

INSTITUTE OF ADULT EDUCATION



PROSPECTUS

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P.O. Box 20679, Dar es Salaam, Tanzania
Tel.:255-22-2150838 / 255-22-2151048
Email: ddarc@iae.act.tz
Website: www.iae.ac.tz*

TABLE OF CONTENTS

TABLE OF CONTENTS	iii
1.0 INTRODUCTION	1
2.0 GOVERNING COUNCIL OF THE IAE.....	5
2.1 <i>The IAE Council</i>	5
2.2 Management of the IAE	5
2.3 <i>Heads of Departments</i>	7
2.4 <i>Heads of Units</i>	8
2.5 <i>Students Support Services</i>	10
3.0 ADULT AND CONTINUING EDUCATION STUDIES (ACES)	
DEPARTMENT.....	11
3.1 GENERAL INFORMATION ABOUT PROGRAMMES.....	11
3.1.1 <i>Academic Programmes</i>	11
3.1.1.1 <i>Basic Technician Certificate in Adult and Continuing Education (BTCACE) - NTA Level 4</i>	17
3.1.1.2 <i>Technician Certificate in Adult Education and Community Development (TCAECD) - NTA Level 5</i>	12
3.1.1.3 <i>Technician Certificate in Adult and Continuing Education (TCACE) – NTA Level 5</i>	13
3.1.1.4 <i>Ordinary Diploma in Adult and Continuing Education (ODACE) - NTA Level 6</i>	14
3.1.1.5 <i>Ordinary Diploma in Adult Education and Community Development (ODAECD) - NTA Level 6</i>	16
3.1.1.6 <i>Technician Certificate in Adult Education and Community Development (NTA LEVEL 5)</i>	17
3.1.1.7 <i>Bachelor Degree in Adult and Continuing Education - NTA Level 8</i>	20

3.1.1.8 Higher Diploma in Adult Education and Community Development - NTA Level 7	21
3.1.1.9 Bachelor Degree in Adult Education and Community Development - NTA Level 8.....	22
3.2 DETAILED INFORMATION ON MODULES.....	24
3.2.1 Basic Technician Certificate in Adult and Continuing Education (BTCACE NTA LEVEL 4)	24
3.2.2 Technician Certificate in Adult and Continuing Education (TCACE, NTALEVEL5)	28
3.2.3 Ordinary Diploma in Adult and Continuing Education (ODACE, NTA LEVEL 6) Semester I	36
3.2.4 Higher Diploma in Adult and Continuing Education (BACE, NTA LEVEL 7) Semester I	41
3.2.5 Bachelor Degree in Adult and Continuing Education (BACE NTA LEVEL 8) Semester I	55
3.2.6 Technician Certificate in Adult Education and Community Development (NTA LEVEL 5).....	63
3.2.7 Ordinary Diploma in Adult Education and Community Development (NTA LEVEL 6) Semester I.....	67
3.2.8 Higher Diploma in Adult Education and Community Development (NTA LEVEL 7).....	72
3.2.9 Bachelor Degree in Adult Education and Community Development (NTA LEVEL 8).....	81

4.0 THE DISTANCE EDUCATION (DE) DEPARTMENT	86
4.1 GENERAL INFORMATION ABOUT IAE PROGRAMMES.....	86
4.1.1 Academic Programmes	86
4.1.1.1 Basic Technician Certificate in Distance Education - NTA Level 4- through Open and Distance Learning (BTCDE)	86
4.1.1.2 Technician Certificate in Distance Education (TCDE) - NTA Level 5- through Open and Distance Learning.....	87
4.1.1.3 Ordinary Diploma in Distance Education (ODDE) - NTA Level 6- through Open and Distance Learning	89
4.2 DETAILED INFORMATION ON MODULES	91
4.2.1 Basic Certificate In Distance Education (CDE NTA LEVEL 4): ODL.....	91
4.2.2 Technician Certificate In Distance Education (CDE, NTA LEVEL 5): ODL	96
4.2.3 Ordinary Diploma In Distance Education (DDE, NTA LEVEL 6): ODL	106
5.0 MASS EDUCATION AND WOMEN DEVELOPMENT DEPARTMENT.....	112
5.1 GENERAL INFORMATION ABOUT PROGRAMMES... ..	112
5.1.1 Academic Programmes.....	112
5.1.1.2 Technician Certificate in Journalism and Mass Communication - (TJMC) (NTA Level 5)	114
5.1.1.3 Ordinary Diploma in Journalism and Mass Communication - (ODJMC) (NTA Level 6)...	115

5.2 DETAILED INFORMATION ABOUT MODULES.....	116
5.2.1 Basic Technician Certificate in Journalism and Mass Communication BTJMC (NTA level 4)	116
6.0 MODE OF TEACHING.....	120
7.0 ASSESSMENTS AND CERTIFICATION.....	122
7.1 Module Assessments.....	122
8.0 EXAMINATIONS REGULATIONS.....	125
9.0 IAE ACADEMIC STAFF (HEAD OFFICE)	130
10.0 STUDENTS WELFARE AT THE INSTITUTE.....	141
11.0 PRIZES	149
12.0 GRADUATION CEREMONY	149
13.0 IAE ALMANAC.....	150
14.0 REGIONAL CENTRES AND CAMPUSES OF THE IAE....	156
14.1 Regional Centres	156
15.0 CAMPUSES.....	160
16.0 ENQUIRIES.....	160

1.0 INTRODUCTION

1.1 Background

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.

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

- a. to offer certificates, diplomas and degree in adult education and other related fields.
- b. to offer programmes on academic and professional courses by both conventional and open and distance learning modes.
- c. to organize mass education through national campaigns, workshops and seminars on various cross cutting issues such as health, civic education, environment and gender.
- d. to produce publications such as journals, post-literacy readers, facilitation manuals, study materials and newsletters for the general public.

- e. to train adult educators and community development workers on participatory development approaches.
- f. to offer consultancy services in various fields of adult education to both government and non-governmental organizations.
- g. to provide printing services to publishers, institutions and other agencies.
- h. to conduct research on adult education and non-formal education and community development issues and etc.

1.2 Vision

The Vision of the IAE is:

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

1.3 Mission

The mission of IAE is:

“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 Academic Departments and Units

The IAE has the following three departments which offer academic programmes;

- Department of Adult and Continuing Education,
- Department of Distance Education, and
- Department of Mass Education and Women Development

In addition, IAE has a Short Courses Unit which organizes and delivers short courses to different target groups from time to time depending on the needs of the community at large. The emphasis is on providing a wide choice of courses for different target groups depending on their specific needs.

1.6 Programmes

The IAE offers both short courses and long-term programmes leading to Basic and Technician Certificates, Ordinary Diplomas and Degrees. Programmes are delivered through conventional, evening and by open and distance learning (ODL) modes supported by ICT.

The following are the long-term programmes offered at the IAE:

1. Basic Technician Certificate in Distance Education,
2. Basic Technician Certificate in Journalism and Mass Communication,
3. Basic Technician Certificate in Adult and Continuing Education,
4. Ordinary Diploma in Distance Education,
5. Ordinary Diploma in Adult and Continuing Education,

6. Ordinary Diploma in Journalism and Mass Communication,
7. Ordinary Diploma in Adult Education and Community Development,
8. Bachelor Degree in Adult and Continuing Education, and
9. Bachelor Degree in Adult Education and Community Development.

1.7 Mode of Delivery

Academic programmes at the IAE are offered in three different modes, namely; conventional, distance (Open and Distance Learning, ODL) and evening.

1.8 Accreditation

In terms of accreditation, the Institute of Adult Education is accredited by the National Council for Technical Education (NACTE) and it is a member of the Distance Education Association of Tanzania (DEATA); Distance Education Association for Southern Africa (DEASA); and Commonwealth Open Schooling Association (COMOSA).

1.9 Location of the IAE

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

The Institute has Regional Centers in 21 regional capitals in Tanzania mainland, which coordinate the implementation of IAE programmes.

