INSTITUTE OF ADULT EDUCATION

PROSPECTUS 2020/2021

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RECTOR'S WELCOME NOTE

We are glad to welcome you to undertake studies at the Institute of Adult Education (IAE). IAE provides you with the opportunity to pursue quality education to gain professional competency to serve the society and contribute to the development of humanity in an ever changing environment. The institute continues to work on improving adult education in the country. It operates in three campuses; Dar es Salaam, Mwanza and Morogoro; and through regional offices in all regions of Tanzania Mainland. IAE has degree, diploma and certificate programmes for adult education practitioners. This prospectus will provide you with information on programmes offered by IAE.
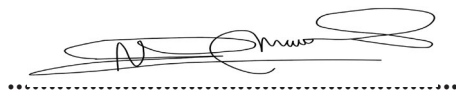
The institute is a committed community of staff members and students who are dedicated to bringing out the best in all its members. It recognizes that the development of our world depends on human commitment to deliver integral formation of its citizens and thus facilitate dedicated service for humankind. We therefore feel very privileged to be part of that formation as you pursue studies to foster academic and professional excellence that distinguishes IAE as an institution of higher learning with a difference, an institution that offers beam of light to our contemporary society evidenced by our aspiration of becoming "*a leading world institution that creates a continuously learning society*".

IAE recognizes the multifaceted nature of knowledge and that learning is not confined to the classroom academic study. The institute, therefore, encourages students to join and actively participate in extra-curriculum activities organized by the office of Dean of Students and the Students' Union.

We hope that you will find this prospectus useful and interesting since all reasonable steps have been considered to ensure its accuracy and updated information. Should you experience difficulty in finding what you are looking for, please do not hesitate to contact the Registrar's office for further assistance.

To all current and prospective students, IAE is an institution of your choice. If you want to make a difference in the community, then begin by educating adults. IAE promises to take you through a fruitful learning journey, as we warmly welcome you and look forward to working with you towards achieving your academic aspiration.

Always remember the maxim: *Education Has No End.*

Michael W. Ng'umbi, PhD

RECTOR

1.0 INTRODUCTION

1.1 Historical Background of the Institute of Adult Education

The Institute of Adult Education (IAE) is a public institution which traces its history back to 1960 when it was a section under the Department of Extra-Mural Studies of Makerere University College, Kampala in Uganda under the University of London.

In 1963, 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. In the year 1975, the Institute of Adult Education was legally mandated to assume responsibilities on adult education in the country through Parliamentary Act No.12 of 1975.

The Institute of Adult Education operates through campuses, regional centres and study centres which are located in Tanzania Mainland.

1.2 Role and Responsibilities of IAE

IAE has various core functions, including:

a) To offer certificates, diplomas and degrees in Adult education and community development. To offer academic programmes leading to awards of certificates, diplomas and degrees in fields related to adult education.

b) To organize mass education programmes on various issues of national and local community concern such as health, civic education, environment and gender.

c) To prepare publications such as journals, post-literacy readers, facilitation manuals, study materials and newsletters for the general public.

d) To offer consultancy services in adult education and related fields to both government, public organizations, non-governmental organizations and individuals.

e) To provide printing service to publishers, institutions and other agencies.

f) To conduct research on adult and non-formal education.

1.3 Vision, Mission and Core values

1.3.1 The Vision

The IAE vision is:

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

1.3.2 The Mission

The IAE mission 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."

1.3.3 Core Values

The Institute of Adult Education is anchored on 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

1.4 Academic Programmes Offered

The IAE offers both short term and long-term programmes as described in the following sub-titles.

1.4.1 Long term programmes

Long-term programmes offered at the IAE include:

1. Basic Technician Certificate in Distance Education,

2. Basic Technician Certificate in Adult and Continuing Education

3. Basic Technician Certificate in Adult Educationand Community Development,

4. Ordinary Diploma in Distance Education,

5. Ordinary Diploma in Adult and Continuing Education,

6. Ordinary Diploma in Adult Education and Community Development,

7. Bachelor Degree in Adult and Continuing Education, and

8. Bachelor Degree in Adult Education and Community Development

1.4.2 Short term programmes

The IAE offers short term programmes. The programmes are provided basing on the target group's needs.

1.5 Accreditation and Membership

The Institute of Adult Education is accredited by the National Council for Technical Education (NACTE). Besides that, IAE is also a member of the professional organizations including:

i) Distance Education Association of Tanzania (DEATA);

ii) Distance Education Association for Southern Africa (DEASA); and

iii) Commonwealth Open Schooling Association (COMOSA).

1.6 Location of the IAE

1.6.1 The IAE Headquarters

The IAE headquarter is located at Plot Number 7, along Bibi Titi Mohamed Street in Dar es Salaam region.

1.6.2 WAMO-Morogoro Campus
The IAE-WAMO-Campus is located at Plot number 317, Kingalu Road in Morogoro region.

1.6.3 Mwanza-Luchelele

The IAE–Mwanza luchelele campus is located at Plot number 1643, Luchelele Ward, in Mwanza region.

2.0 ORGANIZATION AND MANAGEMENT

2.1 The IAE Governing Council

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

Table 1: Members of the IAE Council

S/N	Names	Position
1.	Dr. Naomi B. Katunzi	Chairperson
2.	Dr. Michael W. Ng'umbi	Secretary to the Council
3.	Prof. Sotco C. Komba	Member
4.	Prof. Eustella P. Bhalalusesa	Member
5.	Dr. Charles E. Msonde	Member
6.	Dr. Aneth A. Komba	Member
7.	Dr. Magreth C. K. Shawa	Member
8.	Dr. Theresia J. Shavega	Member
9.	Ms. Euphrasia Buchuma	Member
10.	Mr. Edwin S. Igenge	Member
11.	Mr. Manfred K. Nchimbi	Member
12.	Mr. Richard Chalya	Member

2.2 IAE Management

The IAE Management is responsible to oversee day to day duties of IAE. It is led by the Rector who is assisted by Deputy Rectors (Academic, Research and Consultancy & Planning, Finance and Administration), heads of departments and heads of units. The list of management members is as described hereunder:

2.2.1 Members of the IAE Management

1. Rector
Dr. Michael W. Ng'umbi

PhD in Education, (University of Reading ,UK), 2010; M.A.Ed (UDSM) 2004, B.Ed. (UDSM), 2002; Diploma in Education (Korogwe TTC), 1993.

2. Ag. Deputy Rector (Academic, Research & Consultancy)

Ms. Mary M. Watugulu,

M.A. Dev. Studies (Dublin), 2007;

PGD Management (Cyprus), 2000;

Adv. Dip Community Dev (Tengeru), 1994,

Certificate for Distance Education Practitioners (Botswana), 2013.

3. Deputy Rector (Planning, Finance and Administration)

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.

2.2.2 Heads of Departments

1. **Adult and Continuing Education Studies (ACES) Department**

    Dr. Julius Chaligha

    PhD in Education (Kenyatta University), 2018;

    MA. Education (University of Sunderland), 2002; PGD in Education (UDSM), 1999;

    B.A (UDSM), 1994.

2. **Mass Education and Open Schooling Department**

    Mr. Placid Balige

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

3. **Research, Publication and Consultancy Department**

    Dr. Sempeho I.S. Sempeho, Lecturer

    PhD. Material Science and Engineering Science (Nelson Mandela Institute of Science and Technology) 2016; MA. In Chemistry (UDSM), 2012; B.Sc. Ed (UDSM), 2009.Teaching Licence (Korogwe TTC),2006

4. **Finance and Accounts Department**

    Mr. Makongoro A. Masenza

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

5. **Human Resources Management Department**

    Ms. Hamisa Mkoma

    Master of International Relations(Geneva School of Diplomacy and International Relations), 2015

    Bachelor of Arts (UDSM), 1989.

6. **Planning and Estate Development Department**

   Ms. Janeth Nsenga

   Certified Public Accountant-CPA (NBAA), 2016;

   M.A. Business Administration (Mzumbe University), 2010; Dip. In Accountancy (CBE), 2006.

2.2.3 Heads of Units

1. **Registrar**

   Ms. Mwajuma Mohamed

   MA.Ed (Northampton U.K), 2013;

   B.Ed (UDSM), 2006; Dip.ADE (IAE), 2001; Cert. Ed (Monduli), 1992.

2. **Internal Audit Unit**

   Mr. Salmin Y. Malole

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

3. **Public Relations Officer**

   Mr. Timoth Anderson

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

4. **Legal Service Unit**
   John J. Mwampamba
   Post Graduate Diploma in Legal Practice (The Law School of Tanzania), 2019
   Bachelor of Laws (Mzumbe University), 2014

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5. **Quality Assuarance Unit**

   Dr. Anathe R. Kimaro

   PhD. Education (UDOM) 2018; M.A. (ASP) (UDSM) 2009; BED (Arts) (UDSM), 2007; Dip in Ed (Marangu), 2002; Cert in Ed (Grade A) (Singachini TTC), 1999; Cert in Ed Grade B (Singachini TTC), 1993.

6. **Library Services Unit**

   Mr. Barnabas Bwango

   MA. Information Studies (UDSM), 2019; B.A Library and Information Science (TUDARCO), 2011; Dip. Documentation Studies (SLADS), 2007; Advanced Cert. on Modern Library Practices (NITTTR, India), 2013.

7. **ICT & Statistics Unit**

   Mr. Belington Mariki

   M.Sc.Com Econ. Dev (SNHU, USA), 2007; PGD. Env. Planning (IRDP Dodoma), 2003; PGC. Practitioner Research & Evaluation Skills Training in ODL (Botswana), 2011; Adv. Dip in Com Dev (CDTI, Tengeru), 2001; Cert in Designing & Facilitating E-Learning (Open Polytechnic, New Zealand), 2014; Cert in Gender in Everyday Life (University of Pretoria), 2011.

8. **Procurement Management Unit**

   Ms. Upendo Mwandepu

   B.A Procurement & Supply Mngt, (CBE), 2017; Dip. Procurement & Supply Mngt, (CBE), 2014; Cert. Procurement & Supply Mngt, (CBE), 2012; Dip in Secretarial Studies (Shukrani Secretarial College), 2003.

3.0 IAE PROGRAMMES

3.3 Adult and Continuing Education Programmes

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

This programme has 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 BTCACE NTA Level 4

Semester	Module title	Module code	Module credits	Status
I	Basics of Adult Education	AET 04101	15	Core
	Initiating Adult Literacy Circles	AET 04102	15	Core
	Gender Issues in Adult Learning	AET 04103	15	Fundamental
	Basics of English Language	AET 04104	15	Fundamental
	Basic Computer Skills	AET 04105	12	Fundamental

II	Life Skills Education	FAT 04206	12	Fundamental
	Basics of Democracy and Human Rights	AET 04207	12	Fundamental
	Basics of Supervisory Skills in Adult Literacy	AET 04208	15	Core
	Kufundisha Stadi za Kisomo	AET 04209	21	Core
Total Credits				120

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

This programme has 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 3.   Modules for TCACE NTA Level 5

Semester	Module title	Module codes	Module credits	Status
I	Philosophy of Adult Education	AET 05101	15	Core
	Management of Adult Literacy Centres	AET 05102	12	Core
	Basic Communication Skills	AET 05103	9	Fundamental
	Sarufi ya Lugha ya Kiswahili	KIT 05104	12	Elective
	Basics of English Grammar and Teaching Methods	ENT 05105	12	Elective
	History of Africa	HIT 05106	12	Elective
	Fundamentals of Human and Physical Geography	GET 05107	12	Elective

II	Fundamentals of Psychology of Adult Learning	AET 05208	15	Core
	Basics of Research	AET 05208	12	Core
	Basics of Information and Communication Technology	AET 05210	9	Fundamental
	Kuchambua Fasihi ya Kiswahili na Mbinu za Kufundishia	KIT 05211	12	Elective
	English Literature	ENT 05212	12	Elective
	History of Capitalism in Europe and Teaching Methods	HIT 05213	12	Elective
	Interpretation of Geographic Information and Teaching Methods	GET 05214	12	Elective
Total Credits			120	

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

The programme has 171 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 and Continuing Education (ODACE)*.

Table 4.   Modules for ODACE NTA Level 6

Semester	Module titles	Module codes	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	Elective
	Development of Capitalism in Europe	HIT 06102	9	Elective
	English Syntax and Stylistics	ENT 06103	9	Elective
	Sintaksia na Semantiki ya Kiswahili	KIT 06104	9	Elective

II	Addressing Cross Cutting Issues	MAT06204	12	Core
	Educational Assessment and Evaluation	FAT 06205	12	Core
	Planning and Management of Adult Education Projects.	MAT06205	12	Core
	Classroom Facilitation Practice (Field Practice)	FAT 06206	18	Core
	Introduction to Human Geography	GET 06205	9	Elective
	Analysis of Literary Works	ENT 06207	9	Elective
	Uchambuzi wa Fasihi Andishi ya Kiswahili	KIT 06208	9	Elective
	Post-Independence History of Africa	HIT 06206	9	Elective
	Research Based	RCT 06208	9	Core
Total			171	

3.1.4 Higher Diploma in Adult and Continuing Education (HDACE) - NTA Level 7

This programme carries 240 credits in four semesters in two years. Upon successful completion of NTA Level 7, a student can either proceed to NTA Level 8 or awarded *Higher Diploma in Adult and Continuing Education.*

Table 5.   Module for HDACE NTA Level 7

Semester	Module titles	Module codes	Module credits	Status
I	Application of Philosophical Principles in Adult Education	AEU 07101	12	Core
	Psychology of Adult Learning	AEU 07102	12	Core
	Communication Skills	AEU 07103	9	Fundamental
	Information and Communication Technology Skills	AEU 07104	9	Fundamental
	Misingi ya Lugha na Isimu ya Kiswahili	KIU 07105	12	Elective
	Principles of Linguistics	ENU 07106	12	Elective
	Survey of World History	HIU 07107	12	Elective
	Physical and Human Geography	GEU 07108	12	Elective

II	Curriculum Development in Adult Education	AEU 07209	12	Core
	Facilitation in Adult Learning	AEU 07210	12	Core
	Measurement and Evaluation in Adult Education	AEU 07211	9	Core
	Guidance and Counselling	AEU 07212	9	Core
	Uchambuzi wa Fasihi ya Kiswahili	KIU 07213	12	Core
	Analysis of Literature Works	ENU 07214	12	Core
	History of Africa	HIU 07215	12	Core
	Geographic Data Acquisition and Interpretation Techniques	GEU 07216	12	Core

III	Multimedia Technology in Adult Education	AEU 07317	9	Core
	Entrepreneurship Skills in Education	AEU 07318	8	Core
	Research Skills	AEU 07319	8	Core
	Management and Administration of Adult Education	AEU 07320	9	Core
	Inclusive Education in Adult Learning	AEU 07321	8	Core
	Njia za Ufundishaji na Ujifunzaji kwa Somo la Kiswahili	KIU 07322	12	Elective
	English Teaching Methods	ENU 07323	12	Elective
	History Teaching Methods	HIU 07324	12	Elective
	Geography Teaching Methods	GEU 07325	12	Elective
IV	Practicum (Teaching Practice)	AEU 07426	21	Core
	Initiating Adult Literacy Programmes	AEU 07427	21	Core
	Field Work Report Writing	AEU 07428	18	Core
Total Credits			240	

3.1.5 Bachelor Degree in Adult and Continuing Education (BACE) - NTA level 8

This programme covers 144 credits in two semesters. It is preceded by four semesters of NTA Level 7. Upon successful completion of this level, a graduate is awarded a Bachelor Degree in Adult and Continuing Education (BACE).

Table 6.   Module for BACE NTA Level 8

Semester	Module titles	Module codes	Module credits	Status
I	Management of Open and Distance Learning Programmes	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	Elective
	Surveying History of Tanzania	HIU 08102	9	Elective
	Variation of English	ENU 08103	9	Elective

3.2 Adult Education and Community Development Programme

3.2.4 Basic Technician Certificate in Adult Education and Community Development (BTCAECD) - NTA Level 4

This programme covers 123 credits 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 Education and Community Development (BTCAECD)*.

