

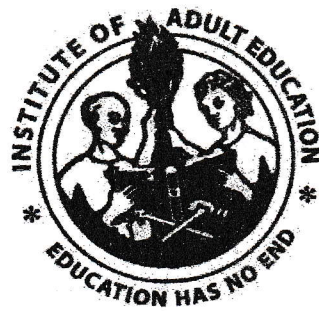


# **Institute of Adult Education**



**PROSPECTUS 2015 - 2016**

**INSTITUTE OF ADULT EDUCATION**



**PROSPECTUS  
2015 - 2016**

## TABLE OF CONTENTS

<b>TABLE OF CONTENTS .....</b>	<b>iii</b>
<b>1.0 INTRODUCTION .....</b>	<b>1</b>
1.1 <i>Historical Background of the Institute of Adult Education</i> .....	1
1.2 <i>Core Functions</i> .....	1
1.3 <i>Vision and Mission</i> .....	1
1.4 <i>Core Value</i> .....	2
1.5 <i>Accreditation and Membership</i> .....	3
1.6 <i>Location of the IAE</i> .....	3
<b>2.0 ORGANIZATION AND MANAGEMENT OF THE IAE .....</b>	<b>4</b>
2.1 <i>The IAE Council</i> .....	4
2.2 <i>Senior Officers of the IAE</i> .....	4
2.5 <i>Heads of Departments</i> .....	5
2.6 <i>Heads of Units</i> .....	6
<b>3.0 ADULT AND CONTINUING EDUCATION STUDIES (ACES) DEPARTMENT.....</b>	<b>9</b>
3.1 <i>Academic Programmes</i> .....	9
<b>3.2 MODULE PROFILE.....</b>	<b>12</b>
3.2 .1 <i>Basic Certificate in Adult and Continuing Education           (CACE NTA LEVEL 4)</i> .....	12
3.2 .2 <i>Technician Certificate in Adult and Continuing Education           (CACE, NTA LEVEL 5)</i> .....	16

3.2 .3 Ordinary Diploma in Adult and Continuing Education (ODACE, NTA LEVEL 6) .....	23
3.2 4 Higher Diploma in Adult and Continuing Education (HDACE, NTA LEVEL 7) .....	28
3.2 .5 Bachelor Degree in Adult and Continuing Education (BACE NTA LEVEL 8).....	43
3.2 6 Technician Certificate in Adult Education and Community Development (NTA LEVEL 5).....	51
3.2 .7 Ordinary Diploma in Adult Education and Community Development (NTA LEVEL 6).....	56
<b>4.0 THE DISTANCE EDUCATION (DE) DEPARTMENT .....</b>	<b>71</b>
4.1 Academic Programmes .....	71
4.2 Description of Programmes .....	71
4.3 Module Profile.....	73
4.3.1 Basic Certificate In Distance Education (CDE NTA LEVEL 4): ODL.....	73
4.3.2 Technician Certificate In Distance Education (CDE, NTA LEVEL 5): ODL .....	78
4.3.3 Ordinary Diploma In Distance Education (DDE, NTA LEVEL 6): ODL .....	88
<b>5.0 MASS EDUCATION AND WOMEN DEVELOPMENT DEPARTMENT.....</b>	<b>94</b>
5.1 Academic Programmes.....	95
5.2 Module Profile .....	96
5.3 Mode of Training.....	101

<b>6.0 ASSESSMENTS AND CERTIFICATION.....</b>	<b>102</b>
6.1 <i>Examinations Regulations</i> .....	102
6.2 <i>Module Assessments</i> .....	107
<b>7.0 IAE ACADEMIC STAFF (HEAD OFFICE).....</b>	<b>113</b>
<b>8.0 STUDENTS WELFARE AT THE INSTITUTE .....</b>	<b>122</b>
<b>9.0 PRIZES .....</b>	<b>132</b>
<b>10.0 GRADUATION CEREMONY .....</b>	<b>133</b>
<b>11.0 ACADEMIC CALENDAR. ....</b>	<b>133</b>
<b>12.0 REGIONAL CENTRES OF THE IAE.....</b>	<b>136</b>
12.1 <i>Regional Centres</i> .....	136
12.2 <i>Regional Resident Tutors and Centres'</i> <i>Contact Addresses</i> .....	136
<b>13.0 IAE CAMPUS CONTACT ADDRESSES.....</b>	<b>140</b>
<b>14.0 ENQUIRIES.....</b>	<b>141</b>



## 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.

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

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

### 1.2 Core functions

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

- a. Offer Certificates, Diplomas and Degree in Adult Education and Community Development.
- b. Offer distance education on both academic and professional courses.
- c. Organize mass education through national campaigns, workshops and seminars on various cross cutting issues such as health, civic education, environment and gender.

- d. Produce publications such as journals, post-literacy readers, facilitation manuals, study materials and newsletters for the general public.
- e. Train adult educators and community development workers on participatory development approaches.
- f. Offer consultancy services in various fields of adult education to both government and non-governmental organizations.
- g. Provide printing services to publishers, institutions and other agencies.
- h. Conduct research on adult education and non-formal education and community development issues and etc.

### **1.3 Vision and Mission**

#### **Vision statement**

To be a leading world institution that creates a continuously learning society

#### **Mission statement**

To continuously design, develop and deliver accessible quality life-long education programs through blended learning for sustainable social-economic development of Tanzania, Africa and the rest of the world.

### **1.4 Core Values**

The Institute of Adult Education is guided by the following core values:

- a. Professionalism
- b. Transparency

- c. Integrity
- d. Accountability
- e. Creativity and Innovativeness
- f. Hard work
- g. Team spirit
- h. Social responsibility
- i. Gender equity
- j. Zero tolerance to corruption

### **1.5 Accreditation and Membership**

The Institute of Adult Education is accredited by the National Council for Technical Education (NACTE) and it is a member of the following professional organizations:

- Distance Education Association of Tanzania (DEATA);
- Distance Education Association for Southern Africa (DEASA); and
- Commonwealth Open Schooling Association (COMOSA).

### **1.6 Location of the IAE**

The Institute of Adult Education is situated in the city of Dar es Salaam. It is located at Plot Number 7, along Bibi Titi Mohamed Street, adjacent to Mhasibu House and the Tanzania Central Library (Maktaba Kuu ya Taifa)

The Institute has Regional Centers in all regional capitals, which coordinate the implementation of IAE education and training Programs in the Regions in Tanzania mainland.

## **2.0 ORGANIZATION AND MANAGEMENT**

### **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 responsible for education, Science and Technology.

### **2.2 Senior Officers of the IAE**

#### **Director**

Dr. Fidelice M.S. 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 (Academic, Research and Consultancy)**

Dr. Kassimu A. Nihuka  
PhD (Educational Science and Technology) (Twente University) 2011,  
Master of Science in Educational Science and Technology (Twente University), 2008  
Master of Education in Science Education (UDSM), 2004  
Bachelor of Science with Education (UDSM), 1999

#### **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 (UDSM), 1983.

**Chief Accountant**

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

**2.3 Public Relations Officer**

Mr. Timoth Anderson  
M.sc. Human Resource Management (MU), 2013;  
B.A. Public Relation and Advertising (UDSM), 2010

**2.4 Registrar**

Mr. Sedet Bulaya:  
M.sc. HRM (Mzumbe) 2012;  
B.Ed (UDSM); 2007;  
Dip in ADE (IAE), 2002; Cert Ed (Tabora), 1996.

**2.5 Heads of Departments**

**Adult and Continuing Education Studies**

Mr. Tadei Mamba  
MBA (HRM) (UDSM), 2007;  
B.Ed (ADE) (UDSM); 2005;  
Dip. Ed (Monduli), 1994

**Mass Education and Women Development**

Ms. Mugabe A. Mtani:  
M.A. Ed (UDSM), 2006;  
B. Ed (UDSM) 2004;  
Dip. ADE (IAE) 1999;  
Cert. Ed (Butimba) 1989

### **Distance Education**

Mr. Baraka Kionywaki  
MBA; Corporate Mgt (Mzumbe) 2011;  
ADV (NITTR-INDIA) 2010; B.Ed (Tumaini), 2006;  
Dip.Ed (Monduli), 1996.

### **Regional Centres Coordination**

Ms. Mwajuma Mohammed:  
MA.Ed (Northampton U.K), 2013;  
B.Ed (UDSM), 2006; Dip.ADE (IAE), 2001;  
Cert.Ed (Monduli), 1992.

### **Accounts and Finance**

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

### **Personnel Management and Administration**

Mr. Nsajigwa Kabigi  
Msc HRM (Mzumbe), 2012;  
B.A. PSPA (UDSM), 2005;  
Dip Ed (Morogoro), 2002.

## **2.6 Heads of Units**

### **Internal Audit Unit**

Mr.Salmin Yusuph Malole  
MBA Finance (UDSM)  
CPA (NBAA), 2012;  
B.COM, (Accounting), UDSM, 2003

**Procurement Management Unit**

Mr. Sebastian Charles

CPSP (T), (PSPTB), 2010.

Ad. Dip. Procurement & Logistics (TIA), 2005.

**ICT Unit**

Mr. Felician Bundala:

Msc IT & Mgt (Avinaskillingam University; India), 2008.

PGD Scientific Computing; (UDSM) 2011.

Dip. Electronic Engineering (Glasgow) 1995; FTC

Automotive Engineering, Arusha Tech. College, 1992.

**Research, Planning, Publication and Consultancy Unit**

Mr. Placid Balige

M. A. Ed (UDSM), 2006;

B Ed (UDSM), 1989;

Dip. Ed (Korogwe), 1985.

**Short Courses Unit**

Mr. Beatus Mwenda

Msc Education for Sustainability (London South Bank University), 2013;

MBA (OUT), 2011.

Bsc (SUA), 2008

Dip. Education (Butimba), 2005

**Printing Unit**

Chiraka Muhura:

Master in Entrepreneurship and Enterprise Development (UDSM) 2011;

BA Ed (UDSM) 2003.

## **2.7 Quality Assurance Committee**

This is the Committee responsible for overseeing implementation and development of the Institute's Quality assurance procedures for all aspects of the Institute's functions. It is composed of the following members:

1. Prof. H. Mushi (OUT)
2. Prof. K. Mkumbo (UDSM)
3. Ms. M. Mtani (IAE)
4. Ms. Ntiluhoka (IAE)
5. Mr. Abbas Kasela (Students Representative)
6. Mr. B. Shiengo (TLSB)
7. Mr. P. Balige (IAE)

## **2.8 Students Support Services**

### **Dean of Students**

Mr. Onesmo Kileo:

M.A. Ed (DSM), 2007;

B.A.Ed (DSM), 1991;

Dip. ADE (IAE);

Cert. Ed (Butimba, 1979).

### **Library**

Siwema Mohamed

Dip. in Library. Archives and Documentations (Bagamoyo) 2004; BA in Library and Information Science (Tumain University), 2011

### **Counseling,**

Ms. Elinaike Marti:

PGD Children & Youth Dev (Netherlands), 2004;

B.A. Ed (UDSM), 1997.

### **3.0 ADULT AND CONTINUING EDUCATION STUDIES (ACES) DEPARTMENT**

This department educates and trains literacy facilitators, adult facilitators, educators and administrators. It is led by Head of Department assisted with two deputies, one for Academic matters and the other for administrative issues.

#### **3.1 Academic Programmes**

The following programmes are offered by the department of Adult and Continuing Education Studies:

- a) Technician Certificate in Adult and Continuing Education,
- b) Ordinary Diploma in Adult and Continuing Education,
- c) Ordinary Diploma in Adult Education and Community Development,
- d) Bachelor Degree in Adult and Continuing Education, and
- e) Bachelor Degree in Adult Education and Community Development.

#### **3.1.1 Descriptions of the Programmes**

##### **a) Certificate Programme**

Certificate programme is offered in two levels:

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

This programme prepares a student to facilitate adult literacy classes. It has a minimum of 120 credits covered in two semesters. Upon successful completion of NTA Level 4, a student may proceed to NTA Level 5.

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

This programme prepares a student who will assist the Head of Adult Education centers to plan, supervise and facilitate adult literacy classes. It has a minimum of 120 credits covered in two semesters. Upon Successful completion of this level, leads to the award of a Technician Certificate in Adult and Continuing Education.

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

Students who join this programme begin with NTA Level 5 (See 3.2.1 a) (ii) above). The purpose of this programme is to prepare adult literacy facilitators and Adult education coordinators/supervisors at a ward level. This is a two semester programme. Successful completion of NTA Level 5 and 6 leads to the award of the Diploma.

**c) Ordinary Diploma in Adult and Continuing Education (ODACE) - NTA Level 6 - through Open and Distance Learning**

This is the same diploma programme as the one in (b) above, but it is offered through open and distance learning mode. Students in this programme begin with NTA Level 5.

Modules in this programme are structured in such a way that they allow flexibility. Most of the students in this system are expected to take three years to complete the studies. Some students may complete the programme in two years; others can take four years depending on one's pace.

**d) Higher Diploma in Adult and Continuing Education - NTA Level 7**

The purpose of this programme is to prepare a student to teach and/or facilitate learning in both formal and non-formal primary and secondary education, assist in conducting research and managing adult and non-formal education programmes in a wide community such as district. This programme is the first part of Bachelor Degree programme. It covers four semesters or two years.

**e) Higher Diploma in Adult Education and Community Development - NTA Level 7**

The purpose of this programme is to prepare a student to design and supervise adult education and community development programmes.

**f) Bachelor Degree in Adult and Continuing Education - NTA Level 8**

This programme prepares a student to be an adult education coordinator at district and regional levels, facilitators of both formal and non-formal secondary education, researchers, Community Based-Education programme, Coordinators and trainers. It is a two semester programme preceded by the four semesters in NTA Level

7. Upon successful completion of this level, a graduate will be awarded a Bachelor Degree.

**g) Bachelor Degree in Adult Education and Community Development - NTA Level 8**

This programme prepares a student to design and manage adult education and community development programmes. It is a two semester programme preceded by four semesters in NTA Level 7. Upon successful completion of this programme, a graduate will be awarded a Bachelor Degree.

