



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH, COMMUNITY
DEVELOPMENT,
GENDER, ELDERLY AND CHILDREN**



TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT

PROSPECTUS

2021/2022

WORD FROM THE RECTOR

It is great preference and appreciation that I affectionately welcome first year students, second year students, and third year students for the academic year 2021/2022. 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.

Definitely, our Institute has been and continues to lead the way in the offering of the Community Development, Gender and Community Development and Project Management 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 Master's Degree in Community Development, Project Management for Community Development and Gender and Community Development.

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 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:

s/n	Name	Title
i	Dr. Rosemarie Mwaipopo	Chairperson
ii	Dr. Bakari George	Secretary
iii	Mr. Patrick Golwike	Member
iv	Mr. Noel Mkwizu	Member
v	Dr. Charles Mhina	Member
vi	Ms. Flaviana C. Mayutta	Member
vii	Mr. Owen Jailos	Member
viii	Dr. Amani Makota	Member
ix	Ms. Audrey C. Njelekela	Member

1.6.2. The Top Management

- | | |
|----------------------------------------------------------------|---------------------|
| i. Rector | - Dr. Bakari George |
| ii. Deputy Rector
(Academics, Research and Consultancies) | - Vacant |
| iii. Ag. Deputy Rector
(Planning, Finance & Administration) | - Ms JanethZemba |

1.6.3. Institute's Management Team

i. Ag. Chief Accountant	- MedardTungaraza
ii. Registrar	- Godfrey Meliyo
iii. Ag. Dean of Students	- Charles Philipo
iv. Ag. Chief Internal Auditor	- AugustinoMtelevu
v. Ag. Chief librarian	-Joseph A. Suluma
vi. Ag. Quality Assurance Manager	- Simon A. Kilasara
vii. Head of Department - Community Development	-Douglas Magombola
viii. Head of Department - Gender and Development	- EvelyneRwela
ix. Head of Department - Project Planning and Management	-LuvingaKepha
x. Head of Department – Postgraduate, Research and Consultancy - Dr.PonsianSewando	
xi. Ag. Estate Manager	- Rajabu J. Minja
xii. Head of ICT Unit	- Mgendu N. Mathew
xiii. Ag. Chief Procurement and Supplies Manager	- CrepinMbelwaBulamu
xiv. Ag. Chief Medical in Charge	-Ms. Ester Kessy
xv. Ag. Human Resource and Administrative Manager	- Kelvin J. Ndugu

1.6.4. The TICD Journal Team

• Chief Editor	- Dr. Solomon Mhango
• Associate Chief Editor	- Jacob Kilyamlya
• National Women Research and Documentation Centre	- Ms Rose Mtei
• Short CoursesCoordinator	-Douglas 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.

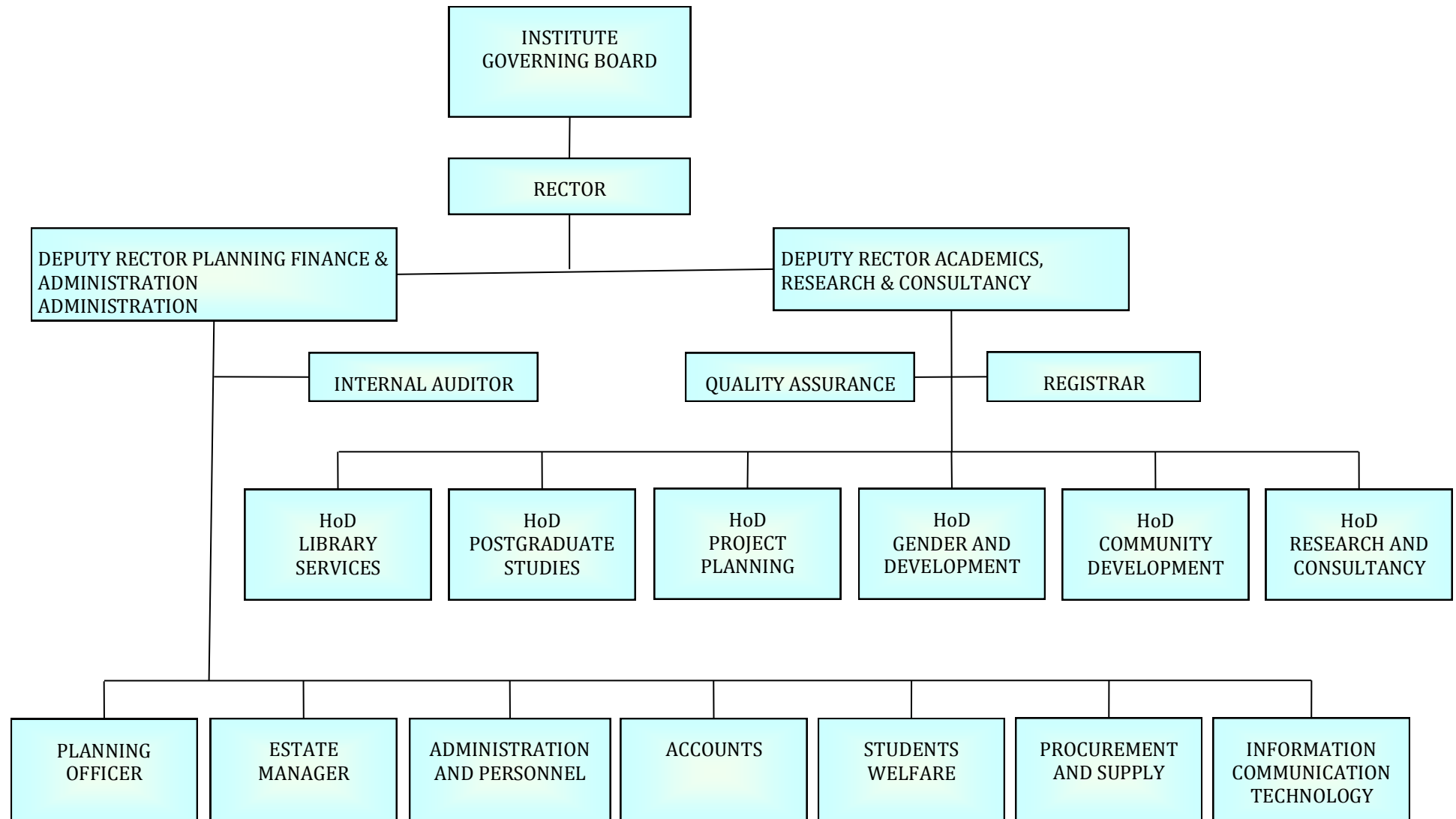
People's capabilities are limited, hence the need to strengthen them so that they can effectively surmount contemporary development challenges.

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 mid of October and end on mid of August. The academic year for the Undergraduate and postgraduates begins on the end of October and ends in end August of every year.

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. Basic Technician Certificate in Gender and Community Development (BTCGCD) NTA Level 4
- iii. Basic Technician Certificate in Project Management for Community Development (BTCPMCD) NTA Level 4
- iv. Technician Certificate in Community Development (TCCD) NTA Level 5
- v. Technician Certificate in Gender and Community Development (TCGCD) NTA Level 5
- vi. Technician Certificate in Project Management for Community Development (TCPMCD) NTA Level 5
- vii. Ordinary Diploma in Community Development (ODCD) NTA Level 6
- viii. Ordinary Diploma in Gender and Community Development (ODGCD) NTA Level 6
- ix. Ordinary Diploma in Project Management for Community Development (ODPMCD) NTA Level 6

The non-degree 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. Project Management for Community Development (BPMCD)

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. Masters Programmes

2.2.3.1. Master in Community Development

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

2.2.3.2. Master in Project Planning, Monitoring and Evaluation

Course Objectives

- i. Use skills to plan and design an M&E system during all stages of the programme/project cycle
- ii. Use qualitative and quantitative impact evaluation techniques to assess impact performance of programme/project.
- iii. Use knowledge and skills on resource mobilization, financing, investment analysis, budgeting, procurement and apply appropriate procedures and reporting to ensure effective, efficient use and accountability of project financial resources
- iv. Use ICT & MIS skills in collection, processing, analysis, storage and dissemination of information and ensuring integrated use of data in planning and management of projects.

- v. Use qualitative and quantitative methods and techniques of research design, data collection, processing analysis and interpretation within a project monitoring and evaluation
- vi. Understand principles and practices of monitoring and evaluation.
- vii. Understand different tools and techniques and apply them to manage (implement and control) development projects successfully in relation to the implementation plan.
- viii. Plan and design a Monitoring and Evaluation systems in all stages of the programme/project cycle
- ix. Develop skills in the use of techniques associated with successful consultancy projects.

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:

Admission requirements for Master's Programmes

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

- i. Bachelor's Degree lower second for classified award or an average of B grade or credit for unclassified awards on relevant or related fields from a recognized institution of higher learning
OR
- ii. Bachelors' Degree of pass grade with a post graduate diploma on relevant or related field OR
- iii. Advanced Diploma from a recognized Institute or equivalent qualifications.

- iv. Candidates with a PASS degree will be considered upon producing evidence of having obtained an examined Postgraduate Diploma

2.3.2. Admission Requirements for Bachelor Degree Students:

2.3.2.1. Bachelor Degree Courses (NTA Level 7 & 8)

- i. Bachelor of Community Development (BCD Code-CD 001)
- ii. Bachelor Of Gender and Community Development (BGCD Code CD 002)
- iii. Bachelor Of Project Management for Community Development (BPMCD Code-CD 003)

Minimum Entry Qualifications

- 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 those graduated before 2014 and after 2015.
- Two principal passes in Science or Arts subjects with a minimum of four (4.0) points for form six leaver completed in 2014 and 2015 where principal pass starts at grade C. In this case an applicant(s) should possess 2 Cs
- 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 OR GPA of 3.0. 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

2.3.3.1. Ordinary Diploma Courses (NTA Level 6) -Full Time Programme

- i. Ordinary Diploma in Community Development – (NTA Level 6) offered at Tengeru Main Campus.

- ii. Ordinary Diploma in Gender and Community Development –(NTA Level 6) offered at TICD Arusha Town Center- Mwanama-Kijenge
- iii. Ordinary Diploma in Project Management for Community Development- (NTA Level 6) offered at TICD Arusha Town Center- Mwanama-Kijenge

Minimum Entry Qualifications

- Technician Certificate (NTA Level 5) in related programmes accompanied with at least 4 passes (GRADE D) at Certificate of Secondary Education (CSEE) excluding religious subjects. OR
- Advanced Certificate of Secondary Education Examination (ACSEE) with at least a minimum of one (1) principal pass and a subsidiary in relevant subjects excluding religious subjects

2.3.3.2. Technician Certificate Courses (NTA Level 5)- Full Time Programme

- i. Technician Certificate in Community Development –(NTA Level 5) offered at Tengeru Main Campus.
- ii. Technician Certificate in Gender and Community Development – (NTA Level 5) offered at TICD Arusha Town Centre at Mwanama-Kijenge.
- iii. Technician Certificate in Project Management for Community Development -(NTA Level 5) offered at TICD Arusha Town Centre at Mwanama-Kijenge.

Minimum Entry Qualifications

- Basic Technician Certificate (NTA Level 4) in related programmes accompanied with at least 4 passes (GRADE D) at Certificate of Secondary Education (CSEE) excluding religious subjects. OR
- Advanced Certificate of Secondary Education Examination (ACSEE) with at least a minimum of one (1) principal pass and a subsidiary in relevant subjects excluding religious subjects.

2.3.4. Admission Requirements for Certificate

Basic Technician Certificates (NTA Level 4) - Full Time Programme

- i. Basic Technician Certificate in Community Development (NTA Level 4) –offered at Tengeru Main Campus.
- ii. Basic Technician Certificate in Gender and Community Development (NTA Level 4) offered at TICD Arusha Town Centre at Mwanama-Kijenge.
- iii. Basic Technician Certificate in Project Management for Community Development (NTA Level 4) offered at TICD Arusha Town Centre at Mwanama-Kijenge.

Minimum Entry Qualifications

Certificate of Secondary Education Examination (CSEE) with least 4 passes GRADE D and above excluding religious subjects.

OR

National Vocational Award LEVEL III accompanied with at least two passes at Ordinary Certificate of Secondary Education

2.4. Fee Structure 2021/2022

Direct costs - to be paid to the Institute

TENGERUINSTITUTE OF COMMUNITY DEVELOPMENT FEE STRUCTURE – ACADEMIC YEAR 2021/22

Student's Direct Costs

Course	Tuition Fee	Registration	Identify Card	NACTE Fee	Internet Facilities	Examination Fee	Students Union	Research and Field Supervision	Depreciation	Total
Certificate (NTA 4)	600,000	10,000	10,000	15,000	10,000	50,000	20,000	-	-	715,000
Diploma (NTA 5 & 6)	730,000	10,000	10,000	15,000	15,000	50,000	20,000	-	-	850,000
All Bachelor Degree Programmes										
First Year	950,000	20,000	10,000	20,000	20,000	50,000	20,000	-	50,000	1,140,000
Second Year	950,000	-	-	20,000	20,000	50,000	20,000	160,000	-	1,220,000
Third Year	950,000	-	-	20,000	20,000	50,000	20,000	-	-	1,060,000
Master's Degree	3,500,000	30,000	10,000	-	20,000	60,000	10,000	-	20,000	3,650,000

Instalment Plan

Program	1st Instalment (Reporting day of 1st Semester)	2nd Instalment (8th week of 1st Semester)	3rd Instalment (Reporting day of 2nd Semester)	4th Instalment (8th week of 2nd Semester)	Hostel	Health Insurance
Non-Degree Programs						
Certificate (NTA 4)	265,000	150,000	150,000	150,000	330,000	50,400
Diploma (NTA 4&5)	302,500	182,500	182,500	182,500	330,000	50,400
All Bachelor Degree						
First Year	427,500	237,500	237,500	237,500	330,000	50,400
Second Year	507,500	237,500	237,500	237,500	330,000	50,400
Third Year	347,500	237,500	237,500	237,500	330,000	50,400
Master's Degree						
All 18 Months	1,025,000	875,000	875,000	875,000	450,000	50,400

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 any time 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

Coursework Assessment;

For NTA levels 4 & 5

S/n	Item	Percentage (%)
i.	Individual Assignment	10
ii.	Group Assignment	10
iii.	Classroom Tests	20
iv.	Portfolio	5
v.	Practical Assignment (Community Engagement)	15
vi.	Coursework Assessments Total	60
vii.	End of Semester Examinations	40

For NTA level 6

S/n	Item	Percentage (%)
i.	Individual Assignment	10
ii.	Group Assignment	10
iii.	Classroom Tests	20
iv.	Portfolio	5
v.	Practical Assignment (Community Engagement)	15
vi.	Coursework Assessments Total	60
vii.	End of Semester Examinations	40

For NTA levels 7 & 8

S/n	Item	Percentage (%)
i.	Individual Assignments	10
ii.	Group work	10
iii.	Class Tests	20
iv.	Portfolio	5
v.	Practical Assignments (Community Engagement)	15
vi.	Coursework Assessments Total	60
vii.	End of semester examinations	40

For Postgraduate

S/n	Item	Percentage (%)
i.	Group Assignments	15
ii.	Class Tests	15
iii.	Term Paper	20
iv.	End of semester examination	50

3.1.1. 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.

3.1.1.1. For the NTA levels 7 & 8

- i. End of Semester Examination 40%

3.1.1.2. For the NTA levels 4 & 5

- i. End of Semester Examination 40%

3.1.1.3. For the NTA level 6

- i. End of Semester Examination 40%

3.1.1.4. For the Postgraduate

- i. End of Semester Examination 50%

3.1.2. Assessment of the Apprenticeship and Research

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

For the NTA Level 7 and 8 students; the apprenticeship programme shall be set to commence on the 14th week of the first semester which shall extend to the end of the fourth week of the second semester for every semester and

shall be assessed as a full module carrying 100%. Research work is programmed to take place in the third year of this programme.

- **The assessment of apprenticeship shall have the following composition:-**

SN	Criteria	Marks
1	Terminal assessment	30 %
2	Mid assessment	20 %
3	Integrated Work plan	5 %
4	Learning plan	5 %
5	Log book	10 %
6	Apprentice placement report	30 %
Total Marks		100%

- **The assessment of research shall have the following composition:-**

SN	Criteria	Marks
1	Research Proposal	40%
2	Research Report	60%
Total Marks		100%

For the NTA Level 6 Students; the apprenticeship programme shall be set to commence on the 14th week of the first semester which shall extend to the end of the fourth week of the second semester. Research work is programmed to take place in the second semester of this programme.

- **The assessment of apprenticeship shall have the following composition:-**

SN	Criteria	Marks
1	Terminal assessment	30 %
2	Mid assessment	20 %
3	Integrated Work plan	5 %
4	Learning plan	5 %
5	Log book	10 %
6	Apprentice placement report	30 %
Total Marks		100%

- The assessment of research shall have the following composition:-

SN	Criteria	Marks
1	Research Proposal	50%
2	Research Report	50%
Total Marks		100%

For the NTA Level 4 and 5; the apprenticeship programme shall be set to commence on the 14th week of the first semester which shall extend to the end of the fourth week of the second semester.

- The assessment of apprenticeship shall have the following composition:-

SN	Criteria	Marks
1	Terminal assessment	30 %
2	Mid assessment	20 %
3	Integrated Work plan	5 %
4	Learning plan	5 %
5	Log book	10 %
6	Apprentice placement report	30 %
Total Marks		100%

3.1.3. Rounding of Scores

Borderline cases will be rounded in the following manner:-

- 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

- 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 Project Management for Community Development (BPMCD)

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/BPMCD Courses are three year.i.e 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.