Semester	Module titles	Module codes	Module credits	Status
I	Basics of Adult Facilitation	AET 04101	12	Core
	Establishment of Adult Literacy Classes	AET 04102	15	Core
	Basic Skills in English Language	AET 04103	9	Fundamental
	Basics of Community Development	CDT 04104	15	Core
	Community Participation Approaches	CDT 04105	12	Core

II	Kufundisha Stadi za Kisomo	AET 04206	12	Core
	Management of Adult Literacy Classes	AET 04207	15	Core
	Basic Computer Skills	AET 04208	9	Fundamental
	Resource Mobilization Skills	AET 04209	12	core
	Basics of Project Planning and Implementation	CDT 04210	12	Core
Total Credits			**123**	

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

This programme covers 192 credits in two semesters. Upon successful completion of this level, the graduate is awarded a *Technician Certificate in Adult Education and Community Development (TCAECD)*. Currently, this programme is offered at Luchelele campus in Mwanza.

Table 7. Modules for TCAECD NTA Level 5

Semester	Module titles	Module codes	Module credits	Status
I	Philosophy of Adult Education	AET 05101	12	Core
	Management of Adult Literacy Centres	AET 05102	12	Core
	Basic Communication Skills	AET 05103	9	Fundamental
	Basics of Community Development Programme Management	CDT 05104	12	Core
	Sarufi ya Lugha ya Kiswahili	KIT 05105	9	Elective
	Basics of English Grammar and Teaching Methods	ENT 05106	9	Elective
	History of Africa	HIT 05107	9	Elective
	Fundamentals of Physical and Human Geography	GET 05108	9	Elective

II	Basics of Psychology of Adult Learning	AET 05209	12	Core
	Basics of Research	AET 05210	9	Core
	Application of ICT Skills	AET 05211	9	Fundamental
	Supervisory Skills in Community Project	CDT 05212	12	Core
	Kuchambua Fasihi ya Kiswahili na Mbinu za Ufundishaji	KIT 05213	9	Elective
	English Literature	ENT 05214	9	Elective
	History of Captalism in Europe and Teaching Methods	HIT 05215	9	Elective
	Information Interpretation and Teaching Methods in Geography	GET 05216	9	Elective
	Total Credits			**192**

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

The programme has 120 credits covered in two semesters. Upon successful completion of this level, the graduate is awarded an *Ordinary Diploma in Adult Education and Community Development (ODAECD)*. Currently, this programme is offered at Luchelele campus in Mwanza.

Table 8.   Module for ODAECD NTA Level 6

Semester	Module titles	Module codes	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	Core
	Good Governance	CDT 06105	9	Core
	Measurement and Information Interpretation in Geography	GET 06101	9	Elective
	Development of Capitalism in Europe	HIT 06102	9	Elective
	English Syntax and Stylistics	ENT 06103	9	Elective
	Sintaksia na Semantiki ya Kiswahili	KIT 06104	9	Elective

II	Curriculum Development	FAT 06206	12	Core
	Management of Adult Education and Community Development Programmes	MAT 06209	12	Core
	Environmental Studies	CDT 06207	9	Core
	Gender and Development	CDT 06208	9	Core
	Research Practice	RCT 06209	12	Core
	Field Attachment (in Community Development and Adult Education)	MAT 05210	12	Core
	Introduction to Human Geography	GET 06205	9	Elective
	Analysis of Literacy Works	ENT 06207	9	Elective
	Uchambuzi wa Fasihi Andishi ya Kiswahili	KIT 06208	9	Elective
	Post Independence History of Africa	HIT 06206	9	Elective
Total Credits				120

3.2.3 Higher Diploma in Adult Education and Community Development -NTA Level 7 (HDAECD)

This programme covers 240 credits in four semesters in two years. Upon successful completion at this level, a student is awarded Higher Diploma in Adult Education and Community Development. However, this programme is offered at Dar es Salaam campus in ACES department.

Table 9.   Module for HDECD NTA Level 7

Semester	Module titles	Module codes	Module credits	Status
I	Application of Philosophical Principles in Adult Education	AEU 07101	9	Core
	Psychology of Adult Learning	AEU 07102	9	Core
	Communication Skills	AEU 07203	9	Fundamental
	Information and Communication Technology Skills	AEU 07204	9	Fundamental
	Principles of Community Development	CDU 07205	12	Core
	Misingi ya Lugha na Isimu ya Kiswahili	KIU 07106	12	Elective
	Principles of Linguistics	ENU 07107	12	Elective
	Survey of World History	HIU 07108	12	Elective
	Human and Physical Geography	GEU 07109	12	Elective

II	Curriculum Development in Adult Education	AEU 07210	9	Core
	Facilitation in Adult Education	AEU 07211	9	Core
	Educational Measurement and Evaluation	AEU 07212	9	Core
	Project Planning and Evaluation	CDU 07213	12	Core
	Guidance and Counseling	AEU 07214	9	Core
	Uchambuzi wa Fasihi ya Kiswahili	KIU 07215	12	Elective
	Analysis of Literary Works	ENU 07216	12	Elective
	History of Africa	HIU 07217	12	Elective
	Geographic Data Acquisition and Interpretation Techniques	GEU 07218	12	Elective

III	Multimedia Technology in Adult Education	AEU 07319	9	Core
	Entrepreneurship Skills	AEU 07320	9	Fundamental
	Research Skills	AEU 07321	12	Fundamental
	Management of Adult Education Programmes	CDU 07322	12	Core
	Inclusive Education and Adult Learning	AEU 07323	8	Core
	Njia za Ufundishaji na Ujifunzaji wa Somo la Kiswahili	KIU 07324	12	Elective
	English Teaching Methods	ENU 07325	12	Elective
	History Teaching Methods	HIU 07326	12	Elective
	Geography Teaching Methods	GEU 07327	12	Elective
IV	Practical Training (Teaching Practice)	AEU 07428	21	Core
	Initiating Community Development Projects	CDU 07429	21	Core
	Fieldwork Report Writing	AEU 07430	18	Core
Total Credits			**240**	

3.2.4 Bachelor Degree in Adult Education and Community Development (BAECD) - NTA Level 8

This programme covers 192 credits in two semesters. It is preceded by four semesters from NTA Level 7 which has a minimum of 258 credits. Upon successful completion of this level, a graduate is a warded a *Bachelor in Adult Education and Community Development (BAECD)*. *However, currently,* this programme is offered at Dar es Salaam campus in ACES department.

Table 10.   Modules for BAECD NTA Level 8

Semester	Module titles	Module codes	Module credits	Status
I	Management of Open and Distance Learning Programmes	DEU 08204	12	Core
	Policy Issues in Adult Education	MAU08205	12	Core
	Programme Monitoring, Evaluation and Quality Control	MAU08206	12	Core
	Guidance and Counseling	FAU 08207	12	Core
	Organizational Management and Financial Administration	MAU08208	12	Core
	Application of Staristical Methods in Geography	GEU 08101	9	Elective
	Surveying History of Tanzania	HIU 08102	9	Elective
	Variation of English	ENU 08103	9	Elective

II	Data Collection and Research Report Writing (field)	RCT 08101	24	Core
	Management Practice (field attachment)	MAU08207	24	Core
	Project Evaluation and Report Writing	RCT 08103	12	Core
	Fonolojia na Mofolojia ya Kiswahili Sanifu	KIU 08104	9	Elective
	Geography Teaching Methods and Techniques	GEU 08204	9	Elective
	History Teaching Methods	HIU 08209	9	Elective
	English Teaching Methods	ENU 08214	9	Elective
	Mbinu za Kufundishia na Kujifunzia Somo la Kiswahili	KIU 08219	9	Elective
Total credits				**192**

3.3   Distance Education Programmes

3.3.1 Basic Technician Certificate in Distance Education through Open and Distance Learning (BTCDE) NTA level 4

This programme has a minimum of 129 credits covered in two semesters. Upon successful completion of NTA level 4, a graduate is awarded a *Basic Technician Certificate in Distance Education*   and a student may proceed to NTA 5.

Table 11. Modules for BTCDE NTA Level 4

Semester	Module titles	Module codes	Module credits	Status
I	Application of Information and Communication Technology	ACE04102	15	Core
	Application of Competence Based Assessment Methods in Distance Education	ACE04106	20	Core
	Introduction to Open and Distance Learning	DE04101	20	Core
	Introduction to Communication Skills in Distance Education		15	Core
II	Monitoring and Evaluation of Distance Education Learning Centres	DE04205	20	Core
	Application of Adult Learning Methods in Distance Education	DE 04201	20	Core
	Facilitating Literacy Skills in Distance Education	ME04208	9	Core
	Teaching Practice	FA04309	10	Core
Total Credits				**129**

3.3.2 Technician Certificate in Distance Education NTA Level 5 – through Open and Distance Learning (TCDE)

This programme has 199 credits covered in two semesters. Upon Successful completion of this level, a graduate is awarded a *Technician Certificate in Distance Education*.

Table 12:   Modules for TCDE, NTA Level 5

Semester	Module titles	Module codes	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	DE05102	28	Core
	Application of Basic Communication Skills	MAT05106	15	Core
	Application of Information and Communication Technology in Distance Education	MAT05107	15	Core
	Exploring Structure and Geomorphic Features of the Earth	GET05101	9	Elective
	Kutumia Fonolojia na Mofolojia ya Kiswahili Sanifu katika Mawasiliano	KIT06106	9	Elective

Semester	Module titles	Module codes	Module credits	Status
I	Analysing History of African Society before Independence	HIT05102	9	Elective
	Application of English Phonology, Morphology and Semantics in Communication	ENT05103	9	Elective
II	Provision of Guidance and Counseling in Distance Education	DE05201	12	Core
	Introduction to Research in Distance Education	RC05203	15	Core
	Maintaining the Quality of Distance Education Programmes	DE05204	18	Core
	Managing Distance Education Projects	DE 05205	24	Core
	Application of Geography Learning Facilitating Methods	GET05205	9	Core
	Kutumia Mbinu za Kuwezesha Ujifunzaji wa Somo la Kiswahili	KIT 05208	9	Core
	History Learning Facilitating Methodology	HIT 05206	9	Elective
	Application of English Learning Facilitating Methodology	ENT 05207	9	Elective
Total Credits			**199**	

3.3.3 Ordinary Diploma in Distance Education (ODDE) NTA Level 6- through Open and Distance Learning

The programme has 377 credits covered in two semesters. Upon successful completion of this level, the graduate is awarded an *Ordinary Diploma in Distance Education (ODDE)*.

Table 13   Module for ODDE, NTA level 6

Semester	Module titles	Module codes	Module credits	Status
I	Assessing Learning Open and Distance Learning	MA06101	10	Core
	Applying Psychology in Distance Education	FA06102	12	Core
	Foundations of Open and Distance Learning	FA06103	10	Core
	Developing Open and Distance Learning Study Materials	DE06104	10	Core
	Sintaksia na Semantiki ya Kiswahili	KIT06104	9	Elective
	Development of Capitalism in Europe	HIT06102	9	Elective
	Measurement and Information Interpretation in Geography	GET06101	9	Elective
	English Syntax and Stylistics	ENT06103	9	Elective

II	Analysis of Literary Works	ENT06207	9	Core
	Applying Entrepreneurship in ODL	MA06202	9	Core
	Interpreting Curriculum for ODL Programmes	FA06201	12	Core
	Conducting Research Based Project	RC06208	15	Core
	Kuchambua Fasihi ya Kiswahili	KIT06208	9	Elective
	Introduction to Human Geography	GET06205	9	Elective
	Managing Resources in ODL	MA 06203	10	Elective
	Post-Independence History of Africa	HIT 06206	9	Elective
	Classroom Facilitation Practice	FAT06208	18	Core
	Total Credits			**377**

3.3 Sub-Enabling Outcomes for Modules Offered In Adult And Continuing Education Programme

3.3.1 Basic Certificate in Adult and Continuing Education (CACE, NTA LEVEL4)

Semester I

Module Code: AET04101

Module Title: **Basics of Adult Education**

Sub-enabling outcomes:

1. Apply adult facilitation skills to prepare facilitation sessions in adult literacy classes.
2. Apply adult facilitation skills to conduct facilitation in adult literacy classes
3. Apply adult facilitation skills to conduct assessment in adult literacy classes to enhance learning

Module Code: **AET 04102**

Module Title: **Initiating Adult Literacy Classes**

Sub-enabling outcomes:

1. Explain concepts related to adult literacy
2. Explain features of adult literacy classes
3. Describe guidelines for establishing adult literacy classes
4. Demonstrate knowledge on sensitization process for community participation in literacy activities,
5. Use established strategies to sensitize the community to participate in literacy activities
6. Use established guidelines to carry sensitization process to enhance community participation in literacy activities

Module Code: **AET 04103**

Module Title: **Gender Issues in Adult Learning**

Sub-enabling outcomes:
1. Describe knowledge of concepts related to gender
2. Describe gender issues in the community
3. Describe strategies for addressing gender issues in the community

Module Code: **AET 04104**

Module Title: **Basics of English Language**

Sub-enabling outcomes:
1. Use parts of speech familiarization in socialization to enhance communication
2. Describe types of parts of speech for effective communication
3. Use parts of speech to construct sentences
4. Describe airstream mechanisms for effective pronunciation
5. Use speech sounds to demonstrate speech organs for effective communication
6. Use speech sounds to demonstrate word formation process for effective communication
7. Demonstrate knowledge on reading techniques to enhance communication
8. Demonstrate knowledge on writing skills to enhance communication
9. Demonstrate knowledge on listening skills to enhance communication
10. Demonstrate knowledge on speaking skills to enhance communication

Module Code: **AET 04105**

Module Title: **Basic Computer Skills**

Sub-enabling outcomes:

1. Demonstrate knowledge of computer literacy to enhance adult learning
2. Describe components of computer system to enhance understanding of computer
3. Use computer skills to understand literacy classes activities
4. Explain computer laboratory safety rules to maintain computers
5. Demonstrate knowledge of ways of maintaining computer
6. Explain basic preventive maintenance techniques to enhance computer security

Semester II

Module Code: **AET04206**

Module Title: Life Skills Education

Sub-enabling outcomes:

1. Demonstrate knowledge of life skills concepts
2. Explain core life skills strategies and techniques
3. Describe main components of life skills
4. Describe essential life skills required to protect youth from Sexual Transmitted Diseases(STD's)

Module Code: FAT04207

Module Title: Basics of Democracy and Human Rights

Sub-enabling outcomes:

1. Demonstrate knowledge of concepts related to democracy
2. Describe principles of democracy to enhance good governance
3. Describe key pillars of democratic governance

Module Code: AET04208

Module Title: Basic Supervisory Skills in Adult Literacy

Sub-enabling outcomes:

1. Use established guidelines to analyze adult Learners needs to establish literacy classes

2. Use established guidelines to categorize key stakeholders to support resource acquisition for establishing literacy classes

3. Use appropriate strategies for resource mobilization

4. Use established guidelines to maintain acquired resources to sustain literacy

5. Demonstrate knowledge on the role of supervision in adult literacy classes supervisor in adult literacy classes

6. Use established tools to collect data on adult literacy

Module Code: AET04209

Module Title: Kufundisha Stadi za Kisomo

Sub-enabling outcomes:

1. Explain characteristics of adult learners
2. Describe qualities of adult literacy facilitator
3. Describe factors determining adult learning environment
4. Demonstrate knowledge on principles of adult learning in facilitation of literacy classes
5. Apply adult facilitation skills to enhance learning in adult literacy classes
6. Prepare conducive environment for conducting adult literacy classes

3.3.2 Technician Certificate in Adult and Continuing Education (TCACE, NTA LEVEL 5)

Semester I

Module Code: AET 05101

Module Title: Philosophy of Adult Education

Sub-enabling outcomes:

1. Demonstrate knowledge of philosophical principles guiding the practice of adult learning
2. Demonstrate knowledge of branches of philosophy
3. Use philosophical ideas in adult education programmes

Module Code: **AET 05102**

Module Title: **Management of Adult Literacy Centres**

Sub-enabling outcomes:

1. Demonstrate knowledge of the concepts related to adult education programmes planning

2. Use established guidelines to mobilize resources for establishment of literacy classes

3. Use established guidelines to conduct needs assessment to determine training requirements

4. Use established guidelines to identify resources for provision of adult literacy support services at the centre

5. Use established guidelines to coordinate provision of adult literacy at the centre

6. Use established guidelines to address challenges in providing adult literacy support services

7. Demonstrate knowledge of concepts related to programmes evaluation

8. Use established guidelines to evaluate adult education programmes

9. Explain the role of evaluation results in improving adult education programmes

Module Code: **AET 05103**

Module Title: **Basic Communication Skills**

Sub-enabling outcomes:

1. Demonstrate knowledge of theories applicable in communication

2. Describe communication models to enhance interaction

3. Describe communication process for effective conveyance of message

4. Employ principles of communication for effective interaction

5. Explain types of communication according to communication models

6. Use referencing skills for effective communication

7. Explain barriers of communication to enhance effective communication

8. Apply effective reading skills for effective communication

9. Apply academic writing skills for effective communication

10. Apply listening skills for effective communication

11. Apply speaking skills for effective communication

Module Code: **KIT 05104**
Module Title: **Sarufi ya Lugha ya Kiswahili**
Sub-enabling outcomes:

1. Fafanua misingi ya Lugha ya Kiswaahili

2. Tumia ujuzi wa lugha ya mazungumzo katika kuwasiliana

3. Tumia ujuzi wa lugha ya maandishi katika kuwasiliana

4. Onesha uwezo wa kutumia sarufi ya Kiswahili

5. Onesha ujuzi wa kuchambua tungo za lugha ya Kiswahili

6. Eleza kanuni za uundaji wa maneno katika lugha ya Kiswahili

Module Code: **ENT 05105**

Module Title: **Basics of English Grammar and**
                                 Teaching Methods

Sub-enabling outcomes:

1. Explain word classes in English

2. Demonstrate knowledge of stylistics in English

3. Demonstrate proper use of tenses in communication

4. Explain semantics in language use

5. Explain word formation of English language use

6. Demonstrate knowledge of speech sounds system

7. Apply appropriate methods to prepare lessons for learning facilitation in English subject

8. Apply appropriate methods to facilitate learning in English subject

9. Use appropriate assessment methods and tools to assess teaching and learning in a language subject

Module Code: **HIT 05106**

Module Title: **History of Africa**

Sub-enabling outcomes:

1. Assess relevance of history subject in day to day life

2. Use archaeological evidences to analyse History of Africa

3. Explain key issues in history of Africa

4. Demonstrate understanding of Africa history

5. Explain themes in history of pre-colonial Tanzania

6. Explain major issues in post-colonial in Tanzania

7. Demonstrate knowledge of cultural heritage of Tanzania

Module Code: **GET 05107**

Module Title: **Fundamentals of Human and Physical Geography**

Sub-enabling outcomes:

1. Describe the structure of the earth
2. Describe different forces that affect the earth
3. Describe different features resulting from forces that affect the earth
4. Analyse the influence of forces of the earth to human activities
5. Explain the impact of human activities to the environment
6. Explain the impact of human activities to socio-economic development

Semester II

Module Code: **AET05208**

Module Title: **Fundamentals of Psychology of Adult Learning**

Sub-enabling outcomes:

1. Demonstrate knowledge of adult learning psychology
2. Demonstrate knowledge of learning theories
3. Use learning theories in facilitating learning in adult education programmes
4. Demonstrate knowledge of inclusive education
5. Apply inclusive education principles to create awareness in adult education programmes
6. Use inclusive teaching and learning strategies to Accommodate adult learners with special needs

7. Demonstrate knowledge of concepts related to assessment
8. Describe the role of assessment in adult education
9. Describe methods of conducting assessment in adult education

Module Code: AET 05209

Module Title: Basics of Research

Sub-enabling outcomes:

1. Describe concepts related to educational research
2. Describe procedures followed in conducting research
3. Develop research proposal as per guidelines

Module Code: AET 05210
Module Title: Basics of Information and Communication Technology
Sub-enabling outcomes:

1. Apply basic computer programmes to execute adult education duties at the centre
2. Use basic ICT storage devices to store adult education data
3. Use basic ICT preventive maintenance skills to maintain ICT facilities at adult education centre
4. Employ computer networking skills to facilitate teaching and learning process in adult education centre

Module Code: **AET 05211**

Module Title: **Kuchambua Fasihi ya Kiswahili na Mbinu za Ufundishaji**

Sub-enabling outcomes:

1. Fafanua dhana muhimu katika fasihi ya Kiswahili
2. Onesha uwezo wa uhakiki kazi za fasihi ya Kiswahili
3. Fafanua misingi ya kuchambua kazi za fasihi ya Kiswahili
4. Onesha ujzi wa kuandaa somo la Kiswahili katika elimu ya watu wazima
5. Tumia mbinu mahususi kuwezesha mada za somo la Kiswahili
6. Tumia zana za kuwezesha somo la Kiswahili kwa wanafunzi watu wazima
7. Tumia njia na nyenzo sahihi kupima ufundishaji na ujifunzaji wa somo la Kiswahili

Module Code: **ENT 05212**

Module Title: **English Literature**

Sub-enabling Outcomes:

1. Explain key concepts of English literature
2. Demonstrate knowledge on the use of literary devices
3. Demonstrate knowledge on how to analyse literary works

Module Code: **HIT 05213**

Module Title: **History of capitalism in Europe and Teaching Methods**

Sub-enabling outcomes:

1. Describe history of Western Europe up to the 15th century
2. Explain contribution of Capitalism to the development of Western Europe
3. Explain major crisis in capitalism in Europe
4. Describe major development in Western Europe from 1991 to the present
5. Use established guidelines to Prepare lessons for learning facilitation in different topics of the history subject
6. Use established guidelines to prepare teaching and learning resources in history subject
7. Use facilitation aids in teaching and learning process
8. Use appropriate methods to guide learners in teaching and learning of the history subject

Module Code: **GET 05214**

Module Title: **Interpretation of Geographic Information and Teaching Methods**

Sub-enabling outcomes:

1. Use photographs to interpret geographical information
2. Use maps to interpret geographical information
3. Apply basics of statistics to analyse and present geographical data
4. Apply basics of field survey to obtain geographical information

5. Use established guidelines to Prepare lessons for learning facilitation in different topics of the geography subject

6. Describe teaching and learning materials to facilitate the topic of a geography subject

7. Apply appropriate methods to facilitate topics of the geography

8. Use appropriate methods to guide learners in teaching and learning of the geography subject

9. Use appropriate assessment methods and tools to assess teaching and learning of the geography subject

3.3.3 Ordinary Diploma in Adult and Continuing Education (ODACE, NTA LEVEL 6)

Semester I

Module Code: DET06103

Module Title: Introduction to Distance Education

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: **FAT06101**

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

Sub-enabling outcomes:
1. Analyze philosophy of adult education
2. Trace the historical development of adult education in 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**

Sub-enabling outcomes:
1. Assess community educational needs for Adult Education
2. Explain structure of curriculum
3. Pre-test curriculum

Module Code: **GET06101**

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

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**

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**

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**

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

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 Evaluaion

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: MAT06206

Module Title: Planning and Management of Adult Education Projects

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: **FAT06206**

Module Title: **Classroom Facilitation Practice**

                 (Field Practice)

Module Code: **GET06205**

Module Title: **Introduction to Human Geography**

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 settlement

Module Code: **ENT06207**

Module Title: **Analysis of Literary Work**

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

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**

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: **RCT 06208**

Module Title: **Research Based Project**

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

Semester I

Module code: **AEU 07101**

Module name: **Application of Philosophical Principles in Adult Education**

Sub-enabling Outcomes:

1. Explain importance of philosophy in adult education
2. Describe historical development of adult education in Tanzania
3. Describe philosophical ideas in adult education

Module Code: **AEU 07102**

Module Title: **Psychology of Adult Learning**

Sub-enabling outcomes:

1. Explain key concepts in psychology
2. Demonstrate knowledge of learning theories in adult education
3. Describe the role of nature and nurture to human development
4. Describe principles of inclusive education to accommodate learners with special needs
5. Analyse strategies to accommodate learners with special needs
6. Assess educational policies supporting inclusive education in Tanzania

Module Code: **AEU 07103**

Module Title: **Communication Skills**

Sub-enabling outcomes:

1. Demonstrate English language structure in communication
2. Use effective communication in interaction to interact with community
3. Analyse barriers of communication
4. Demonstrate principles of communication in writing
5. Demonstrate media for communication
6. Use referencing skills in writing
7. Use speaking skills in communication
8. Demonstrate writing skills in communication
9. Demonstrate reading skills in communication
10. Demonstrate listening skills in communication

Module Code: **EAU 07104**
Module Tittle: **Information and Communication Technology Skills**

Sub-enabling outcomes:

1. Describe concepts related to ICT
2. Describe computer system
3. Describe information processing cycle
4. Explain information systems
5. Describe ICT networks
6. Analyse multimedia system
7. Describe internet and website services
8. Demonstrate computer tools to execute duties
9. Demonstrate computer laboratory (healthy and safety) rules
10. Demonstrate security issues to maintain data and information

Module Code: **KIU 07105**

Module Tittle: **Misingi ya Lugha na Isimu ya Kiswahili**

Sub-enabling outcomes:

1. Fafanua dhana ya lugha
2. Chambua isimu ya lugha ya Kiswahili
3. Onesha uwezo wa kutumia fonolojia ya lugha ya Kiswahili
4. Onesha uwezo wa kuchambua mofolojia ya lugha ya Kiswahili
5. Onesha ufahamu wa kutumia sintaksia ya lugha ya Kiswahili
6. Onesha ufahamu wa kutumia semantiki na pragmantiki
7. Onesha matumizi ya lugha ya Kiswahili katika muktadha mbalimbali

Module Code: ENU 07106

Module Title: Principles of Linguistics

Sub-enabling outcomes:

1. Use principles of phonetics and phonology to manage use of sounds in English language
2. Demonstrate knowledge of principles of morphology in language
3. Use principles of stylistics and semantics in Kiswahili or English language
4. Demonstrate lexis and word formation
5. Use principles of syntax in communication
6. Demonstrate ability to use translation and interpretation skills

Module Code: HIU 07107

Module Title: Survey of World History

Sub-enabling outcomes:

1. Explain importance of studying History
2. Analyse sources of historical information
3. Explain early technological developments
4. Analyse ancient civilizations
5. Survey pre-capitalist modes of production
6. Explain development of capitalism in the world
7. Explain development of socialism in the world

Module Code: GEU 07108

Module Title: Physical and Human Geography

Sub-enabling outcomes:

1. Explain importance of studying Geography
2. Assess effects of earth's planetary movements
3. Describe structure of the earth
4. Explain effects of processes within the earth's atmosphere
5. Analyse forces that affect the earth
6. Assess relationship of forces of the earth and human activities in environment
7. Analyse contribution of human activities to socio-economic development

Semester II

Module Code: AEU 07209

Module Title: Curriculum Development in Adult Education

Sub-enabling outcomes:

1. Demonstrate knowledge of curriculum concept in adult education
2. Describe different curriculum models for programme development in adult Education
3. Analyse curriculum context for adult education programmes
4. Evaluate curriculum implementation in adult education programmes

Module Code: **AEU 07210**

Module Title: **Facilitation in Adult Learning**

Sub-enabling outcomes:

1. Explain concepts related to adult learning
2. Use appropriate techniques to facilitate adult learning
3. Prepare teaching and learning resources for effective facilitation
4. Use various assessment methods to assess teaching and learning process in adult education

Module Code: **AEU 07211**

Module Title: **Measurement and Evaluation in Adult Education**

Sub-enabling outcomes:

1. Demonstrate knowledge of measurement and evaluation concepts
2. Apply purpose of measurement and evaluation in adult education
3. Use measurement scales in adult education
4. Explain principles of measurement
5. Explain ways of interpreting students scores
6. Identify instruments used for measurement in education
7. Describe quality of measurement instruments

Module Code: **AEU 07212**

Module Title: **Guidance and Counselling**

Sub-enabling outcomes:

1. Demonstrate knowledge of the concepts related to guidance and counselling
2. Use guidance tools to guide learners in adult education programmes
3. Use guidance principles to conduct counselling sessions to support learners to achieve their goals

Module Code: **KIU07213**

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

Sub-enabling outcomes:

1. Fafanua dhana muhimu katika fasihi ya Kiswahili
2. Onesha uwezo wa kuchambua nadharia za fasihi
3. Onesha uwezo wa kuhakiki kazi za fasihi ya Kiswahili

Module Code: **ENU 07214**

Module Tittle: **Analysis of Literary Works**

Language

Sub-enabling outcomes:

1. Demonstrate knowledge on literary works
2. Analyse literary theories in English
3. Examine literary works

Module Code: **HIU 07215**

Module Title: **History of Africa**

Sub-enabling outcomes:

1. Analyse modes of production in Africa
2. Explain impacts of Mercantilism in Africa
3. Explain impact of imperialism in Africa
4. Assess nationalism and struggle for independence in Africa
5. Explain nationalism and struggle for independence in Tanzania
6. Analyse social and economic developments in post-colonial Africa

Module Code: **GEU 07216**

Module Title: **Geographic Data Acquisition and Interpretation Techniques**

Sub-enabling Outcomes:

1. Interpret photographs
2. Interpret maps
3. Apply statistical methods to analyse and present geographic data
4. Apply field survey techniques to otain geographical information

Semester III

Module Code: **EAU 07317**

Module Title: **Multimedia Technology in Adult Education**

Sub-enabling outcomes:

1. Demonstrate understanding of multimedia and educational technology
2. Analyse multimedia suitable for teaching adult learners
3. Apply multimedia in adult education programmes

Module Code: **AEU 07318**

Module Title: **Entrepreneurship Skills in Adult Education**

Sub-enabling outcomes:

1. Describe the concept of entrepreneurship
2. Carryout SMEs activities
3. Describe legal issues to carryout business
4. Demonstrate knowledge on e-business
5. Describe e-business strategies
6. Explain national efforts to promote e-business acctivities
7. Describe business resources
8. Use managerial skills to manage business resources
9. Use entrepreneurial skills to mitigate business risks

Module Code: **AEU 07319**

Module Title: **Research Skills**

Sub-enabling outcomes:

1. Demonstrate knowledge of concepts related to research in adult education context
2. Develop research proposal as per guidelines
3. Use research skills to collect data
4. Analyse and interpret data/findings as per guidelines
5. Write research report as per guidelines

Module Code: **AEU07320**

Module Title: **Management and Administration of Adult Education**

Sub-enabling outcomes:

1. Demonstrate knowledge of management functions in adult education
2. Plan adult education activities for effective implementation of adult education programmes
3. Manage resources to enhance efficiency of adult education programmes
4. Demonstrate knowledge of management theories in adult education
5. Analyse application of theory of organization in adult education context
6. Assess the implications of management theories in adult education

7. Explain role of adult education programme evaluation

8. Describe methods of Adult Education Progromme evaluation

9. Write programme evaluation report as per guidelines

Module Code: AEU 07321
Module Title: Inclusive Education in Adult Education

Sub-enabling outcomes:
1. Describe principles of inclusive education to accommodate learners with special needs
2. Analyse strategies to accommodate learners with special needs
3. Assess educational policies supporting inclusive education in Tanzania

Module Code: KIU 07322
Module Title: Njia za Ufundishaji na Ujifunzaji wa Somo la Kiswahili
Sub-enabling outcomes:
1. Onesha uwezo wa kuandaa somo la Kiswahili kwa wanafunzi watu wazima
2. Tumia mbinu mahususi kuwezesha mada za somo la Kiswahili
3. Onesha uwezo wa kuandaa zana za kuwezesha somo la Kiswahili kwa wanafunzi watu wazima
4. Fanya upimaji na Ujifunzaji wa somo la Kiswahili

Module Code: **ENU 07323**

Module Title: **English Teaching Methods**

Sub-enabling outcomes:

1. Use adult learning principles to prepare lesson guides for learning facilitation of English subject

2. Use adult learning principles to prepare lesson resources for learning facilitation in English subject

3. Use appropriate methods in facilitation of learning English Subject

4. Provide guidance to learners in teaching and learning process

5. Use appropriate assessment methods and tools to assess teaching and learning of English subject

Module Code: **HIU 07324**

Module Title: **History Teaching Methods**

Sub-enabling Outcomes:

1. Use adult learning principles to prepare lesson guides for learning facilitation of History subject

2. Use adult learning principles to prepare resources for learning facilitation in History subject

3. Use appropriate methods in facilitation of learning History subject

4. Provide guidance to learners in teaching and learning process

5. Use appropriate assessment methods and tools to assess teaching and learning of History subject

Module Code: **GEU 07325**

Module Title: **Geography Teaching Methods**

Sub-enabling Outcomes:

1. Use adult learning principles to prepare lesson guides for learning facilitation of Geography subject
2. Use adult learning principles to prepare resources for learning facilitation in Geography subject
3. Use appropriate methods in facilitation of learning Geography subject
4. Provide guidance to learners in teaching and learning process
5. Use appropriate assessment methods and tools to assess teaching and learning of Geography subject

Semester IV

Module Code: **AEU 07426**

Module Title: **Practicum (Teaching Practice)**

Sub-enabling outcomes:

Module Code: **MEU07427**

Module Title: **Initiating Adult Literacy Programmes**

Sub-enabling outcomes:

Module Code: **AEU 07428**

Module Title: **Fieldwork Report Writing**

Sub-enabling outcomes:

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

Semester I

Module Code: DEU08101

Module Title: Managing Open and Distance Learning

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. Asses and evaluate learning in ODL

Module code: MAU08102

Module name: Policy Analysis and Interpretation

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

Sub-enabling Outcomes:

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

Module code: GEU08101

Module name: Application of Statistical Methods in Geography

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

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

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

Semester II

Module code: KIU08104

Module name: **Fonolojia na Mofolojia ya Kiswahili Sanifu**

Sub-enabling Outcomes:

1. Kufafanua dhana ya Fonetiki na fonolojia ya Kiswahili
2. Kufafanua uhusiano baina ya taaluma ya fonetiki na fonolojia
3. Kufafanua   dhana na nadhariazinazohusu 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

Module code: RCU 08201
Module name: **Programme Monitoring, Evaluation and Quality Control**

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**

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**

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
5. Management and employee relations

Module code: **MEU08207**

Module name: **Application of Entrepreneurship**

                        Skills in Education

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 since enterprise (SMs) in Tanzania

Module Code: **GEU08204**

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

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**

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**

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

Sub-enabling outcomes:

1. Kuchambua nadharia za ujifunzaji lugha
2. Kuonesha uhusiano kati ya nadharia ya
3. ujifunzaji lugha na mbinu za kufundishia lugha
4. Kuchambua vijenzi vya mtaala
5. Kuandaa azimio la kazi
6. Kuandaa andalio la somo
7. Kuandaa zana za kuwezeshea
8. Kutumia mbinu shirikishi za uwezeshaji
9. Kupima ujifunzaji

3.5 Sub-Enabling Outcomes for Modules Offered in Adult Education and Community Development

3.5.1. Basic Technician Certificate in Adult Education and Community Development (BTCAECD/NTA LEVEL 4

Semester I

Module Code: AET 04101

Module Title: Basics of Adult Facilitation

Sub-enabling Outcome:

1. Explain adult learning concepts
2. Explain factors determining adult learning environment
3. Explain the implications of characteristics of adult learner in facilitating literacy circle

Module Code: **AET 04102**
Module Title: **Establishment of Adult Literacy Classes**
Sub Enabling Outcomes:

1. Describe the concepts related to literacy circles

2. Describe criteria for establishing literacy circles

3. Use appropriate guidelines in establishing literacy circles

4. Demonstrate knowledge of sensitization process for community participation in literacy circles

5. Use established strategies to sensitize the community to participate in literacy activities

6. Use established steps to carry out sensitization process

Module Code: **AET 04103**
Module Title: **Basic Skills in English Language**
Sub Enabling Outcomes:

1. Describe airstream mechanism for effective pronunciation

2. Demonstrate speech organs for effective communication

3. Describe word formation process for effective communication

4. Demonstrate reading techniques to enhance communication

5. Demonstrate writing skills to enhance communication

6. Demonstrate listening skills to enhance communication

7. Demonstrate speaking skills to enhance communication

Module Code: CDT 04104

Module Title: Basics of Community Development

Sub Enabling Outcomes:

1. Explain the concepts of community and community development

2. Describe principles of community development

3. Use principles of community development for improving people's livelihood

4. Explain the concepts community and community groups

5. Use principles of community development to organize groups within the community for development

6. Use guidelines to prepare meetings for community groups

Module Code: AET 04105

Module Title: Community Participation Approaches

Sub Enabling Outcomes:

1. Explain community participatory approaches

2. Prepare community participatory tools for community development activities as per guidelines

3. Use participatory tools for community development activities

4. Explain community development activities

5. Prepare tools to collect information for assessment of community development activities as per guidelines

6. Use prepared tools to assess community development activities

Semester II

Module Code: **AET 04206**

Module Title: **Kufundisha Stadi za Kisomo**

Sub Enabling Outcomes:

1. Prepare facilitation sessions in adult literacy circles as per guidelines
2. Use adult education principles to conduct facilitation in adult literacy circles
3. Describe adult learners needs to form literacy circles
4. Categorize key stakeholders to support resource acquisition as per community profile
5. Maintain resources to sustain literacy as per resource management guidelines

Module Code: **AET 04207**

Module Title: **Management of Adult Literacy Classes**

Sub Enabling Outcomes:

1. Demonstrate knowledge of the concept of supervision
2. Explain the roles of the supervisor in adult literacy circles
3. Use established tools to collect adult education data
4. Use adult education principles to conduct literacy activities in adult literacy circles

Module Code: **AET 04208**
Module Title: **Basic Computer Skills**
Sub Enabling Outcomes:

1. Demonstrate computer literacy to enhance adult learning
2. Demonstrate knowledge of components of computer system
3. Describe the impact of computer system
4. Demonstrate computer laboratory safety rules to maintain computers
5. Demonstrate knowledge of maintaining computer security
6. Explain basic preventive maintenance techniques to enhance computer security

Module Code: **AET 04209**
Module Title: **Resource Mobilization Skills**
Sub Enabling Outcomes:

1. Explain resources in implementing community activities
2. Explain resource mobilization in community activities
3. Apply mobilization skills to acquire resources in the community
4. Use appropriate strategies for resource mobilization

Module Code: **CDT 04210**

Module Title: **Basics of Project Planning and Implementation**

Sub Enabling Outcomes:

1. Explain the concepts of community development plans

2. Use community development guidelines to prepare community development plans to work with community

3. Use community development guidelines to implement plans to work with community

4. Describe community development projects

5. Use guidelines to prepare action plan for implementing community development projects

6. Involve community members in implementing community development projects as per community development guidelines

3.5.2 Technician Certificate in Adult Education and Community Development (NTA LEVEL 5)

Module Code: **AET 05101**

Module Title: **Philosophy of Adult Education**

Sub Enabling Outcomes:

1. Demonstrate knowledge of philosophical principles guiding the practice of adult learning

2. Demonstrate knowledge of branches of philosophy

3. Use philosophy ideas in adult education programmes

Module Code: AET 05102

Module Title: Management of Adult Literacy Centres

Sub Enabling Outcomes:
1. Demonstrate knowledge of the concepts related to adult education programme planning
2. Use resources mobilization skills to establish literacy programmes
3. Use needs assessment results to determine training requirements
4. Demonstrate knowledge of adult education programmes conducted in the community
5. Use established guidelines to identify resources for provision of adult literacy support services at the centre
6. Use established guidelines to coordinate provision of adult literacy support services at the centre

7. Demonstrate knowledge of addressing challenges in providing adult literacy support service

Module Code: AET 05103

Module Title: Basic Communication Skills

Sub Enabling Outcomes:
1. Demonstrate knowledge of communication theories to enhance communication

2. Use communication models to enhance interaction

3. Use communication process to enhance interaction in the community

4. Use principles of communication to enhance interaction

5. Use types of communication to enhance interaction

6. Use referencing skills for effective communication

7. Demonstrate knowledge of barriers of communication to enhance effective communication

8. Use establish guidelines of reading skills for effective communication

9. Use establish guidelines of academic writing skills for effective communication

10. Use establish guidelines of listening skills for effective communication

11. Use establish guidelines of speaking skills for effective communication

Module Code: CDT 05204

Module Title: **Basics of Community Development Programme Management**

Sub Enabling Outcomes:

1. Use concept of management to promote community development

2. Describe basic functions of management in community development

3. Apply functions of management to promote community development activities

4. Describe concept of community resource mobilization to enhance community development

5. Apply set of procedures in mobilizing resources in the community

6. Use community development skills to mobilize resources for community development projects

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Module Code:　　　**KIT 05105**

Module Title:　　　**Sarufi ya Lugha ya Kiswahili**

Sub Enabling Outcomes:

1. Fafanua isimu ya Kiswahili

2. Tumia ujuzi wa elimu ya mazungumzo katika kuwasiliana

3. Tumia ujuzi wa elimu ya maandishi katika kuwasiliana

4. Onesha uwezo wa kutumia Isimu ya Kiswahili

5. Onesha ujuzi wa kuchambua tungo za lugha ya Kiswahili

6. Eleza kanuni za uundaji wa maneno katika lugha ya Kiswahili

Module Code:　　　**ENT 05106**

Module Title:　　　**Basics of English Grammar and Teaching Methods**

Sub Enabling Outcomes:

1. Demonstrate knowledge of   word classes in English

2. Demonstrate knowledge of stylistics in English

3. Demonstrate proper use of tenses in communication

4. Demonstrate knowledge of semantics in language use

5. Use word formation in English language

6. Prepare lessons for learning facilitation in English subject as per adult learning principles

7. Apply appropriate methods to facilitate learning in English subject

8. Use appropriate assessment methods and tools to assess teaching and learning in a language subject

Module Code: **HIT 05107**

Module Title: **History of Africa**

Sub Enabling Outcomes:

1. Describe relevance of history subject in day to day life
2. Use archaeological evidences to analyse History of Africa
3. Explain key issues in history of Africa
4. Describe themes in history of pre-colonial Tanzania
5. Describe major issues in post-colonial in Tanzania
6. Demonstrate knowledge of cultural heritage of Tanzania

Module Code: **GET 05108**

Module Title: **Fundamentals of Physical and Human Geography**

Sub Enabling Outcomes:

1. Describe the structure of the earth
2. Describe different forces that affect the earth
3. Describe different landforms resulting from forces that affect the earth
4. Describe the influence of the forces of the earth to human activities
5. Describe the impact of human activities to the environment
6. Explain the impact of human activities to socio-economic development

Semester II

Module Code: **AET 05209**

Module Title: **Basics of Psychology of Adult Learning**

Sub Enabling Outcomes:

1. Demonstrate knowledge of adult learning psychology
2. Demonstrate knowledge of learning theories
3. Use learning theories in facilitating learning in adult education programmes
4. Use inclusive teaching and learning strategies to accommodate adult learners with special needs
5. Demonstrate knowledge of concepts related to assessment
6. Describe the role of assessment in adult education
7. Describe methods of conducting assessment in adult education

Module Code: **AET 05210**

Module Title: **Basics of Research**

Sub Enabling Outcomes:

1. Demonstrate knowledge of concepts related to educational research
2. Demonstrate knowledge of procedures in research
3. Use research writing skills to develop research proposal

Module Code: **AET 05111**
Module Title: **Application of ICT Skills**
Sub Enabling Outcomes:

1. Apply basic computer programmes to execute adult education duties at the centre
2. Use basic ICT storage devices to store adult education data and information
3. Use basic ICT preventive maintenance skills to maintain ICT facilities at adult education centre
4. Use computer networking skills to facilitate teaching and learning process in adult education centre

Module Code: **AET 05212**
Module Title: **Supervisory Skills in Community Projects**
Sub Enabling Outcomes:

1. Describe concept of supervision in community development activities
2. Use resources management skills for community development
3. Use community supervisory skills to implement community development activities
4. Demonstrate knowledge of resource utilization
5. Apply supervisory skills for proper utilization of resources in the community
6. Apply standard procedures for proper utilization of resources in the community

Module Code: **KIT 05213**

Module Title: **Kuchambua Fasihi ya Kiswahili na Mbinu za Ufundishaji**

Sub Enabling Outcomes:

1. Fafanua dhana muhimu katika fasihi ya Kiswahili
2. Onesha uwezo wa kuchambua nadharia za fasihi
3. Onesha uwezo wa kuhakiki kazi za fasihi ya Kiswahili
4. Onesha ujuzi wa kuandaa somo la Kiswahili katika elimu ya watu wazima
5. Tumia mbinu mahususi kuwezesha mada za somo la Kiswahili
6. Tumia zana za kuwezeshea somo la Kiswahili kwa wanafunzi watu wazima
7. Tumia njia na nyezo sahihi kupima ufundishaji na ujifunzaji wa somo la Kiswahili

Module Code: **AET 05214**

Module Title: **English Literature**

Sub Enabling Outcomes:

1. Demonstrate knowledge of key concepts in English literature
2. Use literary devices in analyzing literary works in English literature
3. Use literacy theories to analyse literary works

Module Code: AET 05215

Module Title: History of Capitalism in Europe and Teaching Methods

Sub Enabling Outcomes:

1. Describe history of Western Europe from Antiquity to the 15th century

2. Explain contribution of Capitalism to the development of Western Europe

3. Explain major crises of capitalism in Europe

4. Describe major development in Western Europe from 1991 to the present

5. Use principles of adult learning to prepare lessons for learning facilitation in different topics of the History subject

6. Use principles of adult learning to prepare teaching and learning resources in History subject

7. Use teaching and learning aids in facilitation of History lessons

8. Guide learners in teaching and learning of the History subject as per facilitation guidelines

Module Code: GET 05216

Module Title: Information Interpretation and Teaching Methods in Geography

Sub Enabling Outcomes:

1. Use photographs to interpret geographical data

2. Use maps to interpret geographical information

3. Apply basics of statistics to analyse and present geographical data

4. Apply basics of field survey to obtain geographical information

5. Prepare lessons for learning facilitation in different topics of the geography subject as per facilitation guidelines

6. Use teaching and learning materials to facilitate the topic of a geography subject

7. Apply appropriate methods to facilitate topics of the geography subject

8. Use appropriate methods to guide learners in teaching and learning of the geography subject

9. Use appropriate assessment methods and tools to assess teaching and learning of the geography subject

3.5.2 Ordinary Diploma in Adult Education and Community Development (NTA LEVEL 6)

Semester I

Module Code: **FAT06102**

Module Title: **Literacy and Development**

Sub Enabling Outcomes:

1. Describe adult literacy programmes in the community

2. Device mechanisms to manage adult literacy programme

3. Facilitate adult literacy programme

Module Code: CDT06103

Module Title: Community Participation and Planning

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 participatory approaches/method in collecting data from community

Module Code: FAT 06101

Module Title: Management Principles in Adult   Education

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

Module Code: **CDT06104**

Module Title: **Entrepreneurship**

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

Module Code: **CDT06105**

Module Title: **Good Governance**

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

Module Code: FAT06206

Module Title: Curriculum Development

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

Module Code: FAT 06209
Module Title: Management of Adult Education and Community Development
Sub Enabling Outcomes:

1. Examine the role of management in the practice of Adult Education
2. Explain the importance of human resources in the practice of adult education
3. Asses performance of personnel
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

Module Code: CDT06207

Module Title: **Environmental Studies**

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

Module Code: CDT06208

Module Title: **Gender and Development**

 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

Module Code: **RCT06208**

Module Title: **Research Practice**

Sub Enabling Outcomes:

1. Design research
2. Conduct research

Module Code: **FAT 06206**

Module Title: **Field Attachment (in Community Development and Adult Education)**

Sub-enabling outcomes:

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

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

Semester I

Module code: **AEU 07101**

Module Title: **Philosophy of Adult Education**

Sub-enabling outcomes:

1. Explain importance of philosophy in adult education
2. Describe historical development of adult education in Tanzania
3. Describe branches of philosophy and philosophical ideas for effective facilitation