**3.2 Module Profile**

**3.2.1 Basic Certificate in Adult and Continuing Education (CACE NTA LEVEL 4)**

**Duration: 2 Semesters**

**Semester I**

**Module Code: MAT04101**

**Module Title: Basic Communication Skills**

**Module Credits: 15**

**Sub-enabling outcomes:**

1. Apply the basics of communication
2. Employ appropriate language structure in different forms of communication
3. Apply appropriate communication media in adult literacy programmes
4. Apply communication skills in managing communication barriers for effective communication

**Module Code: MAT04102**

**Module Title: Basic ICT Skills**

**Module Credits: 15**

**Sub-enabling outcomes:**

1. Understand basic ICT and computer network concepts.
2. Describe Information and Communication Technology facilities.
3. Explain ICT industries
4. Describe types of computers
5. Describe main parts of computer system
6. Apply principles of computer preventive maintenance.
7. Apply word processing program in preparing educational documents
8. Use computer in communicating with adult literacy programme stakeholders.
9. Demonstrate ability in searching educational information by using computer internet.

**Module Code: FAT04103**

**Module Title: Introduction to Practice of Adult Education**

**Module Credits: 15**

**Sub-enabling outcomes:**

1. Analyse different forms/types of adult education
2. Explain the importance of adult educator in adult education
3. Apply effective behavior to guide classroom management and delivering activities in adult education

**Module Code:** FAT04104  
**Module Title:** Initiating Adult Literacy Programmes

**Module Credits:** 15

**Sub-enabling outcomes:**

1. Explain basic concepts used in Adult literacy programmes
2. Initiate adult literacy programmes
3. Mobilize resources for running adult literacy programmes
4. Implement adult literacy programme
5. Evaluate adult literacy programmes

**Semester II**

**Module Code:** FAT04205  
**Module Title:** Teaching and Learning Materials

**Module Credits:** 15

**Sub-enabling outcomes:**

1. Identify locally available resources suitable for designing teaching/learning material
2. Use locally available resources to prepare teaching/learning materials
3. Analyse characteristic of users of teaching/learning materials
4. Analyse environment in which teaching / learning materials are to be used
5. Review teaching and learning materials to meet changes

**Module Code:** FAT04206  
**Module Title:** Basic Adult Learning Facilitation Skills

**Module Credits:** 15

**Sub-enabling outcomes:**

1. Describe adult learning facilitation
2. Use curriculum materials for adult learning facilitation
3. Describe (participatory and less participatory methods) in adult learning facilitation
4. Apply classroom management skills
5. Describe assessment in adult learning environment

**Module Code:** FAT04207  
**Module Title:** Kusoma, Kuandika na Kuhesabu  
**Module Credits:** 15

**Sub-enabling outcomes:**

1. Bainisha walengwa wa darasa la kisomo la watu wazima
2. Anzisha darasa la kisomo la watu wazima katika jamii ya eneo husika
3. Tumia mbinu murua kuongoza watu wazima kujifunza kusoma, kuandika na kufanya hesabu rahisi

**Module Code:** FAT04208  
**Module Title:** Introduction to Psychology  
**Module Credits:** 15

**Sub-enabling outcomes:**

1. Conceptualizing psychology
2. Apply major learning psychology theories in adult education teaching and learning process
3. Explain special education and inclusive education

### **3.2.2 Technician Certificate in Adult and Continuing Education (CACE, NTA LEVEL 5)**

**Duration: 2 Semesters**

#### **Semester I**

##### **Regular Modules**

**Module Code: MAT05101**

**Module Title: Intermediate Communication Skills**

**Module Credits: 12**

##### **Sub-enabling outcomes:**

1. Use appropriate language structure (grammar) in communication
2. Apply the principles of communication in adult literacy programmes
3. Use media to communicate with stakeholders.

**Module Code: MAT05102**

**Module Title: Intermediate ICT Skills**

**Module Credits: 12**

##### **Sub-enabling outcomes:**

1. Use computer in searching educational information
2. Use computer in preparing documents

3. Use appropriate computer programme in conducting learning sessions
4. Use different technologies in carrying out adult literacy programmes
5. Use computer to design materials for awareness creation
6. Select ICT facilities to be used in advocacy and publicity of literacy programmes
7. Use appropriate ICT facilities to conduct advocacy and publicity of literacy programmes

**Module Code:** FAT05101  
**Module Title:** Basic Principles of Psychology  
**Module Credits:** 12

**Sub-enabling outcomes:**

1. Explain the importance of psychology
2. Apply behaviorism learning principles in adult education teaching and learning
3. Apply constructivism learning principles in adult education teaching and learning
4. Apply humanism learning principles in adult education teaching and learning
5. Describe historical development of special and inclusive education
6. Explain factors affecting implementation of inclusive education in Tanzania

**Module Code:** FAT05202  
**Module Title:** Adult Literacy Support Services  
**Module Credits:** 12

**Sub-enabling outcomes:**

1. Set up rural library and educational resource centre
2. Manage rural library and educational resource centre
3. Solicit required materials for library and educational resource centre
4. Identify mass media to be used to facilitate adult learning
5. Identify resources for mass media used in adult learning
6. Use mass media to promote and sustain the acquired basic literacy skills (control relapse)
7. Supervise learners' discussion groups in following radio/Television educational programmes
8. Prepare schedules to guide learners in utilizing support services
9. Sensitize learners to promote culture of learning through reading

**Module Code: GET05101**

**Module Title: Structure and Geomorphic Features of the Earth**

**Module Credits: 9**

**Sub-enabling outcomes:**

1. Explain Geography as a discipline of study
2. Explore the position of the earth in the solar system
3. Explore the structure of the Earth
4. Explore the materials which make the earth
5. Analyze the forces acting upon the earth and their resulting features

**Module Code:** HIT05102  
**Module Title:** History of African Societies Before Independence

**Module Credits:** 9

**Sub-enabling outcomes:**

1. Analyze the development of the pre-colonial African Societies
2. Discuss pre-colonial modes of production
3. Assess the role of the Agents of Colonialism in Colonisation of Africa
4. Explain the establishment of European colonial rule in Africa
5. Analyze the African reaction to the imposition of colonial rule
6. Examine Africa Nationalism and Independent process

**Module Code:** ENT05103  
**Module Title:** English Phonology, Morphology and Semantics in Communication

**Module Credits:** 9

**Sub-enabling outcomes:**

1. Describe articulation of sounds
2. Explain stress and intonation patterns in English
3. Describe morphemes in English
4. Analyze word formations process in communication
5. Analyze stylistics in English
6. Analyze word classes
7. Use tenses in communication
8. Analyze phrases and clauses in English
9. Describe reported speech in English

**Module Code:** KIT05104  
**Module Title:** Fonolojia na Mofolojia ya Kiswahili  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Kufafanua dhana ya Lugha na sarufi
2. Kuonesha uhusiano uliopo katika tanzu za sarufi
3. Kufafanua Fonolojia ya Kiswahili sanifu
4. Kufafanua Mofolojia ya Kiswahili sanifu

**Semester II**

**Regular Modules**

**Module Code:** FAT05206  
**Module Title:** Basic Adult Learning and Facilitation Skills

**Module Credits:** 15

**Sub-enabling outcomes:**

1. Explain basic concepts in adult education facilitation
2. Apply facilitation steps in conducting learning session
3. Apply competence based approach in promoting self directed learning
4. Apply participatory /active methods for effective facilitation process
5. Reflection on Adult learning process

**Module Code:** RCT05201  
**Module Title:** Basics of Educational Research  
**Module Credits:** 15

**Sub-enabling outcomes:**

1. Describe concepts of Educational Research
2. State education research problem
3. Administer data collection process
4. Write a research based project report

**Module Code: FAT05203**

**Module Title: Introduction to Guidance and  
Counseling**

**Module Credits: 15**

**Sub-enabling outcomes:**

1. Explain principles of guidance and counseling
2. Apply procedures of writing guidance and counseling report
3. Explain the role and responsibilities of adult educator in providing guidance and counseling to adult learners

**Module Code: GET05205**

**Module Title: Geography Learning Facilitation  
Methods**

**Module Credits: 9**

**Sub-enabling outcomes:**

1. Analyze Geography syllabus
2. Prepare Geography lesson
3. Prepare instructional materials for a Geography lesson
4. Apply facilitation methods
5. Guide learners in a learning process
6. Assess learning

**Module Code:** HIT05206  
**Module Title:** History Learning Facilitation  
Methods

**Module Credits:** 9

**Sub-enabling outcomes:**

1. Analyze History syllabus
2. Prepare History lesson
3. Prepare instructional materials for a History lesson
4. Apply facilitation methods
5. Guide learners in a learning process
6. Assess learning

**Module Code:** ENT05207  
**Module Title:** English Learning Facilitation  
Methods

**Module Credits:** 9

**Sub-enabling outcomes:**

1. Analyze English syllabus
2. Prepare English lesson
3. Prepare instructional materials for English lesson
4. Apply facilitation methods
5. Guide learners in a learning process
6. Assess learning

**Module Code:** KIT05208  
**Module Title:** Njia za Ujifunzaji wa Somo la  
Kiswahili

**Module Credits:** 9

**Sub-enabling outcomes:**

1. Kuchambua vijenzi vya mtaala wa Kiswahili

2. Kuandaa azimio la kazi
3. Kuandaa andalio la somo
4. Kuandaa Vifaa vya kuwezeshea
5. Kutumia mbinu shirikishi za kuwezeshea
6. Kupima Ujifunzaji

### **3.2.3 Ordinary Diploma in Adult and Continuing Education (ODACE, NTA LEVEL 6)**

#### **Semester I**

**Module Code: FAT06101**

**Module Title: Introduction to Philosophy of Adult  
Education**

**Module Credits: 12**

#### **Sub-enabling outcomes:**

1. Analyze philosophy of adult education
2. Trace the historical development of adult education Tanzania
3. Analyse different forms of education
4. Describe philosophical ideas and principles related to the practice of adult education

**Module Code: FAT06102**

**Module Title: Curriculum Development**

**Module Credits: 12**

#### **Sub-enabling outcomes:**

1. Assess community educational needs for Adult Education

2. Explain Structure curriculum
3. Pre-test curriculum

**Module Code:** DET06103  
**Module Title:** Introduction to Distance Education  
**Module Credits:** 12  
**Sub-enabling outcomes:**

1. Explain basic concepts in distance education
2. Select appropriate media in Open and distance learning
3. Provide learner support services in open and Distance learning
4. Examine ODL study materials

**Module Code:** GET06101  
**Module Title:** Measurements and Information Interpretation in Geography  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Interpret maps
2. Interpret photographs
3. Use statistical methods in geography
4. Apply basic skills of the elementary survey
5. Apply basic field research skills to deal with geographical information

**Module Code:** HIT06102  
**Module Title:** Development of Capitalism in Europe  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Examine the development of Capitalism in Europe
2. Discuss the World Economic Crisis in Europe
3. Explain the outbreak of the world dictatorship in Europe

**Module Code: ENT06103**

**Module Title: English Syntax and Stylistics**

**Module Credits: 9**

**Sub-enabling outcomes:**

1. Analyze word classes
2. Use tenses in communication
3. Analyze phrases and clauses in English
4. Describe reported speech in English

**Module Code: KIT06104**

**Module Title: Sintaksia na Semantiki ya Kiswahili**

**Module Credits: 9**

**Sub-enabling outcomes:**

1. Kuchambua mikabala ya sarufi mapokeo na sarufi miundo virai
2. Kuchambua kategoria za kisintaksia
3. Kufafanua semantiki ya Kiswahili sanifu

**Semester II**

**Module Code: MAT06204**

**Module Title: Addressing Cross-cutting Issues**

**Module Credits: 12**

**Sub-enabling outcomes:**

1. Address HIV/AIDS issues

2. Describe Good Governance
3. Analyse Human Rights
4. Analyze Environmental Issues Introduction

**Module Code:** FAT06205

**Module Title:** Educational Assessment and Evaluation

**Module Credits:** 12

**Sub-enabling outcomes:**

1. Explain the importance of conducting assessment and evaluation in adult education
2. Apply the taxonomies of education/ objective in stating instructional objectives and designing assessment tools,
3. Construct assessment/ evaluation tools (test items)
4. Interpret test scores

**Module Code:** MAT06205

**Module Title:** Planning and Management of Adult Education Projects

**Module 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

**Module Code:** FAT06205

**Module Title:** Classroom Facilitation Practice (Field Practice)

**Module Credits: 18**

This is a field based module. In it students will make actual practice of a range activities theoretically covered in other modules.

**Module Code: GET06205**

**Module Title: Introduction to Human Geography**

**Module Credits: 9**

**Sub-enabling outcomes:**

1. Explain the human activities and spatial relationships
2. Analyse cases of human activities and their role to development
3. Analyse human population and settlements

**Module Code: ENT06207**

**Module Title: Analysis of Literary Works**

**Module Credits: 9**

**Sub-enabling outcomes:**

1. Explain types of literary works
2. Analyze genres of literary works
3. Review literary works
4. Examine criteria to prepare a literary work

**Module Code: KIT06208**

**Module Title: Uchambuzi wa Fasihi Andishi ya Kiswahili**

**Module Credits: 9**

**Sub-enabling outcomes:**

1. Kueleza historia ya fasihi ya Kiswahili
2. Kuchambua nadharia ya fasihi ya Kiswahili
3. Kuchambua nadharia ya tamthiliya ya Kiswahili
4. Kuchambua nadharia ya riwaya ya Kiswahili

**Module Code:** HIT06206  
**Module Title:** Post Independence History of Africa  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Analyze the state of Neo-colonialism in Africa
2. Assess the nature of African economic dependence
3. Assess the rise of Revolutions in Africa
4. Assess the impact of politics of Cold War in Africa

**Module Code:** FAT06207  
**Module Title:** Research Based Project  
**Module Credit:** 15

**3.2.4 Higher Diploma in Adult and Continuing Education  
(BACE, NTA LEVEL 7)**

**Semester I**

**Module code:** MAU07101  
**Module name:** Advanced Communication Skills  
**No. of credits:** 12

**Sub-enabling Outcomes:**

1. Demonstrate ability to use speaking, listening, writing and reading skills in adult literacy programmes
2. Apply appropriate techniques in written materials and oral presentations in adult

literacy programmes.