HIGHER DIPLOMA IN COMMUNITY DEVELOPMENT (NTA LEVEL 7)

Distribution of Modules in the semester;

Semester I Modules

SN	Module code	Module title	Class	Credits
1	CDU 07105	Community Mobilization and Engagement	C	10
2	CDU 07106	Creativity and Innovation Management	C	12
3	CDU 07123	Community Development Practice	C	8
4	CDU 07130	Basics of Gender and Development	C	6
5	CDU 07101	Business Communication	F	6
6	CDU 07104	Microeconomics	F	7
7	CDU 07107	Entrepreneurship	F	7
8	CDU 07131	Apprenticeship for Community Development I	C	12
Total Credits				68

Semester II Modules

S/N	Module code	Module title	Class	Credits
1	CDU 07212	Management of Civil Society Organisations	C	10
2	CDU 07215	Conflict Management	C	7
3	CDU 07218	Development Theories and Concepts	C	7
4	CDU 07203	Fundamentals of Environmental Management	C	10
5	CDU 07224	Sociology	C	6
6	CDU 07226	Human Rights	C	6
7	CDU 07219	Community Capacity Management	C	7
8	CDU 07222	Quantitative Methods	F	6
9	CDU 07211	Human Resource Management	F	7
Total Credits				66

Semester III Modules

S/ N	Module code	Module title	Class	Credits
1	CDU 07302	Demography	C	6
2	CDU 07325	Laws for Community Development	C	7
3	CDU 07310	Fundamentals of Law	F	7
4	CDU 07308	Principles of Marketing	F	7
5	CDU 07313	Applied ICT	F	5
6	CDU 07320	Environmental Management	F	6
7	CDU 07321	Macroeconomics	F	6
8	CDU 07329	Project Management	F	7
9	CDU 07332	Apprenticeship for Community Development II	C	12
Total Credits				63

Semester IV Modules

S/N	Module code	Module title	Class	Credits
1	CDU 07409	Participatory Methods	C	6
2	CDU 07416	Strategic Planning and Management	C	7
3	CDU 07417	Management of Microfinance Institutions	C	9
4	CDU 07427	Extension and Advocacy	C	7
5	CDU 07414	Policy Management	C	6
6	CDU 07428	Public Policy	F	8
Total Credits				43

BACHELOR OF COMMUNITY DEVELOPMENT (NTA LEVEL 8)

Distribution of Modules in the semester;

Semester I Modules

S/N	Module code	Module title	Class	Credits
1	CDU08104	Research Methods	C	8
2	CDU08107	Community Health	C	9
3	CDU08108	Community Psychology	C	6
4	CDU08106	Social Change	C	7
5	CDU08109	Social Welfare	C	7
6	CDU08101	Statistics	F	7
7	CDU08110	Accounting Principles	F	7
8	CDU08115	Apprenticeship for Community Development III	C	12
Total Credits				63

Semester II Modules

S/N	Module code	Module title	Class	Credits
1	CDU08202	Partnership Management	C	7
2	CDU08203	Principles of Management	C	7
3	CDU08213	Development Economics	C	9
4	CDU08212	Human Development	C	7
5	CDU08205	Governance and Leadership	F	6
6	CDU08211	Environmental Health	F	6
7	CDU08214	Public Administration	F	7
8	CDU08216	Dissertation for Community Development	C	8

HIGHER DIPLOMA IN GENDER AND COMMUNITY DEVELOPMENT (NTA LEVEL 7)

Distribution of Modules in the semester;

Semester I Modules

SN	Module code	Module title	Class	Credits
1	GCU07107	Entrepreneurship	F	7
2	GCU07104	Micro Economics	F	7
3	GCU07123	Creativity and Innovation Management	C	12
4	GCU07105	Community Mobilization and Engagement	C	9
5	GCU07119	Gender Results Based Monitoring and Evaluation	C	12
6	GCU07123	Community Development Practice	C	6
7	GCU07101	Business Communication	F	5
8	GCU07132	Gender theories	C	5
9	GCU07133	Apprenticeship for Gender and Development I	C	12
Total Credits				68

Semester II Modules

SN	Module code	Module title	Class	Credits
1	GCU07212	Management of Civil Society Organisations	C	9
2	GCU07218	Development Theories and Concepts	C	5
3	GCU07224	Sociology	C	5
4	GCU07215	Conflict Management	C	6
5	GCU07225	Laws for Gender Development	C	8
6	GCU07226	Human Rights	C	6
7	GGU 07229	Gender Mainstreaming	C	6
8	GCU07203	Environmental Management	F	7
9	CCU 07210	Fundamentals of Law	F	6
10	CCU 07428	Public Policy Analysis	F	7
Total Credits				65

Semester III Modules

SN	Module code	Module title	Class	Credits
1	GCU07321	Early Childhood Education	C	6
2	GCU07322	Gender Responsive Budgeting	C	6
3	GCU07330	Gender Analysis Frameworks	C	6
4	GCU07331	Gender Socialization and Development	C	10
5	GCU07302	Demography	C	4
6	GCU07308	Marketing	F	7
7	GCU07313	Applied ICT	F	4
8	GCU07334	Apprenticeship for Gender and Development II	C	12
Total Credits				55

Semester IV Modules

SN	Module code	Module title	Class	Credits
1	GCU07409	Participatory Research Methods	C	5
2	GCU07414	Policy Management	C	10
3	GCU07420	Gender Organizational Management	C	5
4	GCU07427	Extension and Advocacy	C	5
5	GCU074117	Management of Microfinance Institutions	C	8
6	GCU07416	Strategic Planning and Management	C	5
7	GCU07411	Human Resource Management	F	7
Total Credits				45

BACHELOR OF GENDER AND COMMUNITY DEVELOPMENT (NTA LEVEL 8)

Distribution of Modules in the semester;

Semester I Modules

SN	Module code	Module title	Class	Credit
1	GCU08104	Research Methods	C	8
2	GCU08107	Community Health	C	9
3	GCU08108	Community Psychology	C	6
4	GCU08109	Social Welfare	C	7
5	CCU08106	Social Change	C	7
6	GCU08110	Child Development	C	7
7	GCU08101	Statistics	F	7
8	GCU08118	Apprenticeship for Gender and	C	12

		Development III		
Total Credit				63

Semester II Modules

SN	Module code	Module title	Class	Credit
1	GCU08202	Partnership Management	C	7
2	GCU08212	Human Development	C	7
3	GCU08213	Gender Policy Analysis	C	9
4	GCU08214	Child Protection	C	7
5	CCU08203	Principles of Management	F	7
6	GCU08205	Governance and Leadership	F	6
7	GCU08211	Environmental Health Issues	F	6
8	GCU08217	Dissertation for Gender and Development	C	8
Total Credit				57

HIGHER DIPLOMA IN PROJECT MANAGEMENT FOR COMMUNITY DEVELOPMENT (NTA LEVEL 7)

Distribution of Modules in the semester;

Semester I Modules

SN	Module code	Module title	Class	Credits
1	PMU07104	Micro Economics	C	7
2	PMU07105	Community Mobilization and Engagement	C	8
3	PMU07106	Creativity and Innovation Management	C	12
4	PMU07107	Entrepreneurship	C	7
5	PMU07123	Project Planning and Management	C	8
6	PMU07124	Project Designing	C	8
7	PMU07101	Business Communication	F	6
8	PMU07131	Apprenticeship for Project Management I	C	12
Total Credits				68

Semester II Modules

SN	Module code	Module title	Class	Credits
1	PMU07212	Management of Civil Society Organisations	C	8
2	PMU07215	Conflict Management	C	6
3	PMU07218	Development Studies	F	5
4	PMU07225	Project Appraisal	C	8
5	PMU07222	Quantitative Methods	C	7
6	PMU07219	Community Capacity Management	C	7
7	PMU07203	Fundamentals of Environmental Management	F	7
Total Credits				48

Semester III Modules

SN	Module code	Module title	Class	Credits
1	PMU07302	Demography	C	7
2	PMU07308	Principles of Marketing	C	7
3	PMU07310	Fundamentals of Law	F	6
4	PMU07313	Applied ICT	F	6
5	PMU07320	Environmental Management	F	6
6	PMU07321	Macroeconomics	F	6
7	PMU07326	Project Risk Management	C	6
8	PMU07414	Policy Management	F	7
9	PMU07328	Project Implementation	C	7
10	PMU07332	Apprenticeship for Project Management II	C	12
Total Credits				70

Semester IV Modules

SN	Module code	Module title	Class	Credits
1	PMU07409	Participatory Methods	C	7
2	PMU07427	Project Monitoring and Evaluation	C	8
3	PMU07417	Management of Microfinance Institutions	C	8
4	PMU07411	Human Resource Management	C	6
5	PMU07430	Stores Management	C	7
6	PMU07416	Strategic Management	C	7
7	PMU07429	Procurement and Supply Management	C	6
8	PMU07431	Laws for Project Management	F	5

Total Credits	54
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BACHELOR OF PROJECT MANAGEMENT FOR COMMUNITY DEVELOPMENT

(NTA LEVEL 8)

Distribution of Modules in the semester;

Semester I Modules

SN	Module code	Module title	Class	Credit
1	PMU08104	Applied Research Methods	C	8
2	PMU08108	Project Results Monitoring and Evaluation	C	12
3	PMU08109	Managerial Economics	C	10
4	PMU08112	Apprenticeship for Project Management III	C	12
5	PMU08101	Statistical Techniques in Project Management	C	8
6	PMU08110	Principles of Project Accounting	C	8
Total Credit				58

Semester II Modules

SN	Module code	Module title	Class	Credit
1	PMU08202	Project Partnership Management	C	8
2	PMU08203	Principles of Management in Community Projects	C	8
3	PMU08207	Project Risk Management	C	11
4	PMU08206	Results Based Project Management	C	12
5	PMU08213	Dissertation for Project Management	C	8
6	PMU08205	Public Policy management	F	8
7	PMU08211	Principles of Governance and Leadership	F	7
Total Credit				62

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 Programmes (NTA Level 9)

4.2.1. Masters in Community Development

4.2.2. 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.

Distribution of Modules in the semester;

Semester I Modules

SN	Module	Code	Credits
1	Contemporary issues in community development	CDG09101	12
2	Community Mobilization and Engagement	CDG09102	10
3	Community Development Principles and Participatory Approaches	CDG09105	10
4	Legal Aspects of Community Development	CDG09110	8
5	Conflict Resolution and Disaster Management	CDG09111	12
6	Participatory Project Management	CDG0112	12
7	Sociology	CDG09113	10
Total Credits			74

SN	Module	Code	Credits
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Semester II Modules

SN	Module	Code	Credit
1	Gender and Community Development	CDG09203	6
2	Community Resources Management	CDG09207	8
3	Managerial Accounting	CDG09209	8
4	Development Policy	CDG09214	18
5	Research Methods in Community Development	CDG09208	14
6	Entrepreneurship	CDG09204	12
SUB-TOTAL			19
GRAND TOTAL Credits			85

Semester III Modules

SN	Module	Code	Credit
1	Dissertation	CDG09306	36
Total Credits			36

4.3. MASTERS IN PROJECT PLANNING, MONITORING AND EVALUATION

4.3.1. General Learning Objective

Upon completion of the course students shall be able to apply advanced project management skills and practices skills with more confidence and professionalism when assisting communities.

They can undertake critical evaluation of project management approaches and practices at all levels.

Distribution of Modules in the semester;

Semester I Modules

SN	Module Code	Module Name	Credits
1	RPGP9101	Project Planning and Appraisal	10
2	RPGP9103	Project Management Information Systems	10
3	RPGP9104	Applied Statistics	10

4	RPGP9105	Research Methods for Social Sciences	10
5	RPGP9102	Principles of Monitoring and Evaluation	10
6	RPGP9106	Managing Development Projects	10
Total Credits			60

Semester II Modules

SN	Module Code	Module Name	Credits
1	RPGP9201	Planning & Designing Monitoring and Evaluation System	10
2	RPGP9202	Data Quality Assessment	10
3	RPGP9205	Studio Work – Designing M & E System	10
4	RPGP9204	Project Financing, Budgeting and Procurement	10
5	RPGP9203	Impact Evaluation	10
6	RPGP9206	Project Risk Management	10
7	RPGP9207	Consultancy Skills and Practice	10
Total Credits			70

Semester III Modules

SN	Module Code	Module Name	Credits
1	RPGP9301	Dissertation	60
Total Credits			60

4.4. Ordinary Diploma 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.

Distribution of Modules in the semester;

Semester I Modules

SN	Module Code	Module	Credits
1	CDT06104	Research Methodology	12
2	CDT06101	Community Leadership and Administration	6
3	CDT06105	Statistics	8

4	CDT06106	Project Planning and Management	12
5	CDT06103	Accountancy	9
6	CDT06102	Adult Learning	10
Total Credits			57

SemesterII Modules

SN	Module Code	Module	Credits
1	CDT06209	Management of Civil Society Organizations	8
2	CDT06211	Demography	8
3	CDT06210	Introduction to Administrative Law	8
4	CDT06208	Development Policy	9
5	CDT06212	Participatory Planning	12
6	CDT06207	Field Research Practice	18
Total Credits			63

4.5. Technician Certificate Programme (Community Development)

4.5.1. 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.

Distribution of Modules in the semester;

Semester I Modules

SN	Module Code	Module	Credits
1	CDT05102	Community Development Theory and Practice	9
2	CDT05103	Community Mobilization and Engagement Skills	8
3	CDT05108	Community Psychology	7
4	CDT05109	Social Planning skills	3
5	CDT05105	Gender and Development	7
6	CDT05101	Applied Communication Skills	7
7	CDT05106	Introduction to Adult Learning	4
8	CDT05107	Introduction to Law	8
9	CDT05104	Applied Entrepreneurship	6
Total Credits			59

Semester II Modules

SN	Module Code	Module	Credits
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1	CDT05210	Lobbying and Advocacy for Community Change	9
2	CDT05211	Community Leadership Skills	8
3	CDT05212	Community Participation Skills	8
4	CDT05213	Conflict Management Skills	6
5	CDT05214	Field Practical Training	18
6	CDT05215	Microfinance for Community Development	5
7	CDT05216	Basics of project Planning and Management	7
Total Credits			61

4.6. Basic Technician Certificate Programme (Community Development)

4.6.1. 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.

Distribution of Modules in the semester;

Semester I Modules

SN	Module Code	Module	Credits
1	CDT04101	Applied ICT	8
2	CDT04102	Basic Communication Skills	6
3	CDT04105	Elementary Bookkeeping	6
4	CDT04106	Environmental Management	6
5	CDT04108	Introduction to Community Development	8
6	CDT04107	Human Development	5
7	CDT04109	Sociology	8
8	CDT04103	Civic Education	7
Total Credits			54

Semester II Modules

SN	Module Code	Module	Credits
1	CDT04212	Community Capacity Development Skills	8
2	CDT04213	Community Health	6
3	CDT04215	Introduction to Gender and Development	6
4	CDT04210	Field Practical Training	19
5	CDT04211	Basics of Entrepreneurship	6

SN	Module Code	Module	Credits
6	CDT04214	Food Security and Nutrition	4
7	CDT04216	Introduction to Micro-economics	7
8	CDT04217	Records keeping for Community Development	4
Total Credits			60

4.7. Ordinary Diploma Programme (Gender and Community Development)

4.7.1. General Learning Objective

To equip the mid-career gender and community development profession aspirants with a broad range of Gender and Community Development, enabling them to plan manage, implement, and document activities to facilitate community development.

Distribution of Modules in the semester;

Semester I Modules

SN	Module code	Module	Class	Credits
1	GDT06101	Principles of Human Rights	C	3
2	GDT06102	Research Methods	C	7
3	GDT06103	Elementary Statistics	F	7
4	GDT06104	Environment and Natural Resource Management	F	6
5	GDT06105	Capacity Development	F	6
6	GDT06106	Partnership Management	F	6
7	GDT06114	Accounting	F	7
8	GDT06115	Introduction to Law	C	4
9	GDT06116	Apprenticeship	C	18
Total Credits				64

Semester II Modules

SN	Module code	Module	Class	Credits
1	GDT06207	Basics of Law of Torts	C	7
2	GDT06208	Research Methodology	C	7
3	GDT06209	Leadership and Governance	C	6
4	GDT06210	Civil Society Organisations Management	C	10
5	GDT06211	Elementary Microeconomics	F	6

SN	Module code	Module	Class	Credits
6	GDT06212	Human Resource Management	F	6
7	GDT06213	Gender Related Laws	C	8
8	GDT06217	Research Report Writing	C	6
Total Credits				56

4.8. Technician Certificate Programme (Gender and Community Development)

4.8.1. General Learning Objective

To equip the mid-career project management profession aspirants with the knowledge and skills of Gender and Community Development, enabling them to plan manage, implement, and document activities to facilitate community development.

Distribution of Modules in the semester;

Semester I Modules

SN	Module code	Module	Class	Credits
1	GCT05108	Participation and Community Development	C	5
2	GCT05104	Gender and Community Participation	C	6
3	GCT05110	Community Psychology	C	6
4	GCT05102	Sociology	C	6
5	GCT05101	Gender and Community Engagement	C	6
6	GCT05116	Participative Management	C	5
7	GCT05115	Entrepreneurship and Microfinance	F	7
8	GCT05114	Elementary of Bookkeeping	F	6
9	GCT05117	Apprenticeship	C	24
Total Credits				71

Semester II Modules

SN	Module code	Module	Class	Credits
1	GCT05212	Fundamentals of Marketing	F	9
2	GCT05213	Group Management	F	6
3	GCT05209	Community Mobilization	C	5
4	GCT05205	Gender Mainstreaming in Project Management	C	6
5	GCT05206	Gender Based Monitoring and	C	6

		Evaluation		
6	GCT05207	Conflict Management	C	6
7	GCT05211	Demography	F	5
8	GCT05203	Social Change	C	6
Total Credits				49

4.9. Basic Technician Certificate Programme (Gender and Community Development)

4.9.1. General Learning Objective

To equip the mid-career project management profession aspirants with the basic knowledge and skills of Gender and Community Development, enabling them to plan manage, implement, and document activities to facilitate community development.

Distribution of Modules in the semester;

Semester I Modules

SN	Module code	Module	Class	Credits
1	GCT04101	Gender and Culture	C	9
2	GCT04102	Creativity and Innovation Skills	C	10
3	GCT04105	Community Development Principles and Approaches	C	10
4	GCT04103	Basics of Communication	F	12
5	GCT04104	Basics of ICT	F	12
6	GCT04110	Community Health	F	6
7	GCT04112	Apprenticeship	C	24
Total Credits				83

Semester II Modules

S/N	Module code	Module	Class	Credits
1	GCT04206	Gender Capacity Assessment	C	10
2	GCT04207	Food Security and Nutrition	F	6
3	GCT04209	Human Growth	F	7
4	GCT04208	Lobbying and Advocacy	C	7
5	GCT04211	Basics of Management	C	7
Total Credits				37

4.10. Ordinary Diploma Programme (Project Management for Community Development)

4.10.1. General Learning Objective

To equip the mid-career project management profession aspirants with a broad range of project management activities, enabling them to plan manage, implement, and document activities to facilitate community development.

Distribution of Modules in the semester;

Semester I Modules

SN	Module code	Module	Class	Credit
1	PMT 06101	Results Based Project Monitoring and Evaluation	C	10
2	PMT 06102	Risk Analysis Techniques	C	8
3	PMT 06103	Elementary Statistics	C	7
4	PMT 06104	Research Methods	C	7
5	PMT 06105	Gender and Project Management	F	4
6	PMT 06106	Principles of Human Rights	F	4
7	PMT 06107	Introduction to Law	C	4
8	PMT 06114	Apprenticeship	C	18
Total Credits				62

Semester II Modules

SN	Module code	Module	Class	Credit
1	PMT 06208	Governance and Policy Management	F	10
2	PMT 06209	CSOs Management	C	8
3	PMT 06210	Project Monitoring and Evaluation	C	10
4	PMT 06211	Research Report Writing Techniques	C	10
5	PMT 06212	Conflict Management	F	7
6	PMT 06213	Basics of Law of Torts	F	7
7	PMT 06215	Field Research Report	C	6
Total Credits				58

4.11. Technician Certificate Programme (Project Management for Community Development)

4.11.1. General Learning Objective

To equip the mid-career project management profession aspirants with the knowledge and skills of project management, enabling them to plan manage, implement, and document activities to facilitate community development.

Distribution of Modules in the semester;

Semester I Modules

SN	Module code	Module	Class	Credit
1	PMT 05101	Entrepreneurship and Microfinance in Community Projects	C	7
2	PMT 05102	Elementary Bookkeeping	F	6
3	PMT 05103	Project Stakeholders Management	C	5
4	PMT 05104	Environmental Management for Community Projects	C	6
5	PMT 05105	Fundamentals of Procurement in Community Projects	C	6
6	PMT 05106	Project Capacity Development	C	5
7	PMT 05107	Project Partnership Management	C	5
8	PMT 05117	Apprenticeship	C	24
Total Credits				64

Semester II Modules

SN	Module code	Module	Class	Credit
1	PMT 05208	Project Human Resource Management	F	7
2	PMT 05209	Fundamentals of Accounting	F	6
3	PMT 05210	Microeconomics for Community Projects	F	7
4	PMT 05211	Marketing in Project Management	F	9
5	PMT 05212	Project Stores Management	C	6
6	PMT 05213	Project Contract Management	C	5
7	PMT 05214	Demography in Project Management	C	5
8	PMT 05115	Implementation of Community Projects	C	5
9	PMT 05116	Group Management	C	6
Total Credits				56

4.12. Basic Technician Certificate Programme (Project Management for Community Development)

4.12.1. General Learning Objective

To equip the mid-career project management profession aspirants with the basic knowledge and skills of project management, enabling them to plan manage, implement, and document activities to facilitate community development.