Module Code: **AEU 07102**

Module Title: **Psychology of Adult Learning**

Sub-enabling outcomes:

1. Explain key concepts in psychology
2. Demonstrate knowledge of learning theories in adult education
3. Describe role of nature and nurture to human development

Module Code: **AEU 07103**

Module Title: **Communication Skills**

Sub-enabling outcomes:

1. Explain English language structure in communication
2. Use effective communication to interact with community
3. Explain barriers of communication to enhance communication in an organization
4. Demonstrate principles of communication
5. Demonstrate knowledge on media interaction
6. Use referencing skills for effective communication
7. Use speaking skills in communication
8. Demonstrate writing skills for effective communication
9. Demonstrate reading skills for effective communication
10. Demonstrate listening skills for effective communication

Module Code: **AEU 07104**

Module Title: **Information and Communication Technology Skills**

Sub-enabling outcomes:

1. Describe concepts related to ICT
2. Describe computer system
3. Describe information processing cycle
4. Explain information systems
5. Describe ICT networks
6. Describe multimedia system
7. Describe internet and website services
8. Use computer tools to execute adult and community development duties
9. Demonstrate computer laboratory (healthy and safety) rules
10. Demonstrate knowledge on maintenance of data and information

Module Code: **CDU 07105**

Module Title: **Principles of Community Development**

Sub-enabling outcomes:

1. Explain the concepts of community development
2. Describe principles of community development
3. Apply principles of community development
4. Describe concepts related to community participation
5. Explain community participation approaches

6. Explain the state of community participation in development activities in Tanzania

7. Describe community work to enhance community development

8. Demonstrate knowledge of principles of community work

9. Demonstrate knowledge on participatory development in Tanzania

Module Code:　　**KIT 07106**

Module Title:　　**Misingi ya Lugha na Isimu ya Kiswahili**

Sub-enabling outcomes:

1. Fafanua dhana ya lugha

2. Chambua isimu ya lugha ya Kiswahili

3. Onyesha uwezo wa kutumia fonolojia ya lugha ya Kiswahili

4. Onyesha uwezo wa kuchambua mofolojia ya lugha ya Kiswahili

5. Onyesha ufahamu wa kutumia sintaksia ya lugha ya Kiswahili

6. Onyesha ufahamu wa kutumia semantiki na pragmantiki

7. Onesha matumizi ya lugha ya mazungumzo na maandishi katika mawasiliano

Module Code: **ENU 07107**
Module Title: **Principles of Linguistics**
Sub-enabling outcomes:

1. Use principles of phonetics and phonology to manage use of sounds in English language
2. Demonstrate knowledge of principles of morphology in language
3. Use principles of stylistics and semantics in Kiswahili or English language
4. Demonstrate lexis and word formation
5. Use principles of syntax in communication
6. Demonstrate knowledge on the use of translation and interpretation skills

Module Code: **HIU 07108**

Module Title: **Survey of World History**

 Sub-enabling outcomes:

1. Explain importance of studying History
2. Explain sources of historical information
3. Explain early technological developments
4. Demonstrate knowledge on ancient civilizations
5. Describe pre-capitalist modes of production
6. Explain development of capitalism in the world
7. Explain development of socialism in the world

Module Code: GEU   07109

Module Title: Human and Physical
                  Geography

Sub-enabling outcomes:

1. Explain importance of studying Geography

2. Describe effects of earth's planetary movements

3. Describe structure of the earth

4. Explain effects of processes within the earth's atmosphere

5. Describe forces that affect the earth

6. Describe relationship of forces of the earth and human activities in environment

7. Explain contributions of human activities to socio-economic development

Semester II

Module Code: AEU 07210

Module Title: Curriculum Development in Adult
                  Education

Sub-enabling outcomes:

1. Demonstrate knowledge on curriculum concepts in adult education

2. Describe different curriculum models for programme development in adult education

3. Use principles of adult education to analyse curriculum in adult education programmes

4. Use principles of adult education to evaluate curriculum implementation in adult education programmes

Module Code: **AEU 07211**

Module Title: **Facilitation in Adult Education**

Sub-enabling outcomes:

1. Explain concepts related to adult learning for successful learning

2. Use appropriate techniques to facilitate adult learning

3. Use established guidelines to prepare teaching and learning resources for effective facilitation

Module Code: **AEU 07212**

Module Title: **Educational Measurement and Evaluation**

Sub-enabling outcomes:

1. Demonstrate knowledge on measurement and evaluation concepts

2. Describe measurement and evaluation in adult education

3. Use measurement scales to conduct measurement in adult education programmes

4. Explain principles of measurement

5. Explain principles of measurement

6. Describe instruments used for measurement in education

7. Describe quality of measurement instruments

Module Code: CDU 07213

Module Title: Project Planning and Management

Sub-enabling outcomes:

1. Describe policy framework guiding community development
2. Describe policies related to community development
3. Explain different policies for community development
4. Describe corporate social responsibility
5. Describe principles of corporate social responsibility
6. Explain the role of corporate social responsibility in community development
7. Demonstrate knowledge of community facilitation skills
8. Describe principles of effective community facilitation
9. Use community facilitation skills to promote community development

Module Code: AEU 07214

Module Title: Guidance and Counselling

Sub-enabling outcomes:

1. Demonstrate knowledge on concepts related to guidance and counselling
2. Use guidance tools to guide learners in adult education programmes
3. Use counselling theories to conduct counselling sessions to support learners achieve learning goals

Module Code: KIU 07215

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

Sub-enabling outcomes:

1. Fafanua dhana muhimu katika fasihi ya Kiswahili
2. Onesha uwezo wa kuchambua nadharia za fasihi
3. Onesha uwezo wa kuhakiki kazi za fasihi ya Kiswahili

Module Code: ENU 07216

Module Title: **Analysis of Literary Works**

Sub-enabling outcomes:

1. Demonstrate knowledge on literary works
2. Apply literary principles to analyse literary theories in English
3. Apply literary principles to examine literary works

Module Code: HIU 07217

Module Title: **History of Africa**

Sub-enabling outcomes:
1. Describe modes of production in Africa
2. Explain impacts of Mercantilism in Africa
3. Explain impacts of imperialism in Africa
4. Describe nationalism and struggle for independence in Africa
5. Explain nationalism and struggle for independence in Tanzania
6. Analyse social and economic developments in post-colonial Africa

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Module Code: **GEU 07218**

Module Title: **Geographic Data Acquisition and Interpretation Techniques**

Sub-enabling outcomes:

1. Use geographical data skills to interpret photographs

2. Use geographical skills to interpret maps

3. Apply statistical methods to analyse and present geographical data obtain geographical information

4. Apply field survey techniques to obtain geographical information

Semester III

Module Code: **AEU07319**

Module Title: **Multimedia Technology in Adult Education**

Sub-enabling outcomes:

1. Demonstrate knowledge on multimedia and educational technology

2. Describe types of multimedia suitable for adult education programmes

3. Apply multimedia in adult education programmes

Module Code: **AEU07320**

Module Title: **Entrepreneurship Skills**

Sub-enabling outcomes:

1. Describe the concept of entrepreneurship

2. Use entrepreneurship skills to carry out Small and Medium Enterprises SMEs activities

3. Apply legal framework to cay out business

4. Demonstrate knowledge on e-business

5. Explain e-business strategies to carry out business

6. Explain national efforts to promote e-business activities

7. Demonstrate knowledge on business resources

8. Demonstrate knowledge on manage business resources

9. Use entrepreneurial skills to mitigate business risks

Module Code: **AEU 07321**

Module Title: **Research Skills**

Sub-enabling outcomes:

1. Demonstrate knowledge of concepts related to research in adult education and community development

2. Use research guidelines to develop research proposal

3. Use research guidelines to collect data

4. Use research guidelines to analyse and interpret data findings

5. Use research guidelines to write research report

Module Code: **CDU 07322**

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

Sub-enabling outcomes:

1. Demonstrate knowledge on administrative and leadership functions

2. Use established guidelines to plan for effective implementation on adult education and community development programmes

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3. Demonstrate knowledge of management theories in adult education
4. Explain management theories
5. Apply theories of organization related to the context of adult education

Module Code: **CDU 07323**

Module Title: **Inclusive Education in Adult Learning**

Sub-enabling outcomes:

1. Describe principles of inclusive education to accommodate learners with special needs
2. Explain strategies to accommodate learners with special needs
3. Use principles of education to assess educational policies supporting inclusive education in Tanzania
4. Use established guidelines to mobilize resources to accommodate learners with special needs

Module Code: **KIU 07324**

Module Title: **Njia za Ufundishaji na Ujifunzaji wa Somo la Kiswahili**

Sub-enabling outcomes:

1. Onesha uwezo wa kuandaa somo la Kiswahili kwa wanafunzi watu wazima
2. Tumia mbinu mahususi kuwezesha mada za somo la Kiswahili
3. Onesha uwezo wa kuandaa zana za kuwezesha somo la Kiswahili kwa wanafunzi watu wazima
4. Fanya upimaji wa ufundishaji na ujifunzaji wa somo la Kiswahili

Module Code: ENU 07325

Module Title: English Teaching Methods

Sub-enabling outcomes:

1. Use adult learning principles to prepare lesson guides for learning facilitation of English subject
2. Use adult learning principles to prepare resources for learning facilitation English subject
3. Use appropriate methods in facilitation of learning English subject
4. Use established guidelines to provide guidance to learners in teaching and learning process
5. Use appropriate assessment methods and tools to assess teaching and learning English subject

Module Code: HIU 07326

Module Title: History Teaching Methods

Sub-enabling outcomes:

1. Use adult learning principles to prepare lesson guides for learning facilitation of History
2. Use adult learning principles to prepare resources for learning facilitation in History
3. Use appropriate methods in facilitation of learning History
4. Use appropriate assessment methods and tools to assess teaching and learning of History Subject

Module Code: **GEU 07327**

Module Title: **Geography Teaching Methods**

Sub-enabling outcomes:

1. Use adult learning principles to prepare lesson guides for learning facilitation of Geography
2. Use adult learning principles to prepare resources for learning facilitation in Geography
3. Use appropriate methods in facilitation of learning Geography
4. Use established guidelines to provide guidance to learners in teaching and learning processes
5. Use appropriate assessment methods and tools to assess teaching and learning of Geography

Semester IV

Module Code: **AEU 07428**

Module Title: **Practicum (Teaching Practice)**

Sub-enabling outcomes:

1. Use variety of assessment methods to assess teaching and learning process in adult education
2. Use managerial skills to manage resources to enhance effective and efficiency of adult education programmes
3. Use established guidelines to provide guidance to learners in teaching and learning process

Module Code: CDU 07429

Module Title: Initiating Community Development Projects

Sub-enabling outcomes:

Module Code: AEU 07430

Module Title: Fieldwork Report Writing

Sub-enabling outcomes:

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

Semester I

Module Code: DEU 08204

Module Title: Management of Open and Distance Learning Programme

Sub-enabling outcomes

1. Analyse Open & Distance Learning (ODL)
2. Manage provision of learner support service (ODL)
3. Select appropriate media in distance education
4. Asses and evaluate learner in ODL
5. Assess learners in ODL programmes
6. Develop ODL study material

Module Code: **MAU 08205**

Module Title: **Policy issues in Adult Education**

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 08206**

Module Title: **Programme monitoring Evaluation and Quality Control**

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 programmes evaluation results
6. Disseminate evaluation findings

Module Code: FAU 08207

Module Title: Guidance and Counseling

Sub- enabling outcomes:

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

Module Code: MAU 08208

Module Title: Organizational Management and Financial Administration

Sub- enabling outcomes:

1. Analyse functions of a leader
2. Set goals in line with organizational vision and mission
3. Prepare implementation plan for adult education and community development programme
4. Make decisions on the use of resources in adult education and community programme
5. Analyse professional standars 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

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8. Organize 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 organization
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

Semester II

Module Code: **RCT 08101**

Module Title: **Data Collection and Research Report Writing (Field)**

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)**

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**

Sub- enabling outcomes:

1. Develop tools for evaluation
2. Identify ways of reporting programmes evaluation results
3. Disseminate evaluation findings

Note: *Students of NTA Level 5-8 should opt at least two Modules (Elective) for each Semester from Adult and Continuing Education Programme*

3.6   Sub-Enabling Outcomes for Modules Offered in Distance Education (ODL)

3.6.1 Basic Technician Certificate in Distance Education (BTCDE NTA LEVEL 4): ODL

Semester I

Module Code: ACE04102

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

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. Described multimedia technology in distance education
5. Use multimedia technology 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

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: **DE04203**

Module Title: **Introduction to Open and Distance Learning (ODL)**

Sub-enabling outcomes:

1. Describe ODL
2. Determine challenges in ODL
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
7. support services in DE
8. Describe distance education learning center
9. Provide guidance and counseling support services in DE
10. Provide administrative support services in DE
11. Provide tutorial/academic support services in DE

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

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**

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: DE04201

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

Sub-enabling outcomes:

1. Explain the concept of Adult Education
2. Explain Pedagogical approaches
3. Use and 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: 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: FA04207

Module Title: Teaching Practice (Field Work) Module

3.6.2 Technician Certificate in Distance Education (TCDE, NTA LEVL 5) ODL

Semester I

Module Code: DE05101

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

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: DE05102

Module Title: Management and Administration of Distance Education Programs

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: MAT05106

Module Title: Application of Basic Communication Skills

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
                in DistanceEducation**

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: GET05101

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

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 eart hand their resulting features

Module Code: KIT 05106

Module Title: Kutumia Fonologia na Mofolojia ya Kiswahili Sanifu katika Mawasiliano.

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: HIT05102

Module Title: Analyzing History of African Societies before Independence

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 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: ENT05103

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

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

Semester II

Module Code: **DE05201**

Module Title: **Provision of Guidance and Counseling in ODL**

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: RC05203

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

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**

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: **DE05205**

Module Title: **Managing Distance Education Projects**

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: **GET05205**

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

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

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

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

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

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: ENT05207
Module Title: **Application of English Learning Facilitating Methods**

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

3.6.3   Ordinary Diploma in Distance Education (ODDE, NTA LEVEL 6) ODL

Semester I

Module Code: **DE 06104**

Module Title: **Development ODL study materials**

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 06102**

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

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 06101**

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

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 06103**

Module Title: **English Syntax and Stylistics**

Sub Enabling Outcomes

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

Semester II

Module Code: **FA 06103**

Module Title: **Foundation of Open and Distance Learning**

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: **GET 06205**

Module Title: **Introduction to Human Geography**

Sub enabling Outcomes

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

Module code: ENT 06207

Module Title: Analysis of Literary Works

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: HIT 06206

Module Title: Post Independence History of Africa

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: FAT 06205

Module Title: Practicing Teaching

Sub enabling Outcomes

4.0 IAE ACADEMIC DEPARTMENTS

4.1 Adult and Continuing Education Studies Department

This Department is mandated to train literacy teachers, adult teachers and adult educators and Community Development Practitioners. It offers training programmes from basic Technician certificate, Ordinary Diploma and Bachelor Degree levels. Programmes offered are Adult and Continuing Education, Distance Education and Community Development.

4.2   Mass Education and Open Schooling Department

Mass education and open schooling department has three sections namely; mass education, open schooling as well as regional centers coordination section.

4.3   Research, Publication and Consultancy Department

This department provides framework for the undertaking of research, publication and consultancy services. It coordinates the publication of the Journal in Adult Education (JAET), Studies in Adult Education (SAED) and IAE Research Bulletin. Also, under this department, there is a printing section that offers printing services to the Institute and the general public.

5.0   ADMISSION REGULATIONS & ENTRY REQUIREMENTS

5.2   Admission Criteria for Bachelor Degree Programmes

An applicant shall be eligible for admission into Bachelor Degree level if he/she has the following entry qualifications;

·   Two principal passes in Arts subjects with a total of 4.0 points from Two subjects defining the admission into the respective programme (where A=5; B=4; C=3, D=2; E=1) for applicants completed studies before 2014 and from 2016

OR

·   Two principal passes (Two Cs) in Arts subjects with a total of 4.0 points from Two subjects defining the admission into the respective programme (where A=5; B+=4; B=3 C=2, D=1) for applicants completed studies in 2014 and 2015

OR

- Holder of Ordinary Diploma in Adult and Continuing Education/Teacher Education/ Social Work/ Community Development/ Project Planning and Management with at least a GPA of 3.0 and holder of Form IV with four passes in "D" in non-religious subjects.