3. Apply academic skills in drawing analysis, giving instructions, writing reports, bibliography, CV, and letters in adult literacy programmes

**Module Code: MAU07102**

**Module Title: Advanced Application of Information and Communication Technology Skills**

**Module Credits: 12**

**Sub-enabling outcomes:**

1. Demonstrate understanding of computer systems
2. Use ICT to prepare teaching and learning materials
3. Search information from the Internet
4. Apply relevant computer programmes in undertaking learning facilitation activities
5. Use computer systems in managing information in adult education programmes

**Module Code: FAU07103**

**Module Title: Philosophy of Adult Education**

**Module Credits: 12**

**Sub-enabling outcomes:**

1. Describe basic concepts used in philosophy of adult education

2. Apply philosophical principles guiding the practice of adult and continuing education
3. Analyse contemporary issues pertaining the practice of adult and continuing education
4. Analyse indigenous Education system practiced in Africa

**Module Code: MEU07101**

**Module Title: Management of Literacy and Mass Education Programmes**

**Module Credits: 12**

**Sub-enabling outcomes:**

1. Describe basic concepts used in literacy and Mass Education programmes
2. Analyse the role of adult literacy programmes in the education process
3. Plan Adult literacy programmes
4. Develop adult literacy materials
5. Design mass campaign programmes
6. Manage Adult literacy programme

**Module Code: GEU07101**

**Module Title: The Planet Earth and Atmospheric Processes**

**Module Credits: 9**

**Sub-enabling outcomes:**

1. Analyse the work and history of Geography as a discipline
2. Explore the position of the planet Earth
3. Discuss the origin of the earth
4. Explore the shape and components of the earth

5. Examine the impacts of the planetary movements of the Earth

**Module Code:** KIU07116  
**Module Title:** Lugha, Isimu na Fani za Kilongo  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Kuchambua matawi ya isimu
2. Kuchambua fonolojia ya Kiswahili sanifu
3. Kuchambua mofolojia ya Kiswahili sanifu
4. Kuchambua sintaksia ya Kiswahili Sanifu
5. Kufafanua semantiki ya Kiswahili sanifu
6. Kuchambua fani za kilongo

**Module Code:** ENU07111  
**Module Title:** Linguistics, English Variation and Language Conflicts

**Module Credits:** 9

**Sub-enabling outcomes:**

1. Explain the history and different concepts related to English language and linguistics
2. Demonstrate understanding of English structure
3. Demonstrate application of phonetics and phonology
4. Describe the notion of variation in different levels of language
5. Describe diagnosis
6. Explain lingualism and multilingualism
7. Explain code switching and code mixing
8. Describe Lingua Franca and creoles
9. Describe language maintenance and language shift

**Module Code:** HIU07103  
**Module Title:** World History up to Ca. 1200 AD  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Discuss the concept of History as a discipline
2. Examine the conceptions of society and individual in historical scholarship
3. Analyze theoretical and philosophical perspectives in the study of History
4. Analyze the philosophies and historiographies of History
5. Analyze the pre-capitalist modes of production, early technological developments, social formations and the rise of the states in Africa.
6. Explore the early civilization of China, India and Arab world
7. Explore the Rise of World Religion
8. Explore the early civilization of Europe and North America
9. Explore the early civilization of Africa

**Semester II**

**Module Code:** FAU07207  
**Module Title:** Principles of Psychology in Adult Learning

**Module Credits:** 15

**Sub-enabling outcomes:**

1. Analyze human development stages and behaviours

2. Integrate appropriate ideas from theories of learning in carrying out educational activities
3. Manage inclusive education
4. Apply guidance and counselling techniques in carrying out education programmes

**Module Code:** FAU07208

**Module Title:** Learning Facilitation Approaches and Techniques

**Module Credits:** 15

**Sub-enabling outcomes:**

1. Apply adult learning principles in facilitation
2. Guide learner's for proper functionality and personality growth
3. Use appropriate tools and methods to assess
4. Set indicators for assessing quantitative and qualitative learning achievements

**Module Code:** RCU07209

**Module Title:** Research Proposal Writing Skills

**Module Credits:** 15

**Sub-enabling outcomes:**

1. Explain the concept of research
2. Examine different types of research approaches and designs
3. Write a research proposal

**Module Code:** GEU07212  
**Module Title:** Geomorphic Processes  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Explain the significance of geomorphology
2. Examine the internal geomorphic processes resulting to formation of earth's landforms
3. Examine the external geomorphic processes resulting to formation of earth's landforms
4. Analyse the usefulness of physical features of the earth to humans

**Module Code:** HIU07207  
**Module Title:** Capitalism and Imperialism  
Trends in World History

**Module Credits:** 9

**Sub-enabling outcomes:**

1. Examine the transition from Feudalism to Capitalism in Europe
2. Analyze the Mercantilism system
3. Describe Competitive Capitalism in the world history
4. Examine the nature and impact of the rise of working class in Britain, France and Germany
5. Examine the nature of Monopoly Capitalism
6. Demonstrate the Crisis of Contemporary Capitalism

**Module Code:** ENU07212  
**Module Title:** Stylistics and Semantics in English Language  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Demonstrate understanding of discourse analysis
2. Demonstrate understanding of semantics in English
3. Apply stylistics in English

**Module Code:** KIU07217  
**Module Title:** Kuchambua Sintaksia, Miundo Changamani ya Sarufi na Semantiki ya Kiswahili Sanifu

**Module Credits:** 9

**Sub-enabling outcomes:**

1. Kueleza dhana za sintaksia, miundo changamani na semantiki ya Kiswahili sanifu
2. Kuonesha uhusiano wa sintaksia, semantiki na tanzu zingine za lugha
3. Kubainisha kategoria za kisarufi
4. Uchanganuzi wa ruwaza za kimuundo katika sintaksia ya Kiswahili
5. Bainisha dhana za msingi katika uchanganuzi wa kisarufi
6. Elezea dhana urejeshi katika Kiswahili
7. Onyesha uunganishaji, uelekezi, udhihirikaji na ushamirishaji wa miundo ya sentensi katika Kiswahili
8. Kufafanua semantiki ya Kiswahili Sanifu.

### Semester III

**Module Code:** MEU07307  
**Module Title:** Management of Literacy and Mass Education Programmes

**Module Credits:** 12

**Sub-enabling outcomes:**

1. Describe basic concepts used in literacy and Mass Education programmes
2. Analyse the role of adult literacy programmes in the education process
3. Plan Adult literacy programme
4. Develop adult literacy materials
5. Design mass campaign programmes
6. Manage Adult literacy programme

**Module Code:** RCU07313  
**Module Title:** Data Analysis and Report Writing  
**Module Credits:** 12

**Sub-enabling outcomes:**

1. Analyse data
2. Interpret research findings
3. Prepare research report

**Module Code:** CDU07307  
**Module Title:** Project Planing and Management  
**Module Credits:** 12

**Sub-enabling outcomes:**

1. Analyse the concept Project
2. Prepare project Proposal

3. Devise strategies to acquire resources
4. Implement the project

**Module Code:** GEU07317  
**Module Title:** Analysing Human Population,  
Mobility and Activities  
**Module Credits:** 12

**Sub-enabling outcomes:**

1. Analyse key factors for distribution of human population
2. Examine forces for population growth and change
3. Examine the relationship between human settlements and the environment
4. Analyse the forces for migration of people
5. Examine the relationship between human livelihood activities and the environment
6. Discuss the major human livelihood activities and their impacts to the environment
7. Examine the relationship between human settlements and the environment

**Module Code:** HIU07319  
**Module Title:** Surveying History of East,  
Central and Southern Africa  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Explore the Pre-Colonial East Africa
2. Explore East Africa under colonial rule
3. Explore the post-colonial East Africa
4. Analyze the pre-colonial social formation of Central Africa

5. Discuss the European interventions and colonization in Central Africa
6. Explain the nature of nationalism movements and struggle for independence in Central and Southern Africa.
7. Assess the situation of South Africa before foreign intrusion
8. Examine the impact of Mineral Revolution in South Africa
9. Discuss the Apartheid State and Opposition in South Africa

**Module Code: ENU07322**

**Module Title: Translation and Interpretation in Language**

**Module Credits: 9**

**Sub-enabling outcomes:**

1. Demonstrate use of approaches and methods of translation
2. Apply theories of interpretation
3. Carry out text translation
4. Demonstrate understanding of speech interpretation

**Module Code: KIU07324**

**Module Title: Kutafsiri na Kukalimani**

**Module Credits: 9**

**Sub-enabling outcomes:**

1. Kufafanua nadharia ya tafsiri
2. Kutafsiri na kuchanganua matini mbalimbali
3. Kufafanua nadharia ya ukalimani
4. Kutumia ujuzi wa kukalimani

**Module Code:** FAU07307  
**Module Title:** Classroom Facilitation Practice  
**Module Credits:** 18

This is a field based module. In it students will make actual practice of a range of activities theoretically covered in other modules.

#### **Semester IV**

**Module Code:** FAU07412  
**Module Title:** Curriculum Development and Evaluation

**Module Credits:** 12

**Sub-enabling outcomes:**

1. Demonstrate understanding of basic concepts related to curriculum
2. Examine the applicability of models of curriculum development in adult and non-formal education
3. Carry out curriculum evaluation in adult and non-formal education
4. Demonstrate ability to develop curriculum for non-formal system

**Module Code:** MEU07420  
**Module Title:** Environmental, Gender and HIV/AIDS Issues

**Module Credits:** 15

**Sub-enabling outcomes:**

1. Explore gender issues in the community

2. Analyse the national and international efforts invested in addressing gender issues
3. Develop mechanisms to address gender issues in communities
4. Implement interventions to address gender issues in communities
5. Explore the magnitude of HIV and AIDS in communities
6. Examine national efforts to combat HIV/AIDS in communities
7. Explain the role of Adult Education in combating HIV and AIDS in communities
8. Combat HIV & AIDS in communities
9. Examine existing environmental issues in Tanzania

**Module Code: MEU07421**

**Module Title: Democracy, Governance and Human Rights Issues**

**Module Credits: 15**

**Sub-enabling outcomes:**

1. Analyze the principles of good governance
2. Examine the role of democracy and good governance in society
3. Apply democracy and good governance in implementing adult education activities in communities
4. Demonstrate ability to practice democracy

**Module Code:** GEU07425  
**Module Title:** Interpretation of Maps and  
Photographs and Surveying  
techniques

**Module Credits:** 9

**Sub-enabling outcomes:**

1. Interpret topographical maps
2. Interpret photographs
3. Identify methods of collecting Geographic information
4. Apply survey methods and techniques in collecting Geographic data
5. Explain the concern of cartography
6. Discuss the importance of map projection in map making

**Module Code:** HIU07427  
**Module Title:** Surveying History of West  
and North Africa and exploring  
Post - Independence Africa

**Module Credits:** 9

**Sub-enabling outcomes:**

1. Explore situation of West and North Africa from antiquity to the 7th century AD
2. Analyze the Pre-Colonial States in West and North Africa
3. Discuss West Africa in Modern World History (16th to 19th Centuries)
4. Compare the struggles for Independence in West and North Africa

5. Describe the Post- colonial West and North Africa
6. Analyze the state of Neo-colonialism in Africa
7. Assess the nature of African economic dependence
8. Assess the rise of Revolutions in Africa
9. Assess the impact of politics of Cold War in Africa

**Module Code:** ENU07429  
**Module Title:** Investigating Literature in Society, Creative Writing and Editing

**Module Credits:** 9

**Sub-enabling outcomes:**

1. Demonstrate application of oral literature
2. Examine children's literature
3. Establish relationship between feminism and literature
4. Discuss literature and Negritude
5. Analyze African women writers
6. Describe poetry
7. Explain the rise of Novel
8. Demonstrate skills in writing a project in creative work like novels, poetry e.t.c.
9. Undertake speech writing and persuasion
10. Edit literary texts

**Module Code:** KIU07431  
**Module Title:** Kuchambua Misingi ya Nadharia za Uihakiki na Fasihi Simulizi ya Kiswahili

**Module Credits: 9**

**Sub-enabling outcomes:**

1. Kuchambua nadharia ya Fasihi simulizi ya Kiswahili
2. Kubainisha matumizi ya lugha katika fasihi simulizi
3. Kuonyesha matumizi ya fasihi simulizi jukwaani
4. Kuonyesha kazi ya fasihi simulizi katika mawasiliano ya umma
5. Kufafanua nadharia ya ushairi, tamthiliya na riwaya ya Kiswahili.
6. Kufafanua misingi ya nadharia mbalimbali za uhakiki wa kazi za fasihi.
7. Kuhakiki fani na maudhui katika maandishi ya baadhi ya maandishi maarufu wa tanzu za fasihi kama ushairi, tamthiliya na riwaya teule.
8. Kutathimini athari ya maandishi ya maandishi maarufu kwa maandishi wengine
9. Kufafanua nafasi ya maandishi maarufu katika maendeleo ya Kiswahili na historia ya Tanzania.

**3.2.5 Bachelor Degree in Adult and Continuing Education  
(BACE NTA LEVEL 8)**

**Semester I**

**Module Code: DEU08101**

**Module Title: Managing Open and Distance Learning**

**Module Credits: 12**

**Sub-enabling outcomes:**

1. Analyse Open and Distance Learning
2. Manage the provision of learner support services
3. Select appropriate media in Open and Distance Learning
4. Assess learning in Open and Distance Learning
5. Evaluate Open and Distance Learning

**Module code: MAU08102**

**Module name: Policy Analysis and Interpretation**

**No. of credits: 12**

**Sub-enabling Outcomes:**

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

**Module code: MAU08103**

**Module name: Management of Adult Education Programmes**

**No. of credits: 12**

**Sub-enabling Outcomes:**

1. Establish links and coordination with different

- adult education providers
2. Explain the key concepts of management, Adult Education
  3. Examine the functions of management in adult education programmes
  4. Set goals in line with organizational vision and mission
  5. Plan activities adult education programmes.
  6. Demonstrate ability to organize resources required for Adult Education programmes

**Module code:** GEU08101  
**Module name:** Application of Statistical Methods in Geography  
**No. of credits:** 9

**Sub-enabling Outcomes:**

1. Analyse distribution and networks
2. Demonstrate understanding of the methods of representing geographical data
3. Apply different statistical methods in representing Geographic data

**Module code:** HIU08102  
**Module name:** Surveying History of Tanzania  
**No. of credits:** 9

**Sub-enabling Outcomes:**

1. Explore the evolution of economic and social formational in pre-colonial Tanzania
2. Explore the early contacts between Tanzania and the externals

3. Analyze the German and British colonial project
4. Analyze the nature of national independence struggles
5. Discuss the post-colonial situation of Tanzania

**Module code:** ENU08103  
**Module name:** Variation of English  
**No. of credits:** 9

**Sub-enabling Outcomes:**

1. Describe the notion of variation in different levels of Language
2. Demonstrate understanding of variation according to the user
3. Demonstrate understanding variation according to the use

**Module code:** KIU08104  
**Module name:** Fonolojia na Mofolojia ya Kiswahili Sanifu  
**No. of credits:** 9

**Sub-enabling Outcomes:**

1. Kufafanua dhana ya Fonetiki na fonolojia ya Kiswahili
2. Kufafanua uhusiano baina ya taaluma ya fonetiki na fonolojia
3. Kufafanua dhana na nadharia zinazohusu fonimu
4. Kufafanua uwakilishi wa kifonolojia
5. Kueleza dhana za msingi
6. Kuchambua nadharia ya mofimu na neno

7. Kufafanua michakato ya kimofolojia ya Kiswahili
8. Kufafanua kanuni za kimofolojia

## **Semester II**

**Module code:** RCU 08201  
**Module name:** Programme Monitoring, Evaluation and Quality Control  
**No. of credits:** 9

### **Sub-enabling Outcomes:**

1. Analyze the need for evaluation of adult education programmes.
2. Describe types of evaluation.
3. Collect data using evaluation tools.
4. Analyze data and draw conclusions and recommendations
5. Demonstrate knowledge and skills on Quality Assurance in adult education programmes.
6. Analyze management of educational quality assurance process.
7. Demonstrate ability to conduct monitoring and evaluation of Quality Assurance process.

