆ Identify types of evaluation
- ◆ Identify methods for evaluation
- ◆ Prepare evaluation report
- ◆ Identify challenges for evaluation of programmes

Course contents:

1. The need for evaluation of programme.
2. Types of evaluation.
3. Methods and tools for evaluation.
4. Data collection.
5. Conclusions and recommendations
6. Evaluation report.
7. Disseminate evaluation findings.

8. Skills on Quality Assurance in adult education and community education programmes.

CODE AA 512: Human Resource Management and Development

Aim(s) The course is designed to enable students acquire knowledge and skills in Human Resource Management and Development

Objectives: At the end of the course students should be able to:

- ◆ Define terms human Resource, Management and Development
- ◆ Manage human resource
- ◆ Identify problems encountered in managing human resource
- ◆ Examine different strategies in developing human resource.

Course contents:

1. Perform staffing functions.
2. Direct staff in performing different activities.
3. Develop procedures for controlling the quality of work.
4. Describe the field of personnel or Human Resources Management
5. Examine Human Resource strategies and planning in organisations
6. Examine the aspect of performance appraisal and evaluation methods in managing adult and continuing education programmes

CODE AA 511: Entrepreneurship and Adult Education

Aim(s) At the end of this course student should be able to:

Objectives:

- ◆ Define terms related to entrepreneurship
- ◆ Examine importance of entrepreneurship
- ◆ Analyze needs of entrepreneurship in a particular community -(Business Opportunities)
- ◆ Analyze challenges encountered in entrepreneurship activities in Tanzania

Course contents:

1. Design Entrepreneurship and other related terms
2. Nature of Entrepreneurship.
3. Myths about entrepreneurship
4. Characteristics of entrepreneurship
5. Approaches to entrepreneurship.
6. School of thought approaches.
7. Process approaches.

CODE AA 510: Development Theories

Aim(s) The course is aimed at equipping students with development theories

Objectives: At the end of the course students should be able to:

- ◆ Define development and theory
- ◆ Identify development elements

- ◆ Analyze each development element
- ◆ Problem/challenges encountered in development

Course contents:

1. Provide critical analysis of developmental theories.
2. Analyse culture in relation to socio-economic development.
3. Stages in political development processes.
4. Agricultural transformation and development.
5. Industrialization and development.
6. Trade in relation to socio-economic development

CODE AA 513: Human Rights

Aim The aim of this course is to impart knowledge of Human and Basic Rights to Learners.

Objectives

At the end of the course learners should be able to:

- ◆ explain various concepts which are related to Human Rights
- ◆ identify the role of government and individual citizens in respecting, protecting and promoting Human Rights
- ◆ identify available forums (Local and global which are used to protect Human Rights
- ◆ Defend human and basic rights against violation
- ◆ Advocate for the new rules for further protection of human and basic rights.

Course Content

1. Introduction to Human Right
2. Historical background of Human Rights
3. The Bill of Rights under the constitution of Tanzania
4. Basic rights and duties
5. Clawback/Limitation clauses
6. The efficacy of the Bill of Right under the constitution of the United Republic of Tanzania of 1977.

CODE AA 505: Training and Instructional Design in Non-Formal Education

Aim(s) The course covers one semester. It aims at equipping students with knowledge and skills so that they can effectively design training and instructional materials in non-formal programmes.

Objectives: At the end of the course, the learner should be able to:

- ◆ Apply knowledge and skills to design training and instructional materials in non-formal programmes.
- ◆ Identify resources required in development of training and instructional materials
- ◆ Apply various strategies in development of instructional materials in non-formal programmes.

Course contents

1. Strategies for development of instructional materials
2. Identifying resources and materials
3. Development and conduction evaluation of instructional materials
4. Learning theories and the practice of instructional designing
5. Identifying skills for development of instructional materials in non-formal programmes.
6. Analyzing costs involved in development and maintenance of the instructional materials
7. Identifying instructional materials used in non-formal programmes.

5.0 MODE OF TRAINING

5.1 Lectures and Seminar Sessions

Courses are taught in lectures (Interactive lectures) and plenary sessions combined with seminars or tutorials and practical assignments each week. Seminars or tutorial groups are smaller and are mainly for student-tutor and student-student interaction. For each module/subject, there is a plan for both plenary sessions and seminars. Students are required to prepare themselves and follow up with self studies for each topic. All tutors are available for individual counseling and guidance.

5.2 Semester Paper Writing

All students are required to write a semester paper on a topic to be chosen by the students in collaboration with their tutors. Students therefore, have to write on the topic and present their ideas in a meaningful way.

5.3 Research

Research work in the form of Independent study, Research Paper and project is also the important part of the course. Students are attached to tutors for supervision from the development of the research proposals to completion of report writing. Finally, tutors mark the research reports and award grades accordingly.

Below are specific requirements for each programme level:

- ❖ **Basic and Technician Full Certificate in Adult Continuing Education**
These shall be required to do a project and write a project of 10 - 20pages related to the modules they are studying.
- ❖ **Ordinary Diploma in Adult and Continuing Education**
Ordinary Diploma students are required to do a Research and write a research paper of 21-30 pages. They shall develop their proposals under their supervisors in selected and accepted topics by the department.

