

Tengeru Institute of Community Development



Prospectus

2018/2019

WORD FROM THE RECTOR

It is great inclination and appreciation that I affectionately welcome first year students, second year students, and third year students for the academic year 2018/2019. Your decision to join or continue with our institute is a clear authentication of the credence and confidence you have bequeathed upon us in guiding your career lane. I want to assure you that you have joined the leading base of learning.

Undeniably, our Institute has been and continues to lead the way in the offering of the Community Development trainings. In fact, we are the pioneer and architecture in the field of Community Development in East Africa sub-region. Currently, we are offering trainings of Basic Technician Certificate, Technician Certificate, Ordinary Diploma, Bachelor and Postgraduate Diploma in Community Development. We also offer bachelor programmes of Participatory Project Planning and Management and Gender and Community Development.

The initiation and growth of this Institute is entwined with the independence of our country. Last year the Institute commemorated 50 years anniversary. The week-long event was used to take stock and reflect the journey the Institute has travelled ever since its inception. Needless to say, the Institute is extremely proud of the achievements that spans over the period of five decades.

Moreover, the year 2017 is also very momentous to the history of the Institute. The year witnessed the transformation of Community Development Training Institute-Tengeru into Tengeru Institute of Community Development. The transformation was effected under s. 6 of the National Council for Technical Education Act, 1997. Acting under the aforementioned law, the Minister for Education and Vocational Training declared the Institute as an autonomous institution.

Consequently; Tengeru Institute of Community Development (Establishment) Order was published in Government Gazette No. 9 of 25/01/2013. The establishment Order was operationalized by Parliamentary Resolution No. 1 of 2014 as required by s. 6 (3) of the National Council for Technical Education Act, 1997.

In a plain language, the Institute is now established by law as a body corporate. Significantly, these changes are expected to further reinforce the Institute capacity to deliver quality trainings. Furthermore, the changes are catalyst to strengthen our strategies to ensure that we continue to produce quality community development practitioners.

Lastly, I restate that you are warmly welcome and wish you every success and enjoyment during your time at TICD

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Chapter One

1.0. Introduction

1.1. Establishment and functions

The role of the Tengeru Institute of Community Development (TICD) - is to train community development workers for spearheading the development process in the country, down from the grass root to the national level. Ever since its establishment in 1963, the Institute has maintained this role and remained a pioneer in training of community development workers in the country. In performing this role, the main functions of the Institute are; to carry out practical oriented training programmes for higher and middle level community development workers; to conduct research and consultancy services on community development issues; so as to enable the community development workers to cope with the current development challenges both in rural and urban areas; and to produce basic training materials for community development practitioners in the institutes and in the field.

All these functions are related and geared to effective attainment of the Institute's mission and vision in alignment with the National Strategy on Poverty Eradication.

1.2. Location

The Institute is located 16 kilometres east of the Arusha city, along the Arusha-Moshi highway. Her nearest neighbours are the Livestock Training Institute, Tengeru, HORTI Tengeru, Plants Health and Pest Management and TOSCA.

Generally, the Institute has attractive surroundings together with a relatively cool weather for the greater part of the year, an environment which is highly conducive for learning activities.

1.3. Vision

To become centre of excellence for sustainable social and economic development by advocating and promotion of communities' participation in development process through quality training of community development professionals, undertaking critical researches and providing consultancy services

1.4. Mission

To train technically and socially competent development professionals who will effectively advocate and use participatory approaches to help institutions and communities overcome development challenges through identification, planning

and implementation of development activities according to the priorities of the communities.

1.5. Organizational values

1.5.1. Core Values

- Team work
- Diligence
- Honesty
- Transparency
- Respect for one another
- Accountability
- Quality consciousness

1.6. The TICD Structure

1.6.1. The Institute Governing Board

The Governing Board oversees the general management and functioning of the Institute.

The following are the current members of the Institute Governing Board:

- | | |
|---|------------------|
| i. Dr. Rosemarie R. N. Mwaipopo (UDSM) | -Ag. Chairperson |
| ii. Dr. Bakari George (Ag. Rector TICD) | - Secretary |
| iii. Mr. Enock B. Kayuni | - Member |
| iv. Mr. Khalist M. Luanda (PO-LGRA) | - Member |
| v. Mr. Amani H. Makota (NACTE) | - Member |
| vi. Mr. Patrick Golwike (Director of Community Development) | - Member |
| vii. Mr. Wawa Layda (Representative of TICD Staff) | - Member |
| viii. Mr. Nelgan Msigala (Students' Representative) | - Member |

1.6.2. The Top Management

- | | |
|--|----------------------|
| i. Ag. Rector | - Dr. Bakari George |
| ii. Ag. Deputy Rector
(Academics, Research and Consultancies) | - Dr. Hamis A. Kingu |
| iii. Ag. Deputy Rector
(Planning, Finance & Administration) | - Ms Janeth Zemba |

1.6.3. Institute's Management Team

i. Ag. Chief Accountant	- Medard Tungaraza
ii. Registrar	- Godfrey Meliyo Mollel
iii. Dean of Students	- Charles Philipo
iv. Ag. Chief Internal Auditor	- Bariki Daudi Mtunha
v. Ag. Chief librarian	-Joseph A. Suluma
vi. Ag. Quality Assurance Manager	- Simon A. Kilasara
vii. Head of Department - Community Development	- Douglas A. Magombola
viii. HoD - Gender and Development	- Dickson I. Lukumay
ix. HoD - Project Planning and Management	-John K. Gwanyemba
x. HoD – Postgraduate, Research and Consultancy	- Dr. Pousinia Sewando
xi. Ag. Estate Manager	- Rajabu J. Minja
xii. Head of ICT Unit	- Mgendu N. Mathew
xiii. Ag. Chief Procurement and Supplies Manager	- Maulid A. Maulid
xiv. Chief Medical Incharge	-Dr. Mbwana Kassim
xv. Ag. Human Resource and Administrative Manager	- Kelvin j. Ndugu

1.6.4. The TICD Journal Team

- | | |
|---|------------------------|
| • Chief Editor | - Solomon S. Mhango |
| • Associate Chief Editor | - Ebenezer A. Lauwo |
| • National Women Research and Documentation Centre- | Ebenezer A. Lauwo |
| • Short Courses | - Douglas A. Magombola |

1.6.5. Professional Values

People are the main resource for development as they are also the ultimate beneficiaries. People have indigenous knowledge and skills most relevant to their environment.

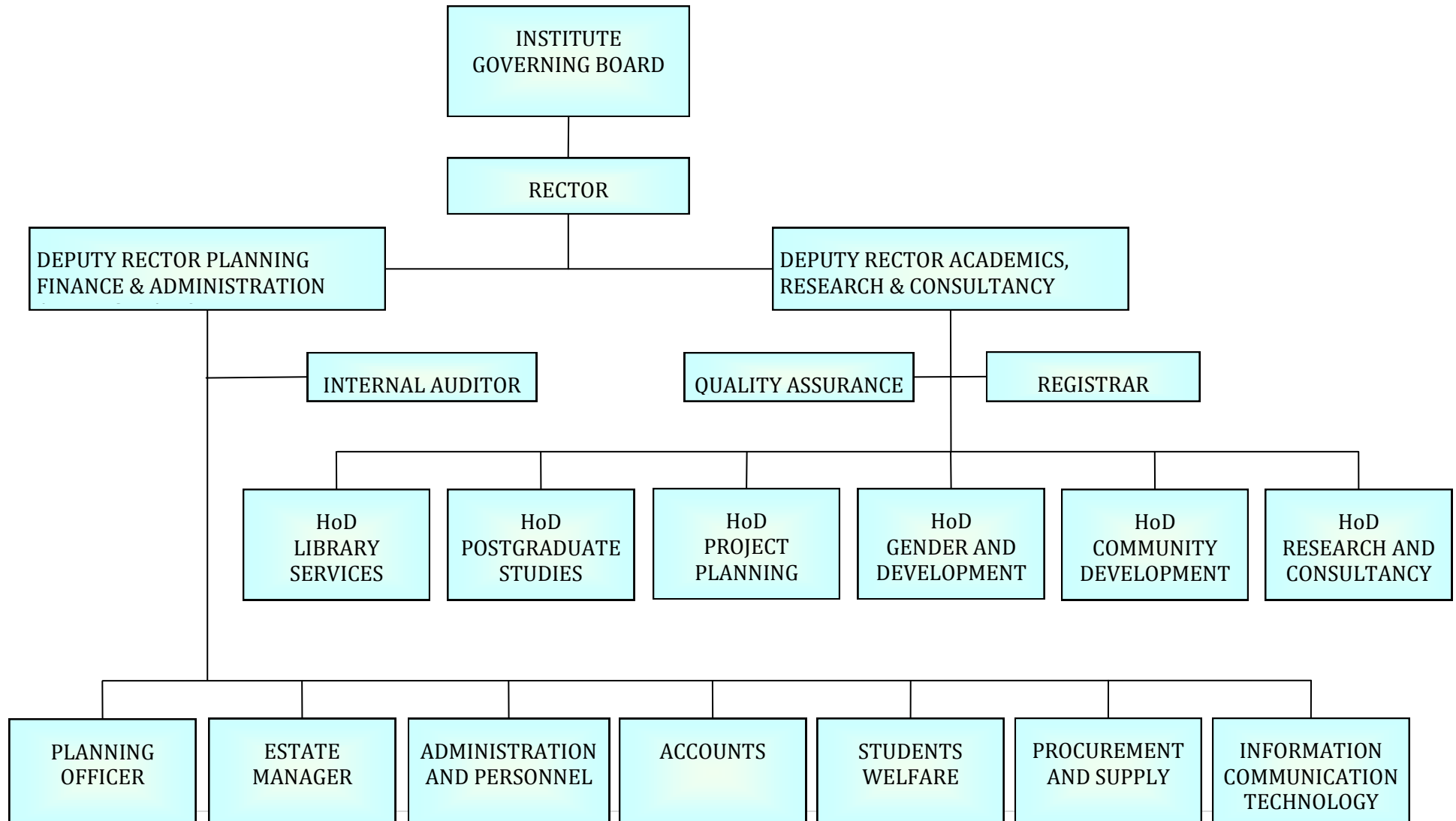
People's capabilities are limited, hence the need to strengthen them so that they can effectively surmount contemporary development challenges.

Peoples' involvement in identification, planning and implementation of development activities ensures harnessing of local knowledge and experience, hence reducing investigations and planning time and cost, guaranteeing sustainability and focus on the peoples' development priorities.

1.7. Institutional Collaborations:

Currently the institute is on exchange programme with Oslo and Akershus University College of Applied Science (HIAO) in Norway and Non-Government Organizations.

1.8. Organization Structure for the Tengeru Institute of Community Development



CHAPTER TWO

2.0. General Provisions

2.1. Academic year

The academic year for the Non-degree programmes, the academic year begins on the end of September and end on mid-April (at the end of the second semester)

The academic year for the Undergraduate and on the end of October and ends in mid August of every year (at the end of the second semester) moreover Postgraduate programmes starts on January and end on the beginning of May.

2.2. Academic programmes

2.2.1. Non Degree Programmes (NTA Level 4, 5 and 6)

- i. Basic Technician Certificate in Community Development (BTCCD)-NTA level 4
- ii. Technician Certificate in Community Development (TCCD)-NTA level 5
- iii. Ordinary Diploma in Community Development (DCD)-NTA level 6

The Programmes is designed to equip candidates with knowledge and skills to enable them to become effective change agents who will have the capacity to collaborate with other extension staff to spearhead development at grass root level.

In more specific terms the holder of the qualification is expected to apply skills and knowledge in a broad range of community development work activities, most of which are non-routine.

2.2.2. Degree Programmes (NTA Level 7 and 8)

2.2.2.1. Community Development (BCD)

Course Objectives

- (a) Outline the community development process and apply it; and identify conditions that supports or hinder community development
- (b) Explore the attitude, knowledge and skills required to develop the capacity needed to effectively undertake community development initiatives
- (c) Examine common community issues and concerns and provide possible solutions

2.2.2.2. Participatory Project Planning and Management (BPPM)

Course Objectives

- (a) Enhance community capacity in financing and managing projects and programmes
- (b) Facilitate participatory monitoring and evaluation for enhancing project effectiveness and sustainability
- (c) Enhance capacity to improve community wellbeing
- (d) Enhance community capacity in exploring economic options

2.2.2.3. Gender and Community Development (BGCD)

Course Objectives

- (a) Promote gender equality across institutions and sectors
- (b) Enhance capacity for managing community assets and Exploring economic options
- (c) Improve the opportunities for economic development through a productive work force
- (d) Create social cohesion through improvement of community social capital.

2.2.3. Postgraduate Programmes

- i. Postgraduate Diploma in Community Development

2.2.3.1. Course Objectives

To provide students with an advanced understanding of the knowledge, skills, models and practices in the field of Community Development, thus preparing them to work more effectively and to increase their employability and professional standing

To enhance students' analytical and evaluative abilities with regard to the social cultural and economic context in which community development takes place.

2.2.4. Masters Programmes

- i. Masters in Community Development

2.2.4.1. Course Objectives

- i. To enhance ability to apply relevant community development theories and principles in the support of policy and strategy development,
- ii. To develop ability to communicate complex issues to wide audiences as well as awareness of significant sources of community development
- iii. To impart knowledge and skills that will enable learners to influence positive change of community behaviour and attitudes towards adoption of new innovations

- iv. To equip learners with broad knowledge and skills that will enable them to enhance community capacity to effectively and efficiently manage development initiatives and processes
- v. To impart knowledge and skills that will enable learners to help communities mobilize and harness resources to improve their livelihood
- vi. To impart knowledge and skills that will enable learners capacitate communities to assess and analyse problems and opportunities to solve them

2.3. Admission and requirements:

Applications for all programs none degree and undergraduate programmes are took place electronically through the online application at Institute's website (www.ticd.ac.tz). Guidelines for applications to these programmes are provided in the online application link.

Moreover the Applicants' and other stake holder can get more clarification at our Institution at the registrar's office.