5.3 Admission Criteria for Ordinary Diploma Programmes

An applicant shall be eligible for admission into Ordinary Diploma Programmes, if he/she has the following entry qualifications;

- Holders of Certificate of Secondary Education Examination (CSEE) with at least Four (4) passes in non-religious Subjects

- Holders of Basic Technician Certificate (NTA Level 4) in Adult Education, distance education, Social Work, Community Development, or Project Planning and Management OR Grade IIIA Teaching Certificate plus Certificate of Secondary Education Examination (CSEE) with at least Four (4) passes in non-religious Subjects   OR Advanced Certificate of Secondary Education Examination with at least one Principle pass and one subsidiary in Principle subjects.

5.4   Admission   Criteria   for   Basic   Technician   Certificate Programmes

- Holder of Certificate of Secondary Education Ex-aminations (CSEE) with four passes in non-religious subjects

OR

- Holder of Grade IIIA Teaching Certificate plus at least two passes in Certificate of Secondary Education Examinations (CSEE) in non-religious subjects

5.5   Modes of Application

- Applicants may apply online through www.iae.ac.tz.

- Download and fill application forms for certificate and Diploma programmes, scan and send to the email address indicated on the application form or submit it at any of the IAE offices.

- Pick application form from any IAE campus/office, fill in and submit for processing.

- Bachelor Degree applicants will only apply online.

6.0   CLASSIFICATION OF ASSESSMENT AND AWARDS

6.1   The following shall be the conduct in the classification of assessment and awards:

6.2   AContinuous assessment will comprise 50% (Conventional programmes) marks and 60% (ODL programmes) respectively.The Pass mark in the continuous assessment shall be 25%, 22.5% and 20% for NTA Level 4 and 5, NTA Level 6 and NTA Level 7 and 8(Conventional programmes) and 20%, 18% and 16% for NTA level 4 and 5, NTA level 6 and NTA level 7 and 8(ODL programmes) (See Appendix 1).

6.3   The Semester Examination shall be administered at the end of semister or module.

i) For conventional programmes, it shall carry 50% marks, adding to the 50% from continuous assessment to make a total of 100%.The pass mark in the semester examination shall be 25%, 22.5% and 20% for NTA Level 4 and 5), NTA Level 6 and NTA Level 7 and 8 respectively. (see Appendix 1)..

ii) For ODL programmes, it shall carry 60% marks, adding to the 40% from continuous assessment to make a total of 100%. The pass mark in the semester examination shall be 30%, 27% and 24% for NTA Level 4 and 5), NTA Level 6 and NTA Level 7 and 8 respectively. (see Table 1).

Table 1:   Classification of Assessments and Pass Grades

Programme	Maximum marks in CA	Maximum marks in SE	Final Maximum Marks	Minimum Pass marks in CA	Minimum Pass marks in SE	Final Minimum Pass Marks	Final Minimum Pass Grade	Overall Minimum Pass Grade
Certificate (NTA Level 4 and 5)	50	50	100	25	25	50	C	C
Diploma (NTA Level 6)	50	50	100	22.5	22.5	45	C	C
Bachelor Degree (NTA Level 7 and 8)	50	50	100	20	20	40	C	C

Bachelor Degree (NTA Level 7 and 8)	50	50	100	20	20	40	C	C
Bachelor Degree (NTA Level 7 and 8)-ODL	40	60	100	16	24	40	C	C

a) The final marks shall be graded as indicated in Table

Table 2: Grading systems

Grade	Definition	Certificate (NTA level 4 & NTA level5)		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	

b) Cumulative Grade Point Average (GPA) shall be computed by considering summation of grade points times the number of credits in each module divided by the total number of credits stipulated within the modules taken by a student, that is:

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

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

6.4 The following rules shall apply to classification of an award:

a) The classification of award shall be as shown in Table 3.

b) Certificate of award shall only be issued to a student who shall have passed all modules registered for in the course or programme.

Table 3:   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

7.0   EXAMINATIONS ELIGIBILITY AND CONDUCT

7.1   A candidate shall be eligible for an examination of the Institute after fulfilling the following conditions:

a) Having been registered for a module/course in question;

b) Completion of all exercises in continuous assessment and he/she has passed;

c) Attendance of at least 75% of classroom sessions;

d) Payment of required fees;.

7.2   The following are regulations for postponement:

a) No students will be allowed to postpone examination except under special circumstances.

b) Permission to postpone examinations will only be considered after producing satisfactory evidence of the reasons for postponement.

c) Cases of postponement due to illness or any other genuine reasons must be reported before the time of sitting for the examination in question, and approval of the Institute through the Head of Department and Registrar should be sought by filling in the special forms.

d) In case a candidate falls sick during the examination, the matter should be reported to the Registrar.

e) A student who is sick and decides to take an examination does so at his/her own risk, and must abide to the examinations results;

f) The maximum period for a student to postpone his/her studies will be two academic years.

g) Any candidate sitting for any examination other than the regular Semester Examination shall be required to pay fees as cost for processing and handling the examinations.

7.3 Each candidate shall be required to observe the following examination regulations:

a) Candidates should make sure they have been issued Clearance Card and own a valid students ID card before Examinations begin;

b) Candidates should be responsible for consulting Examinations time tables regularly;

c) All candidates will assemble outside the examination room and will only enter if and when allowed to do so by the invigilator or examination officer;

d) Before entering the examination room, each candidate shall be inspected by the invigilator to ensure that s/he is not carrying with him/her any unauthorized material(s);

e) No food staff or drink is allowed in the examination room;

f) Candidates must not start to read the paper, or start writing until told to do so by the invigilator

g) Silence shall be observed at all times in the examination room;

h) Borrowing of working tools from another candidate in the examination room is prohibited;

i) 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;

j) All rough work(s) must be written on the last page of the answer booklet or script and cancelled through before handling in to the invigilator;

k) A candidate is prohibited from writing or annotating in the question papers; and

l) candidate is not allowed to distract other examinees' attention by actions such as smoking, commotions, telephone noises and related disturbances in the examination room.

7.4 The following shall be regarded as examinations offences and therefore punishable by these regulations:

a) Talking to another candidate or any person inside or outside the examinations room during the examinations' session without the permission of the invigilator, whose penalty shall be Cancellation of the examination in question and sit for supplementary examination, subject to payment of the examination costs and being confirmed by the Examinations Board and approved by the Council;

b) Possession or access of unauthorized materials that could be of assistance to a candidate whose penalty shall be the cancellation of all semester examinations results and re-seat for cancelled examinations as supplementary subject to payment of the examinations' costs and being confirmed by the Examinations Board and approved by the Council;

c) Copying or indulging in copying from any paper or notes or allowing any other student to copy any matter from his answer book or render in any manner any assistance to another candidate in solving a question or part of

question set in the question paper, whose penalty shall be the cancellation of all semester examinations results and re-seat for cancelled examinations as supplementary subject to payment of the examinations' costs and being confirmed by the Examinations Board and approved by the Council;

d) Consulting books, notebooks, papers, or any other prohibited source of information, either outside the examination room or inside the examination room, while the examination is on progress, and before he/she hands over his/her answer book to the invigilator whose penalty shall be the cancellation of all semester examinations results and re-seat for cancelled examinations as supplementary subject to payment of the examinations' costs and being confirmed by the Examinations Board and approved by the Council;

e) Swallowing a paper or attempting to swallow it or running away with it or causing its disappearance or destroying it while the examination is on progress, shall be deemed to be a decisive disciplinary offence whose penalty shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council;

f) Misconduct or misbehaving towards the invigilator or refusal to sign the invigilator's report of facts in any irregularity discovered, whose penalty shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council;

g) Forging or using another person's signature or student identity card or registration/examination number or using a forged document with a view of seeking for admission whose penalty shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council;

h) Smuggling in an answer book or continuation sheet or taking out part or arranging to send out answer book or continuation sheet during or after the examination with or without the help of any person connected with the examination centre or any agency within or outside the examination centre shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council;

i) Impersonating a candidate or any member of the Institute community before, during or after examination session, whose penalty shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council;

j) Using force or violence against or assaulting fellow candidate, an officer or any member of the Institute community or conduct which does or is likely to cause damage, defacement or violence to any person or property within the examination room provided that such conduct is that of a candidate towards another candidate or member of the Institute whose penalty shall be to suspend a candidate for not more than one

academic year and pay compensation to the value of the damaged property, subject to confirmation by the Examinations Board and approved by the Council;

k) In no circumstance must answer books stamped or not, used or unused, be removed or brought from the examination room by a candidate whose penalty shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council.

8.0 SPECIAL EXAMINATIONS, SUPPLEMENTARY EXAMINATIONS AND APPEALS

8.1 Supplementary Examinations

The following are regulations for conduct of supplementary examinations:

a) A candidate who fails any modules in a Semester Examination shall be required to sit for supplementary examinations;

b) The maximum score in a module for supplementary examinations will not go beyond the minimum pass mark of a module for semester examination or will not be beyond a C grade.

8.2 Special Examinations

The following are regulations for conduct of special examinations:

a) A candidate, who fails to do an assignment or test in continuous assessment due to unavoidable circumstances, following approval by the head

of department or campus principal, will be given special assignments or tests to complete coursework before sitting for regular semester examination.

b) A candidate with incomplete coursework due to genuine reported reasons will request for postponement of examinations; and, subject to completion of coursework, such a candidate will sit for special examinations as first sitting;

c) A candidate who fails to sit for semester examination due to unavoidable circumstances such as sickness, following acceptance and approval by the Registrar, will sit for the special examination as first sitting;

d) A candidate who requests and gets permission for postponement of examinations will sit for the special examination as first sitting;

e) A candidate who requests to sit for Semester Examination at any time of his or her convenience shall, depending on convenience to the Institute, sit for such on-demand examination (ODE) as special examination and as first sitting.

8.3 The following are regulations on failure in supplementary examinations:

a) A candidate who fails in a supplementary examination shall be required to re-sit for supplementary examination and pass the module before sitting for Semester Examinations of the subsequent semester;

b) A candidate who fails the examination stated in 38(a)and those who did not re-sit for supplementary with genuine reason shall repeat the module and complete before next level;

8.4 A candidates who is eligible to sit or re-sit for any examination which is not first sitting will be required to meet costs of preparing and administering the examination as stipulated in examinations cost guidelines.

8.5 The appeals procedures shall be as follows:

a) As soon as provisional examination results are released, a candidate who is discontented with the results may appeal.

b) The appeal must be forwarded to the Rector through the registrar or campus principal within 14 days from the date of release of the provisional results;

c) The appeal form shall be in written form accompanied by all relevant and substantive evidence

d) Where the appeal involves remarking of scripts, a candidate will be required to pay an appeal fee for each module script to be re-marked; and the fee is non-refundable.

8.6 The processing of Appeals shall undergo the following steps:

a) If the appeal is related to marking, the Deputy Rector-Academics, in consultation with head of department or campus principal shall appoint suitable expert(s) in the relevant module(s) to be third marker(s).

b) The third marker(s) shall re-mark the relevant script using the same marking scheme, which was used by the first marker and external examiner.

c) The third marker shall briefly comment on results of the marking exercise so as to justify his/her award of marks, which shall be paramount;

d) Where a technical error is detected by the third marker, he/she shall provide a justified suggested remedy and award or remove any marks. Where this remedy involves other candidates' scripts, the third marker will call for such adjustments;

e) The results from the third marker will, nonetheless, be tabled at Academic Committee of the Council for affirmation;

f) The decision of the Academic Committee of the Council shall be forwarded to the Council for approval; and

g) The decision of the Council shall be final.

9.0 RESULT SLIPS, TRANSCRIPTS AND CERTIFICATION

9.1 The following shall be the conduct in results slips, transcripts, certificates and certification

a) The Council shall issue certificates for degrees, diplomas, certificates or other awards of the Institute recommended;

b) A candidate has the right to request for a provisional result slip two weeks after semester examinations results have been released. Such candidate will be required to pay a fee for a copy of the result slip according to examinations cost guideline;

c) A student who has completed studies at the Institute will have a right to request for the academic transcript and certificate after graduation. Certificates and transcripts shall be issued in the names as they appear in the candidate's certificate of secondary education;

d) Any student desirous of obtaining a transcript shall apply for a transcript, a clearance form and passport size photographs for the preparation of transcript;

e) Upon application for a transcript, any extra certified copy of the transcript will be charged according to examinations cost guideline;

f) The fees prescribed in this part shall be paid by the applicant to the Institute of Adult Education control number before the issue or certification of the document in question;

g) A student with an outstanding fee will not be issued with academic transcript, certificate or testimonial before completing payment of fees.

9.2 The following shall be the conduct regarding loss, destruction (partial or total) of the original certificate or a copy:

a) The applicant shall produce an affidavit;

b) A certificate so issued shall be marked "DUPLICATE" across it;

c) The replacement certificate shall not be issued until a period of 12 months has elapsed from the date of such loss;

d) The applicant must produce evidence that the loss has been reported to the police and adequately publicly announced with the view of its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place; and

e) The replacement for a certificate will be charged as stipulated in the IAE examination cost guideline.

f) All fees are subject to review by the council from time to time.

10.0 LIST OF IAE ACADEMIC STAFF MEMBERS

Dr. Michael W. Ng'umbi, *Senior Lecturer*

PhD Ed Mgt (University of Reading, UK), 2010;

M.A.Ed (UDSM), 2004; B.Ed. (UDSM), 2002;

Diploma in Education (Korogwe TC), 1993.

Dr. Mbowe Kabun'ga, *Senior Lecturer*

PhD. Entrepreneurship Management(OUT), 2013

Masters of Business Administration (UDMS), 2004

Bachelor of Science (Islamc University in Uganda),1999

Dr. Julius Chaligha, *Lecturer*

PhD in Education (Kenyatta University), 2018;

MA. Education (University of Sunderland), 2002;

PGD in Education (UDSM), 1999;

B.A (UDSM), 1994.

Dr. Bernadeta Kapinga, *Lecturer*

PhD in Education (Huazhong University of

Science Technology), 2011; MA Ed (UDSM), 2004;

BA Ed (UDSM), 2002.

Dr. Godfrey M. Mnubi, *Lecturer*

PhD in Educational Foundations and Research (UND) 2013; M.Sc. in Social Responsibility (SCSU) 2007; B.A in Business Administration (Marketing), 2004.

Dr. Kija Steven Magembe, *Lecturer*

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

Dr. Honest Kipasika, *Lecturer*

PhD. Env. Engineering (Nelson Mandela Institute of Science and Technology), 2016; M.A Integ. Env. Mgt (UDSM) 2007; B.Sc. Env.Sc & Mgt (SUA), 2004.

Dr. Sempeho I.S. Sempeho, *Lecturer*

PhD. Material Science and Engineering Science (Nelson Mandela Institute of Science and Technology), 2016; M.A in Chemistry (UDSM) 2012; B.Sc Ed. (UDSM) 2009; Teaching Licenses (Korogwe TTC), 2006.

Dr. Anathe Kimaro, *Lecturer*

PhD Education psychology (UDOM), 2018; M.A. (ASP) (UDSM), 2009; BED (Arts) (UDSM), 2007; Dip in Ed (Marangu), 2002; Cert in Ed (Grade A) (Singachini TTC), 1999; Cert in Ed Grade B (Singachini TTC), 1993.

Dr. Anthony Nyangarika, *Lecturer*

PhD in Applied Economics (Beijing, China), 2019; MSc in Economical Cybernets (Kharkov, Ukraine), 2011; BSc in Economics and Business (Kharkov, Ukraine), 2010; Dip in Russian Language and Literature (Kharkov, Ukraine), 2006.