2.0 GOVERNING COUNCIL OF THE IAE

2.1 The IAE Council

Council 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. Table 1 provides a list of the current members of the IAE Council:

Table 1. *Members of the IAE Council*

Names	Position
Prof. Elifas T. Bisanda	Chairperson
Dr. Fidelice M. S. Mafumiko	Secretary
Prof. Immanuel Bavu	Member
Prof. Emanuel Mjema	Member
Prof. Hamza Kiko	Member
Dr. Ali Mcharazo	Member
Dr. Charles Msonde	Member
Dr. Leonard Akwilapo*	Member
Mrs. Twilumba Mponzi	Member
Mrs. Basilina Levira	Member
Mr. Japhate K. L. Mwina	Member
Mr. Thomas Amos	Member

*Currently appointed as Deputy Minister, Ministry of Education, Science & Technology.

2.2 MANAGEMENT OF THE IAE

2.2.1 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.

2.2.2 Secretary to Council & Assistant to the Director

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

2.2.3 Deputy Director (Academic, Research & Consultancy)

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

2.2.4 Ag. Deputy Director (Planning, Finance & Administration)

Ms. Mary Watugulu,
M.A. Dev. Studies (Dublin), 2006;
PGD Management (Cyprus), 2000;
Adv. Dip Community Dev (Tengeru), 1994,
Certificate for Distance Education Practitioners (Botswana),
2013.

2.2.5 Chief Accountant

Mr. Makongoro Ally Masenza

MBA - Finance (Mzumbe), 2003; CPA (NBAA), 2001;

Dip. Acc (TIA), 1990.

2.2.6 Public Relations Officer

Mr. Timoth Anderson

M.sc. Human Resource Management (MU), 2013; B.A. Public

Relation and Advertising (UDSM), 2010

2.2.7 Registrar

Ms. Mugabe A. Mtani: M.A. Ed (UDSM), 2006;

B. Ed (UDSM) 2004;

Dip. ADE (IAE) 1999;

Cert. Ed (Butimba) 1989

2.3 Heads of Departments

2.3.1 Adult and Continuing Education Studies

Mr. Tadei Mamba

MBA (HRM) (UDSM), 2007; B.Ed (ADE) (UDSM); 2005; Dip.

Ed (Monduli), 1994

2.3.2 Mass Education and Women Development

Ms. Leonia Kassamia

M.A.Ed (UDSM), 2002;

B.Sc.Ed (UDSM), 2000;

Dip.Ed (Kleruu), 1995.

2.3.3 Distance Education

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

2.3.4 Regional Centres Coordination

Ms. Sylvia Shengena
B. Ed (UDSM), 1995.

2.3.6 Accounts and Finance

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

2.3.7 Personnel Management & Administration

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

2.4 Heads of Units

2.4.1 Internal Audit Unit

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

2.4.2 Procurement Management Unit

Mr. Sebastian Charles
CPSP (T), (PSPTB), 2010.
Ad. Dip. Procurement &Logistics (TIA), 2005.

2.4.3 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.

2.4.4 Research, Planning, Publication & Consultancy Unit

Dr. Honest J. Kipasika

PhD Env.Sc & Eng. (NM-AIST), 2016,

M.A Integ. Env. Managt (UDSM) 2007,

B.Sc. Env.Sc & Managt (SUA), 2004.

2.4.5 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

2.4.6 Printing Unit

Mr. Kasala Muganda

Msc.HRM (Mzumbe) 2012;

Adv.Dip.in ADE &CD (IAE) 2008;

Dip. In Ed (Butimba) 1999.

2.4.7 Quality Assurance Unit

Ms. Rosemary E. Issaka

B.Ed (UDSM), 2006;

Dip. Ed (Morogoro), 2001;

Cert. Ed (Morogoro), 1995.

2.5 Students Support Services

2.5.1 Dean of Students

Mr. Onesmo Kileo: M.A. Ed (DSM), 2007; B.A.Ed (DSM), 1991; Dip. ADE (IAE);
Cert. Ed (Butimba, 1979).

2.6.2 Library

Ms. Siwema Mohamed

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

2.5.3 Counseling

Ms. Elinak Marti

PGD Children & Youth Dev (Netherlands), 2004;
B.A. Ed (UDSM), 1997.

3.0 ADULT AND CONTINUING EDUCATION STUDIES (ACES) DEPARTMENT

3.1 GENERAL INFORMATION ABOUT PROGRAMMES

3.1.1 Academic Programmes

3.1.1.1 Basic Technician Certificate in Adult and Continuing Education (BTCACE) - NTA Level 4

This programme prepares students to teach adult literacy classes. It has a minimum of 120 credits covered in two semesters. Upon successful completion of this level, the student can either proceed to NTA Level 5 or be awarded a *Basic Technician Certificate in Adult and Continuing Education (BTCACE)*.

Table 2. Modules for BCACE NTA Level 4

Semester	Module title	Module code	Module credits	Status
I	Basic Communication Skills	MAT 04101	15	Core
	Basic Information Communication (ICT) Skills	M A T 04102	15	Core
	Introduction to Practice of Adult Education	FAT 04103	15	Core
	Initiating Adult Literacy Programmes	FAT 04104	15	Core
II	Teaching and Learning Materials	FAT 04205	15	Core
	Basic Adult Learning Facilitation Skills	FAT 04206	15	Core
	Kusoma, Kuandika na Kuhesibu	FAT 04207	15	Core
	Introduction to Psychology	FAT 04208	15	Core
<i>Total Credits</i>			120	

3.1.1.2 Technician Certificate in Adult Education and Community Development (TCAECD) - NTA Level 5

This programme prepares adult education teachers who will teach in both formal and non-formal primary and secondary education, adult literacy and plan and supervise adult education and community development programmes.

It has a minimum of 120 credits covered in two semesters and upon successful completion of this level, the graduate is awarded a *Technician Certificate in Adult Education and Community Development (TCAECD)*.

Table 3. Modules for TCAECD NTA Level 5

Semester	Module title	Module code	Module credits	Status
I	Communication Skills	MAT 05101	15	Core
	Information and Communication Technology	MAT 05102	15	Core
	Community Development	CDT 05103	15	Core
4II	Philosophy of Adult Education	FAT 05204	15	Core
	Psychology of Adult Learning	FAT 05205	15	Core
	Adult facilitation Methods	FAT 05206	15	Core
	Introduction to Research	RCT 05207	15	Core
	Project Planning and Management	CDT 05208	15	Core
	<i>Total Credits</i>		<i>120</i>	

3.1.1.3 Technician Certificate in Adult and Continuing Education (TCACE) – NTA Level 5

This programme prepares students who will assist the Head of Adult Education centres to plan, supervise and teach adult literacy centres. It has a minimum of 120 credits covered in two semesters. Upon successful completion of this level, the student is awarded a *Technician Certificate in Adult and Continuing Education (TCACE)*.

Table 4. Modules for TCACE NTA Level 5

Semester	Module title	Module code	Module credits	Status
I	Intermediate Communication Skills	MAT 05101	12	Core
	Intermediate Information and Communication Skills (ICT)	MAT 05102	15	Core
	Basic Principles of Psychology	FAT 05101	12	Core
	Structure and Geomorphic Features of the Earth	GET 05101	12	Option
	History of African Societies Before Independence	HIT 05102	12	Option
	English, Phonology, Morphology and Semantics in Communication	ENT 05103	12	Option
	Fonolojia na Mofolojia ya Kiswahili	KIT 05104	9	Option

II	Adult Literacy Support Services	FAT 05202	15	Core
	Basic adult Learning and Facilitation	FAT 05206	15	Core
	Basic of Educational Research	PCT 05201		Core
	Introduction to Guidance and Counseling	FAT 05203	12	Core
	Management and Leadership of Adult Education Programmes	MAT 05206	12	Core
	Geography Learning Facilitation Method	GET 05205	9	Option
	History Learning Facilitation Methods	HIT 05206	9	Option
	English Learning Facilitation Methods	ENT 05207	9	Option
	Njia za Ujifunzaji wa Somom la Kiswahili	KIT 05208	9	Option
<i>Total Credits</i>			<i>171</i>	

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

Students who join this programme **MUST** begin with NTA Level 5. The programme prepares adult literacy teachers and adult education coordinators. It also prepares students to design and supervise adult education and community development programmes. The programme has a minimum of 240 credits (i.e 120 credits in NTA Level 5 and 120 credits in NTA Level 6) which will be covered in four semesters. Upon successful completion of this level, the graduate is awarded a *Diploma in Adult and Continuing Education (ODACE)*.