- ❖ **Bachelor Degree in Adult and Continuing Education**
Bachelor degree students shall do a research and write a research report of 50-70 pages as Independent Study. Proposal development shall be done at the end of the fourth semester of NTA level 7 under supervision of their supervisors in selected and agreed topics by the department.

6.0 ASSESSMENTS AND CERTIFICATION

6.1 Examinations Regulations

6.1.1 A candidate shall be eligible for an examination at the Institute after fulfilling the following conditions:

- a) He/she is registered for an examination in modules taken;
- b) He/she has attended at least 75% of the official learning sessions;
- c) He/she has completed all exercises in continuous assessments and he/she has passed according to the set pass mark.
- d) He/she has paid all the Institute fees for the course, unless otherwise decided.
- e) He/she has been issued with his/her examination identity card and an official examination number.

6.1.2 Each candidate shall be required to observe all the regulations pertaining to conduct of examinations, violation of which, a penalty will be decided upon by the IAE Council depending on the case. The regulations are as outlined below:

- a) Each candidate admitted into the examination room shall have an examination identification card bearing an examination number.
- b) Borrowing of working tools from another candidate in the examination room is prohibited.
- c) All candidates will assemble outside the examination room and will only enter if and when allowed to do so by the invigilator.
- d) Before entering the examination room, each candidate shall be inspected by the invigilator to ensure that he/she is not carrying any unauthorized material with him/her like mobile-phones or any audio or visual material, lecture notes, piece of paper, correcting fluid, blotting paper, text-book, dictionary, instruments and the

like unless expressly permitted in the specific examination.

- e) Each candidate shall write his/her examination number on top of the cover and on each page of the answer script on the space provided before commencing to answer the examination questions.
- f) Candidates will start writing after they are allowed to do so by the invigilator and they will stop writing when they are told to do so.
- g) All examination questions shall be answered in the answer booklet provided and no candidate shall be allowed to detach any paper from that answer booklet or script.
- h) All rough work must be written on the last page of the answer booklet or script and cancelled through before handing in to the invigilator.
- i) Candidates are prohibited from writing or annotating in the question papers.
- j) Candidates are not allowed to smoke in the examination room.
- k) Candidates are not allowed to distract other examinees' attention by actions such as commotions, telephone noises, and related disturbances in the examination room.

6.1.3 Cheating shall be defined as any act of using unauthorized materials, giving or receiving unauthorized materials, giving or receiving unauthorized assistance of any form whether overt or covert during an examination or test session. Unless otherwise stated, the following shall be counted as cases of dishonesty or cheating:

- a) Copying the work of another candidate during the examination, test or any given individual assignment;
- b) Copying from notes, text sheets or other materials during an examination or test;
- c) Collaborating with another candidate during an examination or test;

- d) Using paralinguistic gestures such as peeping at another candidate's examination or test paper;
- e) Communicate with another candidate orally or through body language like nodding;
- f) Permitting another candidate to copy from, or use one's script or paper;
- g) Removing examination answer booklets/sheets from the examination room;
- h) Destroying any evidence related to any suspected irregularity.
- i) Failure or refusal by any candidate, to sign on the invigilators' report of facts in any irregularity discovered;
- j) Failure or refusal by any candidate to sign an official dispatch book to acknowledge receipt of an invitation to a subsequent oral hearing/cross examination;
- k) Submission of an unofficial examination script.
- l) Unauthorized possession or disposition of academic materials such as piece of paper, writing and drawing, stealing examinations, selling or buying of examinations or test papers prior to the sitting for the examination or test; taking other candidates academic work without permission; or seduction and possession of examinations or other test papers not formally released by the authority.

6.1.4 Examination irregularity is an inappropriate conduct which impairs academic integrity. Unless otherwise stated, the following shall be counted as cases of examination irregularity:

- a) Any act of violating the examination regulations will be considered as examination irregularity.
- b) A candidate who is proved to be involved in an act of dishonest or cheating commits an examination offence.
- c) A candidate who is found to have committed an examination offence shall be discontinued from studies.

6.2 Eligibility for End of Semester Examinations

- (i) Completion of the fees shall be a necessary pre-condition for registration of end of semester Examination.
- (ii) No candidate shall be admitted to any examination in any module/course unless he/she has passed/completed the continuous assessment.
- (iii) A candidate who fails to pass continuous assessment will be given an opportunity to supplement the continuous assessment in the failed course/module two weeks prior to the commencement of the end of semester examinations. Failure to pass the said supplementary examination will lead to repeating the course/module.

6.3 Discontinuation from Studies

Students will be discontinued from any course or programme as a result of the following:

- a) Failure to attend end of semester examinations due to incomplete course work or any other reasons unless caused by extenuating circumstances.
- b) Failure to pass end of semester examinations at a minimum GPA of 2.0
- c) Examination irregularities as they are defined by IAE Examination Regulations.
- d) Failure to pay student fees, deposits and other charges.
- e) Disciplinary offence as described by the by-laws of the Institute of Adult Education.