Dr. Beatus Mwendwa, *Lecturer*

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

Belingtone E. Mariki, *Lecturer*

M.Sc.Com Econ. Dev (SNHU, USA), 2007; PGD. Env. Planning (IRDP Dodoma), 2003; PGC. Practitioner Research & Evaluation Skills Training in ODL (Botswana) 2011; Adv. Dip in Com Dev (CDTI, Tengeru), 2001; Cert in Designing & Facilitating E-Learning (Open Polytechnic, New Zealand), 2014; Cert in Gender in Everyday Life (University of Pretoria), 2011.

Chiraka Muhura, *Lecturer*

MA. Entrepreneurship and Enterprises Dev (UDSM), 2011; B.A Ed (UDSM), 2003.

Leonia Kassamia, *Assistant Lecturer*

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

Senorina Kateule, *Assistant Lecturer*

M.A. (Information Studies), 2003;

BA. Ed-ADE (UDSM), 2000.

Placid Balige, *Assistant Lecturer*

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

Mugabe Mtani, *Assistant Lecturer*

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

Mary Watugulu, *Assistant Lecturer*

M.A. Dev. Studies (Dublin), 2007; PGD Management (Cyprus), 2000; Adv. Dip Community Dev (Tengeru), 1994; Cert for Distance Education Practitioners (Botswana), 2013.

Tadei Mamba, *Assistant Lecturer*

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

Hadija Idd, *Assistant Lecturer*

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

Felician Bundala, *Assistant Lecturer*

MSc IT & Mgt (Avinaskillingam University; India),

2008; PGD Scientific Computing; (UDSM), 2011. Dip in Electronic Engineering (Glassgow), 1995; FTC Automotive Engineering, (Arusha Tech. College), 1992.

N'ana Mbunda, *Assistant Lecturer*

MA. Ed (UDSM), 2008; BA. Ed (OUT), 2005; Dip. Ed (Morogoro TTC), 1998.

Onesmo Emmanuel, *Assistant Lecturer*

M.A. Geog & Envt. Mgt (UDSM), 2008; B.A. Ed (UDSM), 2005; Cert in Computer Skills (NCR Institute), 2005.

Mr. Aristarick Lekule, *Assistant Lecturer*

M.AEd. (UDSM),2009;BA.Ed(UDSM),2004;Cert.in Computer Skills (UCC), 2004.

*Salome Tondi, *Assistant Lecturer*

MSc in Com Econ Dev (Southern New Hampimshire), 2009; PGD Com Dev (MUCCOBS), 2006; Ad Dip in Com Dev (Tengeru), 2002

Fidelis Byenobi, *Assistant Lecturer*

M.A. Ed Mngt & Admin (UDSM), 2009; B.A Ed (UDSM), 2004.

Stewart Ndandu, *Assistant Lecturer*

M.A. Ed (UDOM), 2010; B.A in Ed (Mount Meru University), 2008; Dip in Ed (Butimba Teachers College) 1997

Gaudence Mkasile, *Assistant Lecturer*

MBA (UDSM), 2010; B.A. Ed (UDSM), 2006.

Simon Magava, *Assistant Lecturer*

M.A.Geo & Environment Mngt (UDSM), 2010; B.A Geo & Environment Mngt (UDSM), 2007.

Baraka Kionywaki, *Assistant Lecturer*

MBA; Corporate Mngt (Mzumbe) 2011;

Adv Cert in ICT (NITTTR-INDIA) 2010; B.Ed-Mathematics (Tumaini), 2006; Dip. Ed (Physics & Mathematics) (Monduli TTC), 1996.

Chediel Mlavi, *Assistant Lecturer*

MBA (UDSM) 2011; B.A Ed (UDSM) 2008, Cert in Ed (Korogwe TTC), 2002.

Odongo Yohana, *Assistant Lecturer*

M.A Development Studies (UDSM), 2011

B.A Education (UDSM), 2007.

Habibu Muyula, *Assistant Lecturer*

M.A Dev. Studies (UDSM) 2011; B.A

Environmental, Planning & Mngt (UDSM), 2008;

Dip in Ed (Mpwapwa TTC) 2002

Zacharia Ngasa, *Assistant Lecturer*

MBA Finance (University of Gloucestershire-UK), 2011; PGD in Business Mngt (UK), 2010; BA. Ed (University of Arusha)

Atupele Kamage, *Assistant Lecturer*

M.A Kiswahili literature (UDOM), 2011;

B.A. Education (UDSM), 2008.

Sedet Bulaya, *Assistant Lecturer*

MSc HRM (Mzumbe) 2012; B.Ed, ADE, (UDSM),

2007; Dip in ADE (IAE), 2002; Diploma in Distance Ed (OUT), 2014; Cert in Ed (Tabora), 1996.

Abtwalibu M. Salimu, *Assistant Lecturer*

M.A Ed (UDOM) 2012; B.A Ed (UDSM), 2006.

Edgar Mwera, *Assistant Lecturer*

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

Martin Tarmo Modaha, *Assistant Lecturer*

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

Scholastica E. Kileo, *Assistant Lecturer*

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

Subiri Katete, *Assistant Lecturer*

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

Dustan Msamada, *Assistant Lecturer*

M.A. Ed (UDOM), 2013; B.Ed-ADE (UDSM), 2008; Cert in Ed (Tandala TTC), 1983.

Juvent Coelestine, *Assistant Lecturer*

MA. Arts in Educational Mngt &Planning (SAUT) 2013; B.A Ed (UDSM) 1999.

* **Joram Malimi,** *Assistant Lecturer*

MA. Ed. Educational Leadership &Mngt (Aga Khan), 2013; B.A Ed in Arts (UDOM) 2010, Dip in Ed (Butimba TTC), 2007.

Mwajuma Mohammed, *Assistant Lecturer*

MA.Ed (Northampton U.K), 2013;

B.Ed-ADE (UDSM), 2006; Dip in ADE (IAE), 2001; Cert. Ed (Monduli), 1992.

Nyamlanga Lwakatare, *Assistant Lecturer*

M.A.Ed (UDSM) 2013,

BA. Ed (SAUT) 2010

Dip. Ed. (Patandi TTC) 2004

Shemeli Mbuga Magambo, *Assistant Lecturer*

MSc. Entrepreneurship (Mzumbe), 2013; BA.Ed (University of Arusha), 2010; Dip in Ed (Kasulu TTC), 2006.

Amina Mbughi, *Assistant Lecturer*

M.A.Ed in Curr.Dev & Instruction (St. Augustine University) 2014; B.A. Adult Ed (UDSM)

2009. Dip.in Adult Ed & Com Dev (IAE) 2005

Emmanuel Geydan, *Assistant Lecturer*

M.A in Kiswahili (UDSM), 2014;

B.A. Ed (SAUT), 2011.

*Joshua Edward, *Assistant Lecturer*

MSc. in Health System Mngt (Mzumbe) 2014; PGD in Leadership & Governance (TPSC) 2015; BA Com Dev (TUMAINI) 2012; Cert in Risk & opp (WBI, Washington DC) 2016; Cert in Project M&E (North Carolina) 2016.

Saidi Kayege, *Assistant Lecturer*

M.A. Ed Mngt & Planning (St. Augustine University of Tanzania) 2014 B.A. Ed (UDSM) 2007

Samwel Gasuku Mwita, *Assistant Lecturer*

MA in Mass Communication (SAUT), 2014;

 BA in Mass Communication (SAUT) 2010.

Joyceline Semwenda, *Assistant Lecturer*

MA. Ed. (UDSM) 2014, B.A. Ed in Adult Ed (UDSM), 2006. Dip in Ed (Morogoro TTC) 2001.

Sylivia Shengena, *Assistant Lecturer*

Masters in Educational Planning & Admin (St. Augustine) 2015

B.A. Ed (UDSM), 1995.

Camilius Mwilla, *Assistant Lecturer*

Msc.Human Resources (Mzumbe University) 2015

PGD in Human Resources (IFM) 2009

Adv. Dip. In Adult Ed (IAE) 2008

Dip. In Ed (Morogoro TTC) 2001

Celestine J. Magesa, *Assistant Lecturer*

MSc. Economics & Finance for Devt (Bradford Univ.UK) 2015; B.Ed. Economics &PSPA (UDSM) 1999.

Frank Mbele, *Assistant Lecturer*

MSc. Public Policy Analysis & Program Mngt(Ardhi University),2015;B.A Project Planning & Mngt with Minor of Community Development(CDIT) (Tengeru), 2012; Certificate in Investment Planning (World Bank Institute)Washington DC-2015.

Nicholous Mlawa, *Assistant Lecturer*

MA Dev. Studies (UDSM), 2015;

B.A in Adult Ed (UDSM), 2007;

Dip in Adult and Continuing Ed (IAE), 2016.

Oliver Kindole, *Assistant Lecturer*

 M.A Ed. (UDSM) 2015, B.Ed-ADE (UDSM), 2006;

 Dip. Ed (Morogoro), 2001; Cert. Ed (Morogoro), 1995.

Specioza Isundwa, *Assistant Lecturer*

 MA. Ed. Administration Planning and Policy

 Studies (OUT), 2015; B.A. Ed (UDSM), 1998

Zawadi Mmasy, *Assistant Lecturer*

M.A.Ed Planning & Administration (Ruaha Catholic University) 2015, B.A.Ed. Psychology (Teofilo Kisanji University) 2012, Dip. Ed. (Morogoro Teachers College) 2007

Modesta Antony Kaluwa, *Assistant Lecturer*

MA. Ed (The Aga Khan University); 2015,

 BA. Ed in Arts (University of Dar es salaam), 2008.

Amina A. Msuya, *Assistant Lecturer*

MA. Ed. Administration, Planning and Policy Studies (OUT), 2016; B.Sc. Ed (UDSM), 2001; Cert in Comp skills (UCC), 2001.

Hassani Jaffar, *Assistant Lecturer*

M.A. Geography & Environmental Mngt (UDSM), 2016: B.Ed (UDSM), 2004; Dip.Ed (Mpwapwa), 1994; Cert. Computer Skills (UDSM), 2003.

Rosemary E. Issaka, *Assistant Lecturer*

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

Shabani Maijo, *Assistant Lecturer*

M.A Project Mngt (OUT) 2016; PGD in Project Planning & Mngt (IRDP) 2012; B.Ed Arts (UDOM) 2010; Cert in Ed (Kabanga TTC) 2003.

Mary Kimaty, *Assistant Lecturer*

M. Ed. Open & Distance Ed. (OUT) 2017

B. Ed (UDSM), 1998.

Elinaike Marti, *Assistant Lecturer*

M.A. Counselling Psychology (Christian University-Uganda) 2017. PGD Children &Youth Dev (Netherlands), 2004;

B.A. Ed (UDSM), 1997.

Anna Ntiruvakule, *Assistant Lecturer*

M. Ed.in Open and Distance Learning (OUT) 2017, B.A Ed. Kiswahili & Linguistics (UDSM), 2009. Dip. In Ed (Korogwe TTC) 2005.

Boniface Chipeta, *Assistant Lecturer*

M.A Ed (SAUT) 2017. B.Ed (Tumaini) 2005; Dip in Ed (Monduli TTC) 1994.

Danken Kipeta, *Assistant Lecturer*

M. Ed in Open & Distance Learning (OUT) 2017; BACE (IAE) 2013. Diploma in Adult Ed. & Com Dev (IAE) 2005; Diploma in Ed (Tabora TTC), 2002; Cert. in Ed. (Sumbawanga TTC), 2000; Cert in Peace Building and Reconciliation (MEFK, Zambia), 2009.

Denga Mayemba, *Assistant Lecturer*
M. Ed.in Open and Distance Learning 2017 (OUT), Adv. Dip In Adult & Continuing Ed. (IAE), 2009.
Hellen Gega, *Assistant Lecturer*

M. Ed in Open & Distance Learning (OUT) 2017; BACE (IAE) 2013. Diploma in Adult Ed. & Com Dev (IAE) 2006. Cert.in Ed. (Morogoro TTC) 1996.

Justine G. Mbwambo, *Assistant Lecturer*

M. Ed - Open & Distance Ed. (OUT) 2017,

PGC in Practitioner Research &

Ev.Skills (BOCODOL – Botswana) 2013,

B.A. Ed. (UDSM) 2009; Cert. in Ed. (Tarime), 2003.

Peter Kisusi, *Assistant Lecturer*

M.A. Ed (UDSM) 2017, BACE (IAE) 2012

Dip.Adult Ed. & Comm.Dev (2009); Cert in Ed (Murutunguru TTC) 2002.

Chago Igogola, *Assistant Lecturer*

MA. Ed Mngt and Planning (SAUT) 2017, BACE (IAE) 2013, DAECD (IAE) 2008, Cert. in Education (Murutunguru) 2002

Moses A. Lyaumi, *Assistant Lecturer*

M.A.Linguisticts (St. Augustine University of Tanzania) 2018, BA Education (St. Augustine University of Tanzania) 2014

Certificate in Journalism (St. Augustine University of Tanzania), 2009.

Grade IIIA Teaching Certificate (Tukuyu T.C), 2005

Norbert Nombo, *Assistant Lecturer*
Master of Educational Management and Planning (St. Augustine University of Tanzania), 2017.
Bachelor of Arts with Education(Eckeinforde Tanga University), 2014

Kassim Dallu, *Assistant Lecturer*

M.A. Linguistics (Ruaha Catholic University), 2014
B.A Ed (Ruaha Catholic University), 2011;
Dip in Ed (Mpwapwa TTC), 2002.

Mussa Nkungu, *Tutorial Assistant*

B.A. Ed (UDSM) 1993

Andrew Swai, *Tutorial Assistant*

Bsc. in Agriculture (SUA) 1994.

Godwin Hassan, *Tutorial Assistant*

B.A. Ed (UDSM), 1998

Ernest Yohana, *Tutorial Assistant*

B.A. Ed (UDSM) 2002

Josephine Rwechungula Rweyemamu, *Tutorial Assistant*

B.Ed (OUT) 2007

Rainer Chale, *Tutorial Assistant*

B.A Education in Adult (Kiswahili) University 2008

Denis Kinunda, *Tutorial Assistant*

Advanced Diploma in Adult & Com Dev (IAE) 2010

Dip. Ed (Chang'ombe TTC) 2003

Aghaton Madonda, *Tutorial Assistant*

Bachelor of Arts in project planning Management and Community Development (UDOM), 2011
Master of Science in Management of Development (Van Hall Larenstein University), 2018.

Linda Macha, *Tutorial Assistant*

Bachelor of Adult Ed & Comm Dev. (IAE) 2017

Dip in Secondary Educ. (Morogoro TTC) 2011

Jesca Kisusi, *Tutoria Assistant*

B.A. Ed (Mount Meru University) 2015

Dip. Ed (Mount Meru University) 2012

Cert. in Ed (Murutunguru TTC) 1995

Simon Roneck Mkumbwa, *Tutorial Assistant*

Bachelor of Ed in Adult & Com Ed (UDSM), 2015.

Thomas Amos, *Tutorial Assistant*

Bachelor of Adult Ed. & Comm Dev. (IAE), 2017; Dip.In Adult & Continuing Ed. (IAE), 2014

Certificate in Ed (Sumbawanga TTC), 2006

Franckaise Magoda, *Tutorial Assistant*

Bachelor Degree in Adult Education & Community Development (IAE), 2017

Diploma in Education (Marangu T.C)

Samson H. Mabula, *Tutorial Assistant*

Bachelor ofEducation in Psychology (UDSM) 2012; Dip. In Adult & Continuing Ed (IAE), 2008

Certificate in Education (Kasulu T.C) 2002

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Martin Eray Mkwama,*Tutorial Assistant*

Bachelor Degree in Adult & Community Development (IAE) 2017

Ordinary Diploma in Adult & Continuing Education (IAE), 2014
Certificate in Primary Education (Tandala T.C), 2008

Winfrida Mosha, *Tutorial Assistant*

Bachelor of Adult Ed. & Comm Dev. (IAE), 2017; Dip in Secondary Education (Butimba TTC) 2011

Getruda Mosi, *Instructor*
Cert. in Vocational Instruction (Morogoro Vocational Instructor Training College) 2005; Cert. in Food Production (Morogoro Vocational Training and Service Centre Mikumi Campus) 2004; Cert. in Food Production and Preparation (VETA-Dar es Salaam) 2002

Yohana Kitema, *Instructor*

Dip. In Automotive Engineering (Arusha Technical College) 2012

Degratius Protus, *Instructor*

B.A in Theatre Arts and Film University of Dodoma (2013)

Godfrey Mboto, *Instructor*
International Diploma in Network Administration (New Horizon Computer Learning Centre), 2013; Diploma in Information Systems Management (Aptech Computer Learning Center), 2015; Certificate in Information Systems Management- (Aptech Computer Learning Centre), 2014.

