



THE OPEN UNIVERSITY OF TANZANIA

Directorate of Consultancy and Outreach Services



SHORT COURSE CALENDAR- 2024

The Open University of Tanzania (OUT) is a public university that operates in all regions countrywide. The university offers affordable quality education for all from certificate to Postgraduate in field such as business, arts and social science, education, law and science, technology, and environment studies. Apart from these fields and associated academic programmes, the University offers short courses under the coordination of Directorate of Consultancy Services (DCS).

| No | Course Title | Course Content | Dates | Duration | Place | Fees (TZS) |
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| A: EDUCATION | | | | | | |
| 1. | Artificial Intelligence in Educational Research | <ul style="list-style-type: none"> Understanding Artificial Intelligence, Discovering how Artificial Intelligence works in Education, Application of artificial intelligence in research Warnings, ethics and responsible artificial intelligence in academic research, Future development of artificial intelligence in education. | Throughout the year | 3 days | All OUT Centres | 250,000 |
| 2 | Managing Risks and Disasters in Educational Institutions | <ul style="list-style-type: none"> Overview of hazards, vulnerabilities and risks, Strategies for making institutions resilient to disasters, Comprehensive Planning for emergency, Strategies for involving students and the community in disaster management Best Practices in disaster management within Education institutions. | Throughout the year | 3 days | All OUT Centres | 250,000 |
| 3 | Instructional Leadership in schools | <ul style="list-style-type: none"> Overview of instructional leadership Strategies and approaches of instructional leadership Supportive strategies for the achievement of goals Monitoring and responding to students' progress Supportive learning culture for students and staff Evaluating Curriculum and Pedagogy | Throughout the year | 3 days | All OUT Centres | 250,000 |
| 4 | Entrepreneurship in Education | <ul style="list-style-type: none"> Overview of Entrepreneurship in Education, Relevance of Entrepreneurial Education, When to do What, How to do Entrepreneurship in Education, Challenges of doing entrepreneurship in Education. | Throughout the year | 3 days | OUT Centres | 250,000 |
| 5 | ICT in Education | <ul style="list-style-type: none"> Overview of ICT Importance of ICT in Education Integrating ICT in Teaching and Learning Challenges of Integrating ICT in Education | Throughout the year | 3 days | OUT Centres | 250,000 |
| 6 | Sign Language | <ul style="list-style-type: none"> Learning alphabets in sign language Learning numbers in sign language Sign language level 1 Sign language level 2 Tanzania Sign Language Short stories/conversations in sign language | Throughout the year | 10 days | OUT Centres | 400,000 |
| 7 | Braille Training | <ul style="list-style-type: none"> Braille writing devices Learning alphabets in Braille Learning numbers in Braille Learning uncontracted (grade 1) Braille Learning contracted (grade 2) Braille Reading short and long stories | Throughout the year | 14 days | OUT centres | 400,000 |

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| 8 | Customer Care in 21st-Century Educational Organizations | <ul style="list-style-type: none"> • Overview of customer care in educational institutions, • Strategies for enhancing communication skills with students, • Problem-solving techniques relevant to educational organizations, • Integrating technology to enhance customer care in educational organizations, • Developing a customer care-centric mindset. | Throughout the year | 3 days | All OUT Centres | 350,000 |
| 9 | Strategic Management Skills for Educational Officers | <ul style="list-style-type: none"> • Conceptualization of strategic management • Environmental Scanning (internal & external forces) • Strategy formulation • Strategy implementation • Monitoring and Evaluation of strategy • Application of critical thinking in strategic decision making • Effective use of ICT in devising, implementing and monitoring a strategy | Throughout the year | 3 days | All OUT Centres | 250,000 |

B: LAW

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| 10 | Proposal Writing Skills and the Organization of Legal Research Reports | <ul style="list-style-type: none"> • The course is intended to equip participants with practical skills on writing ideal Legal Research Proposal and its report. • The course will also cover format and style of legal research and the contents of legal research report. • Issues to consider in academic writing such as plagiarism, referencing style and format. | Throughout the year | 2 days | DSM | 300,000 |
| 11 | Legal Aspects of Estate Planning in Tanzania | <ul style="list-style-type: none"> • The course expected to cover concept of estate planning, methods of estate planning will be discussed including: <ul style="list-style-type: none"> • testamentary, • gift inter vivo, • gift in contemplation to death, • trust, interstate succession. • Advantages and disadvantages of each method. | Throughout the year | 2 days | DSM | 300,000 |
| 12 | Law and Ethics for Teachers | <ul style="list-style-type: none"> • Introduction to law, ethics and legal systems • Legal instruments and statutory interpretation • Education law • Human right and child right • Labour law | Throughout the year | 2 days | DSM | 300,000 |
| 13 | Property Rights for Spouses in Tanzania | <ul style="list-style-type: none"> • Acquisition of matrimonial property, • matrimonial property and separate property, • presumption of marital property, • forms of property ownership in marriage and their legal implication, • rules governing division and succession of matrimonial property in Tanzania. | Throughout the year | 2 days | DSM | 300,000 |