Table 5. Modules for ODACE NTA Level 6

Semester	Module title	Module code	Module credits	Status
I	Introduction to distance Education	DET06103	12	Core
	Introduction to Philosophy of Adult Education	FAT 06101	15	Core
	Curriculum Development	FAT 06102	15	Core
	Measurement and Information interpretation in Geography	GET 06101	9	Option
	Development of Capitalism in Europe	HIT 06102	9	Option
	English Syntax and Stylistics	ENT 06103	9	Option
	Sintaksia na Semantiki ya Kiswahili	KIT 06104	9	Option
II	Addressing Cross Cutting Issues	MAT 06204	12	Core
	Educational Assessment and Evaluation	FAT 06205	12	Core
	Planning and management of Adult Education Projects	MAT 06205	12	Core
	Classroom Facilitation Practice (Field Practice)	FAT 06206	18	Core
	Introduction to human geography	GET 06205	9	Option
	Analysis of Literary Works	ENT 06207	9	Option
	Uchambuzi wa Fasihi Andishi ya Kiswahili	KIT 06208	9	Option
	Post Independence History	HIT 06206	9	Option
<i>Total</i>			<i>168 Credits</i>	

3.1.1.5 Ordinary Diploma in Adult Education and Community Development (ODAECD) - NTA Level 6

Students who join this programme MUST begin with NTA Level 5. The programme prepares adult literacy teachers and adult education coordinators to design and supervise adult education and community development programmes.

The programme has a minimum of 240 credits (i.e 120 credits in NTA Level 5) and 120 credits in NTA Level 6 which will be covered in two semesters. Upon successful completion of this level, the graduate is awarded a *Diploma in Adult Education and Communiy Developmeny (ODAECD)*.

Table 6. Modules for ODAECD NTA Level 6

Semester	Module title	Module code	Module credits	Status
I	Literacy and Development	FAT 06102	12	Core
	Community Participation and Planning	CDT 06103	12	Core
	Management Principles in Adult Education	FAT 06101	12	Core
	Entrepreneurship	CDT 06104	9	Fundamental
	Good Governance	CDT 06105	9	Fundamental

II	Curriculum Development	FAT 06206	12	Core
	Management of Adult Education and Community Development Programmes	MAT 06209	12	Core
	Environmental Studies	CDT 06207	9	Fundamental
	Gender and Development	CDT 06208	9	Fundamental
	Research Practice	RCT 06208	12	Core
	Field Attachment (in Community Development and Adult Education)	FAT 06206	12	Core
Total			120	Credits

3.1.1.6 Higher Diploma in Adult and Continuing Education-NTA Level 7

This programme prepares teachers who will teach in both formal and non-formal primary and secondary education, assist in conducting research and managing adult and non-formal education programmes. This programme is the first part of Bachelor Degree programme. It covers a minimum of 240 credits in four semesters in two years.

Table 6. Modules for HDACE NTA Level 7

Semester	Module title	Module code	Module credits	Status
I	Advanced Communication Skills	MAU 07101	12	Core
	Advanced Application of Information and Communication Technology (ICT) Skills	MAU 07102	12	Core
	Philosophy of Adult Education	FAU 07103	12	Core
	Introduction to Educational Psychology	FAU 07104	12	Core
	The planet Earth and Atmospheric Processes	GEU 07101	9	Option
	Linguistics, English Variation and Language Conflicts	ENU 07111	9	Option
	World history up to about 1200 A.D	HIU 07103	9	Option
II	Principles of Psychology in Adult Learning	FAU 07207	15	Core
	Learning Facilitation Approaches and Techniques	FAU 07208	15	Core
	Management of Literacy and Mass Education Programmes	MEU 07307	12	Core
	Geomorphic Processes	GEU 07212	9	Option
	Capitalism and Imperialism Trends in World History	HIU 07203	9	Option
	Stylistics and Semantics in English Language	ENU 07212	9	Option
	Kuchambua Sintakisia, Miundo Changamani ya Sarufi na Semantiki ya Kiswahili Sanifu	KIU 07217	9	Option

III	Management of Literacy and Mass Education	MEU 07307	12	Core
	Data analysis and Report Writing	RCU 07313	12	Core
	Project Planning and Management	CDU 07307	9	Core
	Analyzing Human Population and Activities	GEU 07317	12	Option
	Surveying History of East, Central and Southern Africa	HIU 07319	9	Option
	Translation and Interpretation in Language	ENU 07322	9	Option
	Kutafsiri na Kukalimani	KIU 07324	9	Option
	Classroom Facilitation Practice	FAU 07307	18	Core
IV	Curriculum Development and Evaluation	FAU 07412	9	Core
	Addressing Environmental, Gender Poverty and HIV issues	MEU 07420	15	Core
	Democracy, Governance and Human Rights Issues	MEU 07421	15	Core
	Interpretation of Maps and Photographs and Surveying Techniques	GEU 07425	9	Option
	Surveying History of West and North Africa and Exploring Post-Independence Africa	HIU 07427	9	Option
	Investigating Literature in Society, Creative Writing and Editing	ENU 07429	9	Option
	Kuchambua Misingi ya Nadharia za Uhakiki na Fasihi Simulizi ya Kiswahili	KIU 07431	9	Option
<i>Total</i>			324 Credits	

3.1.1.7 Bachelor Degree in Adult and Continuing Education - NTA Level 8

This programme prepares teachers who will teach in both formal and non-formal primary and secondary education, design and supervise adult education programmes, researchers and Community Based-Education programme Coordinators.

It is a two semester programme preceded by four semesters in NTA Level 7. Upon successful completion of this level, a graduate is awarded a *Bachelor in Adult and Continuing Education (BACE)*.

Table 7. Modules for BACE NTA Level 8

Semester	Module title	Module code	Module credits	Status
I	Management of Open and Distance Learning Programme	DEU 08101	12	Core
	Policy Analysis and Interpretation	MAU 08102	12	Core
	Management of Adult Education programmes	MAU 08103	12	Core
	Application of Statistical Methods in Geography	GEU 08101	9	Option
	Surveying History of Tanzania	HIU 08102	9	Option
	Variation of English	ENU 08103	9	Option

II	Fonolojia na Mofolojia ya Kiswahili Sanifu	KIU 08104	9	Option
	Programme Monitoring, Evaluation and Quality Control	RCU 08201	12	Core
	Development of Open and Distance Learning Study Materials	DEU 08205	9	Core
	Human Resource Management	MAU 08206	12	core
	Application of entrepreneurship skills	MEU 08207	12	Core
	Conducting Research	RCU 0820918	18	Core
	Geography Teaching Methods and Techniques	GEU 08204	9	Option
	History Teaching Methods	HIU 08209	9	Option
	English Teaching Methods	ENU 08214	9	Option
	Mbinu za Kufundishia na Kijifunza Somo la Kiswahili	KIU 08219	9	Option
<i>Total</i>			<i>162 Credit</i>	

3.1.1.8 Higher Diploma in Adult Education and Community Development - NTA Level 7

This programme prepares teachers who will teach in both formal and non-formal primary and secondary education, design and supervise adult education and community development programmes.

This programme is the first part of Bachelor Degree programme. It covers a minimum of 240 credits in four semesters in two years.