Emmanuel Marco, *Instructor*
Dip. In Electrical & Electronic Engineering (Mbeya University of Science & Technology) 2013

Cert. in Vocational Instructor (Morogoro Vocational Teachers Training College) 2015

Chandale Kachale, *Tutor*
Dip. In Adult & Continuing Ed. (IAE) 2016

Cert. in Vocational Instructor (Morogoro Vocational Teachers Training College) 2010,

Trade Test Grade One in Carpentry & Joinery (VETA) 2010

*On Study Leave

11.0   IAE CAMPUSES AND REGIONAL OFFICES

11.1   Training Campuses

There are three IAE campuses located in Tanzania Mainland of which one is at the IAE Headquarters (Dar es Salaam). Others are;

Morogoro Campus,
Campus Principal: Dunstan N. Msamada
M.A.Ed (UDSM), (2013); BEd ADE (UDSM), 2008; Cert in Ed (Tandala TTC), 1983.

P.O, Box 827, WAMO - Morogoro

Tel. No.023-2613230; 0765 721 100

Mwanza Campus,
Campus Principal: Said Kayege
M. A. Ed (SAUT), 2014; B. Ed (UDSM) 2007
P.O. Box 340, Mwanza
Tel. No. 028- 763086; 0784 91007

11.2 Regional Offices/Centres

There are 26 regional Offices/centres of IAE. The following are the names of Resident Tutors and their respective addresses:

Arusha

Nicholas Mlawa: MA. Development Studies 2015 (University of DSM), B. Ed ADE (UDSM), 2007

P. O. Box 1094,Arusha

Tel No. 027-2507059; 0717 441255

Coast

Hellen Gega: M.A. Ed in Open & Distance Learning (OUT) 2017; BACE (IAE) 2013. Diploma in Adult Ed. & Com Dev (IAE) 2006. Cert.in Ed. (Morogoro TTC) 1996. P. O. Box 30162, Kibaha

Tel. No. 023-402032; 0717 163814

Dar es Salaam

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

P.O.Box 20679 Dar es Salaam

Tel. No. 0755519134

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

Geita

Shabani Maijo

M.A Project Mngt (OUT) 2016; PGD in Project Planning & Mngt (IRDP) 2012; B.Ed Arts (UDOM) 2010; Cert in Ed (Kabanga TTC) 2003.

P.O. Box 95 , Geita

Tel. No. 0713 673122

Iringa

Camillus Mwilla:

Msc.Human Resources (Mzumbe University) 2015

PGD in Human Resources (IFM) 2009
Adv. Dip. In Adult Ed (IAE) 2008
Dip. In Ed (Morogoro TTC) 2001
P.O. Box 507, Iringa
Tel. No.0767 684 391

Kagera

Josephine R. Rweyemamu: B.Ed (OUT), 2010. P. O. Box 361,Kagera

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12.0   STUDENTS WELFARE AT THE INSTITUTE

12.1   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 wish so fits members (students);

ii)   to represent the students' body at the Institute's various meetings and

iii) to project the educational wellbeing and interests of its members.

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

12.2 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.

12.3 Medical Examination/Services

Submission of a medical examination report is necessary before the admission of any student. 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 is required to have a Health Insurance Card to meet such services on his/her own arrangements. Any related medical fees and other expenses should bather responsibility of individual students.

12.4 Catering Services

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

12.5 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 2:00pm on Saturdays. The library is closed on Sundays and public holidays. Mini libraries are also available in Morogoro and Mwanza campuses.

12.6 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.

13.0 BURSARIES AND FEES

13.1 Fee Payment

It is necessary that all students pay tuition fees and other payments before registration at the beginning of every semester as per the installment provided.

All students, including the privately sponsored, those being sponsored by employers or other agencies, must pay ½ half of annual fees to register for the first semester and must pay the remaining ½ half to register for the second semester.

All payments made to the Institute should be done using the **Control Number** provided by the Bursar's office at the IAE Headquarters, IAE Regional Centre Office or by requesting it through +255754258958. The Control Number is valid for one Academic Year.

13.2 Loans from HESLB

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 1/2 of annual fees based on their means test (MT).

HESLB students whose MT are unknown at the time of registration shall pay ½ 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 to1st 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 tuition fee and all other fees prior to registration for 2nd semester.

13.3 Refunds for Overpayment

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

13.4 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 penalty which will be also indicated in the Examinations Cost Guideline.

13.5 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 copy to the Deputy Director (Planning, Finance and Administration), Chief Accountant and the Registrar.

When approval by relevant organ is granted, no refunds of tuition fees, and other fees including those for Application, Registration, Student Organization, Examination, and Student ID shall be made.

13.6 Fee Structure

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

Fee structure for Certificates, Diploma and Bachelor Programmes

Descriptions		Items	Basic Technician Certificate NTA Level 4	Technician Certificate NTA Level 5	Diploma NTA Level 6	Bachelor Degree 1 NTA Level 7	Bachelor Degree 2 NTA Level 7	Bachelor Degree 3 NTA Level 8
A		Direct payments to IAE						
	6	Tuition fee	586,070	800,000	737,500	935,000	955,000	940,000
	1	Registration	10,000	10,000	-	10,000	-	-
	2	Examinations	30,000	30,000	30,000	30,000	30,000	30,000
	3	Student ID	10,000	10,000	-	10,000	-	-
	4	Sports and games	20,000	20,000	20,000	20,000	20,000	20,000
	5	Prospectus	-	-	-	-	-	-
	7	NACTE fee	10,000	15,000	15,000	20,000	20,000	20,000
	8	Project/Research supervision	15,000	-	25,000	-	-	35,000
	9	Certificates and transcripts	25,000	-	35,000	-		40,000
	10	Field practice						
Total			120,000	85,000	125,000	90,000	70,000	145,000
Half of Tuition Fee			293,000	400,000	369,000	468,000	478,000	470,000
Total Fee to be paid on First Semister			413,000	485,000	494,000	558,000	548,000	615,000

Total Fee to be paid on Second Semister

			293,070	400,000	368,500	467,000	477,000	470,000
Total Annual Fee			706,070	885,000	862,500	1,025,000	1,025,000	1,085,000
B	**Direct payments to student**	1 Books and stationery	100,000	100,000	150,000	300,000	300,000	200,000
		2 Boarding, Lodging and meals	800,000	800,000	800,000	1,200,000	1,200,000	1,200,000
		3 Fieldwork and travel	-	300,000	-	600,000	600,000	-
		4 Face to face sessions	-	-	-	-	-	-
		5 Fieldwork practice	-	-	-	-	-	-
		6 Production of project/research reports	-	50,000	75,000	-	-	200,000
	Total		900,000	1,250,000	1,025,000	2,100,000	2,100,000	1,600,000
C	**Direct payments to Students Union**	1 Students Union fee	20,000	20,000	20,000	20,000	20,000	20,000
		Student's welfare fund	5,000					
	Total		25,000	20,000	20,000	20,000	20,000	20,000
	Grand Total (A+B+C)		1,631,070	2,155,000	1,907,500	3,160,000	3,145,000	2,705,000

Fee structure for Diploma Through open and Distance Learning programme

Descriptions	Items		Basic Technician Certificate NTA Level 4	ODL 1st year NTA LEVEL 5	ODL 2nd year NTA LEVEL 6	ODL 3rd year NTA LEVEL 6	Bachelor Degree 1 NTA Level 7	Bachelor Degree 2 NTA Level 7	Bachelor Degree 3 NTA Level 7
A	**Direct payments to AIE**								
	Tuition fee	6	586,000	770,000	713,850	704,600	935,000	955,000	940,000
	Registration	1	10,000	10,000	-	-	10,000		
	Examinations	2	30,000	30,000	30,000	30,000	30,000	30,000	30,000
	Student ID	3	10,000	10,000	-	-	10,000		
	Sports and games	4	20,000	20,000	20,000	20,000	20,000	20,000	20,000
	Prospectus	5	-	-			-		
	NACTE fee	7	10,000	15,000	15,000	15,000	20,000	20,000	20,000
	Project/ Research supervision	8	15,000	-	25,000	25,000			35,000
	Certificates and transcripts	9	25,000		30,000	30,000			40,000
	Field practice	10			30,000	30,000			
	Total		**120,000**	**85,000**	**150,000**	**150,000**	**90,000**	**70,000**	**145,000**
	Half of Tuition Fee		**293,000**	**385,000**	**357,000**	**352,000**	**468,000**	**478,000**	**470,000**
	Total Fee to be paid on First Semister		**413,070**	**470,000**	**507,000**	**502,000**	**573,000**	**548,000**	**615,000**
	Total Fee to be paid on Second Semister		**293,070**	**385,000**	**356,850**	**352,600**	**467,000**	**477,000**	**470,000**

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Total Annual Fee	706,070	855,000	863,850	854,600	1,025,000	1,025,000	1,085,000
B Direct payments to student							
1 Books and stationery	100,000	100,000	100,000	100,000	300,000		
2 Boarding, Lodging and meals	800,000	-	-	-	1,200,000	1,200,000	1,200,000
3 Fieldwork and travel			-	-	600,000	600,000	
4 Face to face sessions		360,000	360,000	360,000			
5 Fieldwork practice		-	300,000	-			
6 Production of project/ research reports			75,000	75,000			
Total	900,000	460,000	835,000	535,000	2,100,000	2,100,000	1,600,000
C Direct payments to Students Union							
1 Students Union fee	20,000	20,000	20,000	20,000	20,000		
	5,000						
Total	25,000	20,000	20,000	20,000	20,000	20,000	20,000
Grand Total (A+B+C)	1,631,070	1,340,000	1,723,850	1,414,600	3,160,000	3,145,000	2,705,000

NB: A student who wish to have a hardcopy of prospectus will be required to pay 15,000 for a copy.

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14.0   GRADUATION CEREMONY AND PRIZES

The following are prizes 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 and a certificate
2.	Leadership	Best student leader	a certificate
3.	Discipline	Most highly disciplined student	a certificate

15.0   IAE ALMANAC

The Almanac is the academic calendar of the Institute of Adult Education. The following specific dates and activities are proposed in order to guide execution of IAE's academic operations for the year 2020/2021.

DATE	ACTIVITY
29th August, 2020	Face to face sessions for ODL programmes begin
31st August 2020	Semester I Examinations for ODL students(September Intake) & Semester II Examinations for ODL students(March Intake) begin
4th September, 2020	Face to face sessions for ODL programmes end

DATE	ACTIVITY
3rd September, 2020	Semester I Examinations for ODL students(September Intake) & Semester II Examinations for ODL students(March Intake) end
7th– 10th September, 2020	Semester II Examinations for Conventional programmes begin
10th September, 2020	Semester II Examinations for Conventional programmes end
18th September, 2020	Audit committee meeting
	Marking of Semester II Examinations(Conventional &ODL)
12th – 23rd October, 2020	Field practice for conventional and ODL students begin
16th- 27th November, 2020	Registration and Orientation of First Year Students
16th November, 2020	Classes for Semester I for conventional programmes begin
18th November,2020	IAE Academic Meeting No. 80
	Release of Conventional and ODL students Examination results(Provisional)
19th November, 2020	Appeal for Semester II (Conventional) and Semester I&II (ODL) Examination results begin
25th – 29th November, 2020	Pre moderation and examinations processing for ODL programmes
16th December, 2020	56th Graduation ceremony for all campuses (Dar es Salaam, Mwanza and Morogoro (WAMO)

DATE	ACTIVITY
18th December, 2020	Get together party (Fresher's Ball) for first year students
	Students assembly (Baraza)
21st – 30th December, 2020	Face to face sessions for ODL programmes begin
29th – 31st December, 2020	Supplementary/Special examinations for ODL programmes
5th January, 2021	Semester II Examinations for ODL programmes begin
8th January, 2021	Semester II Examinations for ODL programmes end
15th January, 2021	Opening of admission window for March intake
18th January, 2021	Mid semester examinations for conventional programmes begin
22nd January, 2021	Mid semester examinations for conventional programmes end
16th – 24th February, 2021	Pre moderation and examinations processing for conventional programmes
18th February, 2021	Academic committee meeting No. 81
20th February, 2021	Closing of admission window for March intake
22nd – 26th February, 2021	Confirmation of course works
26th February, 2021	IAE Council meeting No. 107
26th February, 2021	Classes for semester I for conventional programmes end

DATE	ACTIVITY
1st March, 2021	Semester I Examinations for conventional programmes begin
10th March, 2021	Semester I Examinations for conventional programmes end
11th March, 2021	Short vacation for conventional programmes begin
	Marking and compilation of semester I examinations for conventional programmes begin
19th March, 2021	Marking and compilation of semester I examinations for conventional programmes end
26th March, 2021	Internal examiners meeting to approve examination results
29th March, 2021	Face to face sessions for ODL programmes begin
	Examinations board meeting to approve examinations results
31st March, 2021	Release of examinations results as provisional
1st April, 2021	Classes for semester II for conventional programmes begin
9th April, 2021	Face to face sessions for ODL programmes end
12th April, 2021	Supplementary/Special examinations for ODL and conventional programmes begin
16th April, 2021	Supplementary/Special examinations for ODL and conventional programmes end

DATE	ACTIVITY
21st April, 2021	Campaigns for elections of IAE students organization (IAESO) government begin
30th April, 2021	Campaigns for elections of IAE students organization (IAESO) government end
3rd May, 2021	Inauguration of new IAE students organization government (IAESO)
17th May, 2021	Opening of admission window for 2021/2022 academic year
19th May, 2021	Academic committee meeting No. 82
24th May, 2021	Mid semester examinations for conventional programmes begin
27th May, 2021	IAE Council meeting No. 108
28th May, 2021	Mid semester examinations for conventional programmes end
4th June, 2021	Fare well party for final year students
	BACE II students begin to develop their research proposals
7th June, 2021	Face to face sessions for ODL programmes begin
18th June, 2021	Face to face sessions for ODL programmes end
21st June, 2021	Semester I Examinations for ODL programmes begin
25th June, 2021	Semester I Examinations for ODL programmes end
16th July, 2021	Classes for semester II for conventional programmes end

DATE	ACTIVITY
19th July, 2021	Semester II examinations for conventional programmes begin
30th July, 2021	Semester II examinations for conventional programmes end
2nd August, 2021	Orientation for field practice
	Long vacation begin
	Marking of semester II examinations for conventional programmes and semester I examinations for ODL programmes begin
11th August, 2021	Academic committee meeting No. 83
24th August, 2021	Marking of semester II examinations for conventional programmes and semester I examinations for ODL programmes end
27th August, 2021	IAE council meeting No. 109
31st August, 2021	Internal examiners meeting
3rd September, 2021	Examinations board meeting to approve conventional and ODL programmes examination results
6th September, 2021	Face to face sessions for ODL programmes begin
8th September, 2021	Release of examination provisional results for conventional and ODL programmes
17th September, 2021	Face to face sessions for ODL programmes end
	Field practice begin

DATE	ACTIVITY
20th September, 2021	Release of conventional and ODL students examinations results (Provisional)
24th September, 2021	Supplementary/special examinations for ODL students end
11th October, 2021	Supplementary/special examinations for conventional programmes begin
	Registration and orientation of first year students begin
15th October, 2021	Field practice end
20th October, 2021	Supplementary/special examinations for conventional programmes end
	Registration and orientation of first year students end
26th October, 2021	Classes for semester I begin
	Marking and compilation of supplementary/special examinations begin
29th October, 2021	Marking and compilation of supplementary/special examinations end
10th December, 2021	57th Graduation ceremony for ALL campuses
13th December, 2021	Face to face sessions for ODL programmes begin
24th December, 2021	Face to face sessions for ODL programmes end

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

16.0　ENQUIRIES

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

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