2.3.1. Admission requirements for Postgraduate students:

i. Admission requirements for Masters Programmes

The candidate intending to join the master's degree programme in Community Development at the Tengeru Institute of Community Development should have at least one of the following minimum qualifications requirements as approved by NACTE:

- At least a Bachelors' Degree Lower Second for classified awards or an average of B grade or credit for unclassified awards on relevant or related field
- At least a Bachelors' Degree of Pass grade for classified awards or an average of C grade or credit for unclassified awards on relevant or related field with a Post Graduate Diploma of at least upper second class for classified awards or average of B+ grade for unclassified awards or;
- At least a bachelors' degree of Pass grade with a Post Graduate Diploma on relevant or related field
- Holder of Advance Diploma in Community Development or Participatory in Project Planning and Management or Gender

ii. Postgraduate Diploma in Community Development

The minimum entry qualification is successful completion of a three year undergraduate degree programme or, an advanced diploma programme or its equivalent from any recognized institution.

2.3.2. Admission requirements for Undergraduate students:

Form Six (ACSEE) leavers with at least two Principal passes in relevant subjects with total points of 4.0 obtained from scoring A = 5, B+ = 4, B = 3, C = 2, D = 1 and E = 0.5 for students graduated on 2014 and 2015. For those graduated before 2014 and after 2015 form six leavers with two principal passes in arts or science subjects i.e 4.0 points obtained from scoring A = 5, B = 4, C = 3, D = 2, E = 1 and S = 0.5

An Ordinary Diploma in Community Development or related fields from training institutions recognized by NACTE or TCU, with at least second class or B average. Applicants with diploma qualification must also have passed O-level Certificate of Secondary Education Examination (CSEE) with at least **four** passes (D or above)

2.3.3. Admission requirements for Diploma

Applicants for Diploma programmes (NTA Level 5&6) must have completed a certificate programme (NTA Level 4) in a relevant field.

They must also have a CSEE with at least four passes in relevant subjects, and a holder of NTA Level 5 certificate in Community Development or any other relevant field.

2.3.4. Admission requirements for Certificate

Applicants for Certificates programmes (NTA Level 4) must have a form IV certificate with at least 4 passes in relevant subjects.

2.4. Fee Structure 2018/2019

2.4.1. Postgraduate Students

Direct costs - to be paid to the Institute

Sn	Year	Tuition	Registration	Residence	Internet Facility	Depreciation	Identity	Examination	Total
		Fee					card	fee	
1	Masters	3,500,000	30,000	450,000	20,000	20,000	10,000	60,000	4,090,000
2	Postgraduate Diploma	1,200,000	30,000	450,000	20,000	20,000	10,000	60,000	1,790,000

Student costs - to be paid direct to the Student*

Sn		Meals	Stationery	Dissertation	Students organization	Total
1.	Postgraduate Diploma	10,000/= per day 2,240,000*	500,000*	-	10,000	2,750,000
2	Masters	10,000/= per day 2,240,000*	500,000*	3,000,000	10,000	5,750,000

2.4.2. Undergraduate Students

Direct costs - to be paid to the Institute

Sn	Year	Tuition Fee	Research and field supervision	Registration	Residence	Internet Facility	Depreciation	Students Organization	Identity card	NACTE Quality Assurance Fee	Examination fee	Total
1.	YEAR I	950,000		20,000	330,000	20,000	50,000	20,000	10,000	20,000	50,000	1,470,000
2.	YEAR II	950,000	160,000		246,000	20,000		20,000		20,000	50,000	1,466,000
3.	YEAR III	950,000			330,000	20,000		20,000		20,000	50,000	1,390,000

Student costs - to be paid Direct to the Student*

Sn	Year	Meals	Books and Stationeries	Field Allowance	Total
1.	YEAR I	10,000/= per day (2,240,000)*	300,000*	0.00	2,540,000
2.	YEAR II	10,000/= per day (2,240,000)*	300,000*	520,000	3,060,000
3.	YEAR III	10,000/= per day (2,240,000)*	300,000*	0.00	2,540,000

2.4.3. Non degree Students

Direct costs - to be paid to the Institute

Sn	Year	Tuition Fee	Registration	Residence	Internet Facility	Student Organization	Identity card	Examination fee	NACTE Quality Assurance Fee	Total
1.	NTA 4	600,000	10,000	330,000	10,000	20,000	10,000	50,000	15,000	1,045,000
2.	NTA 5	730,000	10,000	330,000	15,000	20,000	10,000	50,000	15,000	1,180,000
3.	NTA 6	730,000	10,000	330,000	15,000	20,000	10,000	50,000	15,000	1,180,000

Student costs - to be paid direct to the Student*

Sn	Year	Meals	Books and Stationeries	Field Allowance	Total
1.	NTA 4	10,000/= per day (2,240,000)*	100,000*	150,000	2,490,000
2.	NTA 5	10,000/= per day (2,240,000)*	150,000*	210,000	2,600,000
3.	NTA 6	10,000/= per day (2,240,000)*	150,000*	210,000	2,600,000

2.5. Short Courses

2.5.1. Project Planning and Management Department

- i. Community Development Projects: Grants and Project Proposal Writing Skills
- ii. Creating Sustainable Profit Making Community Enterprise
- iii. Loan Procurement and Management
- iv. Resource Mobilization Skills
- v. Effective Project Monitoring and Evaluation
- vi. Technical Report Writing Skills
- vii. Project Planning and Management
- viii. Rural Women Entrepreneurship Development and Access to Financial Support

2.5.2. Gender and Development Department

- i. Gender Mainstreaming in Community Development Programs and Projects
- ii. Community Based Gender Violence: Ending Widespread Violence Against Women
- iii. Gender Implication in Food and Nutrition for People Living with HIV/AIDS
- iv. Project Write-up and Fund raising
- v. Training of Trainers
- vi. Confidence in Public Speaking: A program for Tanzania Women Aspiring for Leadership through Democratic Elections

2.5.3. Community Development Department

- i. Refresher Program for Community Development Practitioners
- ii. Managing Community Development Programmes
- iii. Short Courses for Family Life Education
- iv. Traditional Practices that have Negative Impact on Health of Women and Children with Special Reference to HIV/AIDS

2.5.4. Research and Consultancies Department

- i. Training on Saving, Credit and Credit Plus Approach to Rural Communities
- ii. Integrated Participatory Techniques/Approaches for Community Development Workers
- iii. Gender Equity Incorporated in Development Projects/programmes
- iv. Opportunities and Obstacles to Development Planning Methodology
- v. Introduction to Microsoft Applications
- vi. Introduction to Research Data Analysis Packages

2.6. Library Services

TICD has a library with a collection of books that provide adequate reading and reference material for all courses offered at the Institute and to cater for internet reading.

Currently the library can accommodate 60 readers at a time. Nonetheless construction of a modern library with a capacity of 200 readers is underway.

2.6.1. Library Opening Hours

- Monday – Friday: 8.00 am to 10.00 pm
- Saturday, Sunday and Public Holidays: Library is open from 8.00 am to 12.30 pm

2.7. Students' Organization

The Institute has a Students' Union called Tengeru Institute of Community Development – Students Organization (TICD-SO). The student Union occupies a central position in student social affairs and recreation activities.

Students' welfare for the TICD students are organized and managed by TICD-SO, which is a democratically elected student's body. This body links students to the Institute Management.

2.8. Social services

The Institute is conscious of the need of adequate social services. In this regard the Institute provides the following facilities.

2.8.1. Students' Accommodation

Good Accommodation facilities are available to all students who wish to stay at the Institute campus. Currently there are Eight (8) hostels with a capacity of 720 students.

2.8.2. Health Services

The institute provides health and medical services to students/staff and institute residents at its dispensary. However, serious cases are referred to Arumeru District Hospital and Mount Meru Hospital, which are about 2.5 and 16 km from the Institute.

2.8.3. Catering

The Institute has catering facilities that are rented out to private providers. It has a kitchen and cafeteria with a sitting capacity of 100 students at a time. Currently most students get their meals in the Institute cafeteria.

2.8.4. Sports and Games

The Institute encourages students to participate in various sports activities. There are both outdoor and indoor sports grounds. For some sports, the Institute has to utilize the sports ground of the LITA Tengeru, which is 0.5 kilometres from the Institute.

2.8.5. Students Guidance and Counselling

The Dean's office offer guidance and counselling services. Students are invited to contact him at anytime if they wish to discuss their problems and welfare matters. In addition students are represented in various institute meetings so that they take part in the Institute's decision making process. This ensures that students are well informed on all important issues relating to their academic and social life.

2.8.6. Religious Activities

Students are allowed to conduct their religious activities freely. These are under the supervision of student's organization through its social and welfare ministry. Various religious leaders usually come at the institute to offer religious services.

2.8.7. Internet Services

There are two computer-labs for students' access enriched with ICT facilities and services. Computer classes and lectures are provided in Lab1, while Lab 2 is used for computer practices. The Institute has also wireless internet access.

2.8.8. Stationery Services

These services are provided at the campus by private dealers who offer various services, including photocopy, typing, spiral binding, lamination, all at affordable prices.

Chapter Three

3.0. Assessment Scheme and Classification of Awards

3.1. Assessment

Assessment of academic performance of a student shall comprise the following modes of evaluation

3.1.1.1. Coursework Assessment

3.1.1.2. For NTA levels 7 & 8

- i. Individual Assignments 10%
- ii. Group Work 05%
- iii. Class Tests 25%
- iv. Coursework Assessment Total 40%
- v. End of semester exam 60%

3.1.1.3. For NTA levels 4 & 5

Sn	Item	Percentage (%)
i	Individual Assignment	15
ii	Group Assignment	10
iii	Classroom Tests	30
iv	Portfolio	5
v	End of Semester Examinations	40

3.1.1.4. For NTA level 6

Sn	Item	Percentage (%)
i	Individual Assignment	15
ii	Group Assignment	10
iii	Classroom Tests	30
iv	Portfolio	5
v	End of Semester Examinations	40

3.1.1.5. For Postgraduate

- i. Group Assignments 15%
- ii. Class Tests 15%
- iii. Term Paper 20%
- iv. End of semester exam 50%

3.1.2. End of Semester Examinations

End of semester examination for each subject shall be administered in the sixteenth week of each semester and shall account for the remaining marks of the overall score as follows.

3.1.2.1. For the NTA levels 7 & 8

- i. End of Semester Examination 60%

- 3.1.2.2. For the NTA levels 4 & 5
- i. End of Semester Examination 40%

- 3.1.2.3. For the NTA level 6
- i. End of Semester Examination 40%

- 3.1.2.4. For the Postgraduate
- i. End of Semester Examination 50%

3.1.3. Assessment of the field work and research

Special assessment forms shall be made available by the institute and will be used by both the host organization and the research supervisor to evaluate both fieldwork and research paper. The final score shall be a simple average of the marks awarded by the internal and external examiner.

The assessment shall have the following composition:-

Item	Marks
i. Host organization (fieldwork)	10%
ii. Field attachment report	20%
iii. Research paper	70%
iv. Total	100%

For the NTA Level 7 and 8 students; Fieldwork and research will be carried out in the last semester of the second year for a total of sixteen (16) weeks and shall be assessed as a full module carrying 100%.

For the NTA Level 6 Students; Research work is programmed to take place in the second semester of this programme.

For the NTA Level 4 and 5; Fieldwork is programmed to take place in the second semester of this programme and last for six weeks.

3.1.4. Rounding of Scores

Borderline cases will be rounded in the following manner:-

- i. For all those scores with points ranging from 1 to 4 the marks in questions shall be reduced to the nearest whole number such as:

Sn	Score	Rounded Marks
1	34.4	34

- ii. For all those scores with points ranging from 5 to 9 the score shall be increased to the nearest whole number such as:

Sn	Score	Rounded Marks
1	34.5	35

3.2. Classification of Awards

The assessment scheme and awards classification conforms to the NACTE Standards. The Grades shall be derived from numerical scores obtained from coursework and examination as follows:-

3.2.1. Letter Grades for and Classification the Performance in the Course shall be as follows

- i. For the NTA Level 7 and 8

Grade	A	B+	B	C	D	F
Scores (%)	70 - 100	60 – 69	50 - 59	40 - 49	35 - 39	0 – 34
Definition	Excellent	Very Good	Good	Satisfactory	Poor	Failure
Credit Points	5	4	3	2	1	0

- ii. For the NTA Level 4

Grade	A	B	C	D	F	I	Q
Scores (%)	80 - 100	65 - 79	50 - 64	40 - 49	0 – 39	-	-
Definition	Excellent	Good	Average	Below Average	Failure	Incomplete	Disqualified
Points	4	3	2	1	0		

- iii. For the NTA Level 5

Grade	A	B	C	D	F	I	Q
Scores (%)	80 - 100	65 - 79	50 - 64	40 - 49	0 – 39	-	-
Definition	Excellent	Good	Average	Below Average	Failure	Incomplete	Disqualified
Points	4	3	2	1	0		

- iv. For the NTA Level 6, 7 & 8

Grade	A	B+	B	C	D	F	I	Q
Scores (%)	75 - 100	65 – 74	55 - 64	45 - 54	39 - 44	0 – 38	-	-
Definition	Excellent	Very Good	Good	Average	Below Average	Failure	Incomplete	Disqualified
Points	5	4	3	2	1	0		

- v. For the Post Graduate Diploma

Grade	A	B+	B	C	D
Scores (%)	70 - 100	65 – 69	60 - 64	50 - 59	00 - 49
Definition	Excellent	Very Good	Good	Satisfactory	Failure

3.2.2. Computation of GPA

In each course GPA shall be calculated by Multiplying the Points associated with the final grade of a given course by number of credits assigned in that course.

A candidate's overall performance is then found by dividing the total number of credits into the Weighted Total Number of Credit Points of all courses taken in a semester.

Formula for computing GPA shall be

$$\text{GPA} = \frac{\text{Weighted Credit Point Total for all courses taken}}{\text{Total Number of Course Credits taken}}$$

- i. A cumulative grade point average (GPA) for each candidate shall be computed by dividing the total number of grade points earned for all modules by the total number of credits for the award examined.

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

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

- ii. The Grade Point Average (GPA) shall be computed and truncated to single decimal point.

3.2.3. Classification of Awards

Classification of Awards shall be based on Grade Point Average (GPA) formula for computing GPA.