Table 8. Modules for HAECD NTA Level 7

Semester	Module title	Module code	Module credits	Status
I	Communication Skills	MAU 07101	9	Core
	Information and Communication Technology	MAU 07102	9	Core
	Principles and Philosophy of Adult Education	FAU 07203	12	Core
	Fundamentals of Psychology	FAU 07204	12	Core
	Socio-Economic Development Social Economic Development Analysis	CDU 07205	9	Core
	Project Planning and Management	CDU 07106	9	Core
II	Psychology in Adult Learning	FAU 07207	12	Core
	Learning Facilitation Approaches and Techniques	FAU 07208	12	Core
	Fundamentals of Research	RCU 07209	12	Core
	Principles of Community Development	CDU 07210	12	Core
	Entrepreneurship in Small and Medium Enterprise	CDU 07211	12	Core
III	Analysis of Democracy, Governance and Human Rights issues. Good Governance	07421	12	Core
	Research Methods	RCU 07313	9	Core
	Management principles	MAU 07314	9	Core
	Moral values and patriotism	MEU 07315	9	Core
	Management of Community Development Programmes	CDU 07313	12	Core
	Practicum (Adult Learning Facilitation Practice)	FAU 07318	18	Core

IV	Curriculum Development and Evaluation in Adult and Non-Formal Education	FAU 07412	12	Core
	Environmental, Gender and HIV/AIDS Issues	MEU 07420	12	Core
	Conflict Management	CDU 07422	9	Core
	Social Organization and Administration	CDU 07422	9	Core
	Adult education Management Practice (Field attachment)	FAU 07413	18	Core
<i>Total</i>			<i>255 Credits</i>	

3.1.1.9 Bachelor Degree in Adult Education and Community Development - NTA Level 8

This programme prepares teachers who will teach in both formal and non-formal primary and secondary education, design, supervise and manage adult education and community development programmes. It is a two semester programme (minimum of 120 credits) preceded by four semesters in NTA Level 7 (minimum 240 credits). Upon successful completion of this programme, a graduate will be awarded a *Bachelor in Adult Education and Community Development (BAECD)*.

Table 9. Modules for BAECD NTA Level 8

Semester	Module title	Module code	Module credits	Status
I	Data Collection and Research Report Writing (field)	RCT 08101	24	Core
	Management Practice (field attachment)	MAU 08102	24	Core
	Project Evaluation and Report Writing	RCU 08103	12	Core
II	Management of Open and Distance Learning Programme	DEU 08204	12	Core
	Policy Issues in Adult Education	MAU 08205	12	Core
	Programme Monitoring, Evaluation and Quality Control	MAU 08206	12	Core
	Guidance and counseling	FAU 08207	12	Core
	Organizational management and financial administration	MAU 08208	12	Core
<i>Total</i>			<i>120 Credits</i>	

3.2 DETAILED INFORMATION ON MODULES

3.2.1 Basic Technician Certificate in Adult and Continuing Education (BTCACE 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 (TCACE, NTALEVEL5)

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 Geomorphologic 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: RCT06208
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: Introduction to Educational Psychology

Module Title: FAU 07104

Module Credits: 12

Sub-enabling outcomes:

1. Analyze the concept of psychology
2. Analyze branches of psychology
3. Analyze human Development stages and the associated behaviours

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. Device strategies to cquire 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 Uhakiki 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 natural 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 nanadharia 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 kimofofolojia

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 (SMEs) 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: 12

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: MAT 06101
Module Title: Management Principles in Adult Education
Number of Credits: 12

Sub Enabling Outcomes

1. Describe Management
2. Explore the functions of Management
3. Devise strategies for personnel development and Motivation
4. Explain importance of Managing finance
5. Prepare budget
6. Devise strategies to maintain physical resources

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: Good Governance
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: FAT 06209
Name: Management of Adult Education and
Community Development

Number of Credits: 12

Sub Enabling Outcomes:

1. Examine the role of management in the practice of Adult Education
2. Explain the Importance of human resources in th practice of Adult education
3. Assess performance of personel
4. Solicit funds for adult education activities
5. Supervise use of funds
6. Determine required physical resources for Adult education programmes
7. Supervise use of physical resources

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: RCT06208
Name: Research Practice

Number of Credits: 12

Sub Enabling Outcomes:

1. Design research
2. Conduct research

Code: FAT 06206
Name: Field Attachment (in community development and adult education)

Number of Credits: 12

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: Communication Skills

No. of credits: 12

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: Information Communication 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: 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 Educational 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. Devise strategies to acquire resources
4. Implement the project activities

Semester II

Module Code: FAU07207

Module Title: Psychology of 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: 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: Research Proposal Writing Skills

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: 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 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: 18

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: MEU07421

Module Title: Democracy, Governance and Human Rights Issues

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: 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)

Semester I

Module Code: DEU 08101
Module Title: Management of Open and Distance Learning Programmes

Module Credit: 12

Sub-enabling outcomes

1. Identify needs for Open and Distance Learning programme
2. Develop ODL materials

3. Create awareness on ODL programme
4. Demonstrate ability to supervise and coordinate distribution of ODL study materials
5. Monitor implementation of ODL programmes
6. Provide learner supportive programme
7. Identify appropriate ways of assessing learning in ODL
8. Assess learners in ODL programmes
9. Evaluate performance in ODL programmes.

Module Code: MAU 08102

Module Title: Policy issues in Adult Education

Module Credit: 12

Sub-enabling outcomes

1. Analyse organizational needs regarding adult education and Community development programmes
2. Interpret national and other related institutional policies
3. Described theories and methods in public policy analysis
4. Involve stakeholders in policy formulation
5. Set policies, rules and regulations to guide organizational operations.

Module Code: MAU 08103

Module Title: Programme Monitoring Evaluation and Quality Control

Module Credit: 12

Sub-enabling outcomes

- 1 Demonstrate knowledge and skills on Quality Assurance in Adult and Continuing Education programme
- 2 Analyse educational quality assurance processes
- 3 Demonstrate ability to conduct monitoring and evaluation in
quality assurance
- 4 Prepare evaluation report
- 5 Identify ways of reporting programme's evaluation results
- 6 Disseminate evaluation findings

Module Code: FAU 08104

Module Title: Guidance and Counseling

Module Credit: 12

Sub-enabling outcomes:

1. Identify clients for guidance and counseling
2. Determine required community support for guidance and counseling
3. Analyze resource requirement
4. Analyze needed facilities and infrastructure for counseling
5. Locate facilities and structure for counseling
6. Analyze guidance and counseling principles
7. Apply theoretical principles in guidance and
8. Use different approaches of counseling

Module Code: MAU 08105
Module Title: Organizational Management and Financial Administration

Module Credit: 12

Sub-enabling outcomes:

1. Analyze functions of a leader
2. Set goals in line with organizational vision and mission
3. Prepare implementation plan for adult education and Community development programmes
4. Make decisions on the use of resources in adult education and community programme
5. Analyse professional standards in adult education and community development programmes
6. Apply professionalism in adult education programmes
7. Plan administrative tasks in adult education and community development programmes
8. Organise different functions in organization
9. Development procedures for controlling the quality of work
10. Examine the aspects of human resources strategies and planning in an organisation
11. Examine the aspects of human resources in field of adult Education in Tanzania
12. Examine management processes and functions in educational systems
13. Examine essence of coordination in management processes

Module Code: RCU 08206
Module Title: Data collection and Research Report Writing
Module Credit: 24
Sub-enabling outcomes:

1. Collect data using tools
2. Analyse data and draw conclusions and recommendations
3. Write Research Report

Module Code: MAU 08207
Module Title: Management Practice (Field Attachment)
Module Credit: 12
Sub-enabling outcomes:

1. Prepare implementation plan for adult education and community development programmes
2. Apply professionalism in adult education programmes
3. Plan administrative tasks in adult education and community development programmes.

Module Code: MAU 08208
Module Title: Management Practice (Field Attachment)
Module Credit: 24
Sub-enabling outcomes:

1. Develop tools for evaluation
2. Identify ways of reporting programme's evaluation results
3. Disseminate evaluation findings

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 learners 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 GENERAL INFORMATION ABOUT IAE PROGRAMMES

4.1.1 Academic Programmes

4.1.1.1 Basic Technician Certificate in Distance Education - NTA Level 4- through Open and Distance Learning (BTCDE) 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.