6.4 Regulations for Appeals against Discontinuation from Studies

- a) If a student is discontinued from studies on grounds of academic performance and is dissatisfied with the decision, the student can appeal in writing to the Chairperson of the Council not later than 21 days after the release of examination results.

- b) The appeal will only be considered if the student produces evidence to the effect that he/she would have performed well if he/she were not affected by the circumstances stated in the appeal.
- c) If the reasons for appeal are based on health grounds, documented evidence from a recognized medical practitioner to whom the student reported for treatment must be produced.
- d) Medical certificates produced with the intention to back the appeal will not be considered if the Institute's authorities have no record of the student's illness.
- e) Where and when it happens that a student gets problems of the nature that he/she feels will undermine his/her performance in the given examination, he/she should apply in writing to the Director seeking to postpone sitting for the examination or for part of the examination which falls after the occurrence of the problem(s). But if in spite of the problem known to him/her, the student chooses/decides to attempt the examination and eventually fails and appeals, the appeal will not fall on the grounds for consideration.

6.5 Assessments in Programmes under CBET

6.5.1 Continuous Assessment

There will be continuous assessment during the course, comprising quiz, practical work/project, portfolio, timed essay/test, presentation and participation and Mid-Semester Examinations.

The continuous assessment for each module/subject shall be completed prior to its examination at the end of a semester in which it is offered.

The continuous assessment results for each course/module shall be completed and students be informed on their

performance prior to sitting at the end of semester examination in which the course/module is offered.

Semester course work assessment:

◆ Practical work/Project	-	10.0
◆ Timed Essay/Test	-	10.0
◆ Portfolio		10.0
◆ Presentation & Participation	-	05.0
◆ Mid Semester Examination	-	<u>15.0</u>
Total	-	<u>50%</u>

A classification of assessments and award for continuous assessment is shown in the following table:

Na	Programme	Total coursework	Pass mark Score
1.	Certificate	50%	25%
2.	Ordinary Diploma	50%	25%
3.	Bachelor degree	50%	20%

6.5.2 Semester Examinations

The final examination will be marked out of 50% to make a grand total of 100% marks. A candidate who scores below pass marks in the semester Examination will be deemed to have failed the examination and will be required to sit for supplementary examination.

6.5.3 Grading Systems for Certificate, Diploma and Bachelor Degree

Grade	Definition	Certificate		Ordinary Diploma		Bachelor Degree	
		Range of Marks	Point	Range of Marks	Point	Range of Marks	Point
A	Excellent	80-100	4	70-100	5	70-100	5
B+	Very Good	-	-	65-69	4	60-69	4
B	Good	65-79	3	55-64	3	50-59	4
C	Average	50-64	2	45-54	2	40-49	2
D*	Poor	40-49	1	40-44	1	35-39	1
F	Fail	0-39	0	0-39	0	0-34	0
Pass Mark		C		C		C	

6.5.4 Final Classification of Awards

Certificate		Ordinary Diploma		Bachelor Degree	
Class	Range of GPA	Class	Range of GPA	Class	Range of GPA
First Class	3.5-4.0	First Class	4.4-5.0	First Class	4.4-5.0
Second Class	3.0-3.4	Upper Second Class	3.5-4.3	Upper Second Class	3.5-4.3
Pass	2.0-2.9	Lower Second Class	2.7-3.4	Lower Second Class	2.7-3.4
		Pass	2.0-2.6	Pass	2.0-2.6

Cumulative Grade Point Average (GPA) shall be computed by considering the summation of grade points of all credit modules divided by the total number of credits stipulated within the module taken by a student i.e.

$$\text{Cumulative GPA} = \frac{\text{Sum of (P x N)}}{\text{Sum of N}}$$

When P represents a grade point assigned to a letter grade scored by the student in a module and N represents the number of credits associated with the module.

The IAE may withhold or cancel the results of a candidate if it considers that such candidate has been involved in irregularities before, during or after examinations.

The IAE shall reserve the right to withhold or cancel an award of any candidates, in proved cases of substantial and significant copying, plagiarism or other fraud or to revoke, any certificate it has awarded and require the issued certificate be returned.

6.6 Assessments in Programmes under KBET

There is one Programme under KBET (Advanced Diploma in Adult Education and Community Development) which is phasing out this year.

i) Continuous assessment

There will be continuous assessment for each course, comprising class/home work, projects and out of class activities which will constitute 40% as follows:

◆ One Semester Essay	10%
◆ One Test	10%
◆ Mid-Semester Examination	15%
◆ Seminar	<u>5%</u>
Total	<u>40%</u>

ii) The final examination

This will be marked out of 60% to make the Grand Total of 100%

iii) Mark Grades

Overall grade for the Advanced Diploma will be obtained by averaging the total marks obtained in different courses over the two years i.e. second and third years.