Distribution of Modules in the semester;

Semester I Modules

SN	Module code	Module	Class	Credits
1	PMT04101	Community Capacity Assessment	C	6
2	PMT04102	Creativity and Innovation	C	10
3	PMT04103	Basics of Project Design	C	8
4	PMT04104	Participatory Planning	C	8
5	PMT04105	Community Mobilization	F	6
6	PMT04106	Community Engagement	F	6
7	PMT04107	Fundamentals of Business Communication	F	12
8	PMT04113	Apprenticeship	F	24
Total Credits				80

Semester II Modules

SN	Module code	Module	Class	Credits
1	PMT04208	Project Appraisal	C	8
2	PMT04209	Project Monitoring and Evaluation	C	8
3	PMT04210	Community Participation in Project Management	C	6
4	PMT04211	Fundamentals of Management	F	6
5	PMT04212	Fundamentals of ICT	F	12
Total Credits				40

CHAPTER FIVE

Modules Description

Undergraduate Programmes NTA Level 8

Bachelor Degree of Community Development

Description of Modules

Description of Module 01

Module Name: Statistics

Module Code: CDU08101

Number of Credits: 7

Sub Enabling Outcomes:

- 1.3.1 Demonstrate understanding of statistical concepts in making decision among alternatives
- 1.3.2 Apply statistical measures in drawing and making rational decisions
- 1.3.3 Apply probability distributions in determining the relationship between alternatives and drawing valid conclusions
- 1.3.4 Apply sampling techniques in estimating proportion for decision making
- 1.3.5 Apply hypothesis testing for making inferences and decision making

Description of Module 02

Module Code: CDU08202

Module Name: Partnership Management

Number of Credits: 7

Sub Enabling Outcomes:

- 4.1.1 Demonstrate understanding of the concept of stakeholders in project management
- 4.1.2 Apply mapping techniques to analyse project stakeholders in project formulation
- 4.1.3 Apply stakeholders management principles in implementing community projects

- 4.3.1 Demonstrate understanding of the concept of partnership in community development
- 4.3.2 Apply partnership management strategies in implementing community projects
- 4.3.3 Demonstrate understanding of legal process for partnership management

Description of Module **03**

Module Code: **CDU08203**

Module Name: **Principles of Management**

Number of Credits: **7**

Sub Enabling Outcomes:

- 4.4.1 Demonstrate understanding of the concepts, principles, functions and roles of management
- 4.4.2 Apply tools and techniques in management planning
- 4.4.3 Apply organizing methods to resources for community development
- 4.4.4 Demonstrate understanding of organizational designs and organizational culture
- 4.4.5 Demonstrate understanding of management control process
- 4.4.6 Apply linear programming techniques in allocation of resources

Description of Module **04**

Module Code: **CDU08104**

Module Name: **Research Methods**

Number of Credits: **8**

Sub Enabling Outcomes:

- 1.2.1 Demonstrate understanding of research methods in analysing community needs
- 1.2.2 Apply research methods in writing a research proposal for

community projects

- 1.2.3 Apply report writing techniques in preparing research reports for community projects

Description of Module **05**
Module Code: **CDU08205**
Module Name: **Governance and Leadership**
Number of Credits: **6**

Sub Enabling Outcomes:

- 4.5.1 Demonstrate understanding of good governance and related concepts
- 4.5.2 Apply good governance principles in managing community initiatives
- 4.5.3 Demonstrate understanding of governance structures in Local Government Authorities
- 4.5.4 Employ principles of leadership in management of community initiatives

Description of Module **06**
Module Code: **CDU08106**
Module Name: **Social Change**
Number of Credits: **7**

Sub Enabling Outcomes:

- 3.3.1 Demonstrate understanding of the nature of social change in the community
- 3.3.2 Use social change theoretical frameworks to examine and understand changes happening in the society
- 3.3.3 Use social change theories to articulate influences of social change in the community
- 3.3.4 Use social change theory to analyse social change on community problems

Description of Module **07**

Module Code: CDU08107
Module Name: Community Health
Number of Credits: 9

Sub Enabling Outcomes:

- 2.1.1 Apply principles of community health assessment in analysing community health needs
- 2.1.2 Use community health knowledge to address epidemic diseases in the community
- 2.1.3 Demonstrate knowledge in determining roles and limitations of stakeholders in addressing community health challenges
- 2.1.4 Demonstrate understanding of primary healthcare programme in promoting community health
- 2.1.5 Apply nutritional improvement strategies in addressing community nutrition
- 2.1.6 Describe food security and its related concepts in the community
- 2.1.7 Use family planning techniques in promoting community health

Description of Module 08

Module Code: CDU08108
Module Name: Community Psychology
Number of Credits: 6

Sub Enabling Outcomes:

- 3.2.1 Demonstrate understanding of psychology concepts in community development practices
- 3.2.2 Demonstrate understanding of community psychology in community development practices
- 3.2.3 Apply community psychological techniques in improving community social welfare
- 3.2.4 Apply knowledge of guidance and counselling techniques to promote healthy living practice

Description of Module 09

Module Code: CDU08109
Module Name: Social Welfare
Number of Credits: 7

Sub Enabling Outcomes:

- 3.1.1 Demonstrate understanding of social welfare and related concepts in community development
- 3.1.2 Demonstrate understanding of social justice concept in supporting community development practices
- 3.1.3 Use social work theory in solving social problems
- 3.1.4 Demonstrate understanding of inequality, child welfare and child violence in social work practices
- 3.1.5 Demonstrate knowledge of social protection in improving community welfare

Description of Module 10
Module Code: CDU08110
Module Name: Accounting Principles
Number of Credits: 7

Sub Enabling Outcomes:

- 1.4.1 Demonstrate understanding of the fundamental principles and objectives of accounting in managing community initiatives
- 1.4.2 Demonstrate understanding the purposes of and procedures of recording and posting business transactions
- 1.4.3 Demonstrate the rules of debit and credit in preparing cash book and bank reconciliation reports
- 1.4.4 Apply fundamental accounting principles in preparing, analysing and interpreting financial statements
- 1.4.5 Use accounting information for decision making in community projects
- 1.4.6 Apply budgeting approaches in planning for and managing community projects and programmes

- 1.4.7 Demonstrate understanding of the key steps in preparing government budgeting

Description of Module **11**
Module Code: **CDU08211**
Module Name: **Environmental Health**
Number of Credits: **6**

Sub Enabling Outcomes:

- 2.2.1 Demonstrate understanding of human development concepts in community development practice
- 2.2.2 Demonstrate knowledge of human growth and development in promoting community based services and programmes
- 2.2.3 Apply human growth and development approaches to formulate community based interventions in promoting community development practices

Description of Module **12**
Module Code: **CDU08212**
Module Name: **Human Development**
Number of Credits: **7**

Sub Enabling Outcomes:

- 2.2.1 Demonstrate understanding of human development concepts in community development practice
- 2.2.2 Demonstrate knowledge of human growth and development in promoting community based services and programmes
- 2.2.3 Apply human growth and development approaches to formulate community based interventions in promoting community development practices

Description of Module **13**
Module Code: **CDU08213**
Module Name: **Development Economics**

Number of Credits: 9

Sub Enabling Outcomes:

- 4.2.1 Demonstrate understanding of the concepts of development economics
- 4.2.2 Demonstrate understanding of economic development concepts in community development
- 4.2.3 Demonstrate understanding of the measurement of economic growth in analysing community welfare
- 4.2.4 Apply measures of inequality in addressing community economic gaps
- 4.2.5 Demonstrate the understanding of the role institutions on economic development
- 4.2.6 Demonstrate the understanding of the role of government in market failures

Description of Module 14

Module Code: CDU08214

Module Name: Public Administration

Number of Credits: 7

Sub Enabling Outcomes:

- 1.1.1 Demonstrate understanding of public administration in facilitating community development
- 1.1.2 Apply theories of public administration in facilitating and management of community activities
- 1.1.3 Demonstrate understanding of public administration principles and functions in promoting community projects

Description of Module 15

Module Code: CDU08115

Module Name: Apprenticeship for Community Development III

Number of Credits: 12

Sub Enabling Outcomes:

- 1.5.1 Apply classroom theories in practical environment to enhance learning
- 1.5.2 Employ cultural, ethnic, gender and disability diversity to maintain value for others
- 1.5.3 Employ organizational code of conducts and principles to provide information, service and equal opportunities to all people
- 1.5.4 Use classroom theories and concepts to enhance community relationships
- 1.5.5 Apply community development principles to comply with the values and ethics of workplace operations
- 1.5.6 Apply professional knowledge in promoting community development operations

4.12.2. Bachelor Degree of Gender and Community Development

4.12.2.1. Module Descriptions

Description of Module 01

Module Name: Statistics
Module Code: GCU08101
Number of Credits: 7

Sub Enabling Outcomes:

- 1.3.1 Demonstrate understanding of statistical concepts
- 1.3.2 Apply statistical techniques measures to compute measures in decision making
- 1.3.3 Apply basic probability distributions in determining the relationship between variables
- 1.3.4 Apply sampling techniques in estimating proportion
- 1.3.5 Apply hypothesis testing to make inferences

Description of Module 02

Module Code: GCU08202
Module Name: Partnership Management
Number of Credits: 7

Sub Enabling Outcomes:

- 2.1.1 Demonstrate understanding of stakeholders concepts in project management
- 2.1.2 Apply stakeholders mapping techniques to analyse project stakeholders
- 2.1.3 Apply stakeholders principles to manage partnership for enhance gender focused projects
- 2.3.1 Apply partnership approaches and principles to facilitate gender focused projects
- 2.3.2 Employ partnership strategies to enhance the implementation of gender sensitive programme
- 2.3.3 Employ legal deed in management of partnership

Description of Module **03**
Module Code: **GCU08203**
Module Name: **Principles of Management**
Number of Credits: **7**

Sub Enabling Outcomes:

- 1.1.1 Demonstrate understanding of management concepts, principles, functions and roles in controlling community resources
- 1.1.2 Apply managerial tools and techniques in community resource planning
- 1.1.3 Apply organizing methods to organize resources for community development
- 1.1.4 Use organizational designs principles and organizational culture to manage resources
- 1.1.5 Utilize management control methods in controlling resources
- 1.1.6 Apply linear programming in allocate resources

Description of Module **04**
Module Code: **GCU08104**
Module Name: **Research Methods**

Number of Credits: 8

Sub Enabling Outcomes:

- 1.2.1 Demonstrate understanding of research concepts related to gender and development
- 1.2.2 Apply research methods in writing a research proposal to address gender issues
- 1.2.3 Apply research report writing techniques in preparing research reports to address gender inequality

Description of Module 05

Module Code: GCU08205

Module Name: Governance and Leadership

Number of Credits: 6

Sub Enabling Outcomes:

- 2.2.1 Demonstrate understanding of good governance concepts related to gender and development programmes
- 2.2.2 Apply good governance principles in community projects
- 2.2.3 Use governance structures to facilitate the management of community projects in Local Government Authorities
- 2.2.4 Utilize leadership styles and principles in management of community programme

Description of Module 06

Module Code: GCU08106

Module Name: Social Change

Number of Credits: 7

Sub Enabling Outcomes:

- 3.6.1 Demonstrate understanding of the social change concepts
- 3.6.2 Apply social change theoretical frameworks to examine social changes
- 3.6.3 Apply change theories and models to accelerate social change
- 3.6.4 Apply social change techniques to assess the impact of social change in community

Description of Module **07**
Module Code: **GCU08107**
Module Name: **Community Health**
Number of Credits: **9**

Sub Enabling Outcomes:

- 4.1.1 Demonstrate understanding of community health assessment concepts
- 4.1.2 Use community health knowledge to address epidemic diseases
- 4.1.3 Apply stakeholders analysis techniques to identify community health stakeholders
- 4.1.4 Employ primary healthcare programmes to promote community health
- 4.1.5 Apply nutritional improvement strategies in addressing community nutritional issues
- 4.1.6 Describe food security and its related concepts in the community
- 4.1.7 Use family planning methods in promoting community health

Description of Module **08**
Module Code: **GCU08108**
Module Name: **Community Psychology**
Number of Credits: **6**

Sub Enabling Outcomes:

- 3.4.1 Apply psychological theories and principles to improve human wellbeing
- 3.4.2 Demonstrate understanding of community psychology and the related concepts
- 3.4.3 Apply community psychology approaches in improving social welfare
- 3.4.4 Apply guidance and counselling process in addressing social and psychological problems

Description of Module **09**
Module Code: **GCU08109**
Module Name: **Social Welfare**
Number of Credits: **7**

Sub Enabling Outcomes:

- 3.1.1 Describe social welfare concepts related to gender and development practice
- 3.1.2 Demonstrate understanding of perspectives on social justice in gender and development
- 3.1.3 Apply social work compliance strategies in solving social problems
- 3.1.4 Employ senior citizen policy to improve social work services
- 3.1.5 Apply social protection strategies in improving community welfare

Description of Module **10**
Module Code: **GCU08110**
Module Name: **Child Development**
Number of Credits: **7**

Sub Enabling Outcomes:

- 3.2.1 Apply child growth and Development principles to describe child growth
- 3.2.2 Demonstrate understanding of prenatal development and related concepts in gender and development
- 3.2.3 Describe infancy development process in human development
- 3.2.4 Describe childhood stage of development
- 3.2.5 Demonstrate understanding of adolescence in human development stages

Description of Module **11**
Module Code: **GCU08211**
Module Name: **Environmental Health Issues**
Number of Credits: **6**

Sub Enabling Outcomes:

- 4.3.1 Demonstrate understanding of environmental pollution concepts
- 4.3.2 Apply risk management methods to address community's environmental health
- 4.3.3 Use Tanzania waste management framework to enhance waste management practice

Description of Module 12

Module Code: GCU08212

Module Name: Human Development

Number of Credits: 7

Sub Enabling Outcomes:

- 4.2.1 Demonstrate understanding of human development concepts
- 4.2.2 Use community based services to promote human growth and development
- 4.2.3 Apply human development knowledge to formulate community based interventions

Description of Module 13

Module Code: GCU08213

Module Name: Gender Policy Analysis

Number of Credits: 9

Sub Enabling Outcomes:

- 3.3.1 Demonstrate understanding of National Youth Development Policy in gender relations
- 3.3.2 Apply Community Development Policy to examine gender relations in community development
- 3.3.3 Employ Ageing Policy to analyse gender relations in accessing of social services
- 3.3.4 Apply Women in Development approach to improve gender relations in the development practice
- 3.3.5 Use child development policy to address child problems
- 3.3.6 Demonstrate understanding of child survival concepts
- 3.3.7 Apply child development theories and principle to enhance child

wellbeing

Description of Module **14**
Module Code: **GCU08214**
Module Name: **Child Protection**
Number of Credits: **7**

Sub Enabling Outcomes:

- 3.5.1 Use the international guidelines and local understanding of who a child in planning for child protection programmes
- 3.5.2 Apply risky situations analysis to examine factors influencing children vulnerability
- 3.5.3 Appreciate the importance of care and support of children in creating a protective environment
- 3.5.4 Apply child protection approaches, frameworks and concepts to improve child protection programs
- 3.5.5 Demonstrate understanding of the role of duty bearers in child protection at national and sub national levels
- 3.5.6 Describe effective and critical techniques in child protection
- 3.5.7 Apply child protection plan in a participatory way to enhance effective child protective factors

Description of Module **15**
Module Code: **GCU08118**
Module Name: Apprenticeship for Gender and Community Development
III

Number of Credits: **12**

Sub Enabling Outcomes:

- 1.4.1 Apply classroom theories in practical environment to enhance learning
- 1.4.2 Employ cultural, ethnic, gender and disability diversity to maintain value for others
- 1.4.3 Employ organizational code of conducts and principles to provide information, service and equal opportunities to all people

- 1.4.4 Use classroom theories and concepts to enhance project relationships
- 1.4.5 Apply gender and development principles and standards to comply with the values and ethics of workplace operations
- 1.4.6 Apply professional knowledge in managing gender and development operations

4.12.3. Bachelor Degree of Project Management for Community Development

4.12.3.1. ModulesDescription

Description of Module 01

Module Name: Statistical Techniques for Project Management

Module Code: PMU08101

Number of Credits: 8

Sub Enabling Outcomes:

- 4.2.1 Demonstrate understanding of statistical concepts in managing community projects
- 4.2.2 Apply statistical techniques to compute measures for decision making in project management
- 4.2.3 Apply probability distributions techniques in computing measures for drawing valid conclusions among projects
- 4.2.4 Apply sampling techniques in project management
- 4.2.5 Apply hypothesis testing for project management

Description of Module 02

Module Code: PMU08202

Module Name: Project Partnership Management

Number of Credits: 8

Sub Enabling Outcomes:

- 2.2.1 Demonstrate understanding of public policy theory and its related concepts in implementing community projects
- 2.2.2 Use public policy formulation process in developing solutions to community projects
- 2.2.3 Use public policy implementation approaches in developing solutions to community projects
- 2.2.4 Use public policy frameworks in analysing project challenges
- 2.3.1 Demonstrate understanding of the concepts of partnership in project management
- 2.3.2 Apply partnership management strategies in community projects implementation
- 2.3.3 Demonstrate understanding of legal process for partnership management among community projects

Description of Module **03**

Module Code: **PMU08203**

Module Name: **Principles of Management in Community Projects**

Number of Credits: **8**

Sub Enabling Outcomes:

- 1.4.1 Demonstrate understanding of the principles of management in the production process
- 1.4.2 Describe the planning processes in project management
- 1.4.3 Apply management knowledge in organizing project resources
- 1.4.4 Demonstrate an understanding of organizational designs and organizational culture in managing resources
- 1.4.5 Demonstrate understanding of management control process in resources management
- 1.4.6 Apply linear programming techniques in allocating project resources

Description of Module **04**

Module Code: **PMU08104**

Module Name: **Applied Research Methods**

Number of Credits: 8

Sub Enabling Outcomes:

- 4.1.1 Demonstrate understanding of research process in analysing project needs
- 4.1.2 Apply research methods in writing research proposal
- 4.1.3 Apply report writing techniques in preparing research reports for community projects

Description of Module 05

Module Code: PMU08205

Module Name: Public Policy Management

Number of Credits: 8

Sub Enabling Outcomes:

- 2.2.1 Demonstrate understanding of public policy theory and its related concepts in implementing community projects
- 2.2.2 Use public policy formulation process in developing solutions to community projects
- 2.2.3 Use public policy implementation approaches in developing solutions to community projects
- 2.2.4 Use public policy frameworks in analysing project challenges

Description of Module 06

Module Code: PMU08206

Module Name: Results Based Project Management

Number of Credits: 11

Sub Enabling Outcomes:

- 3.3.1 Demonstrate understanding of results based project management and its related concepts
- 3.3.2 Apply performance monitoring and evaluation of results in the implementation of community projects
- 3.3.3 Apply evaluation methods in conducting project impact

assessment

3.3.4 Apply knowledge of M&E systems in assessing project performance

3.3.5 Demonstrate ability to prepare result based report and feedback mechanisms in implementing community projects

Description of Module

07

Module Code: PMU08207

Module Name: Project Risk Management

Number of Credits: 11

Sub Enabling Outcomes:

- 1.3.1. Demonstrate an understanding of the importance of project financing in relation to project cycle
- 1.3.2. Apply risk management techniques in assessing community programmes risks
- 1.3.3. Apply financial techniques in computing cost of capital in community projects
- 1.3.4. Apply financial techniques in making decisions on opportunity cost of capital, valuation of stock and bonds to finance community projects

Description of Module

08

Module Code: PMU08108

Module Name: Project Monitoring and Evaluation

Number of Credits: 12

Sub Enabling Outcomes:

- 3.1.1 Use participatory monitoring and evaluation methods in project management
- 3.1.2 Demonstrate understanding of the concept of results in project monitoring and evaluation in managing community projects
- 3.1.3 Apply M&E indicators in managing community projects

- 3.2.1 Use monitoring and evaluation methods in implementing community projects
- 3.2.2 Apply data analysis methods in project monitoring and evaluation
- 3.2.3 Use participatory monitoring and evaluation system in community projects implementation

Description of Module	09
Module Code:	PMU08109
Module Name:	Managerial Economics
Number of Credits:	10

Sub Enabling Outcomes:

- 1.2.1 Demonstrate understanding of economics in managing firms operations
- 1.2.2 Use demand analysis and forecasting techniques in making managerial decisions
- 1.2.3 Apply optimization techniques to make managerial decisions
- 1.2.4 Apply risk management techniques in making managerial decisions
- 1.2.5 Use production and cost analysis techniques in project management