Table 10: Modules for BTCDE, NTA Level 4

Semester	Module title	Module code	Module credits	Status
I	Application of Information and Communication and Technology	ACE 04102	15	Core
	Application of Competence Based Assessment Methods in Distance Education	ACE 04106	20	Core
	Introduction to Open and Distance Learning	DE04101	20	Core
	Introduction to Communication Skills Distance Education	ME 04104	15	Core
II	Monitoring and Evaluation of Distance Education Learning Centers	DE 04205	20	Core
	Application of Adult Learning Methods in Distance Education	DE 04201	20	Core
	Facilitating Literacy Skills in Distance Education	ME 04208	09	Core
	Teaching Practice	FA04309	10	Core
<i>Total Credits</i>			<i>129</i>	

4.1.1.2 Technician Certificate in Distance Education (TCDE) - 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.

Table 11: Modules for TCDE, NTA Level 5

Semester	Module title	Module code	Module credits	Status
I	Provision of Tutorial and Administrative Support Services in Distance Education	DE 05101	12	Core
	Management and Administration of Distance Education Programmes	DE 05102	12	core
	Application of Basic Communication Skills	MAT 05106	10	Core
	Application of Information and Communication Technology in Distance Education	MAT 05107	10	Core
	Exploring Structure and Geomorphic Features of the Earth	GET 05101	9	Option
	Kutumia Fonolojia na Mofolojia ya Kiswahili sanifu katika mawasiliano	KIT 06106	9	Option
	Analysing History of African Society before independence	HIT 05102	9	Option
	Application of English Phonology Morphology and Semantics in Communication	ENT 05103	9	Option

II	Provision of Guidance and Counseling in Distance Education	DE05201	12	Core
	Introduction to Research in Distance Education	RC 05203	12	Core
	Maintaining the Quality of Distance Education Programmes	DE 05204	12	Core
	Managing Distance Education Projects	DE 05205	12	Core
	Application of Geography Learning facilitating Methods	GET 05205	9	Option
	Kutumia mbinu za kuwezesha ujifunzaji wa somo la Kiswahili	KIT 05208	9	Option
	History learning Facilitating Methodology	HIT 05206	9	Option
	Application of English Learning Facilitating Methodology	ENT 07207	9	Option
<i>Total Credits</i>			128	

4.1.1.3 Ordinary Diploma in Distance Education (ODDE) - 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.

Table 12 Modules for ODDE, NTA Level 6

Semester	Module title	Module code	Module credits	Status
I	Assessing Learning Open and Distance Learning	MA 06101	10	Core
	Applying Psychology in Distance Education	FA 06102	12	Core
	Open and Distance Learning	MA 06103	9	Core
	Developing Open and Distance Learning Study Materials	DE 06104 0716 69 72 14	9	Core
	Kuandaa Mchakato wa Uwezeshaji	KIT 06107	9	Option
	Development of Capitalism in Europe	HIT 06506	9	Option
	Measurement and Information Interpretation in Geography	GET 06101	9	Option
	English Syntax and Stylistics	ENT 06105	9	Option

II	Foundation of Distance Education in ODL	FA 06201	10	Core
	Applying Of Entrepreneurship in ODL	MA 06202	9	Core
	Developing Curriculum for ODL Programmes	FA 06203	12	Core
	Conducting Research Based Project	RC 06204	9	Core
	Kuchambua Fasihi Andishi ya Kiswahili	KIT 06207	9	Option
	Introduction to Human Geography	GET 06205	9	Option
	Analysis of Literary Works	ENT 06207	9	Option
	Post independence History of Africa	HIT 06206	9	Option
	Practicing Teaching	FA 06205	9	Core
<i>Total Credits</i>			125	

4.2 DETAILED INFORMATION ON MODULES

4.2.1 Basic Technician Certificate in Distance Education (BTCDE 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

4.2.2 Technician Certificate in Distance Education (TCDE, 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

4.2.3 Ordinary Diploma in Distance Education (ODDE, 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

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.

5.1 GENERAL INFORMATION ABOUT PROGRAMMES

5.1.1 Academic Programmes

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

5.1.1.1 Basic Technician Certificate in Journalism and Mass Communication (BTCJMC)- (NTA level 4). The programme prepares students who gather and write news stories, 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.

Table 13 Modules for BTCJMC, NTA Level 4

Semester	Module title	Module code	Module credits	Status
I	History of Journalism	JST04101	6	core
	Journalism Ethics and Practice	JST04102	6	core
	News Concepts and Values	JST04103	10	core
	English for Journalists	JST04104	18	core
	Basic Computer	JST04105	10	core
	Kiswahili kwa Waandishi Habari	JST04106	19	core
II	Journalism and Society	JST04201	6	
	Interview and News Gathering	JST04202	20	core
	News Writing	JST04203	21	core
	Introduction to Media Law	JST04204	5	core
<i>Total Credits</i>			121	

5.1.1.2 Technician Certificate in Journalism and Mass Communication- (TJMC) (NTA Level 5)

This programme prepares a student to write, 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.

Table 13: Modules for JMC, NTA Level 5

Semester	Module title	Module code	Module credits	Status
I	Media Ethics	JST05101	15	core
	Media Law and Policy	JST05102	7	core
	Radio Broadcasting	JST05103	10	core
	News Writing	JST05105	10	core
	Photojournalism	JST05107	18	core
	Entrepreneurship	JST05111	4	
II	Television Broadcasting	JST05204	12	core
	Media and Democracy	JST05206	8	core
	On-line Journalism	JST05208	21	core
	Environment, Gender, HIV/AIDS	JST05209	6	
	Public Relations and Advertising	JST05210	9	core
Total Credits			120	

5.1.1.3 Ordinary Diploma in Journalism and Mass Communication - (ODJMC) (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.

(N/B)We need to purchase the Curriculum for Diploma programme. The below modules are for the certificate programme from media council of Tanzania (MCT)

Table 14. Modules for ODJMC, NTA Level 6

Semester	Module title	Module code	Module credits	Status
I	Basic Concept of Finance and Accounting	JST 06101	5	core
	News Media Management	JST 06102	10	core
	Editing for Print Media	JST 06103	15	core
	News Sources and Gathering	JST 06105	20	core
	Feature and Sports Writing	JST 06106	15	core
II	Editing for Electronic Media	JST 06204	15	core
	News Analysis	JST 06207	20	core
	Layout, Design and Graphics for Print and Electronic Media	JST 06208	20	core
<i>Total Credits</i>			120	

5.2 DETAILED INFORMATION ABOUT MODULES

5.2.1 Basic Technician Certificate in Journalism and Mass Communication BTJMC (NTA level 4)

Module Code **JST04101**
Module Title **History of Journalism**
Module Credits: **6**

Sub-enabling outcomes:

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

Module Code **JST04102**
Module Title **Journalism Ethics and Practice**
Module Credits: **6**

Sub-enabling outcomes:

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

Module Code **JST04103**
Module Title **News Concepts and Values**
Module Credits: **10**

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 **JST04104**
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 **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

Module Code **JST04106**
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

Semester II

Module Code **JST04201**
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 **JST04202**
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 **JST04203**
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 **JST04204**
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)

6.0 MODE OF TEACHING

Modules are facilitated by lectures in lecture halls. Students are required to follow up with self studies for each required module. All lecturers are available for individual counseling and guidance.

Diploma students studying through Open and Distance Learning mode will meet in face-to-face sessions organized in a semester in regional centres.

7.0 ASSESSMENTS AND CERTIFICATION

7.1 Module Assessments

7.1.1 Continuous Assessment

There will be continuous assessment during the course which will comprise of practical work/project, portfolio, timed 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
➤ Portfolio	-10.0
➤ Timed Test	-10.0
➤ Presentation & Participation	- 05.0
➤ Mid Semester Examination	- <u>15.0</u>
Total	- <u>50.0</u>

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

Programme	Total Coursework Score	Pass mark Score
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>
Total	-	<u>40.0</u>

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

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

7.1.2 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 conventional 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.

In the case of students studying through open and distance learning mode. The final examination 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.PA of 2.0.

7.1.3 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
Minimum Pass		C		C		C	

7.1.4 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.

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

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

7.1.5 Dissemination of Semester and Supplementary/First sitting Examinations Results

Results for semester and supplementary examinations shall be disseminated through SARIS located in the IAE website: www.iae.ac.tz

7.1.6 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.

8.0 EXAMINATIONS REGULATIONS

- 8.1** 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 or carrying the module.

8.2 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.

8.3 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 of ICT gadgets including 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.

8.4 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.

A candidate who is found to have committed an Examination Irregularity or offence shall be discontinued from studies subject to hearing from examination Irregularity Hearing Committee (EIHC) and confirmation by the Examinations Board.

- 8.5** The Examination Irregularities Hearing Committee shall consist of the following:
- a) One Senior Academic Staff to be appointed by Director of the Institute who shall serve as Chairperson.
 - b) Head of Department offering the programme who shall serve as secretary
 - c) Dean of students
 - d) Legal officer
 - e) Two students appointed by IAESO (one female and the one male)
 - f) One person elected by the academic staff from their association
 - g) Dean of students from any Institution under NACTE.