- 3.2.3.1. For NTA Level 6, 7 & 8 the resultant classification will be as follows: -

Sn	Average Weighted Scores Classification	
1	4.4 – 5.0	1st Class
2	3.5 – 4.3	Upper Second Class
3	2.7 – 3.4	Lower Second Class
4	2.0 – 2.6	Pass
5	Below 2	Fail

- 3.2.3.2. For NTA Level 5 the resultant classification will be as follows: -

Sn	Average Weighted Scores Classification	
1	3.5 – 4.0	1st Class
2	3.0 – 3.4	Second Class
4	2.0 – 2.9	Pass
5	Below 2	Fail

3.2.3.3. For NTA Level 4 the resultant classification will be as follows: -

Sn	Average Weighted Scores Classification	
1	3.5 – 4.0	1st Class
2	3.0 – 3.4	Second Class
4	2.0 – 2.9	Pass
5	Below 2	Fail

Final classification shall be as follows;

Sn	Class Grade GPA Range		
1	A	4.5 – 5.0	1st Class
2	B+	3.5 – 4.4	Upper Second Class
3	B	2.6 – 3.4	Lower Second Class
4	C	2.0 – 2.5	Pass
5	F	Below 2	Fail

GPA = Weighted Credit Point Total for all courses taken/ Total Number of Course Credits taken

3.3. Examination Policy and Regulations

Information on all matters regarding examinations is provided on the examination policy document, all students shall generally be bound by the Institute general examination policy. The objective of which is:

- i. To provide guidance on the examination conduct and examination governing rules.
- ii. Provide information and guidance on the assessment scheme for the academic performance of students.

3.4. Loss of Certificate

The institute may issue another copy of the certificate in case of loss of the original one on the following conditions:

- i. That the applicant produces a sworn affidavit.
- ii. The certificate so issued shall be marked “Copy” across it.
- iii. The applicant must produce evidence that the loss has been adequately publically announced.
- iv. Fee of TZS. 50,000/= shall be charged for the copy of the certificate.

CHAPTER FOUR

4.0. PROGRAMMES OFFERED

4.1. Bachelor Degree Programmes

4.1.1. Bachelor of Community Development (BCD)

4.1.2 Bachelor of Gender and Community Development (BGCD)

4.1.3 Bachelor of Participatory Project Planning and Management (BPPM)

Course objective

Designed to equip mid-career personnel with programmes and plans which address problem and needs of the communities.

Course structure

The BCD/BGCD/BPPM Courses are three year six semester courses-+ consisting of 16 weeks per semester. Each semester has an average of 800-900 contact hours equivalent to 80-90 credit points

One credit point is equivalent to one contact hour of supervised classroom instructions. A student is supposed to attend at least 75% of contact hours allocated in each module in order to be allowed to sit for a semester examination.

Bachelor Degree Programme(s) modules coding and detailed allocation of credits					
SN	Module Name	Code	Year	Programmes	Credits
1	Accounting Skills	PPU07310	2	HDPPM, HDGCD and HDCD	6
2	Child Protection	GDU08201	3	BGCD, BCD and BPPM	9
3	Communication Skills	CDU07112	1	HDPPM, HDGCD and HDCD	9
4	Community Development Skills and Practice	CDU07202	1	HDCD	21
5	Community Development Theories and Principles	CDU07101	1	HDPPM, HDGCD and HDCD	11
6	Community Health	CDU08203	3	BGCD, BCD and BPPM	10
7	Conflict Management and Resolution	CDU08205	3	BGCD, BCD and BPPM	10
8	Conflict Prevention and Management	CDU07213	1	HDPPM, HDGCD and HDCD	15
9	Demography	PPU08204	3	BGCD, BCD and BPPM	10
10	Development Studies	CDU07109	1	HDPPM, HDGCD and HDCD	9
11	Dissertation	CDU08208	3	BGCD, BCD and BPPM	10
12	Entrepreneurship Skills	PPU07207	1	HDPPM, HDGCD and HDCD	6
13	Environment and Natural Resources Management	CDU07304	2	HDPPM, HDGCD and HDCD	11
14	Extension and Advocacy Skills	CDU07303	2	HDCD	22
15	Field Attachment	CDU07406	2	HDPPM, HDGCD and HDCD	35
16	Gender Analysis Frameworks	GDU07305	2	HDGCD	15
17	Gender and Culture	GDU07102	1	HDGCD	15
18	Gender and Human Rights	GDU08104	3	BGCD	9
19	Gender Basic Concepts, Theories and Principles	GDU07101	1	HDPPM, HDGCD and HDCD	7
20	Gender Empowerment	GDU07203	1	HDGCD	15
21	Gender Resource Planning and Management	GDU07204	1	HDGCD	15
22	Human Resource Management	CDU07210	1	HDPPM, HDGCD and HDCD	11
23	Information Communication and Technology (ICT)	PPU07109	1	HDPPM, HDGCD and HDCD	6
24	Institutional Gender Mainstreaming	GDU08102	3	BGCD and BPPM	9
25	Law for Community Development Workers	CDU07207	1	HDPPM, HDGCD and HDCD	11

Bachelor Degree Programme(s) modules coding and detailed allocation of credits					
SN	Module Name	Code	Year	Programmes	Credits
26	Macro Economics	PPU08101	3	BCD and BPPM	8
27	Management Of Microfinance Institutions	PPU08102	3	BGCD, BCD and BPPM	9
28	Mathematics for Community Development Workers	PPU07208	1	HDPPM and HDCD	6
29	Micro-Economics	PPU07305	2	HDPPM, HDGCD and HDCD	6
30	Multi-sectoral Gender Mainstreaming	GDU08103	3	BPPM and BGCD	9
31	Participatory Monitoring and Evaluation	PPU08105	3	BPPM	9
32	Participatory Project Appraisal & Selection techniques	PPU07202	1	HDPPM	18
33	Participatory Project Identification and Design Skills	PPU07101	1	HDPPM	18
34	Participatory Project Implementation Skills	PPU07303	2	HDPPM	18
35	Participatory Project Planning and Management	PPU07306	2	HDCD	15
36	Participatory Research Methods	CDU08101	3	BGCD, BCD and BPPM	10
37	Principles of Management	CDU08102	3	BGCD, BCD and BPPM	8
38	Principles of Marketing	PPU08203	3	BGCD, BCD and BPPM	8
39	Project Financing	PPU08206	3	BPPM	10
40	Public Administration	CDU07211	1	HDPPM, HDGCD and HDCD	9
41	Social Change	CDU08106	3	BGCD and BCD	9
42	Social Policy	CDU08207	3	BCD	10
43	Social Psychology	CDU08204	3	BGCD and BCD	9
44	Social Science Research Methods	CDU07305	2	HDPPM, HDGCD and HDCD	11
45	Sociology	CDU07108	1	HDPPM, HDGCD and HDCD	11
46	Statistics for Community Development Workers	PPU07304	2	HDPPM, HDGCD and HDCD	6

Note: interpretation of the module code

- i. The 1st two letters represent the department offering the module: GD for Department of Gender;
- ii. The 3rd letter presents the training Level: U for Undergraduate;
- iii. The next two numbers presents NTA level of qualification: 08 for NTA Level Eight;
- iv. The next number represents semester in which the module is conducted: 1 for first semester; and
- v. The last two numbers represent the serial number to which the module is assigned: 03 for the third module.

4.2. Postgraduate Diploma Programme

4.2.1. General Learning Objective

- i. Upon completion of the course students shall be able to apply advanced community development skills and practices skills with more confidence and professionalism when assisting communities.
- ii. They can undertake critical evaluation of community development approaches and practices at all levels and also apply entrepreneurship skills.
- iii.

4.2.2. Modules

SN	MODULE	CODE	CREDITS
1	Project design and management	ECO 410	5
2	Advanced Community Development Skills and Practice	CDS 412	5
3	Management Information Systems	MIS 410	3
4	Private -Public Partnership in Development	DEV 421	3
5	Social Science Research Methods	QMS 410	4
6	Thesis		5
SUB-TOTAL			25
Supporting/complementary modules			
7	Local and Global Perspectives in Community Driven Development	CDS 423	3
8	Entrepreneurship and Business Management	BUS 411	3
9	Microfinance for Poverty Alleviation	BUS 412	3
10	Management and Organizational Behaviour	MGT 420	2
11	Conflict resolution, peace building and Development	DEV 412	2
12	Social policy analysis	SOC 420	2
13	Community Development law	LAW 420	2
14	Field practice		2
SUB-TOTAL			19
GRAND TOTAL			44

4.3. Diploma Programme (Community Development)

4.3.1. General Learning Objective

To equip candidates with knowledge and skills to enable them to become effective change agents who will have the capacity to collaborate with other extension staff to spearhead development at grass root level.

4.3.2. Modules

Sn	Module	Code	Credits
1	Communication Skills II	GST06101	9
2	Law	GST06104	7
3	Appropriate Technology	GST06209	7
4	Accountancy	GST06106	7
5	Environmental Studies	GST06211	7
6	Community Health	GST06212	7
7	Industrial Practical Training	GST06213	10
Sub Total			54
8	Participatory Planning	CDT06102	11
9	Development Studies	CDT06105	11
10	Demography	CDT06103	11
11	Gender Development	CDT06208	11
12	Research Methodology II	CDT06106	11
13	Project Planning and Management	CDT06210	11
Sub Total			66

4.4. Technician Certificate Programme (Community Development)

4.4.1. General Learning Objective

To equip candidates with knowledge and skills to enable them to become effective change agents who will have the capacity to collaborate with other extension staff to spearhead development at grass root level.

4.4.2. Modules

Sn	Code	Module Title	Credits
1	GST05101	Adult Learning	11
2	GST05209	ICT	6
3	GST05103	Statistics	11
4	GST05213	Book keeping	9
5	GST05210	HIV/AIDS and Nutrition	8
6	GST05106	Communication Skills I	8
7	GST05211	Management and Administration	8
8	GST05215	Field Practical Training	21
Sub Total			82
9	CDT05104	Community Development	14
10	CDT05208	Entrepreneurship Skills	11
11	CDT05102	Sociology	11
12	CDT05212	Management of Community Development Programmes	12
13	CDT05107	Development Economics	8
14	CDT05214	Child Rights and Development	8
15	CDT05105	Research Methods I	8
Sub Total			72

4.5. Basic Technician Certificate Programme (Community Development)

4.5.1. General Learning Objective

To equip candidates with basic knowledge and skills and enable them to become effective change agents who will have the capacity to collaborate with other extension staff to spearhead development at grass root level.

4.5.2. Modules

Sn	Code	Module Title	Credits
1	GST04101	Introduction to Adult Learning	9
2	GST04214	Home Economics and Appropriate Technology	9
3	GST 04213	Elementary Book keeping	6
4	GST04110	Introduction to HIV/AIDS and Nutrition	8
5	GST04106	Introduction to Communication Skills	8
6	GST04211	Introduction to Gender Based Violence	9
7	GST04212	Civic Education	6
8	GST04215	Field Practical Training	21
	Sub Total		76
9	CDT04104	Introduction to Community Development	8
10	CDT04103	Introduction to conflict Management and Negotiation Skills	11
11	CDT04102	Introduction to Gender and Development	6
12	CDT04105	Introduction to Sociology	9
13	CDT04107	Introduction to Development Economics	8
14	CDT04208	Entrepreneurship Skills Development	8
15	CDT04209	Introduction to Computer Applications and Operational Research	8
	Sub Total		58

CHAPTER FIVE

5.0. Modules Description

5.1. Undergraduate Courses

5.1.1. Accounting Skills

Code: PPU07310

5.1.1.1. Sub Enabling Outcomes:

- i. Demonstrate an understanding of accounting principles and concepts for managing Community Development Projects
- ii. Apply knowledge and skills in Identifying, collecting and Recording Accounting Data
- iii. Prepare cash book and bank reconciliation report for monitoring Community Projects and Programmes
- iv. Apply knowledge and skills in preparing, Interpreting and analyzing final accounts
- v. Articulate Relevant Accounting Information for Decision Making
- vi. Demonstrate accounting knowledge and skills in budget preparation

5.1.2. Child Protection

Code: GDU08201

5.1.2.1. Objective

The module is designed to equip students with knowledge and skills to use child protection frameworks for assessing issues affecting children and designing child protection programs

5.1.2.2. Sub-Enabling Outcomes

- i. Demonstrate ability to apply knowledge of the international guidelines and local understanding of who a child is in planning for child protection programmes
- ii. Demonstrate ability to analyze risky situations that make children vulnerable in order to strengthen protective factors
- iii. Appreciate the importance of care and support of children in creating a protective environment
- iv. Demonstrate ability to apply various approaches, frameworks and concepts related to child protection
- v. Demonstrate an understanding of the role of duty bearers in child protection at both National and Sub national levels
- vi. Demonstrate ability to apply effective and critical skills in child protection
- vii. Demonstrate ability to Plan for child protection in a participatory way

5.1.3. Communication Skills

Code: CDU07112

5.1.3.1. Sub Enabling Outcomes:

- i. Apply basic concepts and different types of communication for effective interaction
- ii. Demonstrate ability for effective oral and written communication
- iii. Apply elements of the Communication Process for effective communication
- iv. Prepare general and routine technical reports in relation to Community development activities
- v. Apply Procedures of organizing and conducting meetings and debates for promoting community participation
- vi. Apply Rules and Procedures for presentation of Community Development issues

5.1.4. Community Development Skills and Practice

Code: CDU07202

5.1.4.1. Sub Enabling Outcomes:

- i. Demonstrate ability to apply Community Organizing skills in Community Development Process
- ii. Demonstrate ability to facilitate Action Planning in the Community Development Process
- iii. Demonstrate ability to facilitate Implementation of Action Plan in the Community Development Process

5.1.5. Community Development Theories and Principles

Code: CDU07101

5.1.5.1. Sub Enabling Outcomes:

- i. Trace the historical background of community development in a global and Tanzanian perspective
- ii. Interpret community development concepts and principles in relation to poverty alleviation
- iii. Relate community Development theories to community development work practices.
- iv. Analyse different conceptions of community development
- v. Analyse community participation and relate to development work
- vi. Apply knowledge and skills in assessing community needs and problems
- vii. Apply methods, tools, and techniques for effective adult learning and group facilitation