All marks will be graded as follows:

- A = 75 and above: First Class
- B+ = 65 - 74 - Second Class Upper
- B = 55 - 64 - Second Class Lower
- C = 45 - 54 - Pass
- D = 35 - 44 - Marginal Fail
- E = 0 - 34 - Fail

iv) Pass Mark

The pass mark will be 45%

6.7 Supplementary Examinations, Repeat a year and Discontinuation (All levels)**6.7.1 Certificate and Diploma levels**

- i. In the case where a student fails in one, two or three courses he/she will be required to supplement the papers he/she has failed.
- ii. Where a candidate fails in more than three (3) courses, he/she will be discontinued from studies.
- iii. Where a candidate fails in one or two subjects in the Supplementary Examination he /she will repeat the year.
- iv. Supplementary will be assessed on the scale of Pass or Fail and the pass grade shall be "D".
- v. If a repeater fails in the Supplementary Examination(s) he/she will be discontinued from studies.

6.7.2 Advanced Diploma

- i. A candidate failing in one or two subjects shall be required to sit for Supplementary Examination.
- ii. A candidate failing in three subjects in the first sitting shall repeat the year.
- iii. A candidate failing in more than three subjects shall be discontinued from studies.
- iii. A candidate failing in any Supplementary Examination shall repeat the year.
- iv. A candidate failing in any subject after repeating the year shall sit for Supplementary Exam but if he/she fails again shall be discontinued from studies.
- v. Supplementary will be assessed on the scale of Pass or Fail and the pass grade shall be "C".
- vi. If a student fails to sit for a supplementary examination without sufficient reasons, it will be taken as an indication that he/she has decided to withdraw from the Institute on his/her own accord.
- vii. Upon giving good reasons, a student may be allowed to postpone his/her examinations for not more than one academic year.

6.8 Classification of the Advanced Diploma Award**6.8.1 Classification System**

For the purpose of classification of all awards, a five point system (FPS) will be used in averaging the final grades.

The letter grades are assigned points as follows:-

A	=	5 points
B+	=	4 Points
B	=	3 Points
C	=	2 Points
D	=	1 Points

6.8.2 The Final Classification of Awards

The final classification of the Certificate, Diploma and Advanced

Diploma/Degree awards shall be as follows:

- i) **Diploma in Adult and Continuing Education**
 - A: 4.4 - 5.0 - First Class (Honors)
 - B+: 3.5 - 4.3 - Upper Second Class (Honors)
 - B: 2.7 - 3.4 - Lower Second Class (Honors)
 - C: 1.0 - 2.6 - Pass
- ii) **Advanced Diploma in Adult Education and Community Development**
 - A: 4.4 - 5.00 - First Class (Honors)
 - B+: 3.5 - 4.3 - Upper Second Class (Honors)
 - B: 2.7 - 3.4 - Lower Second Class (Honors)
 - C: 2.0 - 2.6 - Pass

6.9 Loss of Certificate

Once issued, a certificate is not replicated. The Institute of Adult Education will only issue an affidavit in place of a lost certificate on the following conditions:

- (a) The claimant produces a police report indicating loss of a certificate and application for an affidavit.
- (b) Any affidavit issued in replacement of the lost certificate will be marked "affidavit for" the original on top of it.
- (c) The claimant will have to pay fee as determined by the Finance Committee of the Governing Council of the Institute of Adult Education at the material time.

6.10 Dissemination of Semester and Supplementary/First sitting Examinations Results.

Results for semester and supplementary/First sitting examinations shall be disseminated through the IAE website: www.iae.ac.tz and notice boards at the Head office in Dar es Salaam.

7.0 IAE ACADEMIC STAFF (HEAD OFFICE)

- Mrs Lambertha H. Mahai:** M.A Dev.Studies (The Hague), 1987; B.A.Ed (DSM), 1975; Cert. in Research and Computer Skills (Berlin), 1999;
- Dr. Fidelice S. Mafumiko:** PhD Science Ed. (Twente University) 2006; Msc (Education Science) (Twente University) 1998; Msc (Chemistry) (DSM) 1994; B.Sc (Education) (DSM) 1989; Dip in Ed. Mkwawa; 1983.
- Mr. Edward Lugakingira:** M.A.Dev. Studies (Australia), 1993; PGD Rural Policy & Proj. Planning (The Hague), 1988; B.A. Economics (DSM), 1983.
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- Ms. Mariam B. Kakili:** M.A. (DSM), 2002; B. Ed (DSM), 1995; Dip.Ed (DSM), 1989; Cert.Home Econ (Mandaka), 1981; Cert.Ed (Marangu), 1973
- Mr. Aloyce P. Kisasiembe:** PGD in HRM (UMI), 2007; Cert Soc Studies (Canada), 1990; B.A. Ed (DSM), 1985; Dip. Ed (Morogoro), 1980; Cert. Ed (Butimba), 1975.
- Mr. Leonard R. Katoba:** Inter. Dip. Ed Plan & Adm. (NIEPA, India), 2003; B.Ed - Ad.Ed (DSM), 1992; Dip. ADE (IAE), 1988; Cert. Ed (Marangu), 1979.
- Mr. Placid Balige:** M.A. Ed (DSM), 2006; B. Ed (DSM), 1989; Dip. Ed (Korogwe), 1985.
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- Ms. Mary Kimaty:** B. Ed (DSM), 1998.
- Ms. Elinaike Marti:** PGD Children & Youth Dev (Netherlands), 2004; B.A. Ed (DSM), 1977.
- Ms. Ada Mfaume:** M.A Ed. (DSM), 2010, B.A. Ed (DSM), 1986.
- Ms. Amina A. Msuya:** B.Sc. Ed (DSM), 2001; Cert Comp (DSM), 2001.