**Module code:** DEU08205  
**Module name:** Development of Open and Distance Learning Study Materials  
**No. of credits:** 9

### **Sub-enabling Outcomes:**

1. Analyse Open and Distance Learning study materials

2. Prepare Open and Distance Learning study materials
3. Coordinate distribution of Open and Distance Learning study materials

**Module code:** MAU08206

**Module name:** Human Resource Management

**No. of credits:** 9

**Sub-enabling Outcomes:**

1. Describe the concepts of Human Resource Management field
2. Examine basic staffing functions
3. Manage Human Resource work performance
4. Examine legal aspects in Human Resource Management and employee relations

**Module code:** MEU08207

**Module name:** Application of Entrepreneurship Skills in Education

**No. of credits:** 9

**Sub-enabling Outcomes:**

1. Conceptualize entrepreneurship
2. Apply entrepreneurship skills advocacy and marketing
3. Initiate entrepreneurial activities
4. Describe forms business ownership
5. Explain business planning environment
6. Apply customer care skills in Educational programmes
7. Examine legal, ethical and social obligations in

business environment

8. Creating and managing small and medium size enterprise (SMs) in Tanzania

**Module code:** RCU08209  
**Module name:** Conducting Research  
**No. of credits:** 18

**Sub-enabling Outcomes:**

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

**Module Code:** GEU08204  
**Module Title:** Geography Teaching Methods and Techniques

**Module Credits:** 9

**Sub-enabling outcomes:**

1. Demonstrate qualities of good Geography facilitator
2. Carry out Geography classroom lesson
3. Monitor and assess Geography teaching and learning process

**Module Code:** HIU08209  
**Module Title:** History Teaching Methods  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Analyse curriculum documents/ materials
2. Prepare scheme of work

3. Prepare lesson plan and notes
4. Prepare teaching and learning resources
5. Demonstrate qualities of a good History teacher
6. Apply participatory methods in teaching
7. Use facilitating aids in facilitation
8. Assess learning

**Module Code: ENU08214**

**Module Title: English Teaching Methods**

**Module Credits: 9**

**Sub-enabling outcomes:**

1. Analyse curriculum documents/ materials
2. Prepare scheme of work
3. Prepare lesson plan and notes
4. Prepare teaching and learning resources
5. Demonstrate qualities of a good English teacher
6. Apply participatory methods in facilitation
7. Use facilitating aids in facilitation
8. Guide learners in learning
9. Assess learning

**Module Code: KIU08219**

**Module Title: Mbinu za Kufundishia na  
Kujifunza Somo la Kiswahili**

**Module Credits: 9**

**Sub-enabling outcomes:**

1. Kuchambua nadharia za ujifunzaji lugha
2. Kuonesha uhusiano kati ya nadharia ya

- ujifunzaji lugha na mbinu za kufundishia lugha
3. Kuchambua vijenzi vya mtaala
  4. Kuandaa azimio la kazi
  5. Kuandaa andalio la somo
  6. Kuandaa zana za kuwezeshea
  7. Kutumia mbinu shirikishi za uwezeshaji
  8. Kupima ujifunzaji

### **3.2.6 Technician Certificate in Adult Education and Community Development (NTA LEVEL 5)**

**Code:** MAT05101  
**Name:** Communication skills  
**Number of Credits:** 15

**Sub Enabling Outcomes:**

1. Describe the process of communication
2. Devise methods of communicating with different people in the community
3. Use communication skills to communicate with different people in the community

**Code:** MAT05102  
**Name:** Information and Communication  
Technology

**Number of Credits:** 15

**Sub Enabling Outcomes:**

1. Demonstrate understanding of computer fundamentals
2. Use computer external device
3. Maintain security and preventive measures of a

- computer system
4. Access information using internet
  5. Use Email in communication
  6. Use internet social networks in adult education and community development activities
  7. Use internet social networks in adult education and community development activities 2
  8. Keep data using computer devices
  9. Use computer applications in adult education and community development activities
  10. Use different computer commands in computer operations

**Code:** CDT05103  
**Name:** Community Development  
**Number of Credits:** 15

**Sub Enabling Outcomes:**

1. Organize resources for community development projects 2
2. Mobilize funds for community development projects 2
3. Use locally available resources in community development projects 2
4. Describe methods of community mobilization 2
5. Carry out community mobilization 2
6. Evaluate community mobilization process 2

## Semester II

**Code:** FAT05204  
**Name:** Philosophy of Adult Education  
**Number of Credits:** 15

**Sub Enabling Outcomes:**

1. Describe philosophical ideas in adult education
2. Analyze philosophical ideas related to adult education
3. Use philosophical ideas in carrying out adult education activities
4. Explain the role of adult education in development
5. Describe phases in development of adult education in Tanzania
6. Asses current situation of adult education in Tanzania

**Code:** FAT 05205  
**Name:** Psychology of adult learning  
**Number of Credits:** 15

**Sub Enabling Outcomes:**

1. Analyze fundamentals of psychology of learning 8
2. Analyze application of classical and operant conditioning in learning 8
3. Explain observational learning and modeling 8
4. Manage learning groups 8

**Code:** FAT 05206  
**Name:** Adult Facilitation Methods  
**Number of Credits:** 15

**Sub Enabling Outcomes:**

1. Prepare scheme of work
2. Prepare lesson plan
3. Prepare lesson notes
4. Prepare teaching and learning aids
5. Analyze characteristics of adult learners
6. Use adult learning facilitation methods
7. Analyze facilitation techniques and strategies in adult learning
8. Analyze different assessment methods
9. Devise mechanism to administer learning assessment feedback

**Code:** RCT 05207  
**Name:** Introduction to Research  
**Number of Credits:** 15

**Sub Enabling Outcomes:**

1. Describe research
2. Describe research design
3. Conduct research

**Code:** CDT 05208  
**Name:** Project Planning and Management skills

**Number of Credits:** 15

**Sub Enabling Outcomes:**

1. Apply participatory approaches in identifying community development needs
2. Prepare community development project proposal
3. Prepare project implementation plan
4. Prepare and use action plan in implementing

- community development activities
5. Initiate community development groups
  6. Monitor community development activities
  7. Devise mechanisms to involve local community in implementing community development activities
  8. Describe evaluation of community development projects.
  9. Design evaluation plan
  10. Conduct evaluation

### **3.2.7 Ordinary Diploma in Adult Education and Community Development (NTA LEVEL 6)**

#### **Semester I**

**Code:** FAT06102  
**Name:** Literacy and Development  
**Number of Credits:** 12

**Sub Enabling Outcomes:**

1. Describe adult literacy programmes in the community
2. Devise mechanisms to manage adult literacy programme
3. Facilitate adult literacy programme

**Code:** CDT06203  
**Name:** Community Participation and Planning

**Number of Credits:** 15

**Sub Enabling Outcomes:**

1. Demonstrate understanding of community in the context of adult education and community Development
2. Describe ways of involving community members in adult education and community development undertakings
3. Describe factors affecting community involvement in community development activities
4. Use various ways in involving community members in adult education and community development undertakings
5. Describe the concept of participation as used in community development
6. Describe various participatory methods of data collection in community development activities
7. Use par-ticipatory approaches/method in collecting data from community

**Code:** CDT06204

**Name:** Entrepreneurship

**Number of Credits:** 9

**Sub Enabling Outcomes:**

1. Describe concept of entrepreneurship
2. Develop business plan for adult education and community development enterprises
3. Describe techniques to acquire capital for adult education and community development enterprises
4. Analyze small and medium enterprises
5. Initiate Small and Medium Enterprises

**Code:** CDT06105  
**Name:** Democracy and Human Rights  
**Number of Credits:** 9

**Sub Enabling Outcomes:**

1. Explain importance of government in the society
2. Describe the structure of government in Tanzania
3. Explore functions of Tanzania government structure
4. Explain the concept of democracy
5. Describe the pillars of democracy
6. Asses the state of democracy in Tanzania
7. Explain the concept of human rights
8. Asses the efforts made to promote human rights in Tanzania
9. Analyze the rights of special groups
10. Devise strategies to promote, advocate and defend human rights in the society

**Semester II**

**Code:** FAT06206  
**Name:** Curriculum Development  
**Number of Credits:** 12

**Sub Enabling Out**

1. Demonstrate understanding of curriculum
2. Assess community learning needs for adult education programmes
3. Prepare curriculum

4. Pre-test curriculum
5. Implement adult education programme Activities
6. Monitor and evaluate adult education programmes

**Code:** CDT06207  
**Name:** Environmental Studies  
**Number of Credits:** 9

**Sub Enabling Outcomes:**

1. Explain importance of conserving environment
2. Assess the state of the environment in the community
3. Develop strategies to enhance sustainable environmental conservation
4. Implement environmental conservation strategies

**Code:** CDT06208  
**Name:** Gender and Development  
**Number of Credits:** 9

**Sub Enabling Outcomes:**

1. Describe concepts of gender and gender issues
2. Analyze gender issues in the community
3. Provide education on gender equity and equality in community
4. Asses the state of gender equity and equality in the society
5. Explore challenges faced in attaining gender equity and equality
6. Devise strategies to promote gender equity and equality

**Code:** RCT06209  
**Name:** Research Practice  
**Number of Credits:** 15

**Sub Enabling Outcomes:**

1. Design research
2. Conduct research

**Code: MAT 05210**

**Name: Field Attachment (in community development and adult education)**

**Number of Credits: 15**

**Sub Enabling Outcomes:**

1. Implement adult education programme activities
2. Implement community development activities

**3.2.8 Higher Diploma in Adult Education and Community Development (NTA LEVEL 7)**

**Semester I**

**Module code: MAU07101**

**Module name: Application of Communication Skills**

**No. of credits: 9**

**Sub-enabling Outcomes:**

1. Analyse importance of effective communication
2. Analyze communication process
3. Identify communication channels
4. Manage communication barriers for effective communication
5. Demonstrate ability to establish communication system

**Module Code:** MAU07102  
**Module Title:** Application of ICT in Adult Teaching and Learning  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Demonstrate understanding of computer systems
2. Use ICT to prepare teaching and learning materials
3. Search information from the Internet
4. Apply relevant computer programmes in undertaking learning facilitation activities
5. Use computer systems in managing information in adult education programmes

**Module Code:** FAU07103  
**Module Title:** Analyzing Principles and Philosophy of Adult Education  
**Module Credits:** 12

**Sub-enabling outcomes:**

1. Demonstrate understanding of 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:** FAU07104  
**Module Title:** Introduction to Psychology  
**Module Credits:** 12

**Sub-enabling outcomes:**

1. Analyze the concept of psychology
2. Analyze divisions of psychology
3. Analyze human development stages and behaviours

**Module Code:** CDU07105  
**Module Title:** Socio-economic Development Analysis

**Module Credits:** 9

**Sub-enabling outcomes:**

1. Identify issues related to poverty
2. Describe principles of economic development plan
3. Assess the efforts undertaken by the community in combating poverty
4. Devise strategies to contribute in addressing the problem of poverty in the community
5. Carry out interventions to promote sustainable economic development
6. Analyze theories of economic development
7. Analyze economic development issues

**Module Code:** CDU07106  
**Module Title:** Project Planning and Management  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Analyze the concept of project
2. Prepare project proposal
3. Device strategies to acquire resources
4. Implement the project activities

## **Semester II**

**Module Code: FAU07207**

**Module Title: Application of Psychology in Adult Learning**

**Module Credits: 12**

**Sub-enabling outcomes:**

1. Analyze human development stages and behaviours
2. Integrate appropriate ideas from theories of learning in carrying out educational activities
3. Manage inclusive education
4. Apply guidance and counselling techniques in carrying out education programmes

**Module Code: FAU07208**

**Module Title: Application of Learning Facilitation Approaches and Techniques**

**Module Credits: 12**

**Sub-enabling outcomes:**

1. Demonstrate qualities of a good adult learning facilitator
2. Apply adult learning principles in facilitation
3. Use participatory and less participatory methods in facilitation as per context

4. Use appropriate tools and methods to assess and evaluate learning

**Module Code:** FAU07209  
**Module Title:** Introduction to Research  
**Module Credits:** 12

**Sub-enabling outcomes:**

1. Analyze the concept of research
2. Examine the role of research in adult and non-formal education
3. State the problem of research in the area of adult education
4. Determine the area and respondents (population)
5. Prepare data collection tools/instruments
6. Write Research Proposal

**Module Code:** CDU07210  
**Module Title:** Principles of Community Development  
**Module Credits:** 12

**Sub-enabling outcomes:**

1. Analyze community development principles
2. Analyze concepts related to community economic development
3. Analyze perspectives of community empowerment

**Module Code:** CDU07211  
**Module Title:** Entrepreneurship in Small and  
Medium Enterprises

**Module Credits:** 12

**Sub-enabling outcomes:**

1. Apply entrepreneurship skills in promoting adult education and community development programmes
2. Use general tendency of an entrepreneur (GETS) to initiate adult education and community development programmes
3. Provide customer care in adult education and community development programmes services
4. Manage small and medium enterprises or project

**Semester III**

**Module Code:** MEU07321  
**Module Title:** Practice of Good Governance

**Module Credits:** 12

**Sub-enabling outcomes:**

1. Analyze the principles of good governance
2. Examine the role of democracy and good governance in society
3. Apply democracy and good governance in implementing adult education activities in communities

**Module Code:** RCU07313  
**Module Title:** Data Analysis and Report Writing  
**Module Credits:** 12

**Sub-enabling outcomes:**

1. Analyse data
2. Interpret research findings
3. Prepare research report

**Module Code:** MAU07314  
**Module Title:** Management Principles  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Identify management function
2. Analyze theoretical standpoints of management
3. Demonstrate ability to apply management principles in promoting education and other developmental undertakings

**Module Code:** MEU 07315  
**Module Title:** Moral Values and Patriotism  
**Module Credits:** 12

**Sub-enabling outcomes:**

1. Analyse moral and ethical values
2. Demonstrate awareness and ability to adhere professional and standards
3. Demonstrate moral and ethical behaviours
4. Demonstrate the awareness, readiness and behavior indicating national patriotism

**Module Code:** CDU 07313  
**Module Title:** Management of Community  
Development Programmes  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Mobilize resources for establishing literacy support services
2. Provide literacy support services as per need
3. Guide stakeholders in utilizing literacy support services
4. Analyse post literacy as within the framework of continuing education
5. Develop post literacy materials
6. Analyse post literacy materials
7. Manage implementation of literacy programmes
8. Design mass and campaign programmes
9. Conduct capacity building activities for post literacy programmes
10. Use multimedia in carrying out adult and continuing education activities
11. Analyse importance of effective communication

**Module Code:** FAU07318  
**Module Title:** Practicum (Adult Learning  
Facilitation Practice)  
**Module Credits:** 18

This is a field based module. In it students will make actual practice of a range of activities theoretically covered in other modules.