5.1.6. Community Health

Code: CDU08203

5.1.6.1. Objective

The module is designed to equip students with knowledge and skills to facilitate application of knowledge and skills in analysing and solving problems related to Community Health. Integrate and apply the required knowledge and skills of community health in a variety of community settings

5.1.6.2. Sub-Enabling Outcomes

- i. Demonstrate competence in assessing community health needs
- ii. Demonstrate competence in assisting community to control epidemic diseases.
- iii. Appreciate the influence of poverty in contributing to diseases in the community
- iv. Demonstrate an understanding of the roles and limitations of stakeholders in addressing community health issues
- v. Demonstrate an understanding of the importance of nutrition in community health
- vi. Demonstrate an understanding of importance of community health in community development
- vii. Demonstrate an understanding of family Planning and reproductive health as strategies to improve community health

5.1.7. Conflict Management and Resolution

Code: CDU08205

5.1.7.1. Objective

The module is designed to equip students with knowledge and skills for assisting communities to prevent, manage and resolve conflicts

5.1.7.2. Sub-Enabling Outcomes

- i. Demonstrate an Understanding of the Concepts Conflict Prevention, Conflict Management and Conflict Resolution
- ii. Demonstrate an Understanding of the conflict Intervention Strategies
- iii. Demonstrate ability to apply Knowledge and Skills in facilitating Conflict Prevention
- iv. Demonstrate ability to apply Knowledge and Skills in facilitating Conflict Resolution

5.1.8. Conflict Prevention and Management

Code: CDU07213

5.1.8.1. Sub Enabling Outcomes:

- i. Apply knowledge of the Concepts Conflict Prevention, Conflict Management and Conflict Resolution in assisting communities maintain harmony
- ii. Demonstrate an Understanding of the conflict Intervention Strategies
- iii. Apply Knowledge and Skills in facilitating Conflict Prevention
- iv. Apply Knowledge and Skills in facilitating Conflict Resolution

5.1.9. Demography

Code: PPU08204

5.1.9.1. Objective

The module is designed to equip students with knowledge and skills to Facilitate application of methods and concepts to study population and interpret essential demographic measures

5.1.9.2. Sub-Enabling Outcomes

- i. Demonstrate an understanding of demographic concepts
- ii. Demonstrate an Understanding of the History, Scope and theories of Demography
- iii. Demonstrate ability in analyzing Demographic Data
- iv. Demonstrate ability to apply knowledge of Population Structures and Population Change in planning for community Development

5.1.10. Development Studies

Code: CDU07109

5.1.10.1. Sub Enabling Outcomes:

- i. Trace the evolution of development theories in relation to Community Development
- ii. Assess the main components of development in the Global South with particular reference to economic, political and social processes and issues
- iii. Analyze development approaches at macro and micro-levels.

5.1.11. Dissertation

CDU08208

5.1.12. Entrepreneurship Skills

Code: PPU07207

5.1.12.1. Sub Enabling Outcomes:

- i. Explore the role and contribution of entrepreneurship to the success of a venture.

- ii. Apply knowledge and Skills in assessing and developing entrepreneurial opportunities
- iii. Develop a venture plan that can be used as a planning tool for a specific potential opportunity.
- iv. Apply knowledge and skills in conducting market research

5.1.13. Environment and Natural Resources Management

Code: CDU07304

5.1.13.1. Sub Enabling Outcomes:

- i. Apply procedures, methods and techniques in planning and management of environment
- ii. Correlate local and global environmental management initiatives with emphasis on Community Development
- iii. Classify natural resources based on renewability and exhaustibility
- iv. Appreciate the influence of population trends and demands on natural resources
- v. Demonstrate knowledge on the issues of Environmental Conservation and Preservation in relation to poverty reduction in communities

5.1.14. Extension and Advocacy Skills

CDU07303

5.1.14.1. Sub Enabling Outcomes:

- i. Apply different extension methods and skills for community intervention.
- ii. Explore live hood strategies in urban and rural settings.
- iii. Relate concepts and theories of poverty alleviation in relation to community development practice.
- iv. Establish a link between community development and community capacity building
- v. Apply Knowledge and Skills in Advocating for Community issues

5.1.15. Field Attachment

Code: CDU07406

5.1.16. Gender Analysis Frameworks

Code: GDU07305

5.1.16.1. Sub Enabling Outcomes:

- i. Demonstrate an understanding of the concept of gender analysis
- ii. Apply gender analysis frameworks in identifying gender issues in community development projects, programs and policies
- iii. Apply gender sensitive indicators to support transformed Gender relations in communities

5.1.17. Gender and Culture

Code: GDU07102

5.1.17.1. Sub Enabling Outcomes:

- i. Appreciate the influence of culture on Community Development
- ii. Analyze the theory of Cultural Diffusion in relation to gender
- iii. Demonstrate an understanding of cultural aspects in Gender relations
- iv. Analyze Female Genital Mutilation in relation to culture
- v. Demonstrate an understanding of cultural ethnocentrism and its impact on gender relations
- vi. Demonstrate an understanding of gender Advocacy in relation to community development

5.1.18. Gender and Human Rights

Code: GDU08104

5.1.18.1. Objective

The module is designed to equip students with knowledge and skills to facilitate promotion of women's rights and advancement of practical approaches in securing Gender Equality

5.1.18.2. Sub-Enabling Outcomes

- i. Demonstrate clear understanding of various legal and normative developments in promoting women's rights
- ii. Demonstrate ability to analyse the Feminist theory and critique the human rights agenda
- iii. Demonstrate ability to relate the Women's rights to the human rights system
- iv. Demonstrate ability in designing a gender mainstreaming strategy for ensuring Women's Rights

5.1.19. Gender Basic Concepts, Theories and Principles

Code: GDU07101

5.1.19.1. Sub Enabling Outcomes:

- i. Apply concepts of Gender in community development
- ii. Analyze gender theories in relation to Community Development work
- iii. Analyse gender relations in a given community
- iv. Analyze the aspects of laws and regulations that influence gender relations
- v. Analyze gender relations in relation to socio economic aspects
- vi. Analyse Gender and Family in relation to Community Development

5.1.20. Gender Empowerment

Code: GDU07203

5.1.20.1. Sub Enabling Outcomes:

- i. Demonstrate an understanding of the concept, rationale and the process of gender empowerment
- ii. Demonstrate an understanding of gender empowerment in Tanzania
- iii. Demonstrate an understanding of the relationship between Gender and Poverty at the household level
- iv. Demonstrate an understanding of factors influencing women's participation in decision making at different levels
- v. Analyze administrative practices in relation to gender issues

5.1.21. Gender Resource Planning and Management

Code: GDU07204

5.1.21.1. Sub Enabling Outcomes:

- i. Apply knowledge and skills in planning for gender sensitive programmes
- ii. Demonstrate an understanding of institutional frameworks for gender sensitive resource use.
- iii. Apply skills and knowledge in developing gender responsive budgets for community projects
- iv. Analyse factors influencing access to and control over resources in communities

5.1.22. Human Resource Management

Code: CDU07210

5.1.22.1. Sub Enabling Outcomes:

- i. Apply Concepts and principles of Human Resource Management in facilitating community development process
- ii. Apply Employee Resourcing procedures for staffing
- iii. Apply key Human Resource Development procedures for improving Human Resource Capacity
- iv. Demonstrate an understanding of Reward Management Systems for staff motivation
- v. Facilitate application of HR Policies and Procedures in managing People in an Organization
- vi. Apply Performance Management processes for performance assessment

5.1.23. Information Communication Technology

Code: PPU07109

5.1.23.1. Sub Enabling Outcomes:

- i. Apply the fundamental computer knowledge and skills in communicating with stakeholders
- ii. Use office Applications in managing information on community development
- iii. Apply basic skills in computer trouble shooting
- iv. Apply basic internet skills in communicating community development issues

5.1.24. Institutional Gender Mainstreaming

Code: GDU08102

5.1.24.1. Objective

The module is designed to equip students with knowledge and skills to facilitate application of knowledge and skills in institutional gender mainstreaming

5.1.24.2. Sub-Enabling Outcomes

- i. Demonstrate an understanding of gender mainstreaming concepts
- ii. Demonstrate an understanding of the methods of gender mainstreaming
- iii. Demonstrate an understanding of the legal frameworks for institutional gender mainstreaming
- iv. Demonstrate ability to facilitate institutional gender mainstreaming in leadership and governance
- v. Demonstrate ability to analyze issues for institutional gender mainstreaming at the community level
- vi. Demonstrate ability to prepare a gender responsive budget

5.1.25. Law for Community Development Workers

Code: CDU07207

5.1.25.1. Sub Enabling Outcomes:

- i. Demonstrate an understanding of the sources of law and nature of legal systems in Tanzania
- ii. Analyze family in the context of customary, religious and statutory law
- iii. Analyze Community Development in legal Perspectives
- iv. Analyze important aspects of land laws related to community based Land management and ownership
- v. Demonstrate an understanding of the relationship among Criminal Law, Gender Issues and Community Harmony
- vi. Apply Contract Law in relation to community Development
- vii. Apply basic concepts and principles of Constitutional Law in promoting community Development

- viii. Demonstrate an understanding of the Law of Succession and its Relevance to Community Development
- ix. Apply the knowledge of Civil Society Law in facilitating formation and management of civil societies

5.1.26. Macro Economics

Code: PPU08101

5.1.26.1. Objective

The module is designed to equip students with knowledge and skills to apply economic reasoning to the analysis of contemporary Macro Economic Components, Conditions and alternatives for Achieving Socio-Economic goals

5.1.26.2. Sub-Enabling Outcomes

- i. Demonstrate an understanding of Macro-economic concepts
- ii. Demonstrate ability to compute National Income
- iii. Demonstrate ability to analyse Money and Inflation
- iv. Demonstrate ability to assess the employment status
- v. Demonstrate an understanding of the key steps in Government Budgeting
- vi. Demonstrate an understanding of the concept and Dynamics of international trade
- vii. Demonstrate an understanding of the concept Balance of Payments
- viii. Demonstrate ability to assess the contribution of different sectors to Economic Growth of Tanzania

5.1.27. Management of Microfinance Institutions

Code: PPU08102

5.1.27.1. Objective

The module is designed to equip students with knowledge and skills to facilitate application of knowledge and skills in managing microfinance institutions

5.1.27.2. Sub Enabling Outcomes:

- i. Demonstrate an understanding of the nature and development of microfinance
- ii. Demonstrate ability to facilitate setting up of microfinance institutions
- iii. Demonstrate ability to facilitate management of microfinance institutions
- iv. Demonstrate an understanding of sources and strategies of financing microfinance institutions

5.1.28. Mathematics for Community Development Workers

Code: PPU07208

5.1.28.1. Sub Enabling Outcomes:

- i. Solve Practical Problems using Algebraic equations
- ii. Apply mathematical functions to define relationships in business, Economics and other Social Sciences
- iii. Solve Community problems involving exponential and logarithmic functions
- iv. Compute the probability of occurrence of events in communities
- v. Determine the number of ways in which the elements of a set can be combined or arranged

5.1.29. Micro-Economics

Code: PPU07305

5.1.29.1. Sub Enabling Outcomes:

- i. Apply the concepts of Micro-economics in community development
- ii. Examine the concepts of demand and supply in relation to resource Management
- iii. Analyze the theory of production in relation to costs of production
- iv. Analyze the theory of the Firm in relation to profit maximization
- v. Analyze market structures in relation to profit maximization

5.1.30. Multi-Sectoral Gender Mainstreaming

Code: GDU08103

5.1.30.1. Objective

The module is designed to equip students with knowledge and skills to demonstrate ability to apply knowledge and skills in facilitating multi-sectoral gender mainstreaming.

5.1.30.2. Sub Enabling Outcomes:

- i. Appreciate the importance of multi-sectoral gender mainstreaming in community development
- ii. Demonstrate ability to analyze the agricultural sector in relation to gender
- iii. Demonstrate ability to analyze the Tanzanian formal and Informal education sectors in relation to gender
- iv. Demonstrate ability to analyze the energy sector in relation to gender
- v. Demonstrate ability to analyse policies in relation to gender

5.1.31. Participatory Monitoring and Evaluation

Code: PPU08105

5.1.31.1. Objective

The module is designed to equip students with knowledge and skills to facilitate application of participatory approaches in monitoring and evaluation of community projects and programmes

5.1.31.2. Sub-Enabling Outcomes

- i. Demonstrate an understanding of concepts, principles and types of Participatory Monitoring and evaluation
- ii. Demonstrate ability to prepare participatory monitoring and evaluation system in view of results chain framework
- iii. Demonstrate ability to apply participatory tools and methods in monitoring and evaluating community projects
- iv. Demonstrate ability to develop performance indicators
- v. Demonstrate ability to develop Work-plan for conducting monitoring and evaluation
- vi. Demonstrate ability to prepare result based report and feedback mechanisms

5.1.32. Participatory Project Appraisal & Selection Techniques

Code: PPU07202

5.1.32.1. Sub Enabling Outcomes:

- i. Assess viability of community projects for implementation
- ii. Analyze cash-flow of community projects
- iii. Apply procedures for selecting community projects
- iv. Apply various formats for project appraisal report writing

5.1.33. Participatory Project Identification and Design Skills

Code: PPU07101

5.1.33.1. Sub Enabling Outcomes:

- i. Generate alternative ideas for community projects
- ii. Formulate objectives appropriate for community project
- iii. Formulate project plans appropriate for community implementation
- iv. Construct logical framework as a planning tool
- v. Prepare project proposal in a variety of formats

5.1.34. Participatory Project Implementation Skills

Code: PPU07303

5.1.34.1. Sub Enabling Outcomes:

- i. Describe participatory project implementation in relation to other concepts in the project cycle
- ii. Prepare Implementation plan for community Projects
- iii. Apply techniques and approaches for planning project implementation
- iv. Apply management skills in project implementation
- v. Prepare Budget for project implementation
- vi. Apply procurement procedures for project implementation
- vii. Apply logical framework as an implementation tool
- viii. Analyze the legal framework in project implementation
- ix. Analyze Different models of Project Organization

5.1.35. Participatory Project Planning and Management

Code: PPU07306

5.1.35.1. Sub Enabling Outcomes:

- i. Create Project Ideas for solving community problems
- ii. Create a Project Plan for solving a specific community problem
- iii. Assess viability of community project
- iv. Prepare plans for project implementation
- v. Develop tools for project Monitoring and Evaluation