- Mr. Aristarick Lekule:** M.A Ed. (DSM), 2009; B. Ed (DSM), 2004; Cert. Computer Skills (UCC), 2004.
- Mr. Onesmo Emmanuel:** M.A. Geog & Envt. Managt (DSM), 2007; B.A.Ed (DSM), 2005; Cert. in Computer Skills (NCR Institute), 2005.
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- Ms. Mwajuma Mohammed:** B.Ed (DSM), 2006; Dip.ADE (IAE), 2001; Cert.Ed (Monduli), 1992.
- Ms. Oliver Kindole:** B.Ed (DSM), 2006; Dip. Ed (Morogoro), 2001; Cert.Ed (Morogoro), 1995.
- Mr. Belingtone E. Mariki:** M.Sc.Commun. Econ.Dvt (OUT), 2007; PGD. Env. Plan, (IRDP Dodoma), 2003; Adv. Dip. Community Dvt (Tengeru), 2001; Accounting Techn. II (IAA Arusha), 1999.

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- Ms. Hidaya. Mmbaga:** Dip in ADE & CD (IAE), 2005.
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- Mr. Crispin Kambimbaya:** Adv. Dip in IT (DSM), 2006.
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- Mr. Kasara Muganda:** Ad. Dip in ADE & CD (IAE), 2008; Dip. in Ed (Butimba), 1999.

- Mr. Sedet R. Bulaya:** B.Ed, ADE, (DSM), 2007; Dip in ADE & CD (IAE), 2002; Cert Ed (Tabora), 1996.
- Ms. Salome Thondi:** Msc. Comm Dev. (New Southern Hampshire)2009; PGD Comm Dev. (2006); MUCCOBS, Ad Dip in Comm Dev. 2002, (Tengeru)
- Mr. Stanslaus Ntibara:** M.A (Ed) Policy & Practice (UK), 2008; Dip (ADE), 2002,
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- Mr.Masabo Conrad:**BA.Ed (DSM),2010;Dip.Ed.(Marangu),2004.

8.0 STUDENTS WELFARE AT THE INSTITUTE

8.1 Students Organization

The Institute of Adult Education Students' Organization (IAESO) is the official recognized organization representing all students at the Institute. The main roles of the organization are:

- (i) to coordinate and voice the collective wishes of its members (students);
- (ii) to represent the students' body at the Institute's various meetings and
- (iii) to project the educational welfare and interests of its members.

The organization is headed by an elected chairperson and secretary whose term of Office is normally one academic year.

8.2 Residence

The Institute does not provide residence for students attending the courses. However the student Organization, in collaboration with the Institute, makes some arrangements to acquire accommodation/residence where possible for students.

8.3 Medical Examination/services

Submission of a medical examination report satisfactory is conditional for received before the admission of any student. Students are, therefore, required to undergo medical examination by a registered medical practitioner before coming to the Institute.

Being non-residential, the Institute does not provide students with medical services. A student meets the services on his/her own arrangements. Fees and other expenses related thereto are the responsibility of the student himself or herself with his or her sponsor.

8.4 Immigration Formalities

Every foreign student is required to apply for and obtain a residence permit from the Director of Immigration Services before he or she departs for Tanzania. Residence permit application forms can be obtained from the Director of Immigration Services, on request.

8.5 Catering Services

Catering service is offered by private cafeteria/canteen, which is situated within the Institute's premises. There are also other cafeteria and restaurants in the surroundings which, similarly, offer the service. Costs for the services are met by the student himself/herself.

8.6 Stationery and Text Books

Students are expected to buy their own stationery and textbooks. Other reading materials are available at the Institute's Library. Students will be informed from time to time by their lecturers on the type of textbooks and stationery required.

8.7 Library and Information Services

The Institute has a library which is easily accessible to the students. It operates from Monday to Friday at 8:30 am to 2:00 pm and 8:30 to 2:00 pm on Saturday. The library is not open on Sunday and public holidays. The Institute is also harnessing computer structures for provision of internet services that are easily accessible to students. Also IAE students, are advised to become members of other libraries like Tanzania Library Services (TLS), situated along UWT Road, and Open University of Tanzania Library situated along Kawawa Road in Kinondoni; and also to be pro-active towards acquiring personal simple wireless internet services from vendors like TTCL, Sasa-tel etc, using laptops which can be bought from shops that sell them for cheap or through loans. This will, surely, boost their image and, therefore, improve job marketability since it ensures availability of study material and knowledge all the time.

Private internet café and stationery are available within the IAE campus beside the ones in the library.

8.8 Sports and Games

The IAE is a member of Sports of Association of Tanzania Higher Learning Institutions. It uses play grounds of neighbouring Institutions particularly Zanaki Secondary School.