**Semester IV**

**Module Code: FAU07412**

**Module Title: Curriculum Development and  
Evaluation**

**Module Credits: 12**

**Sub-enabling outcomes:**

1. Demonstrate understanding of basic concepts related to curriculum
2. Examine the applicability of models of curriculum development in adult and non-formal education
3. Carry out curriculum evaluation in adult and non-formal education
4. Demonstrate ability to develop curriculum for non-formal system

**Module Code: MEU07420**

**Module Title: Environmental, Gender and HIV/  
AIDS Issues**

**Module Credits: 12**

**Sub-enabling outcomes:**

1. Explore gender issues in the community
2. Analyse the national and international efforts invested in addressing gender issues
3. Develop mechanisms to address gender issues in communities
4. Implement interventions to address gender issues in communities
5. Explore the magnitude of HIV and AIDS in communities
6. Examine national efforts to combat HIV/AIDS

in communities

7. Explain the role of Adult Education in combating HIV and AIDS in communities  
Combat HIV & AIDS

**Module Code:** CDU07422  
**Module Title:** Conflict Management  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Identify conflict within the community
2. Analyse relationship between conflicts and community development
3. Apply different methods in resolving conflict within the community
4. Apply negotiation skills in dealing with community problems
5. Analyse the role of power in resolving conflicts

**Module Code:** CDU07422  
**Module Title:** Social Organization and Administration

**Module Credits:** 9

**Sub-enabling outcomes:**

1. Analyse the concept of organization
2. Explain the sociological aspects of organizations
3. Explain the importance of social organization
4. Analyse theoretical basis of social organizations
5. Analyse the administrative structure of organization

**Module Code:** FAU07413  
**Module Title:** Adult Education Management  
Practice (Field Attachment)  
**Module Credits:** 18

### 3.2.9 Bachelor Degree in Adult Education and Community Development (NTA LEVEL 8)

No students who are taking this programme's modules in this year. The following are all programme's modules for NTA Level 8.

Year	Semester	Code	Module Name	Notional Hours per Week	No. of Credits
1	1	RCT08101	Data Collection and Research Report Writing (Field)	16	24
		MAU08102	Management Practice (Field Attachment)	16	24
		RCU08103	Project Evaluation and Report Writing	8	12
	2	DEU08204	Management of Open and Distance Learning Programmes	8	12
		MAU08205	Policy Issues in Adult Education	8	12
		MAU08206	Programme Monitoring, Evaluation and Quality Control	8	12
		FAU08207	Guidance and Counselling	8	12
		MAU08208	Organizational Management and Financial Administration	8	12

## 4.0 THE DISTANCE EDUCATION (DE) DEPARTMENT

The Department of Distance Education is one of the four academic departments at the Institute of Adult Education (IAE). The department offers effective and competitive programmes for the purpose of preparing educators, facilitators and administrators along with equipping leanerners with necessary skills for career growth and higher learning. Our mandate is to train literacy facilitators, distance education facilitators, educators and administrators. The department has four sections through which it operate namely, Learner Support Sections, Materials Design and Production Section, Planning, Coordination and Administration Section as well as Monitoring and Evaluation Section.

### 4.1 Academic Programmes

The following programmes are offered under the department of Distance Education:

- a) Basic Certificate in Distance Education,
- b) Technician Certificate in Distance Education,
- c) Ordinary Diploma in Distance Education.

### 4.2 Descriptions of the programmes

#### a) Certificate Programme

Certificate programme is offered in two levels:

##### i) **Basic Technician Certificate in Distance Education - NTA Level 4- through Open and Distance Learning**

This programme is intended to prepare a person who can assist in facilitating literacy training via distance

education. It has a minimum of 120 credits covered in two semesters. Upon successful completion of NTA Level 4, a student may proceed to NTA Level 5.

**ii) Technician Certificate in Distance Education - NTA Level 5- through Open and Distance Learning**

This programme is intended to prepare a person who will assist the Head of Education programmes to plan, supervise and facilitate education programmes. It has a minimum of 120 credits covered in two semesters. Upon Successful completion of this level, a graduate will be awarded a Technician Certificate in Adult and Continuing Education.

**b) Ordinary Diploma in Distance Education - NTA Level 6- through Open and Distance Learning**

Students who join this programme begin with NTA Level 5 (described above). The purpose of this programme is to prepare educators, administrators, literacy facilitators and distance education coordinators/supervisors at a ward level. This is a two semester programme. Successful completion of NTA Level 5 and 6 leads to the award of the Diploma.

### 4.3 Module Profile

#### 4.3.1 Basic Certificate in Distance Education (CDE NTA LEVEL 4): ODL

**Duration: 2 Semesters**

##### **Semester I**

**Module Code: ACE04101**

**Module Title: Application of Adult Learning  
Methods in Distance Education**

**Module Credits: 20**

##### **Sub-enabling outcomes:**

1. Explain the concept of Adult Education
2. Explain Pedagogical approaches
3. Use andragogical approaches in Distance Education
4. Use appropriate technology for learning approaches in DE
5. Apply facilitation skills in learning process
6. Explain the importance of face to face sessions in DE
7. Describe procedures for organizing face to face sessions
8. Design materials for face to face sessions

**Module Code: ACE04102**

**Module Title: Application of Information and  
Communication Technology in  
Distance Education**

**Module Credits: 15**

**Sub-enabling outcomes:**

1. Explain ICT
2. Use ICT for communication in DE
3. Use computer and mobile phones in accessing and delivering educational information
4. Describe multimedia technology in Distance Education
5. Use multimedia technology in distance Education
6. Select multimedia technology in distance Education
7. Describe the concept of electronic communication

**Module Code: ACE04106**

**Module Title: Application of Competence Based Assessment Methods in Distance Education**

**Module Credits: 20**

**Sub-enabling outcomes:**

1. Explain the term competence
2. Describe features of CBET in DE
3. Examine the rationale of CBET in DE
4. Describe CBA methods in DE
5. Explain categories/types of CBA in DE.
6. Apply principles of competence Based Assessment in DE
7. Apply assessment methods in DE
8. Prepare assessment Feedback in DE.

**Module Code:** ME04104  
**Module Title:** Introduction to Communication Skills in Distance Education

**Module Credits:** 15

**Sub-enabling outcomes:**

1. Describe the process of communication
2. Use communication skills in Distance Education
3. Apply principles of communication in Distance Education.
4. Describe Instructional Aids
5. Improvise instructional aids in DE
6. Utilize instructional aids in DE

**Semester II**

**Module Code:** DE04205  
**Module Title:** Monitoring and Evaluation of Distance Education Learning Centers

**Module Credits:** 20

**Sub-enabling outcomes:**

1. Apply principles of monitoring in DE
2. Use indicators to monitor DE study centres
3. Design monitoring tools
4. Provide monitoring feedback
5. Apply principles of evaluation in DE
6. Use indicators to evaluate DE study centres
7. Design evaluation tools
8. Provide evaluation feedback

9. Select appropriate data collection methods to conduct monitoring and evaluation
10. Apply data collection methods to conduct monitoring
11. Apply data collection methods to conduct evaluation.

**Module Code:** DE04203

**Module Title:** Introduction to Open and Distance Learning

**Module Credits:** 20

**Sub-enabling outcomes:**

1. Describe Open and Distance Learning
2. Determine challenges in Open and Distance Learning
3. Explain historical background of DE
4. Describe Learner Support Services in DE
5. Explain challenges in provision of Learner Support Services in DE
6. Address challenges in provision of Learner Support Services in DE
7. Describe distance Education Learning Center
8. Provide Guidance and Counseling support services in DE
9. Provide Administrative support services in DE
10. Provide tutorial/academic support services in DE

**Module Code:** ME04208  
**Module Title:** Facilitating Literacy Skills in  
Distance Education  
**Module Credits:** 09

**Sub-enabling outcomes:**

1. Examine the state of literacy in Tanzania before and after independence
2. Describe the needs of adult literacy learners
3. Analyse adult literacy core content Areas
4. Examine the process of Teaching and Learning literacy skills

**Module Code:** FAT04207  
**Module Title:** Kufundisha Watu Wazima Kusoma,  
Kuandika na Kuhesabu  
**Module Credits:** 15

**Sub-enabling outcomes:**

1. Bainisha walengwa wa Darasa la watu Wazima la kisomo
2. Anzisha darasa la kisomo la watu Wazima katika jamii ya eneo husika
3. Tumia mbinu murua kuongoza watu Wazima kujifunza Kusoma, Kuandika na kufanya hesabu rahisi

**Module Code:** FA04207  
**Module Title:** Teaching Practice (Field Work)  
**Module Credits:** 10

**4.3.2 Technician Certificate in Distance Education  
(CDE, NTA LEVEL 5): ODL  
Duration: 2 Semesters**

**Semester I**

**Regular Modules**

**Module Code: DE05102**

**Module Title: Management and Administration  
of Distance Education Programs**

**Module Credits: 28**

**Sub-enabling outcomes:**

1. Explain planning and management in DE
2. Examine the importance of planning and management in DE
3. Explain the process of strategic planning in DE programs
4. Explain monitoring and evaluation in DE
5. Examine students learning programs and services
6. Examine programmes resources
7. Examine leadership and governance in DE
8. Explain the process of monitoring and evaluation in DE
9. Explain advocacy and marketing in DE
10. Develop advocacy and marketing strategy for DE
11. Explain the process of advocacy and marketing in DE

**Module Code:** DE05101  
**Module Title:** Provision of Tutorial and  
Administrative Support Services in  
Distance Education

**Module Credits:** 12

**Sub-enabling outcomes:**

1. Illustrate the concept of ODL
2. Examine learner support services in ODL
3. Examine factors guiding provision of learner support services
4. Describe tutorial support services
5. Describe administrative support services
6. Prepare administrative tools in distance education

**Module Code:** GET05101  
**Module Title:** Exploring Structure and Geomorphic  
Features of the Earth

**Module Credits:** 12

**Sub-enabling outcomes:**

1. Explain Geography as a discipline of study
2. Explore the position of the earth in the solar system
3. Explore the structure of the Earth
4. Explore the materials which make the earth
5. Analyze the forces acting upon the earth and their resulting features

**Module Code:** HIT05102  
**Module Title:** Analyzing History of African Societies before Independence  
**Module Credits:** 12

**Sub-enabling outcomes:**

1. Analyze the development of the pre-colonial African Societies
2. Discuss pre-colonial modes of production
3. Assess the role of the Agents of Colonialism in Colonization of Africa
4. Explain the establishment of European colonial rule in Africa
5. Analyze the African reaction to the imposition of colonial rule
6. Examine Africa Nationalism and Independent process

**Module Code:** KIT 06106  
**Module Title:** Kutumia fonologia na mofolojia ya Kiswahili sanifu katika mawasiliano

**Module Credit:** 9

**Sub Enabling Outcomes**

1. Kufafanua dhana ya lugha na sarufi
2. Kuonesha uhusiano uliopo katika tanzu za sarufi
3. Kufafanua fonolojia ya Kiswahili sanifu
4. Kufafanua mofolojia ya Kiswahili sanifu

**Module Code:** ENT05103  
**Module Title:** Application of English Phonology,  
Morphology and Semantics in  
Communication

**Module Credits:** 12

**Sub-enabling outcomes:**

1. Describe articulation of sounds
2. Explain stress and intonation patterns in English
3. Describe morphemes in English
4. Analyze word formations process in communication
5. Analyze stylistics in English
6. Analyze word classes
7. Use tenses in communication
8. Analyze phrases and clauses in English
9. Describe reported speech in English

**Module Code:** KIT05104  
**Module Title:** Kuchambua Fonolojia na  
Mofolojia ya Kiswahili

**Module Credits:** 12

**Sub-enabling outcomes:**

1. Kufafanua dhana ya Lugha na sarufi
2. Kuonesha uhusiano uliopo katika tanzu za sarufi
3. Kufafanua Fonolojia ya Kiswahili sanifu
4. Kufafanua Mofolojia ya Kiswahili sanifu

**Module Code:** MAT05106  
**Module Title:** Application of Basic  
Communication Skills

**Module Credits:** 15

**Sub-enabling outcomes:**

1. Use communication skills for effective learning facilitation
2. Use appropriate means of communication (technologies/media) in communicating with adult literacy programmes stakeholders
3. Demonstrate ability to use language structure correctly and appropriately in communicating with adult literacy programmes stakeholders
4. Manage communication barriers in order to communicate effectively with adult literacy programmes stakeholders

**Module Code:** MAT05107  
**Module Title:** Application of Basic Information  
and Communication Technology  
Skills

**Module Credits:** 15

**Sub-enabling outcomes:**

1. Use computer in searching educational information
2. Use computer in preparing documents
3. Use appropriate computer programme in conducting learning sessions
4. Use different technologies in carrying out adult literacy programmes
5. Use computer to design materials for awareness

- creation
6. Select ICT facilities to be used in advocacy and publicity of literacy programmes
  7. Use appropriate ICT facilities to conduct advocacy and publicity of literacy programmes