5.1.36. Participatory Research Methods

Code: CDU08101

5.1.36.1. Objective

The module is designed to equip students with knowledge and skills to facilitate application of methods and practices of participatory research in planning and managing community projects and programmes

5.1.36.2. Sub-Enabling Outcomes

- i. Demonstrate an understanding of the history, concepts, philosophy and characteristics of participatory research
- ii. Demonstrate ability to apply different participatory research methods in planning and managing community projects and programmes
- iii. Demonstrate an understanding of the differences between conversational research and participatory research methods
- iv. Demonstrate an understanding of ethical considerations, guidelines and challenges in participatory research

5.1.37. Principles of Management **Code: CDU08102**

5.1.37.1. Objective

The module is designed to equip students with knowledge and skills to Facilitate application of managerial knowledge and skills in managing community resources

5.1.37.2. Sub-Enabling Outcomes

- i. Demonstrate an understanding of the concepts, principles, functions and roles of management
- ii. Demonstrate ability to apply tools and techniques in Management Planning
- iii. Demonstrate ability to apply Knowledge and skills in Organizing Resources
- iv. Demonstrate an understanding of leading as a Management Function
- v. Demonstrate an understanding of organizational designs and organizational culture
- vi. Demonstrate an understanding the Process of Management control
- vii. Demonstrate ability to apply linear programming in assisting organizations to allocate resources

5.1.38. Principles of Marketing **Code: PPU08203**

5.1.38.1. Objective

The module is designed to equip students with knowledge and skills to Enhance Community Capacity in Identifying Market Opportunities and Solving Marketing Problems

5.1.38.2. Sub-Enabling Outcomes

- i. Demonstrate an understanding of the strategic marketing environment
- ii. Demonstrate an understanding of the marketing mix as a strategy for developing marketing plans
- iii. Demonstrate ability to develop framework for the promotional mix as part of the overall marketing mix
- iv. Demonstrate ability to identify viable segmentation and targeting approaches for markets
- v. Demonstrate an understanding f research approaches and basic tools as applied to marketing
- vi. Demonstrate an understanding of the role of marketing intermediaries in introducing products to markets
- vii. Demonstrate ability to analyze the international marketing environment

5.1.39. Project Financing

Code: PPU08206

5.1.39.1. Objective

The module is designed to equip students with knowledge and skills to facilitate application of financial knowledge and skills in managing community projects and programmes

5.1.39.2. Sub-Enabling Outcomes

- i. Demonstrate an understanding of the importance of project financing in relation to the project cycle
- ii. Demonstrate ability in measuring and mitigating risk
- iii. Demonstrate ability in calculating return and cost of capital
- iv. Demonstrate ability to carry-out capital, valuation of stock, and bonds

5.1.40. Public Administration

Code: CDU07211

5.1.40.1. Sub Enabling Outcomes:

- i. Demonstrate an understanding of the context of Public Administration
- ii. Apply theories and procedures in Public Administration and Management
- iii. Demonstrate an understanding of principles and functions of public administration.
- iv. Apply methods and approaches in public administration
- v. Demonstrate an understanding of the structure of Local Government

5.1.41. Social Change

Code: CDU08106

5.1.41.1. Objective

The module is designed to equip students with knowledge and skills for a clear, concise, and up-to-date understanding of the principal theoretical perspectives, sources, processes, patterns and consequences of social change

5.1.41.2. Sub-Enabling Outcomes

- i. Demonstrate an understanding of the Nature of Social Change
- ii. Demonstrate ability to integrate the various theoretical frameworks of social change with changes happening in the society
- iii. Articulate causes, processes, patterns and consequences of social change
- iv. Appreciate the impact of Social Change on community

5.1.42. Social Policy **Code: CDU08207**

5.1.42.1. Objective

The module is designed to equip students with knowledge and skills for a clear, concise, and up-to-date understanding of the principal theoretical perspectives, sources, processes, patterns and consequences of social change

5.1.42.2. Sub-Enabling Outcomes

- i. Demonstrate an understanding of key ideas and concepts in formulating social policies
- ii. Demonstrate an understanding of the concept social development as related to Social Policy
- iii. Demonstrate an understanding of the role of social policies in responding to contemporary social problems
- iv. Demonstrate ability to analyse social needs and identify different ways in which they are can be met
- v. Demonstrate an understanding of welfare models in policy making
- vi. Demonstrate competence in formulation, implementation and evaluation of policy
- vii. Demonstrate an understanding of the concept of social protection and inclusive development as related to policy formulation and implementation

5.1.43. Social Psychology **Code: CDU08204**

5.1.43.1. Objective

The module is designed to equip students with knowledge and skills to appreciate the value of social psychology in understanding and applying solutions to real world problems

5.1.43.2. Sub-Enabling Outcomes

- i. Demonstrate an Understanding of the concepts in social psychology
- ii. Demonstrate ability to apply theories and Methodologies in social psychology
- iii. Demonstrate an Understanding of Group Dynamics and their role in Social Influence
- iv. Demonstrate an Understanding of the concept Attribution
- v. Demonstrate an Understanding of the process of Attitude formation
- vi. Demonstrate an Understanding of the concept Pro-Social behaviour and its implication in the society

5.1.44. Social Science Research Methods

Code: CDU07305

5.1.44.1. Sub Enabling Outcomes:

- i. Apply research methods in writing a research proposal
- ii. Apply Research Report writing skills in preparing research reports
- iii. Adhere to ethical issues in conducting research

5.1.45. Sociology

Code: CDU07108

5.1.45.1. Sub Enabling Outcomes:

- i. Apply sociological Concepts in promoting Community development
- ii. Analyze sociological Perspectives in relation to community development
- iii. Demonstrate an understanding of Culture and its influence on community development

5.1.46. Statistics for Community Development Workers

Code: PPU07304

5.1.46.1. Sub Enabling Outcomes:

- i. Demonstrate an understanding of statistical concepts in decision making
- ii. Present Statistical Data for Decision making
- iii. Derive and use measures of central tendency in Decision making
- iv. Compute key measures of variability and dispersion for Decision making
- v. Compute measures of relationship for Decision making
- vi. Apply basic probability distributions in determining the relationship between variables
- vii. Apply statistical knowledge and skills in estimating proportion
- viii. Test hypothesis for making inferences

5.2. Post-Graduate Diploma Courses

5.2.1. Advanced Community Development Skills and Practice

CODE: CDS 412

5.2.1.1. Core concepts

- i. Overview and analysis of principal community development theories/approaches and their assumptions and functions: The theories include;
- ii. System theory
- iii. Holistic approach
- iv. Integrated approach
- v. Participation and democracy approach
- vi. Role theory

- vii. Weaknesses and strength of each theory/approach.
- viii. Elaboration of major Community Development skills viz; communication skills, group work and leadership skills, social analysis, and research skills etc.
- ix. Principal models, methods and approaches in community Development practice for urban and rural settings.
- x. Traditional approaches in C.D; - Community organizing, problem solving and conflict resolution, planning skills, mobilizing for community action etc.
- xi. Contemporary C.D practices and new C.D approaches;
- xii. Social entrepreneurship.
- xiii. Community development through Non-governmental Organizations.
- xiv. Community economic Development practices.

5.2.2. Local and Global Perspectives in Community Driven Development (CDS 423)

5.2.2.1. Core concepts

- i. The concept of community Driven Development.
- ii. Global economic crises and their impact on the poor.
- iii. Growing inequality and social exclusion.
- iv. Frequency of natural disasters and other localized crisis situations.
- v. Pervasiveness of conflict and fragile situations.
- vi. Dealing with state, country and society fragility.
- vii. Governance, poverty, and community development.
- viii. Ongoing decentralization and weak local governance mechanisms.

5.2.3. Social Science Research Methods (QMS 410)

5.2.3.1. Core concepts

- i. Introduction to Social Science Research,
- ii. Formulating Research problem and testable Hypotheses.
- iii. formulation of Research Model/ Design, Sampling Procedures, Methods of Data collection, Methods of Data Analysis and interpretation, Measures of Association and Report Writing and Dissemination.

5.2.4. Management Information Systems (MIS 410)

5.2.4.1. Core concepts

- i. Management Information System
- ii. Internet technologies and E-Service Delivery or knowledge Management.
- iii. Information System Project Planning and Management.
- iv. ICT policy and Information System/IT Strategic Planning
- v. Information System Analysis, Design and Development.
- vi. Database Systems.

- vii. Information System Security Management
- viii. Data Communication and Networks
- ix. Information Technology/Information Systems Governance and Audit.

5.2.5. Thesis (Research Paper)

5.2.5.1. Objective

- i. To enhance students' ability to apply research methods and techniques to plan, conduct and present social researches.

5.2.6. Conflict Resolution, Peace Building and Development (DEV 412)

5.2.6.1. Core concepts

- i. Concepts, issues and root causes of conflicts: meaning, forms and levels of conflicts; causes of conflicts in Africa and the world.
- ii. The impact of conflicts: positive and negative.
- iii. Conflict transformation and conflict management: strategies and approaches for conflict transformation and management.
- iv. Peace building and development; theoretical perspectives of peace and peace building; post-conflict transition to peace; just and equitable socio-economic development.
- v. Relief, Rehabilitation and development- The challenges of refugees and Internally Displaced Persons (IDPs).

5.2.7. Private - Public Partnership in Development (PPP)(DEV 421)

5.2.7.1. Core concepts

- i. Objectives and Principles of successful PPP
- ii. PPP design and management, compliance issues, performance monitoring and dispute Resolution.
- iii. Global experiences, lesson learnt and consequent emerging practices developed from successful implementation of Public- Private Partnerships.
- iv. Meaning and types of CSOs
- v. The 2002 Civil Societies Act
- vi. Role of CSOs in national development
- vii. Management and administration of CSOs

5.2.8. Entrepreneurship and Business Management (BUS 411)

5.2.8.1. Core concepts

- i. Concepts of entrepreneurship and business management.
- ii. Evaluation of entrepreneurship
- iii. Theories, models and approaches in entrepreneurship and business management

- iv. Characteristics and qualities of a successful entrepreneur and business manager.
- v. Business ethics and social responsibility.
- vi. Initiating and entrepreneurial venture
- vii. Managing growth and development of your business
- viii. Developing an effective business plan.
- ix. Local and global opportunities for entrepreneurs and business men
- x. Challenges and contemporary issues facing entrepreneurs and businessmen.
- xi. Business networks and entrepreneurship development

5.2.9. Microfinance for Poverty Alleviation (BUS 412)

5.2.9.1. Core concepts

- i. Definition and concepts of microfinance and poverty alleviation.
- ii. Theories and models of microfinance
- iii. Role and trends of microfinance in Tanzania.
- iv. The legal framework of microfinance
- v. Global experience of microfinance
- vi. Role of microfinance in poverty alleviation.
- vii. Paradigm change in microfinance

5.2.10. Social Policy Analysis (SOC 420)

5.2.10.1. Core concepts

- i. Basic concepts, principles and goals of social policy
- ii. Social making policymaking process
- iii. Introduction to major concepts, theories and models of policy making.
- iv. Policymaking process: agenda setting, formulation, implementation and evaluation
- v. Current trends, issues and perspectives in social policy
- vi. Methods and techniques for policy analysis and implementation
- vii. Linking practice to policy at local level.

5.2.11. Management and Organizational Behaviour (MGT 420)

5.2.11.1. Core concepts

- i. Introduction: and terminologies on management and organizational behaviour
- ii. Theoretical and conceptual framework and methods on management and organizational behaviour
- iii. Historical background and current perspectives on management and organizational behaviour
- iv. Organizational processes, design and structure for effective performance

- v. Organizational culture and dynamics of human behaviour at work places
- vi. Motivation at work
- vii. Effective groups and teamwork
- viii. Decision making (individual and group)
- ix. Stress, conflict and conflict resolution
- x. Influence power and politics
- xi. Managing performance and change
- xii. Organizational behaviour and challenges.

5.2.12. Project Design and Management (ECO 410)

5.2.12.1. Core concepts

- i. The concept of participatory approaches in developing community project
- ii. The project management cycle (PMC) – Initiation, planning, design, implementation and Monitoring, evaluation
- iii. Integrating gender in project planning
- iv. The logical framework approach
- v. Sustainability measures and practices in project management
- vi. Using computer software for project planning and management

5.2.13. Community Development Law (LAW 420)

5.2.13.1. Core concepts

- i. General introduction to law
- ii. Human right based approach to development
- iii. Civil societies and law
- iv. Introduction to constitutional and administrative law
- v. Business organisation law
- vi. Introduction to family law
- vii. Management of land under the land law

5.2.14. Field Practice

The field practice shall be done at the end of the first semester. The attachment will take a one month period.