C: ARTS AND SOCIAL SCIENCES

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| 14 | Swahili for Beginners | <ul style="list-style-type: none"> • Greetings, Ordering food & drinks • Bargaining & purchasing • Introducing family members • Talking about present, past and future activities • Time telling • Giving and receiving directions/instructions | Throughout the year | 7 days | OUT-Arusha Centre | 500,000 |
| 15 | English Proficiency Program | <ul style="list-style-type: none"> • Elementary English • Intermediate English • Advanced English | Throughout the year | 12 weeks per each level | All OUT Centres | 500,000 |
| 16 | Swahili For Foreigners | <ul style="list-style-type: none"> • Elementary Swahili • Intermediate Swahili • Advanced Swahili | Throughout the year | 12 weeks per each level | All OUT Centres | 500,000 |
| 17 | French for Beginners | <ul style="list-style-type: none"> • Elementary English • Intermediate English • Advanced English | Throughout the year | 12 weeks per each level | All OUT Centres | 500,000 |

| D: HUMAN RESOURCES MANAGEMENT | | | | | | |
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| 18 | Ethics, integrity, and effective communication skills at workplace | <ul style="list-style-type: none"> • Effective communication at the workplace, • Gender-based violence, • Demonstrating integrity at the workplace, • Ethics and Ethical behaviour at a workplace, and • Report writing and presentation. | Throughout the year | 5 days | D'Salaam | 800,000 |
| 19 | Building and maintaining employer, employees & teams' relationships at the work place | <ul style="list-style-type: none"> • The nature of the employer, • Employees and teams 'relationships, • Building blocks of employer, • employees, team's relationship, • Connecting with others. | Throughout the year | 2 days | D'Salaam | 400,000 |
| 20 | Labour laws applicability in human resource management daily activities in Tanzania | <ul style="list-style-type: none"> • Employment standards, • Termination of employment, • Employment of non-citizen, and • HRM policies specified by laws. | Throughout the year | 2 days | D'Salaam | 400,000 |
| 21 | Disciplinary & grievance handling procedures as per Tanzania labour law | <ul style="list-style-type: none"> • Disciplinary procedures, • Disciplinary hearing and sanction, • Disciplinary appeals, • Purpose, and Benefits of grievance. | Throughout the year | 2 days | D'Salaam | 250,000 |
| E: PROJECT MANAGEMENT | | | | | | |
| 22 | Practical training on project proposal writing, resource mobilization and fundraising | <ul style="list-style-type: none"> • Understanding resources mobilisation, • Developing resources mobilization strategy, • Fundraising, • Writing a winning proposal and • Developing partners engagement. | Throughout the year | 5 days | D'Salaam | 800,000 |
| 23 | Organizational strategic planning, development, and implementation | <ul style="list-style-type: none"> • Overview of strategy, • Strategic planning, • Overcoming the challenges of strategy implementation, • Developing strategic leadership skills, and • Ensuring organizational procedures support strategy. | Throughout the year | 5 days | D'Salaam | 800,000 |
| 24 | Basic Microsoft project | <ul style="list-style-type: none"> • Introduction to Microsoft project • Workspace, the Ribbon, help and project option • Tasks basic and subtasks • Dependences, deadline and Milestones • Resources, View, Timeline and Costs • Baseline and Critical path • Table, Gantt chart and Notes • Printing and spellchecking • Tracking progress, Reporting • The Organizer, Saving projects and Project security • Project templates and Calendar | Throughout the year | 5 weeks | D'Salaam | 350,000 |
| 25 | Developing a financial resource mobilization strategy for an organization | <ul style="list-style-type: none"> • Context of the resource mobilization strategy, • situation analysis, • Resource mobilization strategy, • goal and objectives, • guiding principle and framework, • Framework for communication with donor and partner, • communicating results, and building resource mobilization capacity, Strategy for implementing • M&E framework strategy implementation budget. | Throughout the year | 5 days | D'Salaam | 800,000 |
| 26 | Advanced Microsoft Project | <ul style="list-style-type: none"> • Creating Projects, assigning resources and updating a plan • Project tracking and updating • Reusing project plan information • Formatting, Project communication and Reports • Reporting on project progress • Working with Multiple projects | Throughout the year | 5 weeks | D'Salaam | 400,000 |