**Module Code:** HIT 05102  
**Module Title:** Analyzing History of African Societies before Independence  
**Module Credit:** 9

**Sub Enabling Outcomes**

1. Analyse the development of the pre-colonial African Societies
2. Discuss pre-colonial modes of production
3. Explain the establishment of European colonial rule in Africa
4. Assess the role of the Agents of Colonialism in Colonization of Africa
5. Analyse the African reaction to the imposition of colonial rule
6. Examine Africa Nationalism and Independent process

**Semester II**

**Regular Modules**

**Module Code:** DE05201  
**Module Title:** Provision of Guidance and Counseling in ODL  
**Module Credits:** 12

**Sub-enabling outcomes:**

1. Illustrate guidance and counseling in ODL
2. Describe counseling skills in ODL
3. Examine systems of guidance and counseling support services
4. Describe types counseling in ODL
5. Examine ways of providing guidance in ODL

**Module Code: DE05205**

**Module Title: Managing Distance Education Projects**

**Module Credits: 24**

**Sub-enabling outcomes:**

1. Examine the concept and phase of project
2. Determine project areas in DE and set indicators for successful project
3. Establish the link between the project team and other stakeholders
4. Describe the process of project planning and schedule of the project
5. Set values for project implementation and management
6. Manage risks of the project
7. Explain the concept of monitoring and evaluation of the project
8. Set the monitoring and evaluation indicators in distance education projects
9. Write monitoring and evaluation report

**Module Code:** KIT 06207  
**Module Title:** Kutumia stadi za sintaksia na semantiki ya Kiswahili sanifu katika mawasiliano

**Module Credit:** 9

**Sub Enabling Outcomes**

1. Kuchambua mikabala ya sarufi mapokeo na sarufi muundo, virai
2. Kuchambua kategoria za kisintaksia
3. Kufafanua semantiki ya Kiswahili sanifu

**Module Code:** HIT 05206  
**Module Title:** History Learning Facilitating Method

**Module credit:** 9

**Sub Enabling Outcomes**

1. Analyse History syllabus
2. Prepare History lesson
3. Prepare instructional materials for a History lesson
4. Apply facilitation methods in history
5. Guide learners in a learning process
6. Assess learning

**Module Code:** RC05203  
**Module Title:** Introduction to Research in Distance Education

**Module Credits:** 15

**Sub-enabling outcomes:**

1. Describe research concept
2. Explain types of research

3. Explain research area
4. Explain challenges facing research in DE
5. Find out research areas in DE
6. Explain research proposal
7. Describe components of research proposal
8. Examine qualities of research proposal
9. Write research proposal

**Module Code: DE05204**

**Module Title: Maintaining the Quality of  
Distance Education Programs**

**Module Credits: 18**

**Sub-enabling outcomes:**

1. Explain the concept of Quality Assurance in DE
2. Explain the importance of Quality Assurance in DE
3. Examine determinants of quality Assurance in DE
4. Explain quality indicators
5. Set quality indicators
6. Use quality indicators
7. Determine challenges for quality assurance
8. Determine strategies to overcome challenges in  
QA in DE
9. Examine QA kit for DE

**Module Code: GET05205**

**Module Title: Application of Geography Learning  
Facilitating Methods**

**Module Credits: 12**

**Sub-enabling outcomes:**

1. Analyze Geography syllabus

2. Prepare Geography lesson
3. Prepare instructional materials for a Geography lesson
4. Apply facilitation methods
5. Guide learners in a learning process
6. Assess learning

**Module Code:** HIT05206

**Module Title:** Application of History Learning  
Facilitating Methods

**Module Credits:** 12

**Sub-enabling outcomes:**

1. Analyze History syllabus
2. Prepare History lesson
3. Prepare instructional materials for a History lesson
4. Apply facilitation methods
5. Guide learners in a learning process
6. Assess learning

**Module Code:** ENT05207

**Module Title:** Application of English Learning  
Facilitating Methods

**Module Credits:** 12

**Sub-enabling outcomes:**

1. Analyze English syllabus
2. Prepare English lesson
3. Prepare instructional materials for English lesson
4. Apply facilitation methods
5. Guide learners in a learning process
6. Assess learning

**Module Code:** KIT05208  
**Module Title:** Mbinu za Kuwezesha Ujifunzaji wa Somo la Kiswahili  
**Module Credits:** 12

**Sub-enabling outcomes:**

1. Kuchambua vijenzi vya mtaala wa Kiswahili
2. Kuandaa azimio la kazi
3. Kuandaa andalio la somo
4. Kuandaa Vifaa vya kuwezeshea
5. Kutumia mbinu shirikishi za kuwezeshea
6. Kupima Ujifunzaji

**4.3.3 Ordinary Diploma in Distance Education (DDE, NTA LEVEL 6): ODL**

**Duration: 2 Semesters**

**Semester I**

**Regular Modules**

**Module Code:** FA 06102  
**Module Title:** Foundations of Open and Distance Learning

**Module Credit:** 10

**Sub-enabling outcomes:**

1. Explain the meaning and forms of education
2. Analyze education system of Tanzania
3. Trace the historical development of open and distance learning in pre and post colonial Tanzania
4. Apply philosophical ideas related to the practice of

- open and distance learning
5. Apply principles of education in open and distance learning

**Module Code:** DE 06104  
**Module Title:** Introduction to development of ODL materials

**Module Credit:** 10

**Sub Enabling Outcomes**

1. Analyse nature of ODL study materials
2. Examine procedure of developing study materials for ODL
3. Select media for distance education
4. Coordinate the distribution of ODL study materials

**Module Code:** FA 06101  
**Module Title:** Introduction to Psychology of Adult Learning

**Module Credit:** 12

**Sub Enabling Outcomes**

1. Conceptualize educational psychology
2. Analyse qualities of adult learner
3. Examine psychology of adult learning
4. Motivate adult learners to learn

**Module Code:** MA 06103  
**Module Title:** Assessment and Evaluation of Educational Programmes

**Module Credit:** 10

**Sub Enabling Outcomes**

1. Explain the importance of conducting assessment and evaluation in distance education
2. Construct relevant assessment/evaluation tools (test items)
3. Apply taxonomies of educational objectives in designing assessment tasks
4. Plan for classroom test
5. Describe qualities of assessment tools
6. Describe factors influencing validity and reliability of test scores
7. Explain two ways of interpreting the test scores (assessment results) such as –Norm-referenced and criterion-referenced interpretations
8. Describe measures of central tendency: (mean, median , mode)
9. Describe measures of dispersion/variation (range, variance, standard deviation)

**Module Code: KIT 06107**

**Module Title: Kuandaa mchakato wa uwezeshaji**

**Module Credit: 9**

**Sub Enabling Outcomes**

1. Kuchambua vijenzi vya mtaala wa Kiswahili
2. Kuandaa azimio la kazi
3. Kuandaa andalio la somo
4. Kuandaa vifaa vya kuwezeshea
5. Kutumia mbinu shirikishi za kuwezesha
6. Kupima ujifunzaji

**Module Code: HIT 06106**

**Module Title: Development of Capitalism in Europe**

**Module Credit: 9**

**Sub Enabling Outcomes**

1. Examine the development of Capitalism in Europe
2. Discuss the World Economic Crisis in Europe
3. Explain the outbreak of the world dictatorship in Europe

**Module Code: GET 06108**

**Module Title: Measurements and Information  
Interpretation in Geography**

**Module Credit: 9**

**Sub Enabling Outcomes**

1. Interpret maps
2. Interpret photographs
3. Use statistical methods in geography
4. Apply basic skills of the elementary survey
5. Apply basic field research skills to deal with geographical information

**Module Code: ENT 06105**

**Module Title: English Syntax and Stylistics**

**Module Credit: 9**

**Sub Enabling Outcomes**

1. Analyze word classes
2. Use tenses in communication
3. Analyse phrases and clauses in English
4. Describe reported speech in English

## Semester II

### Regular Modules

**Module Code:** FA06201

**Module name:** Interpreting Curriculum for ODL programmes

**Module Credit:** 10

#### Sub Enabling Outcomes

1. Conceptualise the Adult and Non Formal Education System
2. Examine different ODL programme curricula
3. Analyze ODL curriculum materials
4. Examine a modularized syllabus
5. Organise learning and facilitation
6. Design Authentic Assessment Tasks

**Module Code:** MA 06203

**Module Title:** Managing Resources in Open and Distance Learning

**Module Credit:** 10

#### Sub Enabling Outcomes

1. Examine resources in open an distance learning
2. Manage financial resources in open and distance learning
3. Manage human resources in open and distance learning
4. Manage records in open distance learning
5. Manage physical resources in open and distance learning

**Module Code:** MA 06202

**Module Title:** Application of Entrepreneurship in Open and Distance Learning

**Module Credit:** 9

**Sub Enabling Outcomes**

1. Conceptualize the entrepreneurship
2. Analyze the features of an entrepreneur in Open and Distance Learning
3. Examine the influences of entrepreneur behaviour in Open and Distance Learning
4. Conduct advocacy of distance learning programmes
5. Intergrate the elements of entrepreneurship in Open and Distance Learning

**Module Code:** KIT 06207

**Module Title:** Kuchambua kazi za fasihi andishi ya Kiswahili

**Module Credit:** 9

**Sub Enabling Outcomes**

1. Kufafanua nadharia ya fasihi ya Kiswahili
2. Kuchambua nadharia ya uhakiki
3. Kuhakiki ushairi wa Kiswahili
4. Kuhakiki riwaya ya Kiswahili
5. kuhakiki tamthiliya ya Kiswahili

**Module Code:** GET 06205

**Module Title:** Introduction to Human Geography

**Module Credit:** 9

**Sub Enabling Outcomes**

1. Explain the human activities and spatial relationships
2. Analyse cases of human activities and their role to development
3. Analyse human population and settlements

**Module Code:** FA06204  
**Module Title:** Teaching Practice  
**Module Credit:** 9

**Module Code:** RC 06206  
**Module Title:** Research Based Project  
**Module Credit:** 9

## **5.0 MASS EDUCATION AND WOMEN DEVELOPMENT DEPARTMENT**

The department works to educate the broader population on various development issues and has reached millions of people in its previous campaigns such as those on Literacy (1970), Agriculture and Politics (1970), Man is Health (1973), The Electoral Sensitisation programme (1995), Change of Attitude to Combat HIV/AIDS (2001) and Mass Education on Election Expenses Act 2010. The department is divided into three sections Mass Education, Women and Gender Development as well as Guidance and Counseling.

### **Main Functions**

- Designing mass education programmes and conducting research and evaluation on various socio-economic and political aspects of development.
- Initiating national campaigns on cross cutting issues such as HIV/AIDS, poverty, literacy and the environment.
- The production of newsletters, journals and study materials.
- The empowerment of women, girls and disadvantage groups including the elderly and the handicapped.

- Organising seminars and workshops for specific target groups and needs in the community.
- Producing teaching and simple post-literacy reading materials for adult learners.
- Conducting short tailor-made courses.

### **5.1 Academic Programmes**

The department of Mass Education and Women Development offers training in:

i) **Basic Certificate in Journalism and Mass Communication- National Technical Award (NTA level 4)**. The programme prepares students who gather; write news stories and produces programmes which are professionally and legally sound in English and Kiswahili. It has minimum of 120 credits covered in two semesters. Upon successful completion of NTA Level 4, a student may continue to NTA Level 5.

ii) **Technician Certificate in Journalism and Mass Communication- (NTA Level 5)**

This programme prepares a student to write and present diverse print and electronic media stories, features and public relations (PR) materials as well as operate audio, video and photographic equipment. It has minimum of 120 credits covered in two semesters. Successful completion of this level leads to the award of Technician Certificate in Journalism and Mass Communication.

### iii) Ordinary Diploma in Journalism and Mass Communication - (NTA Level 6)

Students in this programme are from NTA Level 5. The programme prepares students to write, produce, edit and manage analytical and investigative print and electronic materials. This is a two semester programme subject to completion of NTA Level 5 and leads to award of Diploma in Journalism and Mass Communication.

## 5.2 Module Profile

### Basic Certificate in Journalism and Mass Communication (NTA level 4)

**Duration: Two Semesters**

#### Semester I

Module Code	Module Title	Module Credit
JST04101	History of Journalism	6
JST04103	Journalism Ethics and Practice	6
JST04104	News Concepts and Values	10
JST04108	English for Journalists	18
JST04109	Basic Computer Application	9
JST041010	Kiswahili Kwa Waandishi wa Habari	19

## Semester II

<b>Module code</b>	<b>Module title</b>	<b>Module Credit</b>
JST04202	Journalism and Society	6
JST04205	Interview and News Gathering	20
JST04206	News Writing	21
JST04207	Introduction to Media Law	5

## Semester I

<b>Module Code</b>	<b>JST04101</b>
<b>Module Title</b>	<b>History of Journalism</b>
<b>Module Credits:</b>	<b>6</b>

### Sub-enabling outcomes:

1. Describe journalism concepts
2. Explain principles of Journalism
3. Trace history of journalism

<b>Module Code</b>	<b>JST04103</b>
<b>Module Title</b>	<b>Journalism Ethics and Practice</b>
<b>Module Credits:</b>	<b>6</b>

### Sub-enabling outcomes:

1. Explain ethical requirements of journalism
2. Outline Educational requirement of journalism
3. Demonstrate the attributes of journalist

<b>Module Code</b>	<b>JST04104</b>
<b>Module Title</b>	<b>News Concepts and Values</b>
<b>Module Credits:</b>	<b>10</b>

### Sub-enabling outcomes:

1. Describe News
2. Determine news values
3. Differentiate between the different types of news
4. Describe news gathering techniques

**Module Code** JST04108  
**Module Title** English for Journalists  
**Module Credits:** 18

**Sub-enabling outcomes:**

1. Demonstrate proper use of English grammar and structure in constructing sentences.
2. Demonstrate reading, listening, writing and speaking skills in English.
3. Produce text in English
4. Apply parts of speech
5. Apply tenses
6. Use English clauses and phrases in constructing sentences
7. Explain principles of good and effective writing
8. Explain methods of improving reading and note taking skills

**Module Code** JST04109  
**Module Title** Basic Computer Application  
**Module Credits:** 9

**Sub-enabling outcomes:**

1. Perform basic word-processing and spreadsheet applications
2. Use computer in information and communication processes
3. Differentiate parts and accessories of a computer and their functions

4. Distinguish various computer software
5. Perform Basic computer operating system operations
6. Apply computer software for information communication processes
7. Use internet in information communication processes

**Module Code**                    **JST041010**  
**Module Title**                    **Kiswahili Kwa Waandishi wa Habari**  
**Module Credits:**                **19**

**Sub-enabling outcomes:**

1. Ainisha na tumia aina za maneno katika kutunga sentensi
2. Tumia kirai na kishazi katika kutunga senstesi
3. Ongea Kiswahili fasaha
4. Sikiliza na elewa kinachozungumzwa
5. Tumia mbinu za Kusikiliza kutekeleza shughuli zako
6. Ainisha lahaja mbalimbali za Kiswahili
7. Elezea kanuni za uandishi bora

**Module Code**                    **JST04105**  
**Module Title**                    **Basic Computer Application**  
**Module Credits:**                **10**

**Sub-enabling outcomes:**

1. Differentiate parts and accessories of a computer and their functions
2. Distinguish various computer software
3. Perform Basic computer operating system operations
4. Apply computer software for information communication processes
5. Use internet in information communication processes

## Semester II

**Module Code** JST04202  
**Module Title** Journalism and Society  
**Module Credits:** 6

**Sub-enabling outcomes:**

1. Explain information education and entertainment roles of journalism in the society.
2. Illustrate the watchdog role the media plays.
3. Describe Mobilisation role of journalism.