Description of Module	10
Module Code:	PMU08110
Module Name:	Principles of Project accounting
Number of Credits:	9

Sub Enabling Outcomes:

- 1.1.1 Demonstrate understanding of the fundamental principles and objectives of accounting in managing community projects
- 1.1.2 Apply procedures of recording and posting transactions in managing community projects
- 1.1.3 Apply the rules of debit and credit in preparing cash book and bank reconciliation reports

- 1.1.4 Apply fundamental accounting principles in preparing, analysing and interpreting financial statements
- 1.1.5 Use accounting knowledge to articulate accounting information for decision making purposes
- 1.1.6 Demonstrate understanding of budgeting knowledge for planning community projects and programmes
- 1.1.7 Demonstrate an understanding of the key steps in preparing government budgeting

Description of Module 11

Module Code: PMU08211

Module Name: Principles of Governance and Leadership

Number of Credits: 7

Sub Enabling Outcomes:

- 4.3.1 Demonstrate understanding of good governance and its related concepts in managing development projects
- 4.3.2 Apply principles of good governance in managing community projects
- 4.3.3 Demonstrate understanding of governance structures in Local Government Authorities for community projects management
- 4.3.4 Apply leadership theories in analysing participatory leadership for community projects management

Description of Module 12

Module Code: PMU08212

Module Name: Apprenticeship for Project Management III

Number of Credits:12

- 4.4.1 Apply classroom theories in practical environment to enhance learning
- 4.4.2 Employ cultural, ethnic, gender and disability diversity to maintain value for others

- 4.4.3 Employ organizational code of conducts and principles to provide information, service and equal opportunities to all people
- 4.4.4 Use classroom theories and concepts to enhance project relationships
- 4.4.5 Apply project management principles and standards to comply with the values and ethics of workplace operations
- 4.4.6 Apply professional knowledge in promoting project management operations

4.12.4. Undergraduate Programmes NTA Level 7

4.12.5. Higher Diploma of Community Development

4.12.5.1. ModulesDescription

Description of Module	01
Module Code:	CDU07101
Module Name:	Business Communication
Number of Credits:	6

Sub Enabling Outcomes:

- 4.5.1 Demonstrate knowledge of different communication types for effective interaction in the community
- 4.5.2 Demonstrate knowledge of oral and written communication for effective interaction
- 4.5.3 Apply elements of communication process for effective communication
- 4.5.4 Apply report writing techniques in preparing community development technical reports
- 4.5.5 Apply procedures of organizing and conducting meetings and debates for promoting community participation
- 4.5.6 Use rules and procedures to prepare presentations for community development issues
- 4.5.7 Apply academic and speech writing techniques in reporting project activities
- 4.5.8 Apply job application techniques in seeking for employment career

opportunities

Description of Module 02

Module Code: CDU07302

Module Name: Demography

Number of Credits: 6

Sub Enabling Outcomes:

- 8.6.1 Demonstrate an understanding of demographic concepts related to community development
- 8.6.2 Demonstrate an understanding of the history, scope and theories of demography in relation to community development
- 8.6.3 Apply data analysis methods in examining demographic information
- 8.6.4 Apply knowledge of population structures and population change in planning for community development

Description of Module 03

Module Code: CDU07203

Module Name: Fundamentals of Environmental Management

Number of Credits: 10

Sub Enabling Outcomes:

- 8.5.1 Demonstrate understanding of eco-system in environment management
- 8.5.2 Demonstrate understanding of gender sensitive environmental impact assessment
- 8.5.3 Employ environmental management techniques to facilitate gender inclusion in natural resource management
- 8.5.4 Demonstrate understanding of basic environmental concepts in community development
- 8.5.5 Demonstrate understanding of causes, signs and environmental problems in Tanzania
- 8.5.6 Demonstrate knowledge to formulate management interventions to address environmental concerns

Description of Module **04**
Module Code: **CDU07104**
Module Name: **Microeconomics**
Number of Credits: **7**

Sub Enabling Outcomes:

- 8.3.1 Demonstrate understanding of the subject matter of economics in allocating resources
- 8.3.2 Apply theory of demand and supply and evaluate their impact on market conditions
- 8.3.3 Use the knowledge of the theory of production to describe the relationship between inputs, output and cost in production process
- 8.3.4 Employ the knowledge of the theory of income distribution to analyse its effects on the production activities
- 8.3.5 Use the knowledge of price and output relationship to influence firm decisions on production activities

Description of Module **05**
Module Code: **CDU07105**
Module Name: **Community Mobilization and Engagement**
Number of Credits: **10**

Sub Enabling Outcomes:

- 3.2.1 Demonstrate knowledge of group formation theories in community empowerment
- 3.2.2 Demonstrate understanding of group formation process for community empowerment
- 3.2.3 Use group development methods in managing socio-economic groups
- 3.3.1 Apply principles of community engagement in fostering community development process
- 3.3.2 Use community engagement planning tools in managing community development practices

- 3.3.3 Employ community engagement approaches in managing community initiatives
- 4.7.1 Demonstrate knowledge and techniques of mobilization for community development practices
- 4.7.2 Demonstrate understanding of the role and stages of mobilization in managing social practices
- 4.7.3 Apply knowledge of community mobilization process strategies in implementing projects

Description of Module **06**
Module Code: **CDU07106**
Module Name: **Creativity and Innovation Management**
Number of Credits: **12**

Sub Enabling Outcomes:

- 6.3.1 Apply idea generation techniques in promoting community initiatives
- 6.3.2 Apply creativity models in managing community innovations
- 6.3.3 Apply innovation theories and techniques in developing project ideas
- 6.4.1 Demonstrate understanding of intellectual property and its related concepts
- 6.4.2 Apply knowledge of intellectual property theories in promoting innovation and creativity
- 6.4.3 Apply intellectual property management methods in commercialization of innovations

Description of Module **07**
Module Code: **CDU07107**
Module Name: **Entrepreneurship**
Number of Credits: **7**

Sub Enabling Outcomes:

- 2.1.1 Employ knowledge of entrepreneurship in formulating a successful venture
- 2.1.2 Use business techniques in assessing and developing

entrepreneurial opportunities

2.1.3 Use venture development tool in planning for a potential opportunity

2.1.4 Use marketing strategy in conducting market research

Description of Module **08**

Module Code: **CDU07308**

Module Name: **Principles of Marketing**

Number of Credits: **7**

Sub Enabling Outcomes:

2.3.1 Demonstrate an understanding of the strategic marketing environment

2.3.2 Apply marketing mix strategy for developing marketing plans

2.3.3 Use promotional mix framework for planning of marketing mix

2.3.4 Use segmentation and targeting approaches to analyse viable markets for products

2.3.5 Apply research approaches and tools in marketing process

2.3.6 Use marketing intermediaries in introducing products to the markets

2.3.7 Employ international marketing strategies in assessing marketing environment

Description of Module **09**

Module Code: **CDU07409**

Module Name: **Participatory Methods**

Number of Credits: **6**

Sub Enabling Outcomes:

5.5.1 Apply knowledge of principles of participatory monitoring and evaluation in project management

5.5.2 Demonstrate understanding of participatory monitoring and evaluation systems

5.5.3 Demonstrate understanding of participatory tools and methods in monitoring and evaluating community projects

5.5.4 Apply monitoring and evaluating indicators in developing key

performance indicators for project implementation

Description of Module 10

Module Code: CDU07310

Module Name: Fundamentals of Law

Number of Credits: 7

Sub Enabling Outcomes:

- 7.3.1 Demonstrate an understanding of law and related concepts as applied in community development
- 7.3.2 Demonstrate understanding of the features and functions of the Tanzanian legal systems
- 7.3.3 Demonstrate understanding of roles of pillars of state in Tanzania development
- 7.2.1 Demonstrate understanding of the law of torts as applied in community development
- 7.2.2 Demonstrate understanding the concept of defences in torts as applied in community development
- 7.2.3 Demonstrate understanding of remedies in torts as applied in community development

Description of Module 11

Module Code: CDU07411

Module Name: Human Resource Management

Number of Credits: 7

Sub Enabling Outcomes:

- 8.1.1 Demonstrate understanding of human resource management concepts
- 8.1.2 Apply employee recruitment and selection techniques in management of human resources
- 8.1.3 Employ job analysis steps in managing human resources planning
- 8.1.4 Apply performance appraisal and compensation methods for employees motivation
- 8.1.5 Use job evaluation methods and steps in assessing employees

8.1.6	Apply training and development techniques in promoting employees performance
8.1.7	Demonstrate understanding of labour relation issues in the workplace

- 1.1.1 Explain the nature of Civil society Organisations and its related concepts in promoting community development
- 1.1.2 Describe policy interpretation process in the formation of Civil Society Organisations
- 1.1.3 Use Civil Society Organisations formation processes for supporting community initiatives
- 1.1.4 Use monitoring and evaluation tools for coordinating Civil Society Organisations operations in enhancing community development

- 4.6.1 Demonstrate understanding of information communication technology concepts related to community development
- 4.6.2 Use electronic gadgets in collecting data for decision making
- 4.6.3 Use computerised software in processing data for decision making

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Number of Credits: 6

Sub Enabling Outcomes:

- 1.2.1 Explain agenda setting and advocacy in policy development process
- 1.2.2 Apply policy making procedures to address community needs
- 1.2.3 Describe policy implementation in enhancing community welfare
- 1.2.4 Employ policy analysis steps to identify policy gaps and address community needs
- 1.2.5 Demonstrate policy analysis knowledge to develop gender-aware policy proposals

Description of Module 15

Module Code: CDU07215

Module Name: Conflict Management

Number of Credits: 7

Sub Enabling Outcomes:

- 4.4.1 Use knowledge of principles, models and stages of conflict management and conflict resolution in assisting communities to maintain harmony
- 4.4.2 Apply approaches and stages of negotiation in conflict intervention process
- 4.4.3 Apply conflict management steps in facilitating conflict prevention in community activities
- 4.4.4 Employ conflict management methods in resolving community conflicts

Description of Module 16

Module Code: CDU7416

Module Name: Strategic Planning and Management

Number of Credits: 7

Sub Enabling Outcomes:

- 3.1.1 Apply community organizing models in community development process
- 3.1.2 Demonstrate understanding of strategic management concepts

related to community development

- 3.1.3 Demonstrate knowledge of strategies in action in implementing long-term objectives
- 3.1.4 Demonstrate knowledge of evaluating strategy formulation process in community development
- 3.1.5 Employ strategy formulation processes in implementation of community initiatives

Description of Module 17

Module Code: CDU07417

Module Name: Management of Microfinance Institutions

Number of Credits: 9

Sub Enabling Outcomes:

- 2.4.1 Apply principles of microfinance in describing the nature and development of microfinance
- 2.4.2 Use microfinance establishment procedures to set up a microfinance institution
- 2.4.3 Apply microfinance management strategies in managing microfinance institutions

Description of Module 18

Module Code: CDU07218

Module Name: Development Theories and Concepts

Number of Credits: 7

Sub Enabling Outcomes:

- 5.3.1 Apply knowledge of development theories in relation to community development practices
- 5.3.2 Demonstrate knowledge of the main components of development in the global south

Description of Module 19

Module Code: CDU07219
Module Name: Community Capacity Management
Number of Credits: 7

Sub Enabling Outcomes:

- 6.1.1 Demonstrate understanding of community capacity development in project designing
- 6.1.2 Employ methods for assessing community capacities in formulating community development projects
- 6.1.3 Apply community capacity development methods and techniques in designing community projects
- 6.1.4 Apply needs assessment tools and steps in developing project ideas
- 6.2.1 Use capacity development tools and techniques in designing of community capacity development projects
- 6.2.2 Apply capacity development approach and procedures in management of community projects
- 6.2.3 Use capacity development frameworks to evaluate community projects
- 6.2.4 Describe community capacity building in community development practice

Description of Module 20
Module Code: CDU07320
Module Name: Environmental Management
Number of Credits: 6

Sub Enabling Outcomes:

- 8.4.1 Apply procedures, methods and techniques in planning and management of environment
- 8.4.2 Demonstrate knowledge of types and classes of natural resources based on renewability and exhaustibility
- 8.4.3 Demonstrate knowledge of the influence of population trends and demands on natural resources
- 8.4.4 Demonstrate understanding of environmental conservation and preservation in relation to poverty reduction

Description of Module **21**
Module Code: **CDU07321**
Module Name: **Macroeconomics**
Number of Credits: **6**

Sub Enabling Outcomes:

- 8.2.1 Demonstrate understanding of the macroeconomic concepts
- 8.2.2 Use methods of national income accounting to measure national output
- 8.2.3 Demonstrate understanding of aggregate supply-aggregate demand models to make reasonable decisions
- 8.2.4 Demonstrate understanding of macroeconomic policies in analysing community problems
- 8.2.5 Demonstrate understanding of the role of international trade in promoting economic development of Tanzania
- 8.2.6 Apply employment analysis methods in assessing employment status in Tanzania
- 8.2.7 Demonstrate understanding of theories of money and inflation and their impact in the economy

Description of Module **22**
Module Code: **CDU07222**
Module Name: **Quantitative Methods**
Number of Credits: **6**

Sub Enabling Outcomes:

- 2.2.1 Apply algebraic equation techniques in solving community problems
- 2.2.2 Apply coordinate geometry to examine the relationship between the variables
- 2.2.3 Use probability distribution to determine the occurrence of events in communities
- 2.2.4 Describe number of ways in which the elements of a set can be combined or arranged

Description of Module **23**
Module Code: **CDU07123**
Module Name: **Community Development Practice**
Number of Credits: **8**

Sub Enabling Outcomes:

- 4.1.1 Demonstrate knowledge of historical background of community development in a global and Tanzanian perspective
- 4.1.2 Demonstrate knowledge of community development principles in relation to poverty alleviation and development process
- 4.1.3 Use knowledge of community development theories in community development work practices
- 4.1.4 Use different conceptions of community development in development process
- 4.1.5 Employ community participation levels in relation to development process
- 4.1.6 Use community needs assessment methods in analysing and evaluating community problems

Description of Module **24**
Module Code: **CDU07224**
Module Name: **Sociology**
Number of Credits: **6**

Sub Enabling Outcomes:

- 4.3.1 Use knowledge of sociological steps in promoting community development
- 4.3.2 Demonstrate understanding of sociological perspectives in relation to community development
- 4.3.3 Demonstrate an understanding of culture and its influence on community development

Description of Module **25**
Module Code: **CDU07325**

Module Name: **Laws for Community Development**

Number of Credits: **7**

Sub Enabling Outcomes:

- 7.4.1 Demonstrate understanding of the law of marriage and customary law in safeguarding peace and harmony in the community
- 7.4.2 Demonstrate an understanding of the relationship between criminal law and to promote community harmony
- 7.4.3 Demonstrate understanding of civil law in enhancing community harmony
- 7.4.4 Apply knowledge of contract law in as applied in community development practices
- 7.4.5 Demonstrate understanding of the land law related to community based land management and ownership

Description of Module **26**

Module Code: **CDU07226**

Module Name: **Human Rights**

Number of Credits: **6**

Sub Enabling Outcomes:

- 7.1.1 Demonstrate understanding of the basic concepts of human rights in community development practice
- 7.1.2 Apply principles of human rights in community development practice
- 7.1.3 Employ legal and human rights instruments to safeguard the rights of marginalized groups

Description of Module **27**

Module Code: **CDU07427**

Module Name: **Extension and Advocacy**

Number of Credits: **7**

Sub Enabling Outcomes:

- 4.2.1 Apply extension methods for community intervention in the development process

- 4.2.2 Employ livelihood strategies in urban and rural settings for sustainable development
- 4.2.3 Demonstrate knowledge of advocacy in promoting community activities

Description of Module **28**
Module Code: **CDU07428**
Module Name: **Public Policy**
Number of Credits: **8**

Sub Enabling Outcomes:

- 1.3.1 Explain public policy theories and its related concepts in addressing community needs
- 1.3.2 Use public policy formulation processes in developing solutions to community needs and problems
- 1.3.3 Use public implementation approaches in formulating solutions to community challenges
- 1.3.4 Use public policy frameworks in analysing community challenges

Description of Module **29**
Module Code: **CDU07329**
Module Name: **Project Management**
Number of Credits: **7**

Sub Enabling Outcomes:

- 5.1.1 Use project ideas for solving community problems
- 5.1.2 Use project plan for solving community problems
- 5.1.3 Apply appraisal methods and techniques in assessing viability of community projects
- 5.1.4 Employ project plans for successful project implementation
- 5.1.5 Use project monitoring and evaluation tools for successful project implementation

Description of Module 30

Module Code: CDU07130

Module Name: Basics of Gender and Development

Number of Credits: 6

Sub Enabling Outcomes:

- 5.2.1 Demonstrate understanding of gender concepts in community development
- 5.2.2 Apply knowledge of gender theories in enhancing relations and community development
- 5.2.3 Utilize tools for gender relations analysis in a given community
- 5.2.4 Apply knowledge of laws and regulations that influence gender relations in the community
- 5.2.5 Demonstrate knowledge of gender relations in relation to socio-economic aspects
- 5.2.6 Demonstrate understanding of gender roles and family functions in relation to community development

Description of Module 31

Module Code: CDU07131

Module Name: Apprenticeship for Community Development I

Number of Credits: 12

Sub Enabling Outcomes:

- 8.7.1 Apply classroom theories in practical environment to enhance learning
- 8.7.2 Employ cultural, ethnic, gender and disability diversity to maintain value for others
- 8.7.3 Employ organizational code of conducts and principles to provide information, service and equal opportunities to all people
- 8.7.4 Use classroom theories and concepts to enhance community relationships
- 8.7.5 Apply community development principles to comply with the values and ethics of workplace operations

- 8.7.6 Apply professional knowledge in promoting community development operations

Description of Module 32

Module Code: CDU07332

Module Name: Apprenticeship for Community Development II

Number of Credits: 12

Sub Enabling Outcomes:

- 8.7.1 Apply classroom theories in practical environment to enhance learning
- 8.7.2 Employ cultural, ethnic, gender and disability diversity to maintain value for others
- 8.7.3 Employ organizational code of conducts and principles to provide information, service and equal opportunities to all people
- 8.7.4 Use classroom theories and concepts to enhance community relationships
- 8.7.5 Apply community development principles to comply with the values and ethics of workplace operations

4.12.6. Higher Diploma in Gender and Community Development (NTA Level 7)

4.12.6.1. Module Descriptions

Description of Module 01

Module Code: GCU 07101

Module Name: Business Communication

Number of Credits: 5

Sub Enabling Outcomes:

- 8.4.1 Demonstrate understanding of concepts and types communication for effective interaction
- 8.4.2 Use oral and written techniques for effective communication
- 8.4.3 Apply elements of the communication process for effective communication
- 8.4.4 Apply speech and report writing techniques in preparing gender

and development technical reports

- 8.4.5 Apply procedures of organizing and conducting meetings and debates for promoting community participation
- 8.4.6 Apply rules and procedures of presentation for community development issues
- 8.4.7 Apply Academic writing techniques in implementing project activities
- 8.4.8 Apply job application techniques in seeking for employment opportunities

Description of Module 02

Module Code: GCU 07302

Module Name: Demography

Number of Credits: 4

Sub Enabling Outcomes:

- 8.2.1 Demonstrate an understanding of demographic concepts in relation to gender and community development
- 8.2.2 Apply demography theories to manage population for sustainable development
- 8.2.3 Employ demographic techniques in analysing demographic data for the development purpose
- 8.2.4 Use population structures to analyse population change in planning for community development

Description of Module 03

Module Code: GCU 07203

Module Name: Environmental Management

Number of Credits: 7

Sub Enabling Outcomes:

- 10.2.2 Demonstrate understanding of natural resources based on renewability and exhaustibility for their sustainable utilization
- 10.2.1 Apply environment management techniques in planning for

sustainable environment

- 10.2.3 Apply national environmental measures to manage the influence of population demands on natural resources
- 10.2.4 Apply national environmental conservation and preservation mechanisms in relation to poverty reduction