Among the plays and games include: athletics, Basket ball, Table tennis, volley ball, netball, football, pool table e.t.c

8.10 Bursaries and Fees

8.10.1 General Information

The IAE will only accept students who have produced a written commitment or evidence from their sponsors that they will be adequately financed during their courses. Registration is not completed until all fees and tuition expenses for each term are paid.

All payments must be made through IAE Bank Account No. **2061100081**, NMB, Morogoro Road Branch, Dar es Salaam and a valid receipt given. The IAE, tuition and fees are subject to change any time when necessary.

8.10.2 Fee Structure

The following is the fee structure for the Certificate Course, Ordinary Diploma Course, and Advanced Diploma Course in Adult Education and Community Development as well as Bachelor degree in Adult and Continuing Education students.

No	ITEM	PROGRAMMES								
		CERTIFI- CATE	DIPLOMA		ADVANCED DIPLOMA			BACHELOR DEGREE		
			1 YEAR	1ST YEAR	2ND YEAR	1ST YEAR	2ND YEAR	3RD YEAR	1ST YEAR	2ND YEAR
	Payable direct to IAE									
	- Registration	10,000.00	10,000.00	-	-	-	-	10,000.00	-	-
	- Examination	30,000.00	-	-	-	-	-	-	-	-
	- Students' Union	10,000.00	20,000.00	20,000.00	-	-	20,000.00	20,000.00	20,000.00	20,000.00
	- Caution Money	10,000.00	10,000.00	-	-	-	-	10,000.00	-	-
	- Prospectus	-	15,000.00	15,000.00	-	-	15,000.00	15,000.00	15,000.00	15,000.00
	- Tuition fees	200,000.00	660,000.00	560,000.00	-	-	800,000.00	880,000.00	900,000.00	880,000.00
	- NACTE fee	10,000.00	15,000.00	15,000.00	-	-	-	20,000.00	20,000.00	20,000.00
	- Intensive English proficiency Programme	-	40,000.00	-	-	-	-	-	-	-
	- Projects supervision	30,000.00	-	-	-	-	-	-	-	-
	- Fieldwork supervision	50,000.00	-	-	-	-	-	-	-	-
	- Certificates & Transcripts	25,000.00	-	35,000.00	-	-	40,000.00	-	-	40,000.00
	Payable direct to IAE Sub Total	375,000.00	770,000.00	645,000.00	-	-	895,000.00	955,000.00	955,000.00	975,000.00
	Payable direct to Student									
	- Books and stationery	100,000.00	100,000.00	150,000.00	-	-	200,000.00	300,000.00	300,000.00	200,000.00
	- Medical	-	-	-	-	-	-	-	-	-
	- Boarding and lodging & meals	800,000.00	800,000.00	800,000.00	-	-	1,200,000.00	1,200,000.00	1,200,000.00	1,200,000.00
	- Fieldwork and travel	100,000.00	300,000.00	-	-	-	-	600,000.00	600,000.00	-
	- Production of project reports	-	-	75,000.00	-	-	200,000.00	-	200,000.00	200,000.00
	- Stipend	-	-	-	-	-	-	-	-	-
	Payable direct to Student Sub Total	1,000,000.00	1,200,000.00	1,025,000.00	-	-	1,600,000.00	2,100,000.00	2,300,000.00	1,600,000.00
	Grand Total	1,375,000.00	1,970,000.00	1,670,000.00	-	-	2,475,000.00	3,055,000.00	3,255,000.00	2,575,000.00

NB: All the fee structures are subject to changes with time

8.10.3 Prizes

Prize offered to best students in each year

S/N	Category of Prize	Eligibility	The prize Value
1.	Over all academic performance Tsh. 75,000.00	1st student	
2.	Leadership	Best student leader	a certificate
3.	Discipline	Most highly disciplined student	a certificate

NB: The prize categories and value are subject to changes with time.

8.10.4 Graduation Ceremony

The Institute holds a graduation ceremony at the hire of a formal dress for Tsh. 20,000/-. A graduate is allowed to keep the dress for five (5) days after the day of graduation beyond which he/she shall be charged Tshs. 2,500/- per day as fine. More details are contained in the hire contract. The rates are subject to change and graduates shall be notified.

9.0 OTHER ACADEMIC DEPARTMENTS

9.1 Distance Education Department

The department offers courses through distance or open learning.

9.1.1 Programmes/Activities

Guided by established aims and criteria for selection, Distance Education Department provides courses in the following three programme areas:

- ❖ Community Education Programmes;
- ❖ Secondary Education.
- ❖ Professional courses: Production Management; Book-keeping and Elements of Auditing; Man in Organization; and Labour Law.

9.1.2 Sections of the Department

The Distance Education Department is divided into the following sections: Academic; Editorial; Counseling and Student Support Services; Registration; Recording/filing; and Accounts.

9.2 Mass Education and Women Development Department

The Mass Education and Women Development Department designs and conducts research (assessment) and evaluation studies on various socio-economic and political aspects of development. It also organizes seminars and workshops centered on specific target groups and needs of communities, and develops educational primers and materials to supplement the tailor made programmes that are conducted in communities in the country. The department has also a section which deals with Women Development issues and aspects. It organizes and conducts programmes which give special attention and focus on aspects of women empowerment and capacity building.