5.3. Diploma Courses

5.3.1. Communication Skills II

Code: GST06101

5.3.1.1. Sub Enabling outcomes:

- i. Describe oral and written communication
- ii. Describe the importance of written and oral communication
- iii. Demonstrate use of telephone and face to face encounters

- iv. Explain the meaning and types of reports
- v. Explain procedures of organising a report
- vi. Explain methods to quantitative and qualitative data
- vii. Explain the composition of a report
- viii. Prepare report on Community Development
- ix. Prepare a speech on community development
- x. Write a letter to ward secretary on community
 - a. Development issue

5.3.2 Participatory Planning

Number of Credits: 11

Sub Enabling outcomes:

- i. Explain the meaning and functions of planning
- ii. Describe principles of planning
- iii. Describe steps in the planning process
- iv. Explain the role of participation in planning
- v. Demonstrate the application of participatory planning in a community development project

5.3.3 Demography

Number of Credits: 11

Sub Enabling outcomes:

- i. Explain various concepts of demography
- ii. Describe theories of demography
- iii. Describe population trends in Tanzania
- iv. Explain the structure and composition of the county's population
- v. Explain the impact of population changes on development
- vi. Explain the role of population on community development
- vii. Identify sources of demographic data for planning purposes

5.3.4 Law

Number of Credits: 7

Sub Enabling outcomes:

- i. Describe different concepts of law
- ii. Explain nature and sources of laws in Tanzania
- iii. Identify and describe different laws in Tanzania
- iv. Describe various approaches in community development
- v. Explain the classification of the legal system in Tanzania
- vi. Explain functions of the judiciary
- vii. Explain the role of Parliament and the Government in enacting and implementing laws

5.3.5 Development Studies

Number of Credits: 11

Sub Enabling outcomes:

- i. Describe the nature and scope of development
- ii. Explain key theories and concepts of development
- iii. Explain resources used in development
- iv. Explain the elements of development studies
- v. Relate community development and community resources
- vi. Explain the role of resource distribution to community development

5.3.6 Accountancy

Number of Credits: 7

Sub Enabling outcomes:

- i. Explain the meaning and purpose of accounting
- ii. Explain the accounting equation and accounting cycle
- iii. Explain the accounting principles
- iv. Describe and perform double entry transaction
- v. Post entries in ledger accounts and balance ledger ac/s
- vi. Prepare trial balance
- vii. Prepare final accounts
- viii. Describe financial statements
- ix. Demonstrate preparation of financial statements for a community development project

5.3.7 Research Methods II

Number of Credits: 11

Sub Enabling outcomes:

- i. Explain meaning and types of research
- ii. Explain types of research methodologies
- iii. Describe writing of a research proposal
- iv. Describe data collection techniques

- v. Describe data interpretation, analysis and presentation
- vi. Prepare a research proposal on a community development phenomenon
- vii. Demonstrate application of data collection techniques

5.3.8 Gender Development

Number of Credits: 11

Sub Enabling outcomes:

- i. Describe key concepts on gender
- ii. Describe important theories in gender development
- iii. Explain gender and power
- iv. Explain gender equality and economic development
- v. Explain gender and opportunities for women in development
- vi. Demonstrate application of gender principles to mobilising community development

5.3.9 Appropriate Technology

Number of Credits: 7

Sub Enabling outcomes:

- i. Explain the meaning and forms of technology
- ii. Distinguish between advanced and simple technology
- iii. Explain reasons for technology development
- iv. Describe advantages and limitations of appropriate technology
- v. Describe the functions and importance of appropriate technology in development
- vi. Explain water, agriculture and sanitation technologies in rural communities
- vii. Demonstrate application of appropriate technology in a community development activity

5.3.10 Project Planning and Management

Number of Credits: 11

Sub Enabling outcomes:

- i. Explain meaning and concepts in project planning and management
- ii. Explain the functions of project planning
- iii. Describe the steps in a good project management
- iv. Identify methods of project appraisal
- v. Explain the merits and demerits of methods of project appraisal
- vi. Demonstrate application of project write up skills in a simple community project
- vii. Demonstrate application of project management skills to solicit funding of a project
- viii. Demonstrate monitoring and evaluation of community project

5.3.11 Environmental Studies

Number of Credits: 7

Sub Enabling outcomes:

- i. Describe key concepts on environment
- iii. Explain the role of environment conservation in development
- v. Identify and explain environmental problems facing communities
- vii. Explain methods of environmental management

5.3.12 Community Health

Number of Credits: 7

Sub Enabling outcomes:

- i. Describe health and its importance to development
- ii. Describe causes of good health
- iii. Describe general causes of poor health
- iv. Explain the role of nutrition and hygiene on health
- v. Describe the importance of community health
- vi. Explain ways to improve community health
- vii. Explain the role of reproductive health
- viii. Describe causes of epidemics and endemics in communities
- ix. Describe prevention measures for epidemics and endemics

5.3.13 Field Practical Training

Number of Credits: 10

Sub Enabling outcomes:

- i. Demonstrate application of knowledge, work skills and attitudes in a typical working environment on duties relating to Community Development profession;
- ii. Apply knowledge and skills in information gathering, processing and presentation, demonstrated through field report writing, based on linking practical training experience with materials learned in the course; and
- iii. Demonstrate skills in keeping of records of the activities conducted every week at the field station using a log book.
- iv. Demonstrate competences in field problem solving assignments yielding specific results.

5.4. Technician Certificate Courses (NTA Level 5)

5.4.1. Adult Learning

Code: GST05101

5.4.1.1. Sub Enabling outcomes:

- i. Describe principles of adult learning
- ii. Describe approaches to adult learning
- iii. Describe techniques in adult training

- iv. Evaluate the obstacles facing adult learning
- v. Explain the role of adult learning in community development
- vi. Apply Planning methods in programmes for adult learners
- vii. Demonstrate application of adult learning skills in a community based project
- viii. Demonstrate sensitization of community in adult learning

5.4.2. Sociology

Code: CDT05102

5.4.2.1. Sub Enabling outcomes:

- i. Describe key concepts in Sociology
- ii. Distinguish between classical and contemporary approaches to Sociology
- iii. Distinguish between social dynamics and social statics in development
- iv. Identify and describe impact of social change in development
- v. Apply sociology to solve social problems in development

5.4.3. Statistics

Code: GST 05103

5.4.3.1. Sub Enabling outcomes:

- i. Describe types of data for statistics
- ii. Describe measures of location
- iii. Describe measures of dispersion
- iv. Describe data collection methods
- v. Apply measures of location
- vi. Apply measures of dispersion

5.4.4. Community Development

Code: CDT 05104

5.4.4.1. Sub Enabling outcomes:

- i. Describe main concepts in community development
- ii. Describe various approaches in community development
- iii. Describe the role of participation in community development
- iv. Outline barriers to community participation
- v. Describe community development programme/ activity
- vi. Explain importance of participation in community development programmes
- vii. Demonstrate mobilization of community in a community development programme

5.4.5. Research Methods I

Code: CDT05105

5.4.5.1. Sub Enabling outcomes:

- i. Explain meaning and types of research
- ii. Explain the research process
- iii. Describe data collection techniques
- iv. Describe sampling methods and procedures
- v. Describe data interpretation and presentation
- vi. Conduct a research on community development
- vii. Write and present a research report
- viii. Explain the role of ethics in research writing

5.4.6. Communication Skills I

Code: GST 05106

5.4.6.1. Sub Enabling outcomes:

- i. Describe elements of a communication process
- ii. Explain forms of communication
- iii. Explain importance of communication in organizations
- iv. Explain barriers to effective communication
- v. Describe strategies for effective communication
- vi. Describe communication skills in written and oral communication
- vii. Describe communication methods
- viii. Demonstrate application of communication methods in promoting a community programme
- ix. Apply communication methods to sensitize community

5.4.7. Name: Development Economics

Code: CDT 05107

5.4.7.1. Sub Enabling outcomes:

- i. Describe basic concepts of economics
- ii. Explain functions of supply and demand
- iii. Describe production, distribution in relation to poverty
- iv. Describe relationship between investment and community development
- v. Describe types of market structures

5.4.8. Entrepreneurship Skills

Code: CDT 05208

5.4.8.1. Sub Enabling outcomes:

- i. Explain the scope and nature of entrepreneurship
- ii. Explain characteristics of entrepreneurs
- iii. Describe creativity and innovation in entrepreneurship
- iv. Explain the problems facing entrepreneurs and possible solutions

- v. Apply entrepreneurial skills to start a community venture
- vi. Describe the role of Business Plan
- vii. Describe segments of a business plan
- viii. Prepare a business plan for a community business

5.4.9. Information and Communication Technology

Code: GST 05209

5.4.9.1. Sub Enabling outcomes:

- i. Describe information and communication technology
- ii. Explain types of communication technologies
- iii. Describe networks in computer communications
- iv. Explain problems of ICT
- v. Describe methods to solve barriers in ICT
- vi. Apply computers in word processing
- vii. Apply computers for excel, power point, access and publisher
- viii. Apply computers in internet and intranet services

5.4.10. HIV/AIDS and Nutrition

Code: GST 05110

5.4.10.1. Sub Enabling outcomes:

- i. Describe HIV/AIDS and Nutrition concepts
- ii. Describe causes and symptoms of HIV/AIDS
- iii. Describe the relationship of poverty and HIV/AIDS
- iv. Identify and describe prevention methods and control of HIV/AIDS transmission
- v. Describe nutritional requirements for people infected with HIV/ AIDS
- vi. Describe ways of fighting stigma to AIDS victims

5.4.11. Management and Administration

Code: GST05211

5.4.11.1. Sub Enabling outcomes:

- i. Distinguish between management and administration
- ii. Describe principles of management
- iii. Describe functions of management
- iv. Describe types of leadership styles
- v. Describe the role of motivation in management
- vi. Identify leadership styles in a community
- vii. Demonstrate the application of management functions in a community development programme
- viii. Demonstrate mobilization of community participation

5.4.12. Management of Community Development Programmes

Code: CDT 05212

5.4.12.1. Sub Enabling outcomes:

- i. Explain meaning and functions of project management
- ii. Explain types of community development programmes
- iii. Explain the role of planning in a community development programme
- iv. Explain the nature and importance of participatory management
- v. Describe monitoring and evaluation function in community projects
- vi. Demonstrate application of participatory management techniques in a community development programme
- vii. Demonstrate implementation of a community project
- viii. Demonstrate taking corrective action against deviation to planned goals
- ix. Describe project write up
- x. Explain the components of project write up
- xi. Differentiate between a project write up and a project proposal

5.4.13. Book keeping

5.4.13.1. Sub Enabling outcomes:

- i. Explain meaning and purpose of accounting
- ii. Explain the accounting principles
- iii. Classify books of accounts and Perform double entry
- iv. Post entries in ledger accounts and balance ledger ac/s
- v. Prepare trial balance
- vi. Classify Accounting records
- vii. Prepare simple financial statements
- viii. Demonstrate preparation of final accounts

5.4.14. Child Rights and Development

Code: CDT 05214

5.4.14.1. Sub Enabling outcomes:

- i. Describe the concepts of human rights and child rights
- ii. Describe types of child rights
- iii. Explain stages of child development
- iv. Describe international conventions on child rights
- v. Explain forms of child abuse
- vi. Explain methods to sensitize communities to protect child rights

5.4.15. Field Practical Training

Code: GST05215

5.4.15.1. Sub Enabling outcomes:

- i. Demonstrate application of knowledge, work skills and attitudes in a typical working environment on duties relating to Community Development profession;
- ii. Apply knowledge and skills in information gathering, processing and presentation, demonstrated through field report writing, based on linking practical training experience with materials learned in the course; and
- iii. Demonstrate skills in keeping of records of the activities conducted every week at the field station using a log book.
- iv. Demonstrate competences in field problem solving assignments yielding specific results.

5.5. BASIC TECHNICIAN CERTIFICATE (NTA LEVEL 4)

5.5.1. Introduction to Adult Learning

Code: GST 04101

5.5.1.1. Sub Enabling outcomes:

- i. Describe adult learning
- ii. Describe the principles and methods of adult learning
- iii. Describe importance of adult literacy in community development
- iv. Apply adult education programmes in community development

5.5.2. Introduction to Gender and Development

Code: CDT04102

5.5.2.1. Sub Enabling outcomes:

- i. Describe the gender roles in development
- ii. Describe gender needs and gaps
- iii. Describe strategies to remove gender imbalance
- iv. Explain the importance of gender relations in development

5.5.3. Introduction to Negotiation Skills

Code: CDT 04103

5.5.3.1. Sub Enabling outcomes:

- i. Describe the important aspects of the negotiation process
- ii. Explain the role of a negotiator
- iii. Describe constraints in the negotiation process

- iv. Identify benefits of negotiation in community development

5.5.4. Introduction to Community Development

Code: CDT 04104

5.5.4.1. Sub Enabling outcomes:

- i. State historical perspective of community development in Tanzania
- ii. Describe various approaches in community development
- iii. Describe impact of community development on livelihood

5.5.5. Introduction to Sociology

Code: CDT 04105

5.5.5.1. Sub Enabling outcomes:

- i. Describe nature and scope of sociology
- ii. Describe importance of sociology in development work
- iii. Identify and describe social problems in development
- iv. Apply sociology to solve social problems in development

5.5.6. Introduction to Communication Skills

Code: GST 04106

5.5.6.1. Sub Enabling outcomes:

- i. Apply communication skills in organizing community meetings
- ii. Apply communication skills to mobilise community work
- iii. Prepare simple official letters and reports
- iv. Prepare a simple speech to induce community participation in development

5.5.7. Introduction to Development Economics

Code: CDT 04107

Sub Enabling outcomes:

- i. Describe development economics
- ii. Explain functions of supply and demand
- iii. Describe production, distribution in relation to poverty
- iv. Describe relationship between investment, savings and consumption.

5.5.8. Entrepreneurship Skills Development

Code: CDT04108

5.5.8.1. Sub Enabling outcomes:

- i. Explain the scope and nature of small business management

- ii. Explain entrepreneurship
- iii. Describe risks and benefits of entrepreneurship
- iv. Explain the characteristics and obstacles of entrepreneur and small business owner
- v. Apply entrepreneurial skills to start a community venture or individual small venture

5.5.9. Introduction to Computer Applications and Operational Research

Code: CDT 04209

5.5.9.1. Sub Enabling outcomes:

- i. Explain parts of computers
- ii. Explain types of computers
- iii. Describe the computer system
- iv. Describe computer communications
- v. Apply word processor in processing information
- vi. Apply spread sheet in processing information
- vii. Apply internet in communication
- viii. Explain nature and scope of operation research
- ix. Describe techniques and functions of operation research
- x. Describe the importance of operational research
- xi. Apply operational research in a community development activity.
- xii. Demonstrate how operational research can be institutionalised in community activities
- xiii.** Assess the effectiveness of operational research in community development activities

5.5.10. Introduction to HIV /AIDS and Nutrition

Code: GST 04210

- i. Describe the historical background of social problems
- ii. Describe characteristics of social problems
- iii. Describe the impact of social problems in communities
- iv. Describe causes and symptoms of HIV/AIDS
- v. Identify and describe prevention methods and control of HIV/AIDS
- vi.** Describe nutritional requirements for people infected with HIV/AIDS

5.5.11. Introduction to Gender Based Violence

Code: GST04211

5.5.11.1. Sub Enabling outcomes:

- i. Describe key elements of gender based violence
- ii. Describe different forms of violence
- iii. Explain how men and women experience violence differently

- iv. Explain the consequences of violence in relation to spread of HIV and AIDS
- v. Describe factors accelerating the cycle of violence in the community
- vi. Explain various ways to prevent gender based violence

5.5.12. Civic Education

Code: GST04212

5.5.12.1. Sub Enabling outcomes:

- i. Describe the role of the government
- ii. Describe powers of the state
- iii. Describe role of citizens in development
- iv. Describe role of political parties and civil societies in development
- v. State the elements of the country's constitution
- vi. Describe the administrative structure of the local government

5.5.13. Elementary Book keeping

Code: GST04213

5.5.13.1. Sub Enabling outcomes:

- i. Explain the nature and purpose of bookkeeping
- ii. Classify books of accounts
- iii. Prepare day books and Perform double entry
- iv. Post entries in ledger accounts and balance ledger ac/s
- v. Prepare trial balance
- vi. Prepare simple financial statements
- vii. Demonstrate maintenance of business records using book keeping documents

13.14 Description of Module 14

5.5.14. Home Economics and Appropriate Technology

Code: CDT04214

Sub Enabling outcomes:

- i. Explain types of family resources
- ii. Describe care for babies, infants and pregnant mothers
- iii. Describe appropriate technologies in communities
- iv. Describe requirements for body hygiene

5.5.15. Field Practical Training

Code: GST04215

5.5.15.1. Sub Enabling outcomes:

- i. Demonstrate application of knowledge, work skills and attitudes in a typical working environment on duties relating to Community Development profession;
- ii. Apply knowledge and skills in information gathering, processing and presentation, demonstrated through field report writing, based on linking practical training experience with materials learned in the course; and
- iii. Demonstrate skills in keeping of records of the activities conducted every week at the field station using a log book.