Description of Module **04**
Module Code: **GCU 07104**
Module Name: **Microeconomics**
Number of Credits: **7**

Sub Enabling Outcomes:

- 10.3.1 Demonstrate understanding of economics concepts
- 10.3.2 Employ knowledge of the theory of demand and supply to analyse its impact on the market
- 10.3.3 Use the knowledge of theory of production to describe the relationship between inputs, output and cost in the production process
- 10.3.4 Utilize the knowledge of the theory of income distribution to analyse its effects on the production activities
- 10.3.5 Use the knowledge of price and output relationship to influence firm decisions in production activities

Description of Module **05**
Module Code: **GCU 07105**
Module Name: **Community Mobilization and Engagement**
Number of Credits: **9**

Sub Enabling Outcomes:

- 4.2.1 Demonstrate understanding of the group formation concept and community empowerment in promoting gender equality
- 4.2.2 Demonstrate understanding of group formation process for community empowerment
- 4.2.3 Apply group development methods and teamwork building process in managing socio-economic groups

- | | |
|------------------------------|---------------------------------------------|
| Description of Module | 06 |
| Module Code: | GCU 07106 |
| Module Name: | Creativity and Innovation Management |
| Number of Credits: | 12 |

- 2.1.1 Apply idea generation methods and techniques in promoting community development
- 2.1.2 Apply creativity models in managing community innovations
- 2.1.3 Apply innovation models in developing project ideas
- 2.2.1 Demonstrate understanding of intellectual property and its related concepts
- 2.2.2 Use intellectual property theories and registering procedures in promoting innovation and creativity
- 2.2.3 Apply commercialization of intellectual property management methods to enhance safe marketing

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Module Name: **Entrepreneurship**

Number of Credits: **7**

Sub Enabling Outcomes:

- 9.1.1 Employ entrepreneurship knowledge in formulating a successful venture
- 9.1.2 Demonstrate understanding of business ideas generation process and women challenges for developing entrepreneurial opportunities
- 9.1.3 Use planning tool in developing a venture plan
- 9.1.4 Apply research methods in conducting market research

Description of Module **08**

Module Code: **GCU 07308**

Module Name: **Marketing**

Number of Credits: **7**

Sub Enabling Outcomes:

- 9.2.1 Demonstrate understanding of the strategic marketing environment concepts
- 9.2.2 Demonstrate an understanding of the marketing mix strategy for developing marketing plans
- 9.2.3 Employ marketing mix strategy to develop the promotional mix framework
- 9.2.4 Use viable segmentation and targeting approaches to analyse viable market products
- 9.2.5 Apply research approaches in marketing community products
- 9.2.6 Demonstrate understanding of the role of marketing intermediaries in introducing products to markets
- 9.2.7 Use marketing knowledge to analyse the international marketing environment

Description of Module **09**

Module Code: **GCU 07409**

Module Name: **Participatory Research Methods**

Number of Credits: **5**

Sub Enabling Outcomes:

- 8.5.1 Demonstrate an understanding of participatory research concepts related to gender and community development
- 8.5.2 Apply participatory methods in conducting gender-focused research
- 8.5.3 Demonstrate understanding of research ethical considerations, guidelines and challenges in conducting gender-focused participatory research
- 8.5.4 Apply Rural Initiatives for Participatory Agricultural Transformation (RIPAT) approach in implementing community initiatives

Description of Module **10**

Module Code: **GCU 07310**

Module Name: **Fundamentals of Law**

Number of Credits: **6**

Sub Enabling Outcomes:

- 3.3.1 Apply law making process in Tanzania to promote gender inclusion and community development
- 3.3.2 Demonstrate understanding of Tanzanian legal systems
- 3.3.3 Demonstrate understanding of roles of pillars of state in Tanzania development
- 3.2.1 Use the theories of torts to enhance law of torts in controlling crime for community development
- 3.2.2 Demonstrate understanding the concept of defences in torts
- 3.2.3 Demonstrate understanding of remedies in torts

Description of Module **11**

Module Code: **GCU 07411**

Module Name: **Human Resource Management**

Number of Credits: **7**

Sub Enabling Outcomes:

- 10.1.1 Apply human resource planning process for the management of human resource
- 10.1.2 Apply employee recruitment and selection techniques to manage of human resources
- 10.1.3 Apply job analysis methods in managing human resources
- 10.1.4 Apply performance appraisal and compensation techniques to motivate employees
- 10.1.5 Apply job evaluation methods in assessing employees performance
- 10.1.6 Apply training and development methods in promoting employees performance
- 10.1.7 Demonstrate understanding of labour relation issues in the workplace

Description of Module 12

Module Code: **GCU 07212**

Module Name: **Management of Civil Society Organisations**

Number of Credits: **9**

Sub Enabling Outcomes:

- 1.1.1 Demonstrate understanding of CSOs its related concepts in gender and community development
- 1.1.2 Apply policy interpretation techniques in formulating of CSOs
- 1.1.3 Use CSOs formation processes in formulating gender sensitive programmes
- 1.1.4 Use monitoring and evaluation tools for coordinating CSOs operations in enhancing gender sensitive practice

Description of Module 13

Module Code: **GCU 07313**

Module Name: **Applied ICT**

Number of Credits: **4**

Sub Enabling Outcomes:

- 8.1.1 Demonstrate understanding of information communication

technology concepts related to gender and community development

8.1.2 Use electronic gadgets in collecting gender disaggregated data

8.1.3 Use computerised software in processing gender disaggregated data

Description of Module **14**

Module Code: **GCU 07414**

Module Name: **Policy Management**

Number of Credits: **10**

Sub Enabling Outcomes:

1.2.1 Demonstrate understanding of agenda setting and advocacy in policy development process

1.2.2 Describe policy making steps at national level

1.2.3 Apply policy implementation procedures in enhancing community welfare

1.2.4 Employ policy analysis steps to analyse policy gaps

1.2.5 Use policy analysis knowledge to develop gender-sensitive policy

Description of Module **15**

Module Code: **GCU 07215**

Module Name: **Conflict Management**

Number of Credits: **4**

Sub Enabling Outcomes:

4.6.1 Apply conflict management models and principles in assisting communities to maintain harmony

4.6.2 Apply negotiation and mediations approaches in solving community conflict

4.6.3 Apply conflict management process to prevention community dispute

- 4.6.4 Apply conflict resolution approaches and methods to manage community conflict

Description of Module 16

Module Code: GCU 07417

Module Name: Management of Microfinance Institutions

Number of Credits: 8

Sub Enabling Outcomes:

- 9.3.1 Apply principle of microfinance in describing the nature and development of microfinance in promoting Tanzania economy
- 9.3.2 Apply microfinance establishment procedures in setting-up microfinance institution
- 9.3.3 Employ microfinance institutions strategies to enhance marketing and service delivery in the community

Description of Module 17

Module Code: GCU 07218

Module Name: Development Theories and Concepts

Number of Credits: 5

Sub Enabling Outcomes:

- 8.3.1 Use the evolution of development theories in relation to community development
- 8.3.2 Utilize the objective and components of development to improve national economic, political and social development
- 8.3.3 Demonstrate understanding of global, regional and national development goals and implementation frameworks

Description of Module 18

Module Code: GCU 07119

Module Name: Gender Results Based Monitoring and Evaluation

Number of Credits: 12

Sub Enabling Outcomes:

- 2.3.1 Apply principles of participatory monitoring and evaluation to enhance effective project management
- 2.3.2 Demonstrate understanding of participatory monitoring and evaluation systems
- 2.3.3 Employ participatory tools and methods in monitoring and evaluation
- 2.3.4 Use performance indicators for monitoring and evaluating community projects
- 2.3.5 Use work-plan for conducting monitoring and evaluation
- 2.3.6 Demonstrate understanding of result based report and feedback mechanisms
- 5.3.1 Demonstrate understanding of results based monitoring and evaluation concepts related to gender and development
- 5.3.2 Apply monitoring and evaluation frameworks to assess efficiency and effectiveness of gender responsive programmes
- 5.3.3 Employ monitoring and evaluation techniques to develop gender sensitive indicators

Description of Module **19**

Module Code: **GCU 07420**

Module Name: **Gender Organizational Management**

Number of Credits: **4**

Sub Enabling Outcomes:

- 7.2.1 Apply organizational development process to improve gender relations
- 7.2.2 Apply organisational behaviour theories in management of organisation
- 7.2.3 Demonstrate understanding of gender issues in organizational management

Description of Module **20**

Module Code: **GCU 07321**

Module Name: **Early Childhood Education**

Number of Credits: 5

Sub Enabling Outcomes:

- 6.4.1 Use child behaviour theories to appreciate child development
- 6.4.2 Use Early Childhood Education techniques to promote childhood development
- 6.4.3 Use child welfare policies to improve child wellbeing
- 6.4.4 Apply guidance and counselling process to improve community wellbeing

Description of Module 21

Module Code: GCU 07322

Module Name: Gender Responsive Budgeting

Number of Credits: 6

Sub Enabling Outcomes:

- 6.3.1 Describe budgeting concepts related to gender and development
- 6.3.2 Use planning methods in preparing gender responsive budget
- 6.3.3 Employ budgeting process to analyse the allocation of public funds to gender sensitive programme

Description of Module 22

Module Code: GCU 07123

Module Name: Community Development Practice

Number of Credits: 6

Sub Enabling Outcomes:

- 4.1.1 Demonstrate understanding of the historical background of community development in a global and Tanzanian perspective
- 4.1.2 Use community development principles in relation to poverty alleviation
- 4.1.3 Apply community development theories to community development work practices.

- 4.1.4 Demonstrate understanding of different conceptions of community development
- 4.1.5 Apply community participation models in relation to development work
- 4.1.6 Apply the methods of assessing community needs and process for problem analysis

Description of Module **23**
Module Code: **GCU 07224**
Module Name: **Sociology**
Number of Credits: **5**

Sub Enabling Outcomes:

- 4.5.1 Demonstrate understanding of sociological concepts in promoting community development
- 4.5.2 Apply sociological perspectives in relation to community development
- 4.5.3 Demonstrate understanding of culture and its influence on community development

Description of Module **24**
Module Code: **GCU 07325**
Module Name: **Laws for Gender Development**
Number of Credits: **8**

Sub Enabling Outcomes:

- 3.4.1 Use Tanzania law of marriage and customary law in safeguarding peace and harmony in the community
- 3.4.2 Use national and international criminal laws in relation to gender issues to promote community harmony
- 3.4.3 Employ the law of the Child Act 2009 in addressing child issues
- 3.4.4 Employ Sexual offences Special Provisions Act 1998 in addressing sexual harassment at levels in whole spheres of life

- 3.4.5 Demonstrate understanding of the land laws related to community based land management and ownership
- 3.4.6 Demonstrate understanding of the law of succession and its relevance to gender relations
- 3.4.7 Demonstrate understanding of family in the context of customary, religious and statutory law

Description of Module **25**
Module Code: **GCU 07226**
Module Name: **Human Rights**
Number of Credits: **6**

Sub Enabling Outcomes:

- 3.1.1 Demonstrate understanding of the basic concepts of human rights in community development practice
- 3.1.2 Use principles of human rights in community development practice
- 3.1.3 Apply the legal and human rights instruments to safeguard the rights of marginalized groups

Description of Module **26**
Module Code: **GCU 07427**
Module Name: **Extension and Advocacy**
Number of Credits: **6**

Sub Enabling Outcomes:

- 4.4.1 Apply extension methods and for community intervention.
- 4.4.2 Use livelihood models in urban and rural settings.
- 4.4.3 Apply advocacy theories in advocating for community issues

Description of Module 27

Module Code: GCU 07428

Module Name: Public Policy Analysis

Number of Credits: 7

Sub Enabling Outcomes:

- 1.3.1 Apply public policy theories and its related concepts to enhance gender inclusion and community development
- 1.3.2 Use public policy formulation process in developing solutions to community needs and problems
- 1.3.3 Apply public policy implementation approaches in formulating solutions to community challenges
- 1.3.4 Demonstrate understanding of public policy analysis for community development

Description of Module 28

Module Code: GCU 07229

Module Name: Gender Mainstreaming

Number of Credits: 6

Sub Enabling Outcomes:

- 6.1.1 Describe Gender mainstreaming and its related concepts in gender and community development
- 6.1.2 Apply gender mainstreaming tools to promote gender equity
- 6.1.3 Use negotiation methods and force-field analysis tool to implement gender mainstreaming programme

Description of Module 29

Module Code: GCU 07330

Module Name: Gender Analysis Frameworks

Number of Credits: 5

Sub Enabling Outcomes:

- 6.2.1 Demonstrate understanding of gender analysis concepts in gender and development

6.2.2 Apply gender analysis frameworks to promote gender equity in development programmes

6.2.3 Use gender disaggregated data for improving gender relations

Description of Module **30**

Module Code: **GCU 07331**

Module Name: **Gender Socialization and Development**

Number of Credits: **10**

Sub Enabling Outcomes:

7.1.1 Demonstrate understanding of socialization concepts in gender relation

7.1.2 Apply sociological theories in explaining gender socialization process

7.1.3 Use media and arts methods in influencing gender socialization

7.1.4 Demonstrate understanding of gender issues in development practices

7.3.1 Demonstrate understanding of family concepts in relation to gender

7.3.2 Demonstrate understanding of the concept Institutionalization of Gender in household economies

7.3.3 Apply empowerment approach to improve gender relation in the community

7.3.6 Demonstrate understanding of gender concept in educational system

7.3.5 Apply the Human Rights-based approach and Human capital theory to enhance gender equity in educational system

7.3.4 Apply Tanzania education frameworks to analyse gender relations in educational system

Description of Module **31**

Module Code: **GCU 07132**

Module Name: **Gender theories**

Number of Credits: 6

Sub Enabling Outcomes:

- 5.1.1 Demonstrate understanding of gender and development concepts in gender and community development
- 5.1.3 Describe masculinity and femininity nature to express gender relations
- 5.2.3 Employ feminist theories to examine gender relation
- 5.2.1 Employ gender, sociological, psychological and cognitive theories in relation to gender construction
- 5.1.2 Use gender and development approaches in promoting development programme
- 5.2.2 Describe waves of feminism to promote gender equity

Description of Module 32

Module Code: GCU 07133

Module Name: Apprenticeship for Gender and Community Development I

Number of Credits: 12

Sub Enabling Outcomes:

- 10.4.1 Apply classroom theories in practical environment to enhance learning
- 10.4.2 Employ cultural, ethnic, gender and disability diversity to maintain value for others
- 10.4.3 Employ organizational code of conducts and principles to provide information, service and equal opportunities to all people
- 10.4.4 Use classroom theories and concepts to enhance project relationships
- 10.4.5 Apply gender and development principles and standards to comply with the values and ethics of workplace operations
- 10.4.6 Apply professional knowledge in managing gender and development operations

Description of Module 33

Module Code: GCU 07334

Module Name: Apprenticeship for Gender and Community Development

II

Number of Credits: 12

Sub Enabling Outcomes:

- 10.4.1 Apply classroom theories in practical environment to enhance learning
- 10.4.2 Employ cultural, ethnic, gender and disability diversity to maintain value for others
- 10.4.3 Employ organizational code of conducts and principles to provide information, service and equal opportunities to all people
- 10.4.4 Use classroom theories and concepts to enhance project relationships
- 10.4.5 Apply gender and development principles and standards to comply with the values and ethics of workplace operations
- 10.4.6 Apply professional knowledge in managing gender and development operations

4.12.7. Higher Diploma of Project Management for Community Development (NTA Level 7)

4.12.7.1. Modules Description

Description of Module 01

Module Code: PMU07101

Module Name: Business Communication

Number of Credits: 6

Sub Enabling Outcomes:

- 5.2.1 Demonstrate knowledge of communication for effective interaction in community projects implementation
- 5.2.2 Demonstrate understanding of knowledge of oral and written communication concepts for effective projects interaction
- 5.2.3 Apply elements of the communication process for effective project communication

- 5.2.4 Apply speech and report writing techniques in preparing community projects speeches and technical reports
- 5.2.5 Apply procedures of organizing and conducting project meetings and debates for promoting community participation
- 5.2.6 Apply presentation rules and procedures to present community development projects
- 5.2.7 Apply academic writing techniques in reporting project activities
- 5.2.8 Apply job application techniques in seeking for employment opportunities

Description of Module 02

Module Code: PMU07302
Module Name: Demography
Number of Credits: 7

Sub Enabling Outcomes:

- 10.1.1 Demonstrate an understanding of demographic concepts related to project management
- 10.1.2 Demonstrate an understanding of the history, scope and theories of demography in project management
- 10.1.3 Use demographic techniques in analysing projects data
- 10.1.4 Apply knowledge of population structures and population change in planning for community development

Description of Module 03

Module Code: PMU07203
Module Name: Fundamentals of Environmental Management
Number of Credits: 7

Sub Enabling Outcomes:

- 6.5.1 Demonstrate understanding of basic environmental concepts related to environmental management
- 6.5.2 Demonstrate understanding of eco-system in environmental management
- 6.5.3 Demonstrate understanding of environmental impact assessment

- in environmental management
- 6.5.4 Employ environmental management techniques in natural resource management
 - 6.5.5 Demonstrate understanding of environmental concerns in Tanzania
 - 6.5.6 Demonstrate ability to formulate management interventions to address environmental concerns
 - 6.5.7 Apply environmental management techniques in managing waste products

Description of Module 04

Module Code: PMU07104
Module Name: Microeconomics
Number of Credits: 7

Sub Enabling Outcomes:

- 6.3.1 Demonstrate understanding of the subject matter of economics in allocating resources
- 6.3.2 Employ knowledge of the theory of demand and supply to analyse its impact on the market
- 6.3.3 Use the knowledge of theory of production to describe the relationship between inputs, output and cost in the production process
- 6.3.4 Utilize the knowledge of the theory of income distribution to analyse its effects on the production activities
- 6.3.5 Use the knowledge of price and output relationship to influence firm decisions in production activities

Description of Module 05

Module Code: PMU07105
Module Name: Community Mobilization and Engagement
Number of Credits: 8

Sub Enabling Outcomes:

- 1.1.1 Demonstrate understanding of Community Engagement concepts

- related to projects mobilisation
- 1.1.2 Apply planning methods in managing community projects
- 1.1.3 Use community engagement methods in managing community projects
- 2.5.1 Demonstrate understanding of group formation theories in managing community projects
- 2.5.2 Demonstrate understanding of group formation process for community projects empowerment
- 2.5.3 Apply group development and teamwork management methods in managing socio-economic projects
- 6.7.1 Apply mobilization knowledge in promoting community development projects
- 6.7.2 Demonstrate understanding of the role of mobilization in managing community projects
- 6.7.3 Demonstrate understanding of community mobilization process in implementing community development projects

Description of Module 06

Module Code: PMU07106

Module Name: Creativity and Innovation Management

Number of Credits: 12

Sub Enabling Outcomes:

- 2.3.1 Apply idea generation methods in promoting development of community initiatives
- 2.3.2 Apply creativity procedures in managing community projects
- 2.3.3 Apply innovation process in developing project ideas
- 2.4.1 Demonstrate understanding of intellectual property and its related concepts in projects implementation
- 2.4.2 Apply intellectual property in promoting projects innovation and creativity
- 2.4.3 Apply intellectual property management methods in commercializing projects innovations

Description of Module 07**Module Code: PMU07107****Module Name: Entrepreneurship****Number of Credits: 7**

Sub Enabling Outcomes:

- 7.1.1 Employ entrepreneurial knowledge in formulating a successful venture
- 7.1.2 Apply entrepreneurial knowledge in assessing and developing business opportunities
- 7.1.3 Use planning tools in developing a venture plan
- 7.1.4 Apply business knowledge in conducting market research

Description of Module 08**Module Code: PMU07308****Module Name: Principles of Marketing****Number of Credits: 7**

Sub Enabling Outcomes:

- 7.2.1 Demonstrate an understanding of the strategic marketing environment concepts
- 7.2.2 Demonstrate understanding of the marketing mix for developing marketing plans
- 7.2.3 Utilize marketing mix strategies to develop promotional mix framework
- 7.2.4 Use viable segmentation and targeting approaches to analyse viable market products
- 7.2.5 Apply research approaches tools in marketing community products
- 7.2.6 Demonstrate understanding of the role of marketing intermediaries in introducing products to the markets
- 7.2.7 Use marketing knowledge to analyse the international marketing environment

Description of Module **09**
Module Code: **PMU07409**
Module Name: **Participatory Methods**
Number of Credits: **7**

Sub Enabling Outcomes:

- 10.3.1 Apply participatory research methods in managing community projects
- 10.3.2 Demonstrate understanding of ethical considerations, guidelines and challenges in conducting participatory research
- 10.3.3 Apply Rural Initiatives for Participatory Agricultural Transformation (RIPAT) approach in implementing community projects

Description of Module **10**
Module Code: **PMU07310**
Module Name: **Fundamentals of Law**
Number of Credits: **6**

Sub Enabling Outcomes:

- 3.1.1 Demonstrate understanding of procurement act in project management
- 3.1.2 Use knowledge of criminal law to promote community harmony in development projects
- 3.1.3 Demonstrate understanding of the land law related to community projects
- 3.2.1 Demonstrate understanding of the law of torts in managing project injuries
- 3.2.2 Demonstrate understanding the concept of tort defence in managing project injuries
- 3.2.3 Use remedies of torts in improving projects relationships

Description of Module **11**
Module Code: **PMU07411**
Module Name: **Human Resource Management**
Number of Credits: **6**

Sub Enabling Outcomes:

- 6.1.1 Demonstrate understanding of human resource management concepts in managing community projects
- 6.1.2 Apply employee recruitment and selection techniques to manage project human resources
- 6.1.3 Apply job analysis methods in managing project human resources
- 6.1.4 Apply performance appraisal and compensation techniques to motivate project employees
- 6.1.5 Demonstrate understanding of job evaluation in assessing project employees performance
- 6.1.6 Apply training and development methods in promoting project employees
- 6.1.7 Use labour relations knowledge in facilitating management of project activities

Description of Module **12**
Module Code: **PMU07212**
Module Name: **Management of Civil Society Organisations**
Number of Credits: **8**

Sub Enabling Outcomes:

- 9.2.1 Demonstrate understanding of CSOs and its related concepts in community projects
- 9.2.2 Apply policy interpretation techniques in the formation of CSOs
- 9.2.3 Use CSOs formation processes in formulating gender sensitive projects
- 9.2.4 Use monitoring and evaluation techniques to coordinate CSOs operations

Description of Module 13

Module Code: PMU07313

Module Name: Applied ICT

Number of Credits: 6

Sub Enabling Outcomes:

- 5.3.1 Use ICT concepts related to project management in projects operations
- 5.3.2 Use electronic gadgets in collecting project management data
- 5.3.3 Use computerised software in processing project management data

Description of Module 14

Module Code: PMU07414

Module Name: Policy Management

Number of Credits: 7

Sub Enabling Outcomes:

- 1.3.1 Demonstrate understanding of agenda setting and advocacy in managing community projects
- 1.3.2 Demonstrate understanding of policy making procedures in managing community projects
- 1.3.3 Apply policy implementation procedures to enhance community projects
- 1.3.4 Use policy analysis techniques in managing community projects
- 1.3.5 Apply policy analysis techniques to develop gender-sensitive projects

Description of Module 15

Module Code: PMU07215

Module Name: Conflict Management

Number of Credits: 6

Sub Enabling Outcomes:

- 1.2.1 Demonstrate understanding of conflict management and conflict resolution in managing community projects
- 1.2.2 Describe conflict intervention strategies in community initiatives

management

- 1.2.3 Employ conflict management techniques in facilitating conflict prevention among community projects
- 1.2.4 Apply conflict management methods in resolving project conflicts

Description of Module **16**
Module Code: **PMU7427**
Module Name: **Project Monitoring and Evaluation**
Number of Credits: **8**

Sub Enabling Outcomes:

- 8.5.1 Demonstrate an understanding of concepts, principles and types of monitoring and evaluation related to project management
- 8.5.2 Demonstrate understanding of monitoring and evaluation systems related to project management
- 8.5.3 Apply monitoring and evaluation methods in implementing community projects
- 8.5.4 Use monitoring and evaluation techniques to develop project performance indicators
- 8.5.5 Use monitoring and evaluation techniques to develop work-plan for conducting monitoring and evaluation

Description of Module **17**
Module Code: **PMU 07417**
Module Name: **Management of Microfinance Institutions**
Number of Credits: **8**

Sub Enabling Outcomes:

- 6.4.1 Apply principles of microfinance in describing the nature and development of microfinance in Tanzanian
- 6.4.2 Use microfinance establishment procedures to setup microfinance institutions
- 6.4.3 Apply microfinance management strategies in managing

microfinance institutions

Description of Module	18
Module Code:	PMU07218
Module Name:	Development Studies
Number of Credits:	5

Sub Enabling Outcomes:

- 9.1.1 Use knowledge of development approaches to trace the evolution of development theories related to project management
- 9.1.2 Use understanding of development approaches to assess the main components of development in the global south
- 9.1.3 Demonstrate understanding of global, regional and national development goals and implementation frameworks

Description of Module	19
Module Code:	PMU07219
Module Name:	Community Capacity Management
Number of Credits:	7

Sub Enabling Outcomes:

- 2.1.1 Demonstrate understanding of community capacity development in project designing
- 2.1.2 Demonstrate understanding of community capacity assessment methods in designing community projects
- 2.1.3 Apply community capacity development procedures in designing community projects
- 2.1.4 Use needs assessment methods in developing project ideas
- 2.2.1 Employ capacity development methods in designing community development projects
- 2.2.2 Demonstrate understanding of capacity development in implementing community development projects
- 2.2.3 Apply capacity development methods to evaluate community

projects

- 2.2.4 Describe capacity building in managing community development practices

Description of Module	20
Module Code:	PMU07320
Module Name:	Environmental Management
Number of Credits:	6

Sub Enabling Outcomes:

- 6.6.1 Apply environment management methods in managing natural resources
- 6.6.2 Use environment management techniques to classify natural resources
- 6.6.3 Employ environment management knowledge to assess the influence of population growth and demands on natural resources
- 6.6.4 Demonstrate understanding of environmental conservation and preservation in relation to poverty reduction

Description of Module	21
Module Code:	PMU07321
Module Name:	Macroeconomics
Number of Credits:	6

Sub Enabling Outcomes:

- 6.2.1 Demonstrate understanding of the macroeconomic concepts in explaining the operation of the Tanzanian economy
- 6.2.2 Use the methods of national income accounting to measure national output
- 6.2.3 Demonstrate understanding of aggregate supply-aggregate demand models in decision making
- 6.2.4 Demonstrate understanding of macroeconomic policies in analysing community problems
- 6.2.5 Demonstrate understanding of the role of international trade in

promoting economic development of Tanzania

6.2.6 Apply employment analysis methods in assessing employment status in Tanzania

6.2.7 Demonstrate understanding of the theories of money and inflation to analyse their impact in the economy

Description of Module 22

Module Code: PMU07222

Module Name: Quantitative Methods

Number of Credits: 7

Sub Enabling Outcomes:

7.3.1 Use algebraic equations techniques to solve projects problems

7.3.2 Apply mathematical functions to explain relationships in community development projects

7.3.3 Employ probability techniques in computing the likelihood of occurrence of events in projects

7.3.4 Use set theory to describe the collection of elements in projects

Description of Module 23

Module Code: PMU07123

Module Name: Project Planning and Management

Number of Credits: 8

Sub Enabling Outcomes:

8.1.1 Demonstrate understanding of project planning and management concepts related to project management

8.1.2 Apply project identification techniques in planning community projects

8.1.3 Apply project designing methods for planning community projects

8.2.1 Demonstrate understanding of participatory planning concepts in community projects

8.2.2 Apply participatory planning methods in implementing community projects

8.2.3 Demonstrate understanding of public sector planning for national

projects

Description of Module **24**
Module Code: **PMU07124**
Module Name: **Project Designing**
Number of Credits: **8**

Sub Enabling Outcomes:

- 9.3.1 Use project planning techniques to generate ideas for community projects
- 9.3.2 Employ project planning techniques in formulating community plans
- 9.3.3 Use project planning techniques in developing logical framework
- 9.3.4 Apply project planning methods in preparing project proposal

Description of Module **25**
Module Code: **PMU07225**
Module Name: **Project Appraisal**
Number of Credits: **8**

Sub Enabling Outcomes:

- 8.3.1 Demonstrate understanding of concepts of project appraisal related to project management
- 8.3.2 Apply appraisal and selection methods in planning for community projects
- 8.3.3 Apply budgeting knowledge to appraise project implementation
- 8.3.4 Apply report writing techniques to prepare project appraisal report

Description of Module **26**
Module Code: **PMU07326**
Module Name: **Project Risk Management**
Number of Credits: **6**

Sub Enabling Outcomes:

- 5.1.1 Demonstrate understanding of risk management concepts in

project implementation

5.1.2 Apply risk identification techniques in determining risks in community projects

5.1.3 Apply risk analysis methods in managing community projects

5.1.4 Apply risk response techniques in managing community projects

Description of Module **27**

Module Code: **PMU07416**

Module Name: **Strategic Planning and Management**

Number of Credits: **8**

Sub Enabling Outcomes:

10.2.1 Apply community organizing approaches in promoting community development activities

10.2.2 Demonstrate understanding of strategic management concepts related to project management

10.2.3 Demonstrate understanding of strategies related to project management

10.2.4 Use analytical and organizing knowledge to evaluate business strategy formulation process

10.2.5 Use analytical and organizing techniques to assess business strategy implementation process

10.2.6 Demonstrate understanding of participatory research in managing community projects

Description of Module **28**

Module Code: **PMU07328**

Module Name: **Project Implementation**

Number of Credits: **7**

Sub Enabling Outcomes:

8.4.1 Demonstrate understanding of project implementation concepts in community projects

8.4.2 Demonstrate understanding of the planning methods of projects

implementation

8.4.3 Apply planning tools in implementing community projects

8.4.4 Apply project implementation approaches in budgeting and planning community projects

Description of Module 29

Module Code: PMU07429

Module Name: Procurement and Supply Management

Number of Credits: 6

Sub Enabling Outcomes:

4.1.1 Demonstrate understanding of procurement and supply in managing community projects

4.1.2 Apply procurement methods in managing community projects

4.1.3 Apply procurement management procedures in implementing community projects

4.2.1 Apply contract administration procedures in implementing community development projects.

4.2.2 Apply contract management approaches in managing projects contract risks

4.2.3 Apply ICT knowledge in managing project procurement processes

Description of Module 30

Module Code: PMU07430

Module Name: Stores Management

Number of Credits: 7

Sub Enabling Outcomes:

4.3.1 Demonstrate understanding of stores and related concepts in implementation of community development projects

4.3.2 Apply principles and elements of inventory control in managing project stores

4.3.3 Apply records protection methods to safeguard project records

Description of Module 31

Module Code: PMU07431

Module Name: Laws for Project Management

Number of Credits: 7

Sub Enabling Outcomes:

- 3.1.1 Demonstrate understanding of procurement act in project management
- 3.1.2 Use knowledge of criminal law to promote community harmony in development projects
- 3.1.3 Demonstrate understanding of the land law related to community projects

Description of Module 32

Module Code: PMU07131

Module Name: Apprenticeship for Project Management I

Number of Credits: 12

Sub Enabling Outcomes:

- 1.4.1 Apply classroom theories in practical environment to enhance learning
- 1.4.2 Employ cultural, ethnic, gender and disability diversity to maintain value for others
- 1.4.3 Employ organizational code of conducts and principles to provide information, service and equal opportunities to all people
- 1.4.4 Use classroom theories and concepts to enhance project relationships
- 1.4.5 Apply project management principles and standards to comply with the values and ethics of workplace operations

Description of Module 33

Module Code: PMU07332

Module Name: Apprenticeship for Project Management II

Number of Credits: 12

Sub Enabling Outcomes:

- 1.4.1 Apply classroom theories in practical environment to enhance learning
- 1.4.2 Employ cultural, ethnic, gender and disability diversity to maintain value for others
- 1.4.3 Employ organizational code of conducts and principles to provide information, service and equal opportunities to all people
- 1.4.4 Use classroom theories and concepts to enhance project relationships
- 1.4.5 Apply project management principles and standards to comply with the values and ethics of workplace operations
- 1.4.6 Apply professional knowledge in promoting project management operations

4.13. Ordinary Diploma Programmes (NTA Level 6)

4.13.1. Ordinary Diploma of Community Development

4.13.1.1. MODULESDESCRIPTION

Description of Module: 1

Module Code: CDT06101

Module Name: Management of Civil Society Organizations

Number of Credits: 8

Sub-enabling Learning Outcomes:

- 3.3.1 Demonstrate understanding of the concept of Civil Society Organizations (CSOs) in community development practices
- 3.3.2 Describe the regulations governing operations of CSOs in Tanzania
- 3.3.3 Describe CSOs operations in Community Development practices

Description of Module 2

Module Code: CDT06102

Module Name: Adult Learning

Number of Credits: 10

Sub-enabling Learning Outcomes:

- 5.1.1 Describe adult learning theories guiding training programmes
- 5.1.2 Demonstrate understanding of adult learning concept in community development practices
- 5.1.3 Design an adult learning training Programme
- 5.1.4 Make use of adult learning principles in selecting instructional methods and techniques for facilitating learning
- 5.1.5 Make use of adult learning principles in selecting assessment methods for the adult training program
- 5.2.1 Demonstrate understanding of adult teaching and learning strategies for setting conducive learning environment
- 5.2.2 Apply teaching and learning strategies for adult training program
- 5.2.3 Make use of adult learning skills to assess learning achievements
- 5.3.2 Apply evaluation techniques in determining success of a training program
- 5.3.3 Describe the strategies for improvement of training program

Description of Module	3
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Module Code: CDT06103

Module Name: **Accountancy**

Number of Credits: 9

Sub-enabling Learning Outcomes:

- 4.3.1 Demonstrate understanding of accountancy in project management
- 4.3.2 Demonstrate understanding of financial reports in project management
- 4.3.3 Make use of financial management skills to finance project activities
- 4.3.4 Describe project stock and inventory management tactics

Description of Module	4
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Module Code: CDT06104
Module Name: Research Methodology
Number of Credits: 12

Sub-enabling Learning Outcomes:

- 6.1.1 Describe research concepts in relation to community development
- 6.1.2 Describe sampling process in determining community representatives
- 6.1.3 Describe data collection methods in assessing community needs
- 6.1.4 Apply Research Design skills in preparing research study
- 5.3.1 Prepare tools for evaluation of training program
- 6.1.5 Describe data analysis, presentation and interpretation in research practices
- 6.2.4 Apply report writing and presentation skills to account for study findings
- 6.2.1 Apply research proposal writing skills to develop research proposals

Description of Module 5
Module Code: CDT06105
Module Name: Statistics
Number of Credits: 8

Sub-enabling Learning Outcomes:

- 6.3.1 Describe concept of statistics in community development
- 6.3.2 Demonstrate understanding of the statistics in collecting, organizing and analysing data for presentation
- 6.3.3 Demonstrate understanding of the measures of central tendency used in statistics
- 6.3.4 Apply statistical methods in determining measures of dispersion

Description of Module **6**
Module Code: **CDT06106**
Module Name: **Project Planning and Management**
Number of Credits: **12**

Sub-enabling Learning Outcomes:

- 4.1.1 Describe project implementation as applied in community development practices
- 4.1.2 Make use of project implementation skills to design project control tools
- 4.1.3 Demonstrate understanding of project implementation and monitoring to establish committee for achieving project objectives
- 4.1.4 Demonstrate understanding of project obstacles for smooth project implementation
- 4.1.5 Make use of Project proposal development skills to design community intervention
- 4.1.6 Use project management skills to solicit finances for project activities
- 4.2.1 Demonstrate understanding on the concept monitoring in project implementation
- 4.2.2 Make use of project implementation skills to develop basic monitoring tools
- 4.2.3 Describe Principles of good practice in monitoring
- 4.2.4 Demonstrate an understanding of project evaluation in community intervention

Description of Module **7**
Module Code: **CDT06207**
Module Name: **Field Research Practice**
Number of Credits: **18**

Sub-enabling Learning Outcomes:

- 6.2.2 Apply data collection tools to solicit community information

6.2.3 Apply data analysis methods and skills to interpret findings from raw data.

6.2.4 Apply report writing and presentation skills to account for study findings

Description of Module **8**
Module Code: **CDT06208**
Module Name: **Development Policy**
Number of Credits: **9**

Sub-enabling Learning Outcomes:

3.1.1 Describe the policy concept in relation to community development policies

3.1.2 Apply policy interpretation skills to facilitate community development practices

3.1.3 Describe the importance of policies in national governance system

3.2.1 Demonstrate understanding of the Tanzania Community Development Policy

3.2.2 Demonstrate understanding of other policies related to the Community Development practice (Children and Women, social welfare, gender policy, elderly)

3.2.3 Relate community development policy to Regional International Cooperation

Description of Module **9**
Module Code: **CDT06209**
Module Name: **Community Leadership and Administration**
Number of Credits: **6**

Sub-enabling Learning Outcomes:

2.3.1 Demonstrate understanding of organization structures in describing organization performance

2.3.2 Describe leadership skills in relation to motivation methods

2.3.3 Use evaluation skills to evaluate individual staff performance in an organization

Description of Module	10
Module Code:	CDT06210
Module Name:	Introduction to Administrative Law
Number of Credits:	12

Sub-enabling Learning Outcomes:

- 2.1.1 Relate National constitution with good governance practice
- 2.1.2 Describe the concept of good governance in performing administrative roles
- 2.1.3 Demonstrate understanding of the concept of distribution of powers in relation to pillar of the state
- 2.2.1 Demonstrate understanding of the concept of individual liberties within the constitutional framework
- 2.2.2 Relate principal legislation with subsidiary legislation as applied to good governance framework
- 2.2.3 Demonstrate understanding of the principles of natural justice in relation to good governance
- 2.4.1 Demonstrate understanding on the concept of Labour law in relation to administrative roles
- 2.4.2 Describe the fundamental rights and protection as provided by Tanzanian Employment law (ELRA 2004).
- 2.4.3 Describe the concept employment termination
- 3.2.4 Examine regional and international agreements on Community Development

Description of Module **11**
Module Code: **CDT06211**
Module Name: **Demography**
Number of Credits: **8**

Sub-enabling Learning Outcomes:

- 1.3.1 Describe demographic concepts in relation to community development practices
- 1.3.2 Demonstrate understanding of population change in relation to participatory planning
- 1.3.3 Describe demographic data for community development planning

Description of Module **12**
Module Code: **CDT06212**
Module Name: **Participatory Planning**
Number of Credits: **12**

Sub-enabling Learning Outcomes:

- 1.1.1 Demonstrate understanding of participatory planning in community development interventions
- 1.1.2 Apply participatory planning knowledge for developing community development project
- 1.1.3 Make use of participatory assessment skills to examine participatory approaches and methods of planning community projects
- 1.2.1 Demonstrate understanding of participatory methods and techniques in identifying community needs
- 1.2.2 Make use of relevant methods and techniques to identify community needs
- 1.2.3 Apply techniques of group formation in creating work groups for community projects

4.13.2. Ordinary Diploma in Gender and Community Development

4.13.2.1. ModulesDescription

Description of Module 1

Module Name: Principles of Human Rights

Module Code: GCT06101

Number of Credits: 3

Sub Enabling Outcomes:

5.1.1 Describe concepts of human rights in community development practice

5.1.2 Describe principles of human rights in community development practice

5.1.3 Use legal and human rights instruments to safeguard the rights of marginalized groups

Description of Module 2

Module Name: Research Methods

Module Code: GCT06102

Number of Credits: 7

Sub Enabling Outcomes:

4.1.1 Describe research concepts in gender practices

4.1.2 Apply sampling techniques in establishing study sample

4.1.3 Apply data collection tools and techniques in collecting research data

4.1.4 Describe Research Designs in gender practices

4.2.1 Apply research methods in developing study proposal

Description of Module 3

Module Name: Elementary Statistics

Module Code: GCT06209

Number of Credits: 7

Sub Enabling Outcomes

4.3.1 Describe statistical concepts in gender practices

4.3.2 Apply statistical techniques in computing the measures of central tendency

4.3.3 Apply statistical techniques in computing the measures of dispersion

Description of Module 4

Module Name: Environment and Natural Resource Management

Module Code: GCT06104

Number of Credits: 6

Sub Enabling Outcomes:

1.1.1 Describe gender focused resource management in human resources management

1.2.1 Demonstrate knowledge of eco-system in environment management

1.2.2 Employ environmental management techniques in conducting environmental impact assessment

1.2.3 Employ environmental management knowledge in facilitating gender inclusion on natural resources management

3.2.3 Employ environment protection tools to enhance gender inclusion in environment management

Description of Module 5

Module Name: Capacity Development

Module Code: GCT06105

Number of Credits: 6

Sub Enabling Outcomes:

1.5.1 Use capacity development techniques to design community initiatives

1.5.2 Use capacity development process to describe community initiatives

1.5.3 Apply gender knowledge in evaluating capacity development initiatives

Description of Module 6

Module Name: Partnership Management

Module Code: GCT06106

Number of Credits: 6

Sub Enabling Outcomes:

3.2.1 Use contract management knowledge in partnership management

3.3.1 Demonstrate knowledge of the concept of partnership

3.3.2 Apply partnership management procedures in promoting gender responsive programmes

3.3.3 Demonstrate knowledge of the legal aspects of partnership in gender responsive programmes

3.1.1 Demonstrate knowledge of the concept of stakeholders

3.1.2 Apply mapping techniques to analyze gender equality stakeholders

3.1.3 Apply stakeholders' analysis techniques in managing gender sensitive programmes

Description of Module **7**

Module Name: **Basics of Law of Torts**

Module Code: **GCT06207**

Number of Credits: **7**

Sub Enabling Outcomes:

5.2.1 Use knowledge of the law of torts in gender practices

5.2.2 Describe the knowledge of defences in torts

5.2.3 Describe the knowledge of Parties in torts

5.2.4 Describe the knowledge of liability in torts

5.2.5 Describe the knowledge of nuisance and negligence in torts

5.2.6 Describe the knowledge of defamation in torts

5.2.7 Describe the knowledge of trespass in torts

5.2.8 Apply the knowledge of remedies in torts

Description of Module **8**

Module Name: **Research Methodology**

Module Code: **GCT06208**

Number of Credits: **7**

Sub Enabling Outcomes:

4.1.5 Use data analysis, presentation and interpretation methods in research study

4.2.2 Apply data collection techniques in research

4.2.3 Apply data Analysis techniques in research

4.2.4 Apply report writing techniques in presenting research findings

Description of Module 9

Module Name: Leadership and Governance

Module Code: GCT06209

Number of Credits: 6

Sub Enabling Outcomes:

2.1.3 Apply leadership and management principles to promote gender sensitive practices

2.3.1 Describe good governance and related concepts in gender practices

2.3.2 Employ governance techniques in managing community initiatives

2.3.3 Demonstrate knowledge of governance structures in Local Government Authorities

Description of Module 10

Module Name: Civil Society Organisations Management

Module Code: GCT06210

Number of Credits: 10

Sub Enabling Outcomes:

2.1.1 Demonstrate knowledge of public policy and its related concepts in gender practices

2.1.2 Employ policy development process in implementing gender and community development initiatives

2.2.1 Demonstrate knowledge of Civil Society Organisations and its related concepts

2.2.2 Apply policy interpretation skills in the formation of Civil Society Organisations

2.2.3 Apply Civil Society Organisations formation processes in formulating gender sensitive programmes

2.2.4 Use Civil Society Organisations management procedures in monitoring and evaluation Civil Society Organisations operations

3.2.2 Apply Non-Government Organisations management procedures in managing community interventions

Description of Module **11**

Module Name: **Elementary Microeconomics**

Module Code: **GCT06211**

Number of Credits: **6**

Sub Enabling Outcomes:

1.4.1 Demonstrate knowledge of basic concepts of economics

1.4.2 Use market forces of demand and supply to assess the impact on market conditions

1.4.3 Utilize production process and cost structure in enterprise management

1.4.4 Demonstrate knowledge of the concept of price and output decisions of firms under various market structures

Description of Module **12**

Module Code: **GCT06212**

Module Name: **Human Resource Management**

Number of Credits: **6**

Sub Enabling Outcomes:

1.1.2 Demonstrate knowledge of human resource management concepts related to gender practices

1.1.3 Apply recruitment techniques in developing gender sensitive programmes

1.1.4 Apply staff development procedures in gender practices

1.1.5 Use labour relations techniques to promote gender sensitive programmes

1.1.6 Employ organizational change and development techniques for improving gender relations

1.1.7 Employ compensation and benefit management techniques to facilitate management of gender sensitive programmes

Description Of Module 13

Module Name: **Gender Related Laws**

Module Code: **GCT06213**

Number of Credits: **8**

Sub Enabling Outcomes:

5.3.1 Utilize the law of marriage and customary law in safeguarding peace and harmony in the community

5.3.2 Utilize criminal law in promoting community harmony

5.3.3 Use civil law to enhance community harmony

5.3.4 Describe the law of the Child Act 2009 in relation to gender practices

5.3.5 Describe Sexual Offences Special Provisions Act in relation to gender practices

5.3.6 Describe land laws in relation to community based land management and ownership

5.3.7 Describe the law of succession and its relevance to gender relations

Description of Module 14

Module Name: **Fundamentals of Accounting**

Module Code: **GCT06114**

Number of Credits: **7**

Sub Enabling Outcomes:

1.3.1 Demonstrate knowledge of gender issues in financial resource

management

- 1.3.2 Apply budgeting techniques to appraise gender sensitive programme
- 1.3.3 Demonstrate knowledge of the principles and concepts of accounting in management of enterprise
- 1.3.4 Apply accounting knowledge in management of cash flows

Description of Module 15

Module Name: **Introduction to Law**

Module Code: **GCT06115**

Number of Credits: **4**

Sub Enabling Outcomes:

- 5.4.1 Describe the Tanzanian laws and its related concepts in gender practices
- 5.4.2 Apply the Tanzanian legal systems classification in addressing gender matters
- 5.4.3 Employ roles of pillars of state in addressing gender practices

Description of Module 16

Module Code: **GDT06116**

Module Name: **Apprenticeship**

Number of Credits: **18**

Sub Enabling Outcomes:

- 2.4.1 Apply classroom theories in practical environment to enhance learning
- 2.4.2 Employ cultural, ethnic, gender and disability diversity to maintain value for others
- 2.4.3 Employ organizational code of conducts and principles to provide information, service and equal opportunities to all people
- 2.4.4 Use classroom theories and concepts to enhance project relationships
- 2.4.5 Apply gender and development principles and standards to comply with the values and ethics of workplace operations
- 2.4.6 Apply professional knowledge in managing gender and development operations

4.13.3. Ordinary Diploma in Project Management for Community Development

4.13.3.1. Modules Description

Description of Module 1

Module Name: Results Based Project Monitoring and Evaluation

Module Code: PMT06101

Number of Credits: 10

Sub Enabling Outcomes:

2.1.1 Use knowledge of results based project management in project management

2.1.2 Employ knowledge of results in performing project monitoring and evaluation

2.1.3 Describe monitoring and evaluation in project management

2.2.1 Describe the knowledge of M&E indicators in community projects

2.3.1 Use project evaluation methods in managing community projects

Description of Module 2

Module Name: Risk Analysis Techniques

Module Code: PMT06102

Number of Credits: 8

Sub Enabling Outcomes:

3.1.2 Apply risk identification techniques in implementing community projects

3.1.3 Apply risk analysis techniques in implementing community projects

3.1.4 Apply risk response techniques in community projects

Description of Module 3

Module Name: Elementary Statistics

Module Code: **PMT06103**

Number of Credits: **7**

Sub Enabling Outcomes:

4.3.1 Describe statistical concepts in project management

4.3.2 Apply statistical techniques in managing community projects

4.3.3 Apply statistical techniques in managing community projects

Description of Module 4

Module Name: **Research Methods**

Module Code: **PMT06104**

Number of Credits: **7**

Sub Enabling Outcomes:

4.1.1 Describe research concepts implementing community projects

4.1.2 Apply sampling techniques implementing community projects

4.1.3 Apply data collection tools and techniques in implementing community projects

4.1.4 Describe Research Designs implementing community projects

4.2.1 Apply research methods in implementing community projects

Description of Module 5

Module Name: **Gender and Project Management**

Module Code: **PMT06105**

Number of Credits: **7**

Sub Enabling Outcomes:

3.2.1 Describe the concept of gender and its related terms in community projects implementation

3.2.2 Employ knowledge of gender in implementing community projects

3.2.3 Apply knowledge of gender resource planning in implementing community projects

Description of Module 6**Module Name: Principles of Human Rights****Module Code: PMT06106****Number of Credits: 4**

Sub Enabling Outcomes:

- 5.1.1 Describe concepts of human rights in implementing community projects
- 5.1.2 Describe principles of human rights in implementing community projects
- 5.1.3 Use legal and human rights instruments in implementing community projects

Description of Module 07**Module Name: Introduction to Law****Module Code: PMT06107****Number of Credits: 4**

Sub Enabling Outcomes:

- 5.3.1 Describe the knowledge of Tanzania laws and its related concepts in project management
- 5.3.2 Describe knowledge of Tanzania legal systems in project management
- 5.3.3 Describe roles of pillars of state in project management

Description of Module 8**Module Name: Governance and Policy Management****Module Code: PMT06208****Number of Credits: 10**

Sub Enabling Outcomes:

- 1.1.1 Describe public policy and its related concepts in project management
- 1.1.2 Describe policy implementation process in project management
- 1.1.3 Employ principles of leadership in project management

- 1.3.1 Describe governance concepts in project management
- 1.3.2 Describe principles of good governance in community projects
- 1.3.3 Use knowledge of Local Government Authorities in managing community development practices

Description of Module 9

Module Name: CSOs Management

Module Code: PMT02109

Number of Credits: 10

Sub Enabling Outcomes:

- 1.2.1 Describe CSOs and its related concepts in implementation of community projects
- 1.2.2 Apply policy management methods in the implementation of community projects
- 1.2.3 Use CSOs formation methods in the implementation of community projects
- 1.2.4 Use CSOs management methods the implementation of community projects

Description of Module 10

Module Name: Project Monitoring and Evaluation

Module Code: PMT06210

Number of Credits: 10

Sub Enabling Outcomes:

- 2.2.2 Apply M&E systems in managing community projects
- 2.2.3 Apply data collection methods in project monitoring and evaluation
- 2.3.2 Apply evaluation techniques in managing community projects
- 2.3.3 Apply data analysis methods in project monitoring and evaluation
- 3.1.1 Describe risk management concepts in project management

Description of Module 11

Module Code: PMT06211

Module Name: Research Report Writing Techniques

Number of Credits: 7

Sub Enabling Outcomes:

4.1.5 Use data analysis, presentation and interpretation methods in implementing community projects

4.2.2 Apply data collection techniques in implementing community projects

4.2.3 Apply data Analysis techniques in implementing community projects

4.2.4 Apply report writing techniques in implementing community projects

Description of Module 12

Module Name: Conflict Management

Module Code: PMT06212

Number of Credits: 7

Sub Enabling Outcomes:

3.3.1 Describe conflict management in implementing community projects

3.3.2 Describe negotiation process in implementing community projects

3.3.3 Apply mediation techniques in implementing community projects

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Description of Module 13

Module Name: Basics of Law of Torts

Module Code: PMT06213

Number of Credits: 7

Sub Enabling Outcomes:

5.2.1 Use knowledge of the law of torts in project management

5.2.2 Describe the knowledge of tort defences in project management

- 5.2.3 Describe the knowledge of tort Parties in project management
- 5.2.4 Describe the knowledge of tort liability in project management projects
- 5.2.5 Describe the knowledge of tort nuisance and negligence in project management
- 5.2.6 Describe the knowledge of tort defamation in project management
- 5.2.7 Describe the knowledge of tort trespass in project management
- 5.2.8 Apply the knowledge of tort remedies in project management

Description of Module **14**
Module Code: **PMT 06114**
Module Name: **Apprenticeship**
Number of Credits: **18**

Sub Enabling Outcomes:

- 4.4.1 Apply classroom theories in practical environment to enhance learning
- 4.4.2 Employ cultural, ethnic, gender and disability diversity to maintain value for others
- 4.4.3 Employ organizational code of conducts and principles to provide information, service and equal opportunities to all people
- 4.4.4 Use classroom theories and concepts to enhance project relationships
- 4.4.5 Apply project management principles and standards to comply with the values and ethics of workplace operations
- 4.4.6 Apply professional knowledge in promoting project management operations

4.14. Technician Certificate Courses (NTA Level 5)

4.14.1. Technician Certificate of Community Development

4.14.1.1. Module Description

Description of Module: **1**
Module Code: **CDT05101**

Module Name: **Applied Communication Skills**

Number of Credits: **7**

Sub Enabling Learning Outcomes:

- 2.6.1 Apply note taking skills in recording meeting proceedings
- 2.6.2 Apply report writings to account for events
- 2.6.3 Apply presentation skills to address audience
- 2.6.4 Apply interview skills to communicate professional message

Description of Module **2**

Module Code: **CDT05102**

Module Name: **Community Development Theory and Practice**

Number of Credits: **9**

Sub Enabling Learning Outcomes:

- 1.1.1 Describe the community Development process for community engagement
- 1.1.2 Interpret community development theories for community engagement
- 4.2.1 Demonstrate understanding of Community Development policy on needs of marginalized groups
- 4.2.2 Demonstrate understanding of Community Development policies in addressing the needs of marginalized groups
- 4.2.3 Demonstrate understanding of other policies related to Community Development in addressing the needs of marginalized groups
- 4.3.1 Demonstrate understanding of resource management and involvement of marginalized group

Description of Module **3**

Module Code: **CDT05103**

Module Name: **Community Mobilization and Engagement Skills**

Number of Credits: **8**

Sub Enabling Learning Outcomes:

- 1.5.1 Interpret the concept of mobilization for community development practices
- 1.5.2 Describe the role of mobilization in managing social practices
- 1.5.3 Apply mobilization skills to solve community problems
- 1.3.1 Demonstrate understanding of the concept group formation in community empowerment
- 1.3.2 Demonstrate understanding of group formation process for community empowerment
- 1.3.3 Apply group development and teamwork skills in managing socio-economic groups

Description of Module 4

Module Code: CDT05104

Module Name: Applied Entrepreneurship

Number of Credits: 6

Sub Enabling Learning Outcomes:

- 1.4.1 Demonstrate understanding of nature of entrepreneurship in relation to community empowerment
- 1.4.2 Apply entrepreneurial skills to start business venture
- 1.4.3 Demonstrate understanding of marketing mix concept in promoting entrepreneurial activities
- 1.4.4 Apply knowledge of business plan to develop business venture

Description of Module 5

Module Code: CDT05105

Module Name: Gender and Development

Number of Credits: 7

Sub Enabling Learning Outcomes:

- 4.1.1 Demonstrate understanding of the concept marginalized groups in community development
- 4.1.2 Describe the concept of special interest group
- 4.1.3 Describe the social exclusion concept in community development practice

- 4.1.4 Describe understanding of social inclusion to promote well-being of marginalized groups
- 4.3.3 Demonstrate understanding of gender concept in addressing the needs of marginalized groups
- 4.3.4 Describe the concept of gender analysis in marginalized groups

Description of Module **6**

Module Code: **CDT05106**

Module Name: **Introduction to Adult Learning**

Number of Credits: **4**

Sub Enabling Learning Outcomes:

- 2.2.1 Demonstrate understanding of adult learning concept for community competence development
- 2.2.2 Describe adult learning approaches in community development practice
- 2.2.3 Demonstrate understanding of principles of adult learning in promoting community competence

Description of Module **7**

Module Code: **CDT05107**

Module Name: **Introduction to Law**

Number of Credits: **8**

Sub Enabling Learning Outcomes:

- 3.1.1 Demonstrate an understanding of the basic concept of law in community development practices
- 3.1.2 Demonstrate understanding of Tanzania legal systems classification
- 3.1.3 Describe the classes of law for community development practice
- 3.1.4 Demonstrate understanding of roles of pillars of state in community development
- 3.2.1 Describe law of marriage and customary law in safeguarding peace and harmony in the community

- 3.2.2 Demonstrate an understanding of the relationship of criminal law and gender issues to promote community harmony
- 3.2.3 Interpret civil law to enhance community harmony
- 3.2.4 Demonstrate understanding of law of contract in community development
- 3.2.5 Demonstrate understanding of the law of the child in community development
- 3.2.6 Interpret the basic aspects of land laws for community based land management and ownership
- 3.2.7 Demonstrate an understanding of the law of succession and its relevance to community development

Description of Module **8**

Module Code: **CDT05108**

Module Name: **Community Psychology**

Number of Credits: **7**

Sub Enabling Learning Outcomes:

- 4.4.1 Demonstrate understanding of the basic concepts of community psychology
- 4.4.2 Interpret community psychology principles to in community development practices
- 4.4.3 Demonstrate understanding of psychology theories in social change
- 4.5.1 Demonstrate understanding of the basic concepts of psychology in the community
- 4.5.2 Describe psychological theories to promote community development practices
- 4.5.3 Demonstrate understanding of socio-psychology concept in influencing human behaviour
- 4.5.4 Apply knowledge of guidance and counselling for a healthy living practice

Description of Module **9**

Module Code: CDT05109
Module Name: Social Planning skills
Number of Credits: 3

Sub Enabling Learning Outcomes:

- 2.3.1 Interpret concepts of social planning to promote community change
- 2.3.2 Demonstrate understanding of the concept of social structure in promoting community change
- 2.3.3 Demonstrate social planning skills in promoting community change

Description of Module 10

Module Code: CDT05210
Module Name: Lobbying and Advocacy for Community Change
Number of Credits: 9

Sub Enabling Learning Outcomes:

- 2.1.1 Demonstrate understanding of the concept of lobbying and advocacy in community change
- 2.1.2 Apply advocacy and lobbying techniques and tools for community change
- 2.1.3 Develop advocacy strategies to promote community change
- 4.3.2 Interpret the concept of advocacy and lobbying to address the needs of marginalized
- 2.4.1 Demonstrate understanding of the concept coalition building to promote community change
- 2.4.2 Demonstrate understanding of coalition building and maintenance in promoting community change
- 2.4.3 Apply coalition building skills to prevent community problems

Description of Module 11

Module Code: CDT05211
Module Name: Community Leadership Skills
Number of Credits: 8

Sub Enabling Learning Outcomes:

- 2.5.1 Demonstrate understanding of leadership concepts in managing community development practices
- 2.5.2 Interpret leadership theories to community development practices
- 2.5.3 Demonstrate understanding of the relationship management practices
- 2.5.4 Demonstrate understanding of decision making concept in leadership
- 2.5.5 Apply knowledge of leadership principles, ethics and qualities to coordinate community development interventions
- 2.5.6 Demonstrate understanding of Local Government Authorities in managing community development practices

Description of Module **12**

Module Code: **CDT05212**

Module Name: **Community Participation Skills**

Number of Credits: **8**

Sub Enabling Learning Outcomes:

- 1.1.3 Demonstrate understanding of the concept of participation in community interventions
- 1.1.4 Demonstrate understanding of the barriers and motivating factors related to community participation
- 1.2.1 Interpret participatory approaches in Community Development practice
- 1.2.2 Demonstrate understanding of the concept of participatory methods in Community Development
- 1.2.3 Explain the concept of participatory tools in Community engagement
- 1.2.4 Apply participatory skills to promote community engagement