9.2.1 Structure of the Department

The structure of the department consists of head of department with five sections namely: Mass Education; Editing and Publications; Studio, Guidance and Counseling; and Women Development.

9.3 Regional Centers Coordination Department

The IAE has twenty one Regional Centres in the twenty one administrative regions of Tanzania Mainland. All academic and administrative activities undertaken in the 21 regions are coordinated by this department. The regional centres are manned and managed by Resident Tutors whose offices are located in the regional capitals of each region. Programmes and activities carried out in the regions are a reflection of the broad programme initiatives and mission of the IAE.

A number of programme activities carried out by the Resident Offices include:-

- ◆ Open and Distance Learning programmes
- ◆ Week-end seminars for Mature Age University Entrance Examination aspirants.
- ◆ Week-end seminars for qualifying examination (for Diploma in Adult Education) aspirants
- ◆ Short tailor-made courses
- ◆ Up-grading courses
- ◆ Evening classes for both secondary (private candidates) and professional courses
- ◆ Research and evaluation of community development programmes
- ◆ Community-Based projects

10.0 ACADEMIC CALENDAR

The academic calendar of the Institute of Adult Education usually commences between the months of September and October of each year. The following activities are the major aspects undertaken in each academic year. Specific dates and days for each activity are provided in each student's information package during registration orientation week.

IAE ACADEMIC CALENDAR FOR THE YEAR 2010/2011

DATE	ACTIVITY
8 th November, 2010	First semester begins CACE, ODACE, ADAE & CD) and BACE 2010/2011.
15 th November, 2010	1st year ODACE Evening programme begins.
15 th - 26 th November, 2010	Third year students (ADAE & CD) submit chapter I and II research drafts to their supervisors.
26 th November, 2010	First year students CACE, ODACE & BACE meeting with Director.
29 th November, 2010	Academic Committee Meeting
13 th - 24 th December, 2010	Third year (ADAE & CD) students submit chapter III of research report drafts to their supervisors.
17 th December, 2010	Graduation ceremony
24 th December, 2010	MUWATA leaders meeting with Department leaders
31 st December, 2010	Students Baraza
31 st December, 2010	Academic Committee Meeting
7 th January, 2011	Students meeting with Deputy Director (ARC)
8 th January, 2011	Get together party (Fresher's Ball) for 'first years'
14 th January, 2011	Field work symposium for second year (ODACE) students.
21 st January, 2011	Field work symposium for second year (BACE) students.

DATE	ACTIVITY
4 th February, 2011	Academic staff meeting with Director
14 th -18 th February, 2011	Students submit their final versions of research reports to Fieldwork Coordinators.
07 th - 18 th February, 2011	Marking of 1 st Semester examination & Compilation
21 st February - 04 th	First of Semester Examinations begin (CACE, ODACE,
March, 2011	ADAE & CD & BACE)
07 th -27 th March, 2011	A three weeks' vacation begins
22 nd March, 2011	Internal Examiners Meeting
25 th March, 2011	Examinations Board Meeting.
28 th March, 2011	Release of 1 st Semester Provisional Examination Results.
28 th March, 2011	Second Semester begins for CACE, ODACE, DAE & CD, ADAE & CD & BACE.
31 st March, 2011	Academic Staff Meeting.
1 st April, 2011	MUWATA Government leaders meeting with Dean of students to prepare for campaigns and elections.
4 th -8 th April, 2011	Supplementary/First sitting Examinations.
9 th April, 2011	Students' Study Tour
11 th - 15 th April, 2011	Campaigns and elections of students Government
15 th April, 2011	Release of supplementary/first sitting Examination Results.
23 rd April, 2011	Fare -well party to second year (ODACE & CACE) and third year ADAE & CD students
25 th April, 2011	Zonal QT Examinations

DATE	ACTIVITY
26 th April, 2011	Inauguration of Students Organization Government meeting.
29 th April, 2011	Students Organization interim Government Leaders meeting with outgoing MUWATA Leaders.
29 th April 2011	Academic Committee of the Management
27 th May, 2011	Academic Committee of the Management
4 th June, 2010	Admission Board Meeting
20 th - 24 th June, 2011	2 nd Semester Examinations for CACE, ODACE, DAE & CD, ADAE & CD and BACE begin.
23 th June, 2011	Release of QT and other results programme application categories
27 th - 29 th June, 2011	Teaching practice orientation to students
4 th July, 2011	Long Vacation for ADAE & CD 2 nd year and ODACE 1 st year students
4 th - 8 th July, 2011	Students finalize their research proposals with their supervisors
6 th July, 2011	Internal Examiners Meeting
11 th July 2011	Academic Staff Meeting
12 th July, 2011	Board of Examiners Meeting
15 th July, 2011	Release of Provisional Semester II Examination results for (CACE, ODACE, DAE & CD, ADAE & CD and BACE) students.
18 th - 20 th July, 2011	Supplementary and 1 st sitting examinations for CACE, ODACE, DAE & CD, ADAE & CD & BACE.
22 nd July 2011	Academic Committee of the IAE Board meeting
29 th July, 2011	Academic Committee Meeting
29 th July, 2011	Release of supplementary & first sitting examinations results