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| 27 | Monitoring and evaluation for governance | <ul style="list-style-type: none"> • Introduction to monitoring and evaluation for governance, • Developing governance monitoring and evaluation framework, • Data collection methods for governance monitoring and evaluation, • Data analysis and interpretation in governance monitoring and evaluation, , • Performance monitoring and indicator development in governance, • Evaluating governance transparency and accountability, | Throughout the year | 5 days | D'Salaam | 800,000 |
| 28 | Report writing for project monitoring and evaluation | <ul style="list-style-type: none"> • Introduction to M&E reports writing, • M&E reports writing, • Writing an M&E Report and • Finalizing the M &E Report | Throughout the year | 5 days | D'Salaam | 800,000 |
| F: BUSINESS | | | | | | |
| 29 | Customer service and retention training course | <ul style="list-style-type: none"> • The business case for customer service excellence, • Improving customer service standards, • Hiring excellent customer service personnel, and • Understanding best practice in social media. | Throughout the year | 5 days | D'Salaam | 400,000 |
| 30 | Customer service for the public sector | <ul style="list-style-type: none"> • Improving customer services and interpersonal skills • Build a public-sector customer centric organization, • Harnessing the power of social media to improve customer service, • Measuring and monitoring public sector customer service satisfaction and • Achieving public sector customer service excellence. | Throughout the year | 5 days | D'Salaam | 600,000 |
| 31 | Social Media and Digital Marketing Strategies | <ul style="list-style-type: none"> • Social media basics • Social media best practices • Establish and Manage social media pages • Web 2.0 technologies • Digital Marketing • Social Media and Digital Marketing Strategies • Social media analytics • Social media adverts | 13th May 2024 14th June 2024 | 5 weeks | Physical class: OUT Headquarters Dar Online class: throughout Tanzania | 450,000 400,000 |
| G: RESEARCH | | | | | | |
| 32 | Data Collection Techniques | <ul style="list-style-type: none"> • Creating a data collection plan, • Determining adequate sample size, biases and common errors, • Primary and secondary data, and • Most common data collection techniques | Throughout the year | 2 days | D'Salaam | 200,000 |
| 33 | Data Analysis with SPSS | <ul style="list-style-type: none"> • Questionnaire design • Data collection • Questionnaire coding • Qualitative and Quantitative data analysis • Data cleaning • Univariate & Multivariate data analysis • Hypothesis testing. | Throughout the year | 5 weeks | <ul style="list-style-type: none"> • OUT HQ Dar • Dodoma Regional Center • Mwanza Regional Center • Mbeya regional center • Iringa Regional Center • Katavi Regional Center | 300,000 |
| H: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) | | | | | | |
| 34 | Basic Computer Application | <ul style="list-style-type: none"> • Introduction to Computer • Ms Word • Ms Excel • MsPowerpoint • Ms Publisher • Internet and email | Throughout the year | 5 weeks | All OUT regional centers | 172,000 |