**Module Code** JST04205  
**Module Title** Interview and News Gathering  
**Module Credits:** 20

**Sub-enabling outcomes:**

1. Explain the concepts and principles of interviewing.
2. Apply interviewing techniques in collecting news.
3. Write news stories, features, captions and commentaries for print and electronic media.
4. Observe inverted pyramid and wine glass rules in news writing for print and electronic media.
5. Apply different styles of news presentations.

**Module Code** JST04206  
**Module Title** News Writing  
**Module Credits:** 21

**Sub-enabling outcomes:**

1. Describe news
2. Determine news values
3. Differentiate between different types of news
4. Describe news gathering techniques

**Module Code** JST04207  
**Module Title** Introduction to Media Law  
**Module Credits:** 5

**Sub-enabling outcomes:**

1. Explain media laws
2. Observe Law of Defamation
3. Explain defence to defamation
4. Explain plagiarism
5. Identify laws governing media
6. Observe Copyright Law and Neighbouring Right Acts (1999)

**5.3 Mode of Training**

**5.3.1 Facilitation and Learning Sessions**

Modules are facilitated in lectures (Interactive lectures) and plenary sessions combined with seminars or tutorials and practical assignments each week. Students are required to prepare themselves and follow up with self studies for each required module. All lecturers are available for individual counseling and guidance.

Diploma students who are studying through open and distance learning will meet in face-to-face programmes organized at the centres in the regions. The other time will be utilized by the students themselves interacting with the study materials in physical separation from the tutors.

### **5.3.2 Semester Paper Writing (Project)**

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

### **5.3.3 Research**

Research work, in the form of Independent study and Research-Based 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.

## **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.

A candidate who fails to pass continuous assessment will be given an opportunity to supplement the continuous assessment in the failed module, failure to which will lead to repeating the module.

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 Examinations Board 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 works must be written in the answer booklet or script and cancelled through.
- 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,
- (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.

#### **6.1.5 Discontinuation from Studies**

Students will be discontinued from studies 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 Examinations Regulations.
- (d) Failure to pay student fees, and other charges.
- (e) Disciplinary offence as described by the by-laws of the Institute of Adult Education.

#### **6.1.6 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 examinations 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 decides to attempt the examination and eventually fails and appeals, the appeal will not fall on the grounds for consideration.

## **6.2 Module Assessments**

### **6.2.1 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 shall be completed prior to its examination at the end of a semester in which it is offered.

The continuous assessment results for each module shall be completed and feedback on students' performance will be given to them prior to sitting of respective end of module or semester examination.

**Semester course work assessment for students in the conventional programme**

➤ Practical work/Project	-	10.0
➤ Timed Essay/Test	-	10.0
➤ Portfolio	-	10.0
➤ Presentation & Participation	-	05.0
➤ Mid Semester Examination	-	<u>15.0</u>
<b>Total</b>	-	<b><u>50.0</u></b>

A classification of assessments and pass mark for continuous assessment for the full time (conventional) students is shown in the following table:

<b>Na</b>	<b>Programme</b>	<b>Total coursework</b>	<b>Pass mark Score</b>
	Certificate (NTA Level 4&5)	50 marks	25 marks
	Ordinary Diploma (NTA Level 6)	50 marks	22.5 marks
	Bachelor degree	50 marks	20 arks

**Semester coursework assessment for diploma students through open and distance learning**

➤ Individual Assignment	-	05.0
➤ Practical work/Project	-	10.0
➤ Portfolio	-	05.0
➤ Mid Semester Examination	-	<u>20.0</u>
<b>Total</b>	-	<b><u>40.0</u></b>

A classification of assessments and pass mark for continuous assessment in open and distance learning is shown in the following table:

**Continuous assessment for students through open and distance learning programmes**

<b>Na</b>	<b>Programme</b>	<b>Total coursework</b>	<b>Pass mark Score</b>
	Technician Certificate (NTA Level 5)	40 marks	20 marks
	Ordinary Diploma (NTA Level 6)	40 marks	18 marks

**6.2.2 Semester Examinations**

The final examination will be marked out of 50 marks which will add to 50 marks of continuous assessment to make a grand total of 100 marks for the full time programmes. Pass marks will be the same as that of continuous assessment. 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 provided that he/she has attained a minimum G.PA of 2.0.

... learning programme, the ... will be marked out of 60 marks which will add to 40 marks of continuous assessment to make a grand total of 100 marks. Pass marks is 30 marks and 27 marks for NTA Level 5 and NTA Level 6 respectively. 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 provided that he/she has attained a minimum G.P.A of 2.0.

### 6.2.3 Grading Systems

Grade	Definition	Certificate (NTA Level 4 & NTA Level 5)		Ordinary Diploma		Bachelor Degree	
		Range of marks	Point	Range of Marks	Point	Range of Marks	Point
A	Excellent	80-100	4	75-100	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	Marginal fail	40-49	1	40-44	1	35-39	1
F	Fail	0-39	0	0-39	0	0-34	0
<b>Minimum Pass</b>		C		C		C	

## 6.2.4 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
		Lower Second Class	2.7-3.4	Lower Second Class	2.7-3.4
Pass	2.0-2.9	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.

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

Where 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.

#### **6.2.5 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](http://www.iae.ac.tz) and notice boards at the Head office in Dar es Salaam.

#### **6.2.6 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.

## 7.0 IAE ACADEMIC STAFF (HEAD OFFICE)

### **Dr. Fidelice S. Mafumiko:**

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Teachers College) 2006.

**Sempeho I.S. Sempeho:**

Msc. Chemistry (UDSM) 2012; Bsc. Ed. (UDSM) 2009;  
Teaching L. (Korogwe TTC) 2006.

**Beatus Mwendwa:**

Msc. Ed for sustainability (London South Bank  
University) 2013; MBA (OUT) 2011; Bsc. (SUA) 2008;  
Dip Ed (Butimba) 2005.

**Martin Tarimo Modaha:**

MA Linguistics (UDSM) 2012; BA Ed (University of  
Arusha) 2009.

**Subiri Katete:**

MA Education Mgt (UDSM) 2012; BA Linguistic,  
English & Literature (UDSM) 2008.

**\*Anthony Nyangarika:**

Msc Economic Cybernetic (Ukraine) 2011; Bsc  
Business & Economics (Ukraine) 2010.

**Zacharia Ngasa:**

MBA Finance (University of Gloucestershire, UK)  
2011; PGD Business Mgt (UK) 2010; BA Ed  
(University of Arusha) 2009.

**Atupele Kamage:**

MA Kiswahili (UDOM) 2011; BA Ed in Arts (UDSM)  
2008.

**Edgar Mwela:**

MBA Finance (SAUT) 2012; CPA (2012);  
BA Accounting and Finance (SAUT) 2010.

**Scholastica E. Kileo:**

MPA (Public Administration) (University of Mzumbe)  
2012; MA Kiswahili (UDSM) 2011; BA.Ed (OUT)  
2009; Dip Ed (Marangu TTC); 1999.

**Abtwalibu Salim**

MA (Education) (UDOM) 2012; BA (Education) (UDSM) 2006

**Samwel Gasuku Mwita**

MA in Mass Communication (SAUT), 2014;  
BA in Mass Communication (SAUT) 2010.

**Deogratius Protus**

BA. Arts in Theater and Film (UDOM) 2013.

**Dr. Steven Magembe:**

PhD Rural Development (Food Security and Safety) SUA, 2014; MA - Rural Development (SUA), 2008; BSc. Agriculture General (SUA), 2003; Dip. Education (Physics & Maths) (DSM Teachers' College) 1997.

**Dr. Godfrey M. Mnubi,**

PhD in Educational Foundations and Research (UND) 2013; Master of Science in Social Responsibility (SCSU) 2007; Bachelor of Arts in Business Administration (Marketing) 2004.

\* On study leave

## **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 President whose term of Office is normally one academic year.

**Currently the IAESO is under the following leaders:-**

- 1) President: KASELA, Abas
- 2) Vice President: SHADRACK, Neema
- 3) Prime Minister: RAMADHAN, Hussein
- 4) General Secretary: MPHANYE, Jenitha
- 5) Speaker: FERUZ, Asha
- 6) Deputy Speaker: JOSIAS, Joseph

**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 is conditional 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 nearby 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 Saturdays. The library is not open on Sundays 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 Centre Library, 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 materials 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 Association of Tanzania Higher Learning Institutions. It uses play grounds of neighboring Institutions particularly Zanaki Secondary School.

Among the plays and games include: athletics, Basketball, Table-tennis, volleyball, netball and football.

## **8.9 Bursaries and Fees**

### **8.9.1 General**

The Institute of Adult Education (IAE) will only accept students who have produced a written commitment or evidence from their sponsors they will be adequately financed during their course.

Tuition and other fees for the entire 2012/13 Academic Year are due and payable prior to registration. The Institute may however, allow these payments to be paid by Instalments. Students or their sponsors shall deposit payments into the indicated Institute account and present original bank pay-in slip for acknowledgement and proceeds for registration, issuing of an identity card for the current semester, which will permit them to attend classes or use any of Institute facilities.

**Name of Account:** Institute of Adult Education  
**Account Number:** 20601100081  
**Banker:** NMB, Morogoro Road Branch

### 8.9.2 Payment Instalments

All students including private sponsorship, those being sponsored by employers or other agencies, must pay 2/3 of annual to register for 1<sup>st</sup> semester and must pay the entire balance to register for 2<sup>nd</sup> semester.

### 8.9.3 Loans Board Students

First year students expecting to receive loans from HESLB must provide evidence that they will receive such a loan and must pay required amount, to register for 1<sup>st</sup> semester, regardless of the amount they expect to receive. These students must pay the amount required to bring up to 1/2 of annual fees based on their means test (MT).

HESLB students whose MT are unknown at the time of registration shall pay 1/2 of annual fees. Excess fee payment shall be carried over to the next year.

HESLB students must pay the balance of 1<sup>st</sup> semester tuition as soon as they or the Institute receives official notice of their MT level from the HSLB and not later than three (3) weeks prior to 1<sup>st</sup> semester exams, even if they have received nothing from HESLB.

Continuing students who received a loan in the previous year must pay the amount to cover the gap between their loan level and 2/3 of annual fee to register for 1<sup>st</sup> semester.

In all cases, loans students must pay the balance of their share of tuition and all other fees prior to registration for 2<sup>nd</sup> semester.

#### **8.9.4 Refunds for Overpayment**

The Institute shall not refund overpayments while a student is enrolled and continuing with studies, but shall carry credits forward to subsequent Academic Years. There are no exceptions.

#### **8.9.5 Penalty for Late Registration**

The Institute provides a limited time for registration both for continuing and first year students. After the expiry of the stated period, the students who reports after that period will be required to pay a stated amount of fee as penalty which will be also indicated in the students' receipt.

#### **8.9.6 Multiple Sponsorship**

The Institute shall limit multiple sponsorship of students, especially for those students supported by HESLB. For the case of HESLB student, multiple sponsorships are restricted under the Memorandum of Understanding (MOU) signed between HSLB and IAE for the general case, IAE ethical standards required due diligence with money entrusted to us from sponsors and required compliance with the Bank of Tanzania anti-Money Laundering Policies.

#### **8.9.7 The limitations are as follows**

1. The Institute shall not distribute any excess sponsorship funds to any students. Excess funds are those above the total tuition and fees a student shall owe during the entire course of study at IAE.
2. In the case where one sponsor is HESLB, the IAE shall return ALL the excess funds to HESLB, as loan repayment for the student. IAE shall ensure there is adequate and conclusive communication the student's loan balance at HESLB is reduced by the amount returned. This allows HESLB to reallocate its limited resources to other needy students and demonstrates payment credibility.
3. In other cases, the Institute shall return excess sponsorship funds to one or more of the multiple sponsors. Which sponsor receives a refund shall be a joint decision by the Institute, the sponsors and the student, with written confirmation of the agreed refund procedure. Sponsors who wish to provide extra allowances to a student to make private arrangements in such situations. All funds

deposited to Institute accounts are subject to the policies and procedures outlined above.

#### **8.9.8 Withdrawal from Studies and Refund Policy**

Every Student admitted to IAE is considered to have committed to a particular program of study for the full duration of the specific program. However, for genuine reasons a student may withdraw from studies by writing a letter to the Deputy Director (Academic, Research and Consultancy) through the Head ACES Department copying the same to his or her sponsor and the Deputy Director (Planning, Finance and Administration) and Chief Accountant.

Upon acceptance of the withdrawal, the students' sponsor may apply for a refund of only the tuition fee for the unattended semester. In other words, a student who withdraws in 1<sup>st</sup> Semester is only eligible for a refund of 2<sup>nd</sup> semester tuition payments. Such refunds shall be made to the sponsor. Other fees, including those for Application, Registration, Student Organization, Examination, and Student ID shall not be refunded.