MASTERS IN COMMUNITY DEVELOPMENT NTA LEVEL 9
DESCRIPTION OF MODULES

Name: Contemporary Issues in Community Development

Module Code: CDG09101

Sub-Enabling Outcomes:

- a) Analyze community development dimensions and relate them to development work.
- b) Examine community development theories and practice in relation to development practises
- c) Analyze community development at local context with global community development practices
- d) Analyze the concepts of globalization in relation to community development.
- e) Analyze community development models and relate to development work.
- f) Analyze historical and contemporary community development discourse Learning Context:

Name: Community Mobilization and Engagement

Module Code: CDG09102

Sub Enabling Outcomes:

- a) Demonstrate an understanding of concept community mobilization, engagement and mobilization strategies in community development practices
- b) Apply community mobilization and community engagement principles in community development practice
- c) Apply community mobilization and engagement skills to manage the community development intervention
- d) Apply community mobilization and engagement approaches in managing community development interventions
- e) Demonstrate an understanding of community capacity building for community development practices

Name: Gender and Community Development

Module Code: CDG09203

Sub Enabling Outcomes:

- a) Analyze gender perspectives in community development
- b) Apply gender related theories in community development work.
- c) Demonstrate an understanding of gender resource planning in community development practice

Name: Entrepreneurship

Module Code: CDG09204

Sub Enabling Outcomes:

- a) Demonstrate an understanding of the term entrepreneurship and its related concepts.
- b) Apply entrepreneurial motivation theories in business management.

- c) Apply knowledge and skills of business venture to create a manageable community based action
- d) Apply entrepreneurial knowledge and skills to manage small business in communities
- e) Demonstrate an understanding of SME frameworks in relation to community development practice in Tanzania
- f) Apply knowledge and skills of business financing to finance community entrepreneurial interventions

Name: Community Development Principles and Participatory Approaches

Module Code: CDG09105

Sub Enabling Outcomes:

- a) Demonstrate understanding of the concept community participation
- b) Demonstrate an understanding of policy frameworks underlying community participation in management of community development interventions
- c) Apply models of community participation in community development practice
- d) Apply community development principles in community development interventions
- e) Apply community development approaches in community development intervention

Name: Dissertation

Module Code: CDG09306

Sub Enabling Outcomes:

- a) Demonstrate an understanding of research skills in developing people centred research proposal
- b) Apply Research Methods in managing community information
- c) Apply data interpretation skills to draw inferences for the study
- d) Apply research knowledge and skills to inform development practices

Name: Community Resources Management

Module Code: CDG09207

Sub Enabling Outcomes:

- a) Demonstrate an understanding of natural resource management in facilitating community based interventions
- b) Demonstrate an understanding of importance of participatory natural resource management in development practice
- c) Apply community based approaches in managing natural resources
- d) Demonstrate an understanding of community based natural resource management policies and legislation in development practice

Name: Research Methods in Community Development

Module Code: CDG09208

Sub Enabling Outcomes:

- a) Analyse community problem through research skills
- b) Apply research proposal development skills in community development work

- c) Apply data management skills in conducting community based research
- d) Apply research knowledge and skills to describe a researchable problem
- e) Apply research knowledge and skills to design, collect and analyse research data
- f) Apply research knowledge and skills to present, discuss and interpret research findings
- g) Apply research knowledge and skills to draw conclusion and inferences on a research problem

Name: Managerial Accounting

Module Code: CDG09209

Sub Enabling Outcomes:

- a) Demonstrate an understanding of concepts of managerial accounting in community development practice
- b) Demonstrate an understanding of nature and scope of managerial accounting
- c) Apply managerial accounting knowledge and skill for decision making
- d) Apply financial control knowledge and skills in managing development processes

Name: Legal Aspects of Community Development

Module Code: CDG09110

Sub Enabling Outcomes:

- a) Demonstrate an understanding of sources of law in Tanzania
- b) Analyze legal issues in relation to Community Development.
- c) Demonstrate an understanding of legal aspects in Community Development context.
- d) Demonstrate an understanding of the CSOs operations in relation to community development practices

Name: Conflict Resolution and Disaster Management

Module Code: CDG09111

Sub Enabling Outcomes

- a) Demonstrate an understanding of conflict and its related concepts in communities
- b) Demonstrate an understanding of theories of conflict in community development.
- c) Apply conflict management skills in solving conflicts in communities
- d) Demonstrate an understanding of concepts related to disasters and risk management.
- e) Analyze risks and disasters approaches in creating resilience and safer development
- f) Demonstrate an understanding of disaster and risk management models in community development practice

Name: Participatory Project Management

Module Code: CDG09112

Sub Enabling Outcomes:

- a) Demonstrate an understanding of the key concepts underlying planning and management for community development programmes
- b) Apply project designing skills for community base programmes

- c) Apply project appraisal and selection techniques to determine community project worthiness and investment decisions
- d) Apply project implementation skills for effective community based project
- e) Apply project monitoring and evaluation skills for effective community based project
- f) Demonstrate an understanding of project fundraising strategies

Name: Sociology

Module Code: CDG09113

Sub Enabling Outcomes:

- a) Demonstrate an understanding of concepts related to sociology
- b) Analyze sociological perspectives in relation to community development
- c) Analyze social Institutions in relation to community development practice in Tanzania
- d) Demonstrate an understanding of social change in relation to community development
- e) Apply sociological theories in community development practice

Name: Development Policy

Module Code: CDG09214

Sub Enabling Outcomes:

- a) Analyze the role of theories of social justice on institutionalization of social protection
- b) Demonstrate an understanding of social protection concepts in community development
- c) Demonstrate an understanding of policies related to social protection in Tanzania
- d) Demonstrate an understanding of concepts of development policy.
- e) Apply knowledge and skills of development policy analysis in community development practice
- f) Demonstrate an understanding of development policy theories and models relevant to community development practice
- g) Apply methods of development policy analysis in community development practice
- h) Demonstrate an understanding of policy making process for development practices
- i) Demonstrate understanding of Tanzania's development policy in relation to international development policies

Name: Governance and Administration

Module Code: CDG09215

Sub Enabling Outcomes:

- a) Demonstrate an understanding of the concept governance and administration in relation to community development practice.
- b) Analyze theories and principles of good governance in community development.
- c) Apply methods and approaches of good governance in community development practice.

Name: Community-Based Health Management

Module Code: CDG09216

Sub Enabling Outcomes:

- a) Demonstrate an understanding of concept community health management in community development practices
- b) Demonstrate an understanding of principles, theories and models of community health management
- c) Apply community development skills to manage the community health management process

CHAPTER SIX

6.0. TICD Staff

6.1. Academic Staff

Sn	Department of Project planning and Management	
	Academic Staff	Qualifications
1	Mr. Wawa S. Layda	MBA Finance (OUT) Bachelor of Commerce (B.com) – Accounting –UDSM CPA (T) – National Board of Accountants and Auditors (NBAA)-Tanzania Certified Professional Banker (TIOB)
2	Dr. Ponsian T. Sewando	PhD Agricultural Economics (SUA) Msc. Agricultural Economics (SUA) B.A Education (OUT)
3	Mr. John K. Gwanyemba	Msc. Development Policy –Mzumbe University Advanced Diploma in Regional Development Planning – IRDP-Dodoma currently undertaking PhD at UDOM
4	Mr. Kepha C. Luvinga	Msc-PPM (Mzumbe University) BA-Community Development (Tumaini University-Iringa)
5	Mr. Dickson M. Utonga	BSc-Economics (Mzumbe University) currently undertaking msc economics at Mzumbe University
6	Mr. Mgende N. Mathew	Msc. Information Technology and Management Avinashangam - India Advanced Diploma in Computer Science – Institute of Finance Management (IFM)
7	Mr. Juma A. Mhina	Msc. Community Economic Development (OUT) Bsc-Agricultural Education and Extension - (SUA)
8	Mr. Simon A. Kilasara	MBA Corporate Management (Mzumbe University) Advanced Diploma in Community Development - Participatory Project Planning and Management
9	Ms. Anande E. Kweka	Msc - Community Economic Development (Southern New Hampshire University/OUT) B.A Business Administration and Management (Daystar University - Kenya). PhD Candidate SUA
10	Mr Jacob J. Kilamlya	BSc-Economics (Mzumbe University) Diploma in Community Development (Monduli CDTI)
11	Mr. Daniel S. Wambura	Msc - Community Development Leadership (Yonsei University S. Korea) Advanced Diploma in Community Development - Participatory Project Planning and Management (CDTI-Tengeru)
12	Lusajo Japhet	Master of science in Development Policy (Mzumbe

	Kamwela	Universty)
		Advanced Diploma In Community Development (CDTI-Tengeru)
13	Evelyne George Rwela	Master in International Studies (Ewha Woman University)
		Bachelor of science in Home Economics and Human Nutrititon (SUA)
14	Haliye Abbakary Mabakwe	Master of Project Planning (Open University of Tanzania)
		Bachelor Degree in Community Development (TICD)
15	Godlove Barikiel Matemba	Master of Education Administration, Planning and Policy Studies (OUT)
		Bachelor of Education (Languages) (Tumaini University Makumira)
16	Kevin Victor Lewis	Bachelor of Accountancy (Institute of accountancy Arusha)
17	Godcryson P. Massawe	Postgraduate Diploma in Community Development (Tengeru Institute of Community Development)
		Advance Diploma in Participatory Project Planning and Management (Community Development Training Institute CDTI)

Department of Gender and Development		
Sn	Academic Staff	Qualifications
1	Mr. Solomon S. Mhango	MA. Management of Development- Larenstein University – The Netherlands
		Postgraduate Diploma, Poverty Analysis (REPOA/ISS, ESRF)
		BSc Agriculture General-SUA.
		currently undertaking PhD at SUA
2	Ms. Prisca J. Kadege	MA in Gender Studies (UDSM)
		Msc Industrial Economics-Odessa State University of Economics-Odessa Ukraine
		Diploma in Gender Issues in Development (The Mwalimu Nyerere Memorial Academy - (DSM)
3	Ms. Rehema J. Magesa	Masters in Development Evaluation and Management – Antwerp University
		Msc Agriculture (SUA)
		BSC Agriculture (SUA).
		currently undertaking PhD at OUT
4	Mr. Ebenezer A. Lawuo	BED ARTS (UDSM)
		Masters degree of Arts in Applied Social Psychology (UDSM)
5	Mr. Dickson L. Lukumay	PhD Candidate at OUT
		Master of Arts in Community Development (Mount Meru University)
		Advanced Diploma in Social work (Institute of Social work - DAR)
		Certificate in Social Work (Institute of Social work - DAR).
6	Ms. Janeth I. Zemba	Msc Development Policy (Mzumbe University)
		Advanced Diploma in Community Development (TICD)
7	Mr. Elinami G. Nassary	Bachelor of Community Development with bias in Gender and Development (TICD)
		Diploma in Animal Production (LITA Tengeru)
8	Mr. Rajabu J. Minja	Advanced Diploma in Community Development (TICD)
		Certificate in Civil Engineering
		National Certificate in Storekeeping
		currently undertaking Msc- Development Policy (Mzumbe University)

Department of Community Development		
Sn	Academic Staff	Qualifications
1	Dr. Bakari George Zuberi	PhD - UDSM.
		Postgraduate Dip. in legal Practice, LST
		Master of Law (LL.N) UDSM
		Bachelor of Law (LL.B), UDSM
		Advocate of the High Court
2	Ms. Jocelyne D. Lucas	Msc Community Economic Development (Southern New Hampshire University/OUT)
		Adv. Dip. Comm. Development (TICD)
		currently undertaking PhD at OUT
3	Mr. Yustin R. Taab	Masters of Arts in Sociology
		Postgraduate Diploma in Regional Planning (IRDP Dodoma)
		Advanced Diploma in Community Development (TICD)
4	Dr. Regina C. Malima	Msc Community Economic Development (Southern New Hampshire University/OUT)
		Post Graduate Diploma in Poverty Analysis (REPOA/ISS,ESRF)
		Advanced Diploma in Community Development (TICD).
		PhD at SUA
5	Mr. Jackson M.E. Muhoho	MBA (Human Resources Management)-University of Mysore, India
		Bsc Computer Science-UDSM
		currently undertaking PhD at OUT
6	Ms. Subira E. Kawonga	Msc HRM (Mzumbe University
		BA-Public Administration (HRM) (Mzumbe university)
		Diploma in Education
7	Mr. Charles Philipo Kitila	MA Rural Development (SUA)
		BA Sociology (UDSM)
8	Ms. Rose A. Mtei	MA Cooperative and community Development (MUCCOBS)
		BA (Community Economic Development) (MUCCOBS)
		Diploma in Education (Monduli T.C)
9	Ms. Christina R. Shimba	Masters of Public Administration (HRM) Mzumbe University
		BA-Sociology (UDSM)
10	Mr. Douglas A. Magombola	MBA Procurement and Logistic – Mzumbe University
		PGD-IRDP-Dodoma
		ADCD, (TICD)
11	Mr. Elifadhili E. Mpehongwa	Masters of Arts in Cooperative and Community Development (MuCO)
		Bachelor of Community Development (Iringa University)