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| 35 | Advance computer application | <ul style="list-style-type: none"> Advanced Windows Advanced MS Word Advanced MS Excel Advanced MS PowerPoint Advanced MS Access | Throughout the Year | 5 weeks | All OUT regional centers | 250,000 |
| 36 | Graphic Design | <ul style="list-style-type: none"> Adobe Photoshop Adobe Illustrator Adobe InDesign Course Final Project | Throughout the Year | 5 weeks | <ul style="list-style-type: none"> OUT HQ Dar Katavi regional center | 350,000 |
| 37 | Video Production and Motion Graphic Design | <ul style="list-style-type: none"> Introduction to video production Stages of video production Camera basics Principles of video production Video editing using Premier Pro and After Effects Moving Graphics video | January 2024- February 2024 Throughout the Year | 5 weeks | <ul style="list-style-type: none"> OUT HQ Dar Katavi regional center | 450,000 |
| 38 | Computer Maintenance & Repair | <ul style="list-style-type: none"> Computer components and accessories Computer power repair Computer preventive maintenance Repairing a slow computer Repairing Error Printer, Scanner troubleshooting Basic computer software troubleshooting Basic Network troubleshooting | 6th May 2024 28th June | 8 weeks | All OUT regional Centers | 390,000 |
| 39 | Website Development | <ul style="list-style-type: none"> Introduction to Web development and application HTML CSS JavaScript Bootstrap Final web development projects | February - March 2024 Throughout the Year | 5 weeks | <ul style="list-style-type: none"> OUT HQ Dar Dodoma Regional Center Mwanza Regional Center Simiyu Regional Center Iringa Regional Center Katavi Regional Center Kigoma Regional Center | 400,000 |
| 40 | Network Security (Part i) | <ul style="list-style-type: none"> Securing Networks Network Threats Mitigating Threats Secure Device Access Assign Administrative Roles Device Monitoring and Management Authentication, Authorization, and Accounting (AAA) Access Control Lists Firewall Technologies Zone-Based Policy Firewalls | Throughout the year | 8 (3hours per day) | <ul style="list-style-type: none"> OUT HQ Dar Dodoma regional Center Katavi regional Center Mwanza regional center Iringa regional center | 800,000 |
| 41 | Network Security (Part ii) | <ul style="list-style-type: none"> IPS Technologies Endpoint Security Layer 2 Security Considerations Cryptographic Services Basic Integrity and Authenticity Public Key Cryptography VPNs Implement Site-to-Site IPsec VPNs with CLI Introduction to the ASA ASA Firewall Configuration Network Security Testing | Throughout the year | 8 (3hours per day) | <ul style="list-style-type: none"> OUT HQ Dar Dodoma regional Center Katavi regional Center Mwanza regional center Iringa regional center | 800,000 |

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| 42 | CCNA | <ul style="list-style-type: none"> • Network Fundamentals • Network Access • IP Connectivity • IP Services • Security Fundamentals • Automation and Programmability | August 2024 | 3 (8 hours per day) | <ul style="list-style-type: none"> • OUT Headquarter Dar • Dodoma regional Center • Katavi regional Center • Mwanza regional center • Iringa regional center | 800,000 |
| 43 | E-learning and Instructional Design | <ul style="list-style-type: none"> • Introduction to instructional design • Instructional design process • Introduction to E-learning • E-learning models • E-learning tools | 12th Feb 2024 22nd March 2024 Throughout the year | | <p>Physical class: OUT Headquarter Dar</p> <p>Online class: Throughout Tanzania</p> | 540,000 350,000 |
| 44 | E-Office | <ul style="list-style-type: none"> • Introduction • Registry and File Management • Document Library Module • Facility and Resource Booking Application • Leave Module • Admin Configuration | Throughout the year | 7 days | OUT Headquarter Dar | 350,000 |
| I: SCIENCE TECHNOLOGY AND ENVIRONMENTAL SCIENCE | | | | | | |
| 45 | IT Governance Foundation and Implementation Using COBIT | <ul style="list-style-type: none"> • Introduction to IT Governance • Overview of COBIT as a leading IT Governance implementation framework • Optimizing IT Governance structures and processes using COBIT • Using COBIT to ensure Five IT Governance Focus Areas: IT Alignment, Value delivery, Risk management, Resource management, and Performance measurement. • IT Governance implementation process and case studies using COBIT. • IT Governance role in Digital transformation and Emerging technologies integration | Once each quarter of the year | 2 days | DSM, Dodoma, Zanzibar, Arusha | 500,000 |
| J: SOCIAL MEDIA MASTERY & DIGITAL ENTREPRENEURSHIP | | | | | | |
| 46 | Smart Way Of Using Social Media | <ul style="list-style-type: none"> • Introduction to Social Media • Social Media and Identity • Digital Footprint and Reputation Management • Monetization Strategies • Content Creation and Engagement | Throughout the Year | 3 days | All OUT Centers | 400,000 |
| 47 | Digital Entrepreneurship Skills | <ul style="list-style-type: none"> • Introduction to Digital Entrepreneurship • E-commerce and Online Business Strategies • Affiliate Marketing and Digital Finance • Scaling Digital Businesses • Course Wrap-up and Review | Throughout the Year | 3 days | All OUT Centers | 400,000 |

For More information Contact:

Website: www.out.ac.tz

email: dcs.out.ac.tz

Mobile No: 0715891619 or 0753000102 or 0762002919