DATE	ACTIVITY
8 th August - 30 th September 2011	Teaching Practice for 1st year ODACE and 2nd year ADAE & CD begins
3 rd , October 2011	Teaching Staff Meeting
3 rd - 7 th October 2011	Orientation week for first year (CACE, ODACE and BACE) first year students 2011/2012
6 th October 2011	Academic staff meeting with Deputy Director (ARC)
10 th October 2011	First semester for CACE, ODACE I & II, ADAE III & BACE I & II begins
11 th October 2011	Academic Committee Meeting

NB: The above activities are the major milestone in each academic year. In case of any new developments or changes, notification will be given.

11.0 REGIONAL CENTRES OF THE IAE

11.1 Regional Centres

Regional centres of the IAE are located in every region of Tanzania Mainland. All information regarding the Institute of Adult Education can easily be obtained from these regional centres.

11.2 Regional Resident Tutors and Centres' Contact Addresses

Arusha

Nicholaus Mlawa: B Ed ADE (DSM), 2007
P. O. Box 1094, Arusha
Tel No. 027-2507059

Coast/Kibaha

Mary Haule: ADAE (IAE), 2009; DAE (IAE), 1998
P. O. Box 30162, Kibaha
Tel. No. 023-402032

Dar es Salaam

Kasara Muganda: Ad. Dip in ADE & CD (IAE), 2008; Dip. in Ed (Butimba), 1999.
P. O. Box 20679, Dar es Salaam
Tel. No. 022-2152629

Dodoma

Senoriana Kateule: M.A. Inform. Studies (UDSM), 2003; B. Ed (UDSM), 2000
P.O. Box 771, Dodoma
Tel. No. 026-47754

Iringa

Viola Haule: B.Ed. ADE (UDSM), 2006
P. O. Box 507, Iringa
Tel. No. 026-701004 or 026-702247

Kagera

Juvent Coelestine: B.Ed (UDSM)
P. O. Box 361, Kagera
Tel. No. 028-2221179

Kigoma

Jonas Mtibika: Med.(NewCastle) 2003, B.Phil. Ed, (New Castle) 2004; ADAE (IAE) 1993; Dip Ed. (Chang'ombe) Cert. Ed (Monduli), 1984; Cert. in Manpower Planning (Delhi, India) 2008.
P. O. Box 183, Kigoma
Tel. No. 028-2575

Kilimanjaro

Celestine J. Magesa: B.A Ed (UDSM), 1999;
P.O. Box 726, Moshi
Tel No. 027 - 2751385

Lindi

Joyceline Semwenda: BEd (UDSM), 2006; Dip Ed (Morogoro), 2001
P. O. Box 370, Lindi
Tel. 023-2202517

Manyara

Paschal Claud: DAE (IAE), 2006
P.O. Box 307, Tel 0744 - 392004; 027-2530448

Mara

Ernest Yohana: B.A. Ed (UDSM), 2002
P. O. Box 430, Mara
Tel. No. 028-622177

Mbeya

Dunstan N. Msamamba: BEd ADE (UDSM), 2008
P.O. Box 379, Mbeya
Tel. No.025 - 2078; 0713-323870

Morogoro

Specioza Isundwa: B.A. Ed (UDSM), 1998
P.O. Box 1057, Morogoro
Tel No. 023-3870; 023 - 2600240

Mtwara

Godwin Hassan: B.A. Ed (UDSM), 1998
P.O. Box 578, Mtwara
Tel No. 023-2333119

Mwanza

Paschal Rwelamira: MA. Ed (OUT) 2009, B.A.Ed (UDSM),
1988; Dip.Ed (Marangu), 1985; Cert.Ed (Butimba), 1972
P. O. Box. 223, Mwanza
Tel. No. 028-2502833

Rukwa

Kanon Kanyegele: B.A.Ed (UDSM), 1998
P. O. Box 243, Rukwa
Tel. No. 0673-2023; 025-2802851

Ruvuma

Boniface Chipeta: B.Ed (UDSM), 2005; Dip.Ed (Monduli),
1994
P. O. Box 113, Songea
Tel. No. 0635-3430

Shinyanga

Andrea Swai: B.Sc. Agr (SUA),
P.O. Box 340, Shinyanga
Tel. No. 028- 763086

Singida

Musa Nkungu: B.A Ed (UDSM), 1993; Cert Ed Mgt & Adm
(MANTEP), 1996
P.O. Box 444, Singida
Tel. No. 026-2502205

Tabora

Saidi Kayege: B.AEd (UDSM),
P.O.BOX 562, Tabora.
Tel. No. 026-4531

Tanga

Denga Mayemba: Adv Dip - 2008, (IAE),
P O Box 727,
Tel. No. 027-2646174

12.0 ENQUIRIES

Enquiries regarding application or admission procedures or any other information should be addressed to:-

The Director,

Institute of Adult Education,
P. O. Box 20679,

Dar es Salaam.

TANZANIA.

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