Post-Graduate studies		
Sn	Academic Staff	Qualifications
1	Dr. Hamis A. Kingu	PhD-SUA
		Msc. Community Economic Development Southern New Hampshire University/OUT
		Postgraduate Diploma in Population and Sustainable Development (EGYPT)
		Postgraduate Diploma in Regional Planning (IRDP)
		Advanced Diploma in Community Development(TICD)
2	Ms. Rose H. Kiwia	MBA – Marketing Management - (Mzumbe University)
		Advanced Diploma in Community Development (TICD)
		<i>currently undertaking a PhD at SUA</i>
3	Mr. Ajabu J. Merinyo	MBA (Marketing) – (Mzumbe University)
		Advanced Diploma in Community Development (TICD)
		<i>Currently undertaking a PhD at JKUAT</i>

6.2. Administrative & Technical Staff

Students' Services Unit		
Name	Designation	Qualification
Mr. Godfrey Meliyo Mollel	Registrar	Master of Education - UDSM
		Postgraduate Diploma in Human Resource Management - CBE
		Bachelor of Education in Science - UDSM
Mr. Noel Yoeza Mkwizu	Examination Officer II	Master in Human Resource Management - Open University of Tanzania
		Bachelor of Education - Mount Meru University
		Diploma in Education - Korogwe Teacher's College
Mr. Odilo George Kalinga	Examination Officer II	Master of Arts in Educational Management - Tumaini University Makumira
		Bachelor of Arts with Education - Tumaini University Makumira
		Diploma in Education Mpwapwa Teacher's College
Ms. Theresia Sebastian Bella	Examination officer	Bachelor of Education in Languages Management- Mzumbe University
Ms. Angel Moses Lupasa	Admission Officer II	Bachelor of Arts with Education - Tumaini University Makumira

		Diploma in Education - <i>Tukuyu Teacher's College</i>

Library Service Unit		
Name	Designation	Qualification
Mr. Joseph Athanas Suluma	Librarian II	Bachelor of Library and Information Studies - <i>Tumaini University Dar es Salaam College</i>
Evance Mkumbwa Michael	Librarian II	University of Dar es Salaam
Hemedi Bakari Issa	Library Assistant II	Ordinary Diploma in Library, Record and Information Studies School of Library, Archives and Documentation
		Technician Certificate in Library, Record and Information Studies School of Library, Archives and Documentation
		Basic Technician Certificate in Library, Record and Information Studies School of Library, Archives and Documentation

Accounts and Finance Unit		
Name	Designation	Qualification
Mr. Medard Samwel Tungaraza	Ag. Chief Accountant	MSc Accounting and Finance - <i>Mzumbe University</i>
		Advanced Diploma in Accountancy - <i>Tanzania Institute of Accountancy</i>
Mr. Ally Bakari Nyambi	Accountant II	Bachelor of Accounting - <i>Institute of Finance Management</i>
Mr. Bariki Daudi Mtunha	Accountant II	Bachelor of Accounting and Finance - <i>St. John's University</i>
		Diploma in Accountancy - <i>CBE</i>
Mr. Mbaraka Nasibu Iziga	Accountant II	Bachelor of Accountancy - <i>Tanzania Institute of Accountancy</i>
		Diploma in Accountancy - <i>Tanzania Institute of Accountancy</i>
Mr. Jesca Joseph Kiwambo	Accountant II	Bachelor of Accountancy - <i>Tanzania Institute of</i>

		Accountancy
		Diploma in Accountancy - Tanzania Institute of Accountancy

Administration and Human Resource Department		
Name	Designation	Qualification
Mr. Kelvin John Ndugu	Ag. Human Resource Manager	MSc in Human Resource Management - Mzumbe University
		BA in Political Science and Public Administration - University of Dodoma
		Proficiency of Human Resource (PHR) - Tanzania Public Service College
Ms. Zaituni Haruni Kweka	Office Management Secretary	Diploma in Secretarial Studies - Tanzania Public Service College
Ms. Salome Ngombezi Katikaza	Office Management Secretary	Certificate in Secretarial Studies - Tanzania Public Service College
Ms. Georgina Henry Bisibe	Personal Secretary I	Certificate in Secretarial Studies - Tanzania Public Service College
Mr. Elias Raymond Lotaa	Records Management Assistant I	Certificate in Library - SLADS Bagamoyo
Mr. Innocent Eliud Kifumu	Records Management Assistant I	Diploma in Record Management - Tanzania Public Service College
		Certificate in Record Management - Tanzania Public Service College
Ms. Zainabu Amani Fundikira	Senior Office Assistant	Primary Education
Mr. Zacharia Naftali Mbwambo	Senior Artisan	Primary Education
Cecilia Francis Shirima	Technician II	Certificate in Electrical Engineering - Arusha Technical College

Procurement Management Unit		
Name	Designation	Qualification
Mr. Fredrick Nakaza Malekano	Supplies Officer I	Professional Stage III - NBMM
		Diploma in National Material Management - <i>National Board for Material Management</i>
		Certificate in Storekeeping - <i>National Board for Material Management</i>
Mr. Maulid Abdallah Maulid	Supplies Officer II	Certified Procurement and Supplies Professional - <i>National Board for Material Management</i>
		Material Management Foundation Certificate - <i>National Board for Material Management</i>

Health Services Unit		
Name	Designation	Qualification
Dr. Kassim Mbwana Kassim	Ag. Medical Officer In-charge	Doctor of Medicine - <i>International Medical and Technical University (IMTU)</i>
		Diploma in Clinical Medicine - <i>Mafinga Medical Training</i>
Mr. Andrew Bullugu Bernardo	Clinical Officer I	Diploma in Clinical Medicine - Bumbuli Medical Training Centre
Mr. Eliningao Joel Mmbaga	Clinical Officer II	Diploma in Clinical Medicine
Ms. Esther Gervas Kessy	Assistant Nursing Officer I	Bachelor of Science in Nursing - <i>St. John's University</i>
		Diploma in Nursing
Ms. Cresensia Clavery Nkwera	Nurse II	Certificate in Nursing

Annex II: ALMANAC FOR THE ACADEMIC YEAR 2018/2019

TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT	
ALMANAC FOR THE ACADEMIC YEAR 2018/2019	
DATE	EVENT
19/09/2018	Academic Staff Meeting
25/09/2018	Institute Opens for 2018/2019 academic year (NTA level 4,5 & 6)
02 - 06/10/2018	Orientation programme for freshers(NTA level 4, 5 & 6)
30/10/2018	Institute Opens for 2018/2019 academic year (NTA level 7 & 8)
6/11/2018	Orientation programme for freshers(NTA level 7 & 8)
12-16 /11/2018	Conduct of test I for NTA level 4, 5 & 6
10/11/2018	Governing Board Meeting
23/11/2018	Graduation Ceremony
3-7/12/2018	OPRAS week
6/12/2018	Workers Council Meeting
10-14/12/2018	Conduct of test I for NTA level 7 & 8
23/12/2018-02/01/2019	Mid Recess
21/1/2019	Open of the Institute for masters Programs
7-11/01/2019	Conduct of test II for NTA level 4, 5 & 6
21-25/1/2019	Conduct of test II for NTA level 7 & 8
21 -27/1/2019	Submission of Continuos Assessment to Head of Department and Registrar's Office, Moderation of Draft questions for First Semester Examinations and examination preparation week (NTA level 4, 5 & 6)
28/1/2019-6/2/2019	Conduct of First Semester Examinations for NTA level 4, 5 & 6)
5-9/2/2019	Submission of Continuos Assessment to Head of Department and Registrar's Office, Moderation of Draft questions for First Semester Examinations and examination preparation week (NTA level 7 & 8)
7/2/2019	Institute closing for NTA level 4, 5 & 6
8-16/2/2019	Internal Marking of Semester I examinations (NTA level 4, 5 & 6)
18-26/2/2019	Conduct of First Semester Examinations for NTA level 7 & 8)
27/2/2019	Institute closing for NTA level 7 & 8

19-21/2/2019	External marking of semester I examinations (NTA level 4, 5 & 6)
27/2-6/3/2019	Internal marking of semester I examinations (NTA level 7 & 8)
22/2/2019	Departmental Examination Committee Meeting (NTA level 4, 5 & 6)
25/2/2019	Institute Examination Committee Meeting and Declaration of semester I examination results for NTA level 4, 5 & 6
28/2/2019	Academic Staff Meeting
4/3/2019	Institute Opens for semester two NTA level 4, 5 & 6, Commencement of Field Practical Training for NTA level 4 and 5
4/3/2019	Institute Open for the NTA L4 March Intake
7-12/3/2019	External marking of semester I examinations (NTA level 7 & 8)
14/3/2019	Departmental Examination Committee Meeting (NTA level 7 & 8)
15/3/2019	Institute Examination Committee Meeting and Declaration of semester I examination results for NTA level 7 & 8 and marking for Special/supplementary semester I NTA level 4,5 & 6 start
21-26/03/2019	Mid Recess Masters Program
30/3/2019	Governing Board Meeting
1-4/4/2019	Field Practical work supervision for NTA level 4 & 5
2/4/2019	Institute Opens for semester II- NTA level 7 & 8 and Commencement of Field Practical Training for second years
4/4/2019	End of Field Practical work for NTA level 4 & 5
6-10/5/2019	Conduct of test I for NTA level 4, 5 & 6
6-10/5/2019	Conduct of test I for first sem. NTA level 4, March Intake
17-28/06/2019	End of Sem. One examination for masters programs
13-17/5/2019	Conduct of test I for NTA level 7 & 8
1-7/06/2018	OPRAS week
3-7/6/2019	Conduct of test II for NTA level 4, 5 & 6
3-7/6/2019	Conduct of test II for first sem. NTA level 4, March Intake
7/6/2019	Workers Council Meeting
10-15/6/2019	Community Development Week
17-22/6/2019	Submission of Continues Assessment to Head of Department and Registrar's Office, Moderation of Draft questions for Second Semester Examinations and examination preparation week (NTA level 4, 5 & 6)
17-21/6/2019	Conduct of test II for NTA level 7 & 8
24-28/6/2019	Conduct of Second Semester Examinations for NTA level 4, 5 & 6 and submission of research work report for NTA level 6 and field work report for NTA level 4 & 5
24-28/6/2019	Conduct of first Semester Examinations for NTA level 4 March

	Intake
29/6/2019	Governing Board Meeting
30/6/2019	End of semester II and Institute Closing
30/6/2019	End of semester I and Institute Closing for March Intake
1-12/07/2019	Masters sem. One marking examination
2-6/7/2019	Internal marking of semester II examinations NTA level 4, 5 & 6
7-11/7/2019	Field Practical work supervision for BCD II, BGCD II & BPPM II
9-13/7/2019	Submission of Continues Assessment to Head of Department and Registra's Office, Moderation of Draft questions for second semester examinations and preparation week for NTA level 7 & 8
10 -13/7/2019	External marking of semester examinations NTA level 4, 5 & 6
11-13/7/2019	Submission of Research Report for NTA level 8
12/7/2019	End of Field Practical work for BCD II, BGCD II & BPPM II
15-17/07/2019	Masters sem. One external marking
15-23/7/2019	Conduct of Semester II examinations for NTA level 7 & 8 and Submission of Field Work Report for BCD II, BGCD II & BPPM II
17/7/2019	Departmental Examinations Committee Meeting
18/7/2019	Institute Examinations Committee Meeting and Declaration of semester II examination results for NTA level 4, 5 & 6
19/07/2019	Provisional results declaration
21/7/2019	End of Second Semester for NTA level 7 & 8
27/7/2019	Institute Open for the NTA L4 March Intake and Commencement of field practices
23-27/7/2019	Internal marking of semester II examinations NTA level 7 & 8
29/07/2019	Masters Opening of the Institute 2nd sem.
31/7-3/8/2019	External marking of semester II examinations NTA level 7 & 8
5-16/8/2018	Special/Supplementary Examinations for NTA level 4, 5 & 6
16-23/08/2019	Internal Marking Special/Supplementary Examinations for NTA level 4, 5 & 6
23-25/08/2019	External Marking Special/Supplementary Examinations for NTA level 4, 5 & 6
7/8/2019	Departmental Examinations Committee Meeting
23/8/2019	Institute Examinations Committee Meeting and Declaration of semester II examination results for NTA level 7 & 8
26/8/2019	Institute Examinations Committee Meeting and Declaration of Special/supplementary examination results for NTA level 4, 5 & 6 and march intake
23-27/8/2019	Field Practical Work supervision for NTA L 4 March Intake

27/08/2019	End of field practical work for NTA level 4 March Intake
2-13/9/2019	Special/Supplementary Examinations for NTA level 7 & 8
14-18/9/2019	Internal Marking Special/Supplementary Examinations for NTA level 7 & 8
18-21/09/2019	External Marking Special/Supplementary Examinations for NTA level 7 & 9
23-27/09/2019	Mid term test for Masters
24/9/2019	Institute Examinations Committee Meeting and Declaration of Special/supplementary examination results for NTA level 7 & 8
23/09/2019	Governing Board Meeting
25/09/2019	Conduct of test I for Second sem. NTA level 4, March Intake
25/9/2019	Institute Opens for 2019/2020 academic year NTA level 4, 5 & 6
30/09/2019	Masters resume classes
25/10/2019	Conduct of test II for Second sem. NTA level 4, March Intake
14/11/2019	Institute Opens for 2019/2020 academic year NTA level 7 & 8
25-29/11/2019	Conduct of Second Semester Examinations for NTA level 4 March Intake
30/11/2019	End of semester II and Institute Closing for March Intake
10-19/12/2019	Masters 2nd sem. Examination
23-31/12/2019	Internal Marking for Masters examination 2nd sem.
5-7/01/2020	External Marking for masters examination 2nd sem.
9/1/2020	Masters examination results declaration 2nd sem.
6-17/1/2020	Special/Supplementary Examinations for March Intake

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