#### **8.9.9 Fees**

The IAE Governing council approved the Institute Fee structure and overall student' cost components as in the following tables:

**FEE STRUCTURE FOR THE CONVENTIONAL (FULL-TIME) PROGRAMME IN  
THE ACADEMIC YEAR 2015/2016**

ITEM	PROGRAMMES					
			DIPLOMA	BACHELOR DEGREE		
Payable direct to IAE	BASIC CERTIFICATE (NTA Level 4)	TECHNICIAN CERTIFICATE (NTA Level 5)	NTA Level 6	NTA Level 7	NTA Level 7	NTA Level 8
Registration fee	10,000	10,000		10,000		
Examinations	30,000	30,000	30,000	30,000	30,000	30,000
Students' Union	20,000	20,000	20,000	20,000	20,000	20,000
Student ID	10,000	10,000		10,000		
Sports & game	20,000	20,000	20,000	20,000	20,000	20,000
Prospectus	15,000	15,000	15,000	15,000	15,000	15,000
Tuition fees	500,000	660,000	600,000	880,000	900,000	880,000
NACTE fee	10,000	15,000	15,000	20,000	20,000	20,000
Projects/ Research supervision	15,000		25,000			35,000
Certificate & Transcripts	25,000		35,000			40,000
<b>Sub total</b>	<b>655,000</b>	<b>780,000</b>	<b>760,000</b>	<b>1,005,000</b>	<b>1,005,000</b>	<b>1,060,000</b>
<b>Payable direct to Student</b>						
Books and stationery	100,000	100,000	150,000	300,000	300,000	200,000
Boarding and lodging & meals	800,000	800,000	800,000	1,200,000	1,200,000	1,200,000
Fieldwork and travel		300,000		600,000	600,000	
Production of project reports		50,000	75,000			200,000
<b>Student Sub Total</b>	<b>900,000</b>	<b>1,200,000</b>	<b>1,025,000</b>	<b>2,100,000</b>	<b>2,300,000</b>	<b>1,600,000</b>
<b>Grand Total</b>	<b>1,555,000</b>	<b>1,980,000</b>	<b>1,785,000</b>	<b>3,105,000</b>	<b>3,105,000</b>	<b>2,660,000</b>

**FEE STRUCTURE FOR DIPLOMA THROUGH OPEN AND  
DISTANCE  
LEARNING PROGRAMME IN THE ACADEMIC YEAR  
2015/2016**

CATEGORY	NO.	ITEM	1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR
Payable direct to IAE		Registration fee	10,000	-	-
		Student's Identity Card	10,000	-	-
		Tuition fee	500,000	450,000	450,000
		Prospectus	15,000	15,000	15,000
		Examinations	30,000	30,000	30,000
		Field Practice	-	30,000	-
		Project and Research supervision		25,000	-
		Certification and transcript	-	-	30,000
		Students' Organization*	20,000	20,000	20,000
		NACTE fee	15,000	15,000	15,000
		<b>Sub Total</b>	<b>600,000</b>	<b>585,000</b>	<b>560,000</b>

Student's personal costs (For use by student)	Books and stationery	100,000	100,000	100,000
	Fieldwork practice costs	-	300,000	-
	Travel to, and attendance of, face-to-face and examinations sessions	360,000	360,000	360,000
	Production of research reports	-	-	75,000
	<b>Sub Total</b>	<b>460,000</b>	<b>760,000</b>	<b>535,000</b>
<b>Grand Total</b>		<b>1,060,000</b>	<b>1,345,000</b>	<b>1,195,000</b>

**N.B:** \*Students' Organization Fee should be paid in the A/C No.: 2062300100, A/C Name: IAE Student Organization. National Microfinance Bank (NMB Bank)

## 9.0 PRIZES

Prize offered to best students in each year

S/N	Category of Prize	Eligibility	The prize Value
1.	Over all academic performance	1st student	Tsh. 75,000.00
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.

## 10.0 GRADUATION CEREMONY

The Institute holds a graduation ceremony at the hire of a formal dress for Tsh. 45,000/- for Diploma and certificate graduands while for bachelor degree is T.sh. 50,000/=. 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. 10,000/= per day as fine. More details are contained in the hire contract. The rates are subject to change and graduates shall be notified.

## 11.0 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. The IAE academic calendar for the year 2015/2016 is provided in detail in the following table.

DATE	ACTIVITY
9 <sup>th</sup> – 20 <sup>th</sup> November 2015	Registration and orientation of CACE, DACE DAECD BACE, BAECD first year students - DSM, MOROGORO and MWANZA campuses
9 <sup>th</sup> November 2015	Classes for first semester begin
1 <sup>st</sup> December 2015	Academic staff meeting with the IAE Director

5 <sup>th</sup> December, 2015	Get together party (Fresher's Ball) for first year students
8 <sup>th</sup> December, 2015	51 <sup>st</sup> Graduation Ceremony
14 <sup>th</sup> December, 2015	Registration and orientation of DACE through ODL
15 <sup>th</sup> December, 2015	Students' Assembly (Baraza)
28 <sup>th</sup> December 2015 – 10 <sup>th</sup> January, 2016	Mid Semester Examinations for all students
22 <sup>nd</sup> February 2016	First Semester Examinations for full time students begin
26 <sup>th</sup> February.2016	Adult Education day and AYLIF Inauguration
4 <sup>th</sup> March 2016	End of first Semester Examinations for full time students
5 <sup>th</sup> -25 <sup>th</sup> March, 2016	A three-week short break
7 <sup>th</sup> -19 <sup>th</sup> March, 2016	Marking of 1 <sup>st</sup> Semester Examinations & compilation of 1 <sup>st</sup> Semester Examination results
25 <sup>th</sup> March, 2016	Internal Examiners' Meeting
28 <sup>th</sup> March, 2016	Classes for second semester for students begin.
29 <sup>th</sup> March, 2016	Examinations Board Meeting
31 <sup>st</sup> March, 2016	Release of 1 <sup>st</sup> Semester Provisional Examination Results.
4 <sup>th</sup> April 2016	Face to Face for ODL students
18 <sup>th</sup> April, 2016	Supplementary/First sitting Examinations.

27 <sup>th</sup> April, 2016	Academic Staff Meeting.
30 <sup>th</sup> April, 2016	Release of Supplementary/First sitting Examinations Results
09 <sup>th</sup> -13 <sup>th</sup> May, 2016	Campaigns and elections of Students Organization Government
16 <sup>th</sup> May, 2016	Inauguration of new Students Organization Government
17 <sup>th</sup> May, 2015	Graduation Ceremony of ODL students
27 <sup>th</sup> May, 2016	Fare –well party to second year ODACE and third year BACE students
4 <sup>th</sup> June, 2016	Admission Board Meeting
7 <sup>th</sup> June, 2016	BACE II students beginning developing research proposal
8 <sup>th</sup> June, 2016	Face to face to students ODL
11 <sup>th</sup> July 2016	End of second Semester Examinations for full time students
15 <sup>th</sup> July, 2016	Field Practice orientation to students
16 <sup>th</sup> July, 2016	Long vacation begins 3 months
25 <sup>th</sup> July -5 <sup>th</sup> August, 2016	Marking of 2 <sup>nd</sup> Semester Examinations & compilation of 1 <sup>st</sup> Semester Examination results
10 <sup>th</sup> August, 2016	Internal Examiners' Meeting
15 <sup>th</sup> August, 2016	Release of 2 <sup>nd</sup> Semester Provisional Examination Results.
19 <sup>th</sup> August, 2016	Examinations Board Meeting

29th August, 2016	Beginning of field practice
August - September 2016	Field Practice
September, 2016	Supplementary and 1 <sup>st</sup> sitting examinations
7th. October 2016	End of field practice
14. October 2016	End of vacation

NB: These activities are the major milestones. In case of any new developments or changes, notification will be given.

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

## **12.0 REGIONAL CENTRES OF THE IAE**

### **12.1 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.

### **12.2 Regional Resident Tutors and Centres' Contact Addresses**

#### **Arusha**

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

**Coast**

Hellena Gega: BACE (IAE), 2013; Dip (IAE), 2008.

P. O. Box 30162, Kibaha

Tel. No. 023-402032

**Dar es Salaam**

Kasara Muganda: Msc. HRM (Mzumbe) 2012; 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**

Viollah Haule:

MA. Ed (Northampton UK) 2013 B.Ed. ADE (UDSM), 2006

P. O. Box 507, Iringa

Tel. No. 026-701004 or 026-702247

**Kagera**

Josephina Rweyemamu: B.Ed (OUT), 2010.

P. O. Box 361, Kagera

Tel. No. 028-2221179

**Kigoma**

Jonas Mtibika: M. Ed. (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**

Amina Mbughi: B.A Ed (UDSM), 1999  
P.O. Box 726, Moshi  
Tel No. 027 – 2751385

**Lindi**

Joyceline Semwenda: M. A Ed (UDSM), 2014; BEd  
(UDSM), 2006; DAE (IAE), 2001  
P. O. Box 370, Lindi  
Tel. 023-2202517

**Manyara**

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

**Mara**

Juvent Coelestine: M.A.Ed. Mgt (SAUT), 2013; B.Ed  
(UDSM), 1993  
P. O. Box 430, Mara  
Tel. No. 028-622177

**Mbeya**

Josephat Fabian Ambilikile: M. A. Ed. (UDOM), 2011;  
BEd ADE (UDSM), 2007  
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**

Steward .Z. Ndandu: MA.Ed. (UDOM), 2010; B.A.Ed.  
(MOUNT MERU University), 2008, Dip Ed (Butimba TTC),  
1997.  
P. O. Box. 223, Mwanza  
Tel. No. 028-2502833

**Rukwa**

Danken Kipeta: BACE. (IAE), 2013; Dip.ADE. (IAE) 2005  
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**

Said Kayege: M. A. Ed (SAUT), 2014; BEd (Arts) (UDSM),  
2007  
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**

Anna Ntikuvakule: B. A. Ed (DUCE)

P.O.BOX 562, Tabora.

Tel. No. 026-4531

**Tanga**

Denga Mayemba: Ad. Dip in ADE & CD (IAE), 2008

P O Box 727,

Tel. No. 027-2646174

**13.0 IAE CAMPUS CONTACT ADDRESSES****13.1 Morogoro Campus (WAMO)**

Dunstan N. Msamada:

M.A.Ed (UDSM), (2013);

BEd ADE (UDSM), 2008

P.O,Box 827,

Tel. No.023-2613230

**13.2 Mwanza Campus**

Steward Z. Ndandu,

MA Education (UDOM) 2010,

BA. Education (Mount Meru), 2008;

Dip in Education (Butimba) 1997;

P. O. Box 223, Mwanza

Tel No. 028 2502833

#### 14.0 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.**

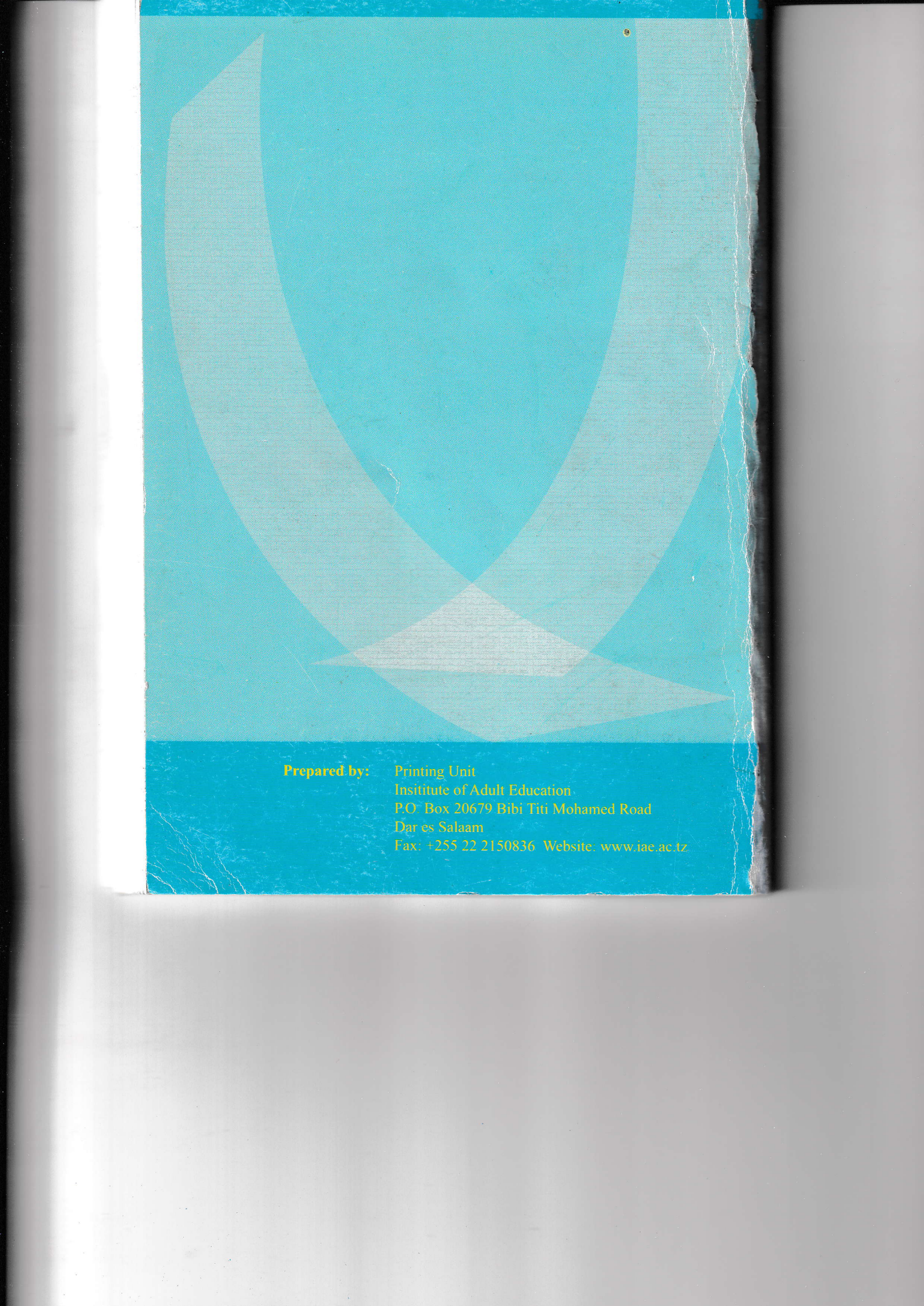
TANZANIA.

**Tel. No.:** 255-22-2150838 / 255-22-2151048

**Fax No.:** 255-22-2150836

**E-mail:** [info@iae.ac.tz](mailto:info@iae.ac.tz)

**Website:** [www.iae.ac.tz](http://www.iae.ac.tz)

The background of the page is a solid teal color. Overlaid on this are several large, semi-transparent white geometric shapes, including a large circle and several overlapping triangles and trapezoids, creating a layered, abstract design.

**Prepared by:** Printing Unit  
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