8.5.1 In determining irregularities,

- a) The complainant shall present the case to the committee
- b) The committee shall give the student opportunity and time to defend his/her position.
- c) Where necessary the complainant or student or committee may seek for further clarifications or evidence from the other part.
- d) The committee shall investigate and determine any dispute referred to the aggrieved party based on the examination regulations of the Institute.
- e) The decision of the committee arrived at shall be communicated to the aggrieved party by the Deputy Director-Academic, Research and Consultancy through Dean of Students.

8.6 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.

8.7 Appeals against Discontinuation from Studies

8.7.1 The appeals procedures

- (a) If a student is discontinued from studies on grounds of any of the cases as indicated in 6.1.5 (a-e) academic performance and is dissatisfied with the decision, the student can appeal in writing to the Chairperson of the Council within 14 days from the date of release of the provisional examinations results.
- (b) The appeal shall be in written form accompanied by all relevant and substantive evidences.
- (c) Where the appeal involves remarking of scripts, a candidate will be required to pay an appeal fee of T.sh 20,000/= for each module scripts to be remarked. The fee is non-refundable.

8.7.2 Appeals on Discontinuation Cases

- a) Any party aggrieved by the decision to be discontinued from studies may appeal to the Director of the Institute.
- b) Appeals by an aggrieved party shall lie to the Discontinuation Appeal Hearing Committee whose members shall constitute:
 - 1. One member of the Council to be appointed by Chairperson of the Council to serve as Chairperson.
 - 2. One Senior Academic Staff to be appointed by Director of the Institute to serve as secretary.
 - 3. Legal officer
 - 4. President of IAESO
 - 5. Registrar from any Institute under NACTE
- c) The appeals procedures shall be as follows:-
 - (i) Any appeal must be lodged within 7 days from the date when the decision was received by the aggrieved party.
 - (ii) The appeal must be in writing addressed to the Director accompanied with all relevant and substantive evidences.
 - (iii) The appeal committee shall meet within 14 days following the receipt of an appeal.
 - (iv) At the hearing of an appeal by the committee, the parties concerned shall be entitled to be heard and review all evidences from both complainant and aggrieved party.

The appeals committee shall have powers to confirm, vary or set aside any decision reached or enhance, or reduce, any penalty by the Academic Committee of the Council.

9.0 IAE ACADEMIC STAFF (HEAD OFFICE)

Dr. Fidelice S. Mafumiko:

PhD Science Ed. (Twente University) 2006; M.Sc. (Educational Science) (Twente University) 1998; M.Sc. (Chemistry) (UDSM) 1994; B.Sc (Education) (UDSM) 1989; Dip in Science and Maths (Mkwawa) 1983.

Dr. Kassim 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

Dr. Bernadeta Kapinga:

Phd Education (Huazhong University of Science & Technology) 2011; MA Ed (UDSM) 2004; BA Ed (UDSM) 2002

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.

Mr. Julius Chaligha:

M.A.Ed Sunderland (UK), 2002; PGDE (UDSM), 1999;
B.A (UDSM), 1994.

Mr. Makongoro Masenza:

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

Mr. Leonard R. Katoba:

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

Mr. Placid Balige:

M.A. Ed (UDSM), 2006; B. Ed (UDSM), 1989; Dip. Ed
(Korogwe), 1985.

Mrs. Mary M. Watugulu:

M.A. Dev. Studies (Dublin), 2006; PGD Management
(Cyprus), 2000; Adv. Dip Community Dev (Tengeru),
1994, Certificate for Distance Education practitioners
(Botswana), 2013.

Ms. Mary Kimaty:

B. Ed (UDSM), 1998.

Ms. Elinaike Marti:

PGD Children & Youth Dev (Netherlands), 2004;
B.A. Ed (UDSM), 1977.

Ms. Ada Mfaume:

M.A Ed. (UDSM), 2010; B.A. Ed (UDSM), 1986.

Ms. Amina A. Msuya:

B.Sc. Ed (UDSM), 2001; Cert Comp (UDSM), 2001.

***Mr. Aristarick Lekule:**

M. A Ed. (UDSM), 2009; B. Ed (UDSM), 2004; Cert. in Computer Skills (UCC), 2004.

Mr. Onesmo Emmanuel:

M.A. Geog & Env't. Managt (UDSM), 2008; B.A.Ed (UDSM), 2005; Cert. in Computer Skills (NCR Institute), 2005.

Mr. Hassani Jaffar:

B.Ed (UDSM), 2004; Dip.Ed (Mpwapwa), 1994; Cert. Computer Skills (UDSM), 2003.

Mr. Onesmo Kileo:

M.A. Ed (UDSM), 2007; B. A. Ed (UDSM), 1991; Dip. ADE (IAE), 1986; Cert. Ed (Butimba), 1979.

Ms. Mugabe A. Mtani:

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

Ms. Leonia Kassamia:

M.A.Ed (UDSM), 2002; B.Sc.Ed (UDSM), 2000; Dip.Ed (Kleruu), 1995.

Mr. Baraka Kionywaki:

MBA; Corporate Managt (Mzumbe) 2011; ADV (NITTR-INDIA) 2010; (AB.Ed (Tumaini), 2006; Dip.Ed (Monduli), 1996.

Ms. Mwajuma Mohammed:

M.A.Ed(Northampton U.K), 2013; B.Ed (UDSM), 2006;
Dip.ADE (IAE), 2001;Cert.Ed (Monduli), 1992.

Ms. Oliver Kindole:

MA.Ed (UDSM) 2015, B.Ed (UDSM), 2006; Dip. Ed
(Morogoro), 2001; Cert. Ed (Morogoro), 1995.

Mr. Belingtone E. Mariki:

M.Sc.Commun. Econ.Dvt (SNHU, USA), 2007; PGD.
Env. Plan, (IRDP Dodoma), 2003;PGC. Research &
Evaluation in DE (Botswana) 2011;Adv. Dip. Community
Dvt (Tengeru), 2001; Accounting Techn. II (IAA Arusha),
1999.Cert. in Gender (Pretoria) 2011.

Mr. Celestine J. Magesa:

MSc. (Economics & Finance for Devt), Bradford Univ. UK,
2015; B. A. (Ed. – Economics & PSPA) UDSM
1999; Cert. in Computer Skills (UCC) 1998; Accounting
Techn. (ATEC II), NBAA (T), 1997;Cert in Computer
Programming & Basic PC Repair, Maintenance &
Troubleshooting (UCLAS), 2005.

Dr. Honest J. Kipasika:

PhD Env. Sc & Eng. (NM-AIST), 2016, M.A Integ. Env. Managt
(UDSM) 2007, B.Sc. Env. Sc & Managt (SUA), 2004.

Ms. Genoveva Ntiluhoka:

M.A. Ed (UDSM), 2007; B.Ed (UDSM), 2005; Dip. Ed
(Korogwe), 1989.

Mr. Nonocius Luoga:

MA Distance (OUT) 2012; B.A Ed (UDSM), 1993; Dip. Ed (Mpwapwa) 1989; Cert.Ed (Korogwe), 1979.

Mr. Tadei Mamba:

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

Ms. Rosemary E. Issaka:

M.A. Kiswahili Linguistics (UDSM) 2016, B.Ed (ADE) (UDSM), 2006; Dip. Ed (Morogoro), 2001; Cert. Ed (Morogoro), 1995.

Mr. Barnabas L. Bwango:

B. A. Library & Information Science (TUDARCO), 2011; Dip. Library Archives & Documentation (SLADS), 2007; Library Services Pr. Training (University of South Africa. UNISA), 2010. Adv. Cert. on Modern Library Practices (NITTTR, India) 2013

Ms. Nana Mbunda:

M.A. Ed (UDSM), 2008; B.A. Ed (OUT), 2005; Dip. Ed (Morogoro), 1998.

Mr. Patrick A. Kisigiro:

M.Ed (APPs) (OUT), 2015; B.Ed (UDSM), 1988; Dipl. Ed (Marangu), 1985; Cert. Ed (Mkwawa), 1976.

Ms. Sylvia Shengena:

B. Ed (UDSM), 1995.

Mr. Chiraka Muhura:

Master in Entrepreneurship and Enterprise Development (UDSM) 2011; BA Ed (UDSM) 2003.

Mr. Sedet Bulaya:

MSc HRM (Mzumbe) 2012; B.Ed, ADE, (UDSM), 2007;
Dip in ADE (IAE), 2002; Cert Ed (Tabora), 1996.

Ms. Salome Thondi:

Msc. Comm Dev. (Southern New Hampimshire), 2009;
PGD Comm Dev. (2006); MUCCOBS, Ad Dip in Comm
Dev. 2002, Tengeru

Mr. Anathe R. Kimaro:

M.A. (ASP) (UDSM), 2009; BED (ARTS) (UDSM),
2007; Dip in Ed (Marangu), 2002; Cert. in Ed
(Grade A (Singachini) 1999; Cert. in Ed Grade
B (Singachini), 1993.

***Ms. Hadija Idd:**

M.A. (ASP) (UDSM), 2007; B.A. (ED) (UDSM), 1999.

Mr. Justine G. Mbwambo:

Postgraduate Certificate in Practitioner Research and
Evaluation Skills (PREST) (BOCODOL-Botswana) 2013, B.A.
Ed. (UDSM) 2009; Cert. in Ed (Tarime) 2003.

Mr. Silvester Mbumbe:

M.A Geography & Env. Managt (UDSM) 2010. B.Ed
(OUT), 2007. Dip. Ed. (Mpwapwa TTC) 1996

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.

Mr. Shabani Maijo:

BA Ed 2010; PGD in Project Planning Mgt (IRDP-DODOMA) 2012.

Mary Haule

Advanced Diploma in Adult Education and Community Development (IAE), 2009

Stella Mapunda

BA Social Work (Institute of Social Work), 2014

Simon Magava:

M.A Geography & Environment Mgt (UDSM) 2010;
BA Geography & Environment Mgt (UDSM) 2007.

Chediell Mlavi:

MBA (MZUMBE); BA Ed. (UDSM).

Frank Mbele:

MSc. Public Policy Analysis & Progm Mangt. (Ardhi University) 2015; BA. Project Planning & Mangt with minor of Community Development (CDTI) (Tengeru) 2012; Cert. in Investment Planning (World Bank Institute, Washington DC) (2015).

Joshua Edward:

Masters of Health System Mgt (Mzumbe) 2014; BA Community Development (TUMAINI) 2012.

Habibu Muyula:

MA Dev. Studies (UDSM) 2011; Dip. Ed.
Environmental, Planning & Mgt (UDSM) 2008.

Sempeho I.S. Sempeho:

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

Beatus Mwenda:

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.

Edgar Mwera:

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

* **On study leave**

10.0 STUDENTS WELFARE AT THE INSTITUTE

10.1 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.

10.2 Residence

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

10.3 Medical Examination/Services

Submission of a medical examination report is necessary before the student is admitted to the Institute. Students are, therefore, required to undergo medical examination by a registered medical practitioner before registering in the Institute.

Being non-residential, the Institute does not provide students with medical services. A student meets such services on

his/her own arrangements. Any related medical fees and other expenses should be the responsibility of individual students.

10.4 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 individual students.

10.5 Library and Information Services

The Institute has a library which is easily accessible to the students. It operates from Monday to Friday from 8:30 am to 06:00pm and from 8:30 to 2:00 pm on Saturdays. The library is closed on Sundays and public holidays.

10.6 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. Both students and staff are encouraged to participate in sports and games which include: athletics, Basketball, Table-tennis, volleyball, netball football and others.

10.7 Bursaries and Fees

It is necessary that all students pay tuition fees and other payments before registration at the beginning of a semester.

All students including private sponsorship, those being sponsored by employers or other agencies, must pay $\frac{1}{2}$ of annual to register for 1st semester and must pay the remaining $\frac{1}{2}$ to register for 2nd semester.

Students or sponsors must deposit payments into the Institute's account indicated below and present original bank pay-in slip for acknowledgement before registration shot of which students will not be permitted to attend classes or use any of Institute's facilities.

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

10.8 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 1st semester, regardless of the amount they expect to receive. These students must pay the amount required to bring up to $\frac{1}{2}$ of annual fees based on their means test (MT).

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

HESLB students must pay the balance of 1st 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 1st 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 1st semester.

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

9.9 Refunds for Overpayment

The Institute shall not refund any overpayments, but shall carry credits forward to subsequent academic years. There are no exceptions.

10.10 Penalty for Late Registration

The Institute allows 2 weeks for students to pay tuition fees and related payment for registration both for continuing and first year students. After the expiry of the stated period, students who will not have paid fees after that period will be required to pay a penalty which will be also indicated in the students' receipt.

10.11 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 of Department copying the same to his or her sponsor and the Deputy Director (Planning, Finance and Administration) and Chief Accountant.

When approval by relevant organ is granted, not refund of tuition fees, and other fees including those for Application, Registration, Student Organization, Examination, and Student ID shall be made.

10.12 Fees Structure

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	586,070	800,000	737,500	935,000	955,000	940,000
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
Sub total	741,070	920,000	897,500	1,060,000	1,060,000	1,120,000
Payable direct to Student						
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
Student Sub Total	900,000	1,200,000	1,025,000	2,100,000	2,300,000	1,600,000
Grand Total	1,641,070	2,120,000	1,922,500	3,160,000	3,360,000	2,720,000

FEE STRUCTURE FOR CERTIFICATE & DIPLOMA THROUGH OPEN AND DISTANCE LEARNING PROGRAMMES IN THE ACADEMIC YEAR

2015/2016

CATEGORY	NO.	ITEM	1 ST YEAR	2 ND YEAR	3 RD YEAR
Payable direct to IAE		Registration fee	10,000	-	-
		Student's Identity Card	10,000	-	-
		Tuition fee	770,000	713,850	704,600
		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
		Sub Total	870,000	848,850,000	814,600

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
	Sub Total		460,000	760,000	535,000
	Grand Total			1,060,000	1,345,000

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)

11.0 PRIZES

The following are prize offered to best students in different categories 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	Certificate
3.	Discipline	Most highly disciplined student	Certificate

12.0 GRADUATION CEREMONY

For graduation, students can hire a graduation gown for Tsh. 45,000/- for Diploma and Certificate graduation while for bachelor degree is Tsh. 50,000/=. A granduand 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. Graduation booklet can be obtained at the prize of Tsh. 2,000/=.

13.0 IAE ALMANAC

The following is the calendar of the Institute of Adult Education that indicates specific dates and activities to execute during the year 2016/2017 academic year:

DATE	ACTIVITY
17 th October, 2016	Supplementary/ Special Exams for Conventional Programs begin.
	Registration and Orientation of New Students (Conventional mode) begin
20 th October, 2016	Continuing Students Registration begins
21 th October, 2016	Registration & Orientation of new students end
	Supplementary/Special Exams for Conventional students end
24 th October, 2016	First Semester classes begin
	Supplementary/Special Examinations for ODACE (Distance) –Students begin
25 th October, 2016	Recruitment and Staff Welfare Committee Meeting of the Council
27 th October, 2016	Planning and Finance Committee Meeting of the Council
28 th October, 2016	Continuing Students Registration ends
	Supplementary/ Special Exams for ODACE(Distance) – students end
2 nd November, 2016	Management Meeting
7 th November, 2016	Registration and Distribution of Learning Materials to ODACE (Distance) Students begin

10 th November, 2016	Academic Committee Meeting of the Council
	Sports Day for Both Conventional and ODL Students begin.
11 th November, 2016	Registration and Distribution of Learning Materials to Students (Distance mode) end
16 th November, 2016	Academic Committee of the Management Meeting
20 th November, 2016	Sports Day for Both Conventional & ODACE (Distance) Students end
21 st November, 2016	Special Academic Committee of the Council Meeting
22 nd November, 2016	Audit Committee Meeting of the Council
25 th November, 2016	Planning, Finance & Administration Committee of the Management Meeting
1 st December, 2016	IAE Council Meeting
5 th December, 2016	Director's Meeting with all IAE Staff
	Orientation and Face to Face for New ODACE (Distance) Students begin
	Semester Examinations for ODACE (Distance) Continuing Students begin
7 th December, 2016	Management Meeting
08 th December, 2016	52 nd Graduation Ceremony
16 th December, 2016	Get Together Party (Fresher's Ball) for First Year Students
	Orientation and Face to Face for New ODACE (Distance) Students end
	Semester Examination for ODACE(Distance) Students end

19 th December, 2016	Mid Semester Examinations begin
23 rd December, 2016	Mid Semester Examinations end
27 th December, 2016	Marking and Compilation of Semester Examinations for ODACE (Distance) Students begin
30 th December, 2016	Marking and Compilation of Semester Examinations for ODACE (Distance) Students end
2 nd January, 2017	Academic Committee of the Management Meeting
4 th January, 2017	Management Meeting
5 th January, 2017	Internal Examiners Meeting for ODACE (Distance) Examinations
10 th January, 2017	Examinations Board Meeting for ODACE (Distance) Examination
25 th January, 2017	Recruitment and Staff Welfare Committee Meeting of the Council
26 th January, 2017	Planning and Financial Committee Meeting of the Council
27 th January, 2017	Students Bonanza
1 st February, 2017	Management Meeting
6 th February, 2017	First Semester Examinations for Conventional Students begin
17 th February, 2017	First Semester Examinations for Conventional Students end
20 th February, 2017	Marking and Compilation of 1 st Semester Examination begin.
	Short Vacation begin
1 st March, 2017	Management Meeting
3 rd March, 2017	Marking and Compilation of 1 st Semester Examination end.
8 th March, 2017	Internal Examiners Meeting

10 th March, 2017	Examinations Board Meeting
	Release of 1 st Semester Provisional Examination Results
12 th March, 2017	Short Vacation ends
13 th March, 2017	Classes for Second Semester (Conventional Mode) Students begin.
14 th March, 2017	Audit Committee Meeting of the Council
15 th March, 2017	Academic Committee Meeting of the Council
28 th March, 2017	IAE Council Meeting
31 th March, 2017	Face to Face Sessions for ODACE (Distance) Students begin
	Planning, Finance & Administration Management Meeting
5 th April, 2017	Management Meeting
07 th April, 2017	Director's Meeting with all IAE Staff
11 th April, 2017	Academic Committee Meeting of the Council
20 th April, 2017	Planning and Finance Committee Meeting of the Council
3 rd May, 2017	Management Meeting
11 th May, 2017	Recruitment and Staff Welfare Committee Meeting of the Council
22 nd May, 2017	Campaigns and Elections of Students Organization Government begin.
26 th May, 2017	Campaigns and Elections for Student Organization Government end
	Planning, Finance & Administration Committee of the Management Meeting

31 st May, 2017	Inauguration of New Students Organization Government
3 rd June, 2017	BACE II Students Begin Developing Research Proposal
5 th June, 2017	Face to Face Sessions for ODACE (Distance) Students begin
7 th June, 2017	Management Meeting
14 th June, 2017	Audit Committee Meeting of the Council
16 th June, 2017	Fare Well Party for Final Year Students
	Face to Face Session for ODACE (Distance) Students end.
26 th June, 2017	2 nd Semester Examinations begin.
28 th June, 2017	IAE Council Meeting
30 th June, 2017	Planning, Finance & Administration Committee of the Management Meeting
5 th July, 2017	Management Meeting
6 th July, 2017	2 nd Semester Examination end
07 th July, 2017	Director's Meeting with all the IAE Staff
10 th July, 2017	Field (TP) Orientation
	Marking of 2 nd Semester Examinations
11 th July, 2017	Academic Committee of the Management Meeting
21 st July, 2017	Marking of 2 nd Semester Examinations end
24 th July, 2017	Beginning of Field/Teaching Practice (TP)
26 th July, 2017	Internal Examinations Meeting
31 th July, 2017	Examinations Board Meeting

1 st August, 2017	Release of Provisional Examination Results
2 nd August, 2017	Management Meeting
6 th September, 2017	Management Meeting
15 th September, 2017	End of Field /Teaching Practice(TP)
18 th September, 2017	Face to face Sessions for ODACE (Distance) Students begin
29 th September, 2017	Face to Face Session for ODACE (Distance) Students end.
	Director's Meeting with all staff members - 1 st quarter
30 th September, 2017	Planning, Finance & Administration Management Meeting
2 nd October, 2017	Supplementary/ Special Examination begin
4 th October, 2017	Management Meeting
6 th October, 2017	Supplementary/ Special Examinations end.
9 th October, 2017	Beginning of 1 st Semester, 2017/2018 Academic Year
	Marking of Supplementary/Special Examinations begin
13 th October, 2017	Marking of Supplementary/Special Examinations end
18 th October, 2017	Internal Examiners Meeting for Supplementary/Special Examinations
23 rd October, 2017	Planning, Finance & Administration Meeting of the Council
24 th October, 2017	Examinations Board Meeting
27 th October, 2017	Planning, Finance & Administration Management Meeting
1 st November, 2017	Management Meeting
27 th November, 2017	53 rd Graduation Ceremony

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.

14.0 REGIONAL CENTRES AND CAMPUSES OF THE IAE

14.1 Regional Centres

There are 21 regional centres of the IAE and 2 campus located in Tanzania Mainland. The following are the names of resident tutors and their respective address:

Arusha

Nicholaus Mlawa: B. Ed ADE (UDSM), 2007
P. O. Box 1094, Arusha
Tel No. 027-2507059; 0717 441255

Coast

Hellena Gega: BACE (IAE), 2013; Dip (IAE), 2008. P. O.
Box 30162, Kibaha
Tel. No. 023-402032; 0717 163814

Dar es Salaam

Genoveva Ntiluhoka: M.A Ed. (UDSM) 2007; B. Ed
(UDSM) 2005, Dip. Ed. (Korogwe) 1980
P. O. Box 20679, Dar es Salaam
Tel. No. 022-2152629; 0713 216426

Dodoma

Habibu Muyula: M.A. Dev. Studies (UDSM), 2011; Dip.
Ed Environmental, Planning & Mgt (UDSM), 2008
P.O. Box 771, Dodoma
Tel. No. 026-47754; 0713 225773

Kagera

Josephina Rweyamamu: B.Ed (OUT), 2010.
P. O. Box 361, Kagera
Tel. No. 028-2221179; 0785 471432

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; 0784 840344

Kilimanjaro

Amina Mbughi: B.A Ed (UDSM), 1999

P.O. Box 726, Moshi

Tel No. 027 – 2751385; 0754 693237

Lindi

Joyceline Semwenda: M. A Ed (UDSM), 2014; BEd
(UDSM), 2006; DAE (IAE), 2001

P. O. Box 370, Lindi

Tel. 023-2202517; 0713415583

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; 0653 092513

Mbeya

Josephat Fabian Ambilikile: M. A. Ed. (UDOM), 2011;
BEd ADE (UDSM), 2007
P.O. Box 379, Mbeya
Tel. No.025 – 2078; 0713-323870

Iringa

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

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

Malimi Joram Kazi:M.Ed (Aga Khan Univ).2013,BED
(UDOM),2010,Dip in Ed (Butimba T.T.C)200,
P.O.Box 340, Shinyanga
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; 0784 860676

Tabora

Anna Ntiruvakule: B. A. Ed (DUCE)
P.O.BOX 562, Tabora.
Tel. No. 026-4531; 0767 010890

Tanga

Denga Mayemba: Ad. Dip in ADE & CD (IAE), 2008
P O Box 727,
Tel. No. 027-2646174; 0763 552067

15.0 CAMPUSES

WAMO Campus, Morogoro

Dunstan N. Msamada: M.A.Ed (UDSM), (2013); BEd ADE (UDSM), 2008
P.O, Box 827,
Tel. No.023-2613230; 0765 721 100

Luchelele Campus, Mwanza

Said Kayege: M. A. Ed (SAUT), 2014;
B. Ed (Arts) (UDSM), 2007
P. O. Box. 223, Mwanza
Tel. No. 028-2502833

16.0 ENQUIRIES

All enquiries regarding application procedures or any other information should be addressed to:-

The Deputy Director (Academic, Research & Consultancy),

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: ddarc@iae.ac.tz / info@iae.ac.tz
Website: www.iae.ac.tz