Description of Module **13**

Module Code: **CDT05213**

Module Name: **Conflict Management Skills**

Number of Credits: 6

Sub Enabling Learning Outcomes:

- 3.3.1 Demonstrate understanding of conflict in community development practices
- 3.3.2 Demonstrate understanding of conflict management in resolving community disputes
- 3.3.3 Apply negotiation skills in promoting community development practices

Description of Module 14

Module Code: CDT O5214

Module Name: Field Practical Training

Number of Credits: 18

Sub Enabling Learning Outcomes:

- 1.7.1 Apply practical skills and learning initiatives during the fieldwork placement.
- 1.7.2 Apply the values and ethical principles of Community Development
- 1.7.3 Show respect for and value others with an understanding of and sensitivity towards issues of cultural diversity, gender and disability.
- 1.7.4 Apply communication ethics to communicate with clients, colleagues and community members in a respectful manner.
- 1.7.5 Apply written communication for completing reports and other documentation as appropriate

Description of Module 15

Module Code: CDT05215

Module Name: Microfinance for Community Development

Number of Credits: 5

Sub Enabling Learning Outcomes:

- 1.4.5 Demonstrate understanding of microfinance concepts for community empowerment

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|---------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Description of Module | 16 |
| Module Code: | CDT05216 |
| Module Name: | Basics of project Planning and Management |
| Number of Credits: | 7 |
| Sub Enabling Learning Outcomes: | |
| 1.6.1 Demonstrate understanding of the basic concepts of project Planning | |
| 1.6.2 Demonstrate understanding of project management in community development practices | |
| 1.6.3 Apply quality management skills to manage community projects | |
| 1.6.4 Demonstrate understanding of Project Cycle Management on Community development intervention | |

4.14.2.1. Modules Description

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5.3.3 Apply community engagement approaches to manage community programmes

Description of Module	2
Module Code	GCT05102
Module Name:	Sociology
Number of Credits:	6

Sub Enabling Outcomes:

- 4.3.1 Describe nature and scope of sociology
- 4.3.2 Employ sociological theories in gender and development practice
- 4.3.3 Demonstrate knowledge of sociology to address social problems
- 4.4.1 Describe social institutions in addressing social problems
- 4.5.3 Demonstrate understanding of social interaction concepts to promote moral practices

Description of Module	3
Module Code	GCT05203
Module Name:	Social Change
Number of Credits:	6

Sub Enabling Outcomes:

- 4.4.2 Employ theories social change to influence change in the community
- 4.4.3 Explain the role of culture in social change
- 4.5.1 Describe socialization process in influencing human development
- 4.5.2 Describe social structure in social interactions

Description of Module	4
Module Code	GCT05104

Module Name: **Gender and Community Participation**

Number of Credits: **5**

Sub Enabling Outcomes:

- 5.1.1 Demonstrate understanding of community participation concepts related to gender and development
- 5.1.3 Utilize models of community participation in gender sensitive programmes
- 5.2.1 Apply principles of community mobilization to promote community development
- 5.2.2 Describe community mobilization cycle to promote effective community involvement

Description of Module **5**

Module Code **GCT05205**

Module Name: Gender Mainstreaming In Project Management

Number of Credits: **6**

Sub Enabling Outcomes:

- 3.1.1 Demonstrate understanding of gender mainstreaming concepts in management of gender sensitive programme
- 3.1.2 Apply knowledge of gender mainstreaming in project management
- 3.1.3 Apply gender analysis frameworks in project management
- 3.1.4 Apply knowledge of gender mainstreaming in project implementation
- 3.1.5 Apply knowledge of gender mainstreaming in project monitoring and evaluation

Description of Module **6**

Module Code **GCT05206**

Module Name: **Gender Based Monitoring and Evaluation**

Number of Credits: **6**

Sub Enabling Outcomes:

- 3.2.1 Demonstrate understanding of results based monitoring and evaluation concepts
- 3.2.2 Demonstrate knowledge of monitoring and evaluation to assess gender responsive programme
- 3.2.3 Describe gender disaggregated data to plan gender sensitive programme
- 3.2.4 Use participatory methods in monitoring and evaluation of gender responsive programme

Description of Module	7
Module Code:	GCT05207
Module Name:	Conflict Management
Number of Credits:	6

Sub Enabling Outcomes:

- 3.3.1 Demonstrate understanding of conflict management concepts related to gender and development
- 3.3.2 Employ negotiation procedures in conflict management
- 3.3.3 Employ mediation principles in conflict management

Description of Module	8
Module Code	GCT05108
Module Name:	Participation and Community Development
Number of Credits:	5

Sub Enabling Outcomes:

- 2.1.1 Use community development theories to manage gender and development programmes
- 2.1.2 Demonstrate knowledge of community Development to enhance change in the community
- 2.1.3 Use participatory approaches in community development
- 2.2.1 Use participatory methods in community development
- 5.1.2 Employ models of public private partnership to promote gender

sensitive

Description of Module	9
Module Code	GCT05209
Module Name:	Community Mobilization
Number of Credits:	5

Sub Enabling Outcomes:

- 2.2.3 Apply community engagement techniques to promote community
- 2.4.1 Demonstrate understanding of community mobilization concepts related to gender and development
- 2.4.2 Demonstrate understanding of social mobilization to manage social practices
- 2.4.3 Employ community mobilization process in addressing community problems
- 1.4.1 Use resource mobilization principles in management of community initiatives
- 5.2.3 Use community mobilization tools to enhance effective participation in gender sensitive programmes

Description of Module	10
Module Code	GCT05110
Module Name:	Community Psychology
Number of Credits:	6

Sub Enabling Outcomes:

- 4.1.1 Describe psychology concepts related to gender and development
- 4.1.2 Demonstrate understanding of community psychology concepts related to gender and development
- 4.1.3 Employ community psychology procedures in improving social welfare
- 4.1.4 Use knowledge of guidance and counselling to promote a

healthy living practice

Description of Module 11

Module Code GCT05211

Module Name: Demography

Number of Credits: 5

Sub Enabling Outcomes:

- 4.2.1 Describe demography concepts related to gender and development
- 4.2.2 Use demographic measurements to describe population change
- 4.2.3 Describe demographic data to plan for community development

Description of Module 12

Module Code GCT05212

Module Name: Fundamentals of Marketing

Number of Credits: 9

Sub Enabling Outcomes:

- 1.3.1 Demonstrate understanding of marketing concepts related to gender and development
- 1.3.2 Describe marketing mix strategy in managing entrepreneurial ventures
- 1.3.3 Apply product management methods to promote entrepreneurial products
- 1.3.4 Apply pricing strategies in promoting entrepreneurship
- 1.3.5 Apply product promotion strategies in entrepreneurial ventures
- 1.3.6 Describe production distribution methods to manage production
- 1.3.7 Apply marketing research methods to manage business ventures

Description of Module 13

Module Cod: GCT05213

Module Name: Group Management

Number of Credits: 6

Sub Enabling Outcomes:

- 2.3.1 Demonstrate understanding of group formation and empowerment concepts related to gender and development
- 2.3.2 Demonstrate knowledge of group formation process to promote community empowerment
- 2.3.3 Apply group development and teamwork technique to manage socio-economic groups
- 1.4.4 Apply group management theories to formulate Income Generating Activities (IGAs)

Description of Module 14

Module Code: GCT05114

Module Name: Elementary Bookkeeping

Number of Credits: 6

Sub Enabling Outcomes:

- 1.2.1 Demonstrate knowledge of bookkeeping concepts
- 1.2.2 Apply accounting principles in managing business financial records
- 1.2.3 Demonstrate knowledge of bookkeeping in preparing final accounts

Description of Module 15

Module Code GCT05115

Module Name: Entrepreneurship and Microfinance

Number of Credits: 7

Sub Enabling Outcomes:

- 1.1.1 Demonstrate understanding of entrepreneurship concepts related to gender and development
- 1.1.2 Describe business models to manage entrepreneurial ventures
- 1.1.3 Employ SME procedure to establish SME
- 1.4.2 Demonstrate understanding of microfinance concepts related to gender and development

1.4.3 Apply microfinance models to manage business ventures

Description of Module	16
Module Code:	GDT05116
Module Name:	Participative Management
Number of Credits:	5

Sub Enabling Outcomes:

- 5.4.1 Apply participative management theories to promote good leadership
- 5.4.2 Apply theories of organisational behaviour in management of gender relations
- 5.4.3 Employ managerial principles to enhance effective management of gender sensitive programmes

Description of Module	17
Module Code:	GCT05117
Module Name:	Apprenticeship
Number of Credits:	24

Sub Enabling Outcomes:

- 2.5.1 Apply classroom theories in practical environment to enhance learning
- 2.5.2 Employ cultural, ethnic, gender and disability diversity to maintain value for others
- 2.5.3 Employ organizational code of conducts and principles to provide information, service and equal opportunities to all people
- 2.5.4 Use classroom theories and concepts to enhance project relationships
- 2.5.5 Apply gender and development principles and standards to comply with the values and ethics of workplace operations
- 2.5.6 Apply professional knowledge in managing gender and development operations

4.14.3. Technician Certificate in Project Management for Community Development

4.14.3.1. Modules Description

Description of Module 1

Module Code: PMT05101

Module Name: Entrepreneurship and Microfinance in Community Projects

Number of Credits: 7

Sub Enabling Outcomes:

- 1.1.1 Describe entrepreneurship and its related concepts in project management
- 1.1.2 Describe business models to manage entrepreneurial ventures
- 1.1.3 Employ SME procedures to establish SME for sustainable project management
- 1.4.1 Demonstrate understanding of microfinance concepts related to project management
- 1.4.2 Apply microfinance models to manage business ventures

Description of Module 2

Module Code: PMT05102

Module Name: Elementary Bookkeeping

Number of Credits: 6

Sub Enabling Outcomes:

- 1.2.1 Demonstrate knowledge of bookkeeping concepts related to project management
- 1.2.2 Apply accounting principles to manage financial records for effective project management
- 1.2.3 Demonstrate knowledge of bookkeeping in preparing final accounts for project management.

Description of Module 3

Module Code: PMT05103

Module Name: Project Stakeholders Management

Number of Credits: 5

Sub Enabling Outcomes:

- 2.1.1 Demonstrate understanding of stakeholders concepts related to project management
- 2.1.2 Apply stakeholders mapping techniques in project management
- 2.1.3 Apply stakeholders management principles in community project

Description of Module 4

Module Code: PMT05104

Module Name: Environmental Management for Community Projects

Number of Credits: 6

Sub Enabling Outcomes:

- 2.2.3 Apply Environmental management principles in promoting project management
- 3.2.1 Demonstrate knowledge of eco-system to manage natural resources in the implementation of community projects
- 3.2.2 Demonstrate knowledge of environmental impact assessment in enhancing management of community projects
- 3.2.3 Describe environmental legal frameworks to promote natural resource management in community projects

Description of Module 5

Module Code: PMT05105

Module Name: Fundamentals of Procurement in Community Projects

Number of Credits: 6

Sub Enabling Outcomes:

- 4.1.1 Demonstrate understanding of procurement concepts related to project management
- 4.1.2 Apply procurement planning procedures to facilitate project management
- 4.1.3 Apply procurement procedures to enhance management of community projects

Description of Module 6

Module Code: PMT05106

Module Name: Project Capacity Development

Number of Credits: 5

Sub Enabling Outcomes:

- 3.5.1 Apply capacity development techniques to facilitate designing of capacity development programmes
- 3.5.2 Demonstrate knowledge of capacity development programmes in community projects
- 3.5.3 Apply evaluation framework to assess capacity development in project management
- 2.2.2 Utilize NGO's management procedures to manage community interventions

Description of Module 7

Module Code: PMT05107

Module Name: Project Partnership Management

Number of Credits: 5

Sub Enabling Outcomes:

- 2.2.1 Demonstrate knowledge of contract management techniques in enhancing partnership management for community projects
- 2.3.1 Describe principles of partnership in enhancing project management
- 2.3.2 Describe partnership strategies in facilitating project management
- 2.3.3 Describe legal aspects in enhancing partnership management for community projects

Description of Module 8

Module Code: PMT05208

Module Name: Project Human Resource Management

Number of Credits: 7

Sub Enabling Outcomes:

- 3.1.1 Demonstrate understanding of human resource management concepts related to project management
- 3.1.2 Describe recruitment processes to enhance effective management of project staff
- 3.1.3 Employ staff development procedures in facilitating project management
- 3.1.4 Demonstrate knowledge of labour relations and ethical issues in community projects
- 3.1.5 Employ theories of organizational development and change in enhancing project management
- 3.1.6 Demonstrate knowledge of compensation and benefits management in project management

Description of Module 9

Module Code: PMT05209

Module Name: Fundamentals of Accounting

Number of Credits: 6

Sub Enabling Outcomes:

- 3.3.1 Demonstrate knowledge of financial resource management in enhancing community projects
- 3.3.2 Use knowledge of accountancy to prepare bank reconciliation statement for effective project management
- 3.3.3 Use techniques of cash flow to prepare statement of cash flow for managing community projects
- 3.3.4 Apply knowledge of working capital management in enhancing project management

Description of Module 10

Module Code: PMT05210

Module Name: Microeconomics for Community Projects

Module Credit 7

Sub Enabling Outcomes:

- 3.4.1 Demonstrate understanding of economics concepts related to project management
- 3.4.2 Describe forces driving demand and supply and their impact on market conditions for managing community projects
- 3.4.3 Demonstrate knowledge of production and cost structure in facilitating project management
- 3.4.4 Demonstrate knowledge of Taxation in enhancing effective project management
- 3.4.5 Describe price and output decisions of firm under market structure to manage community projects

Description of Module **11**

Module Code: **PMT05211**

Module Name: **Marketing in Project Management**

Number of Credits: **9**

Sub Enabling Outcomes:

- 1.3.1 Demonstrate understanding of marketing concepts related to project management
- 1.3.2 Describe marketing mix strategy in managing entrepreneurial ventures
- 1.3.3 Apply product management methods to promote entrepreneurial products
- 1.3.4 Describe pricing strategies to promote entrepreneurship in community projects
- 1.3.5 Apply product promotion strategies to enhance entrepreneurial ventures in project management
- 1.3.6 Describe production distribution methods to manage production in project management
- 1.3.7 Apply marketing research methods to manage business ventures

Description of Module 12

Module Code: PMT05212

Module Name: Project Stores Management

Number of Credits: 6

Sub Enabling Outcomes:

- 4.3.1 Describe store management concepts related to project management
- 4.3.2 Utilize store management systems to facilitate project management operations
- 4.3.3 Demonstrate understanding of records keeping concepts related to project management
- 4.3.4 Apply knowledge of records protection to maintain safety of records in project operations
- 4.3.5 Describe records keeping procedures in community project operations

Description of Module 13

Module Code: PMT05213

Module Name: Project Contract Management

Number of Credits: 5

Sub Enabling Outcomes:

- 4.2.1 Demonstrate understanding of Contract Management concepts related to project management
- 4.2.2 Demonstrate knowledge of contract management to manage contract risks in community projects
- 4.2.3 Describe claims process in contract management to facilitate project implementation
- 4.2.4 Demonstrate knowledge of contracts administration in enhancing project management

Description of Module 14

Module Name: Demography in Project Management

Module Code: PMT05214

Number of Credits: 5

Sub Enabling Outcomes:

- 3.6.1 Describe demography concepts related to project management
- 3.6.2 Apply demographic measures in project management
- 3.6.3 Describe demographic data to enhance community development planning

Description of Module 15

Module Name: Implementation of Community Projects

Module Code: PMT05115

Number of Credits: 5

Sub Enabling Outcomes:

- 4.4.1 Demonstrate understanding of project implementation concepts
- 4.4.2 Apply project implementation planning process in project management
- 4.4.3 Apply planning tools to implement community project

Description of Module 16

Module Code: PMT05116

Module Name: Group Management

Number of Credits: 6

Sub Enabling Outcomes:

- 1.4.4 Apply group management theories to formulate Income Generating Activities (IGAs)
- 1.4.5 Demonstrate understanding of group formation and empowerment concepts related to project management
- 1.4.6 Demonstrate knowledge of group formation process to promote community empowerment
- 1.4.3 Describe group development and teamwork technique to manage socio-economic groups

Description of Module 17

Module Code: PMT 05117

Module Name: Apprenticeship

Number of Credits: 24

Sub Enabling Outcomes:

- 2.4.1 Apply classroom theories in practical environment to enhance learning
- 2.4.2 Employ cultural, ethnic, gender and disability diversity to maintain value for others
- 2.4.3 Employ organizational code of conducts and principles to provide information, service and equal opportunities to all people
- 2.4.4 Use classroom theories and concepts to enhance project relationships
- 2.4.5 Apply project management principles and standards to comply with the values and ethics of workplace operations
- 2.4.6 Apply professional knowledge in promoting project management operations

4.15. Basic Technician Certificate (NTA Level 4)

4.15.1. Basic Technician Certificate in Community Development

4.15.1.1. Modules Description

Description of Module

Module Code: CDT04101

Module Title: Applied ICT

Number of Credits: 8

Sub Enabling Learning Outcomes:

- 6.3.1 Apply ICT knowledge and skills to create and communicate information in different contexts
- 6.3.2 Apply electronic file management practices in ICT
- 6.3.3 Describe information flow in managing organization departmental interactions
- 6.3.4 Apply ICT skills to promote information and data search on individuals and society
- 6.3.5 Apply ICT knowledge and skills to solve individual and community Problems

- 6.3.6 Apply knowledge and skills of computers applications to facilitate Communication
- 6.3.7 Apply knowledge and skills of interactive multimedia products in implementation of community development practices

Description of Module 2

Module Code: CDT04102

Module Name: Basic Communication Skills

Number of Credits: 6

Sub Enabling Learning Outcomes:

- 6.1.1 Describe the models of communication as used in community development practices
- 6.1.2 Demonstrate understanding of ethical communication as used in the communication process.
- 6.1.3 Apply communication skills to improve Inter-cultural relationship
- 6.2.1 Demonstrate understanding of communication concept in community development practices.
- 6.2.2 Describe communication process as applied in community development practice
- 6.2.3 Apply written and oral communication knowledge and skills in communicating information

Description of Module 3

Module Code: CDT04103

Module Name: Civic Education

Number of Credits: 7

Sub-enabling Outcomes:

- 4.2.1 Demonstrate understanding of civic education in promoting community development
- 4.2.2 Interpret the concepts of civic education and citizenship in community development

- 4.2.3 Demonstrate understanding of democracy in promoting good governance
- 4.3.1 Demonstrate understanding of human rights concepts in community development practice
- 4.3.2 Demonstrate understanding of principles of human rights in community development practice
- 4.3.3 Describe the legal and human rights instruments safeguarding the rights of marginalized groups

Description of Module 4

Module Code: CDT04104

Module Name: Community Development Principles and Approaches

Number of Credits: 6

Sub-enabling Outcomes:

- 1.4.1 Demonstrate understanding of community development approaches to enhance change in communities
- 1.4.2 Demonstrate understanding of community development principles as used in community development
- 1.4.3 Demonstrate understanding of community development principles to enhance change in communities

Description of Module 5

Module Code: CDT04105

Module Name: Elementary Bookkeeping

Number of Credits: 6

Sub Enabling Learning Outcomes:

- 2.3.1 Demonstrate understanding of bookkeeping concepts in managing small business.
- 2.3.2 Demonstrate understanding of books of accounts used to maintain financial records
- 2.3.3 Apply principles of Bookkeeping to record financial transactions
- 2.3.4 Apply knowledge of books of prime entry as used in bookkeeping

2.3.5 Apply knowledge of bookkeeping to determine accuracy of financial records.

2.3.6 Apply accounting knowledge to prepare simple financial statements

Description of Module 6

Module Code: CDT04106

Module Name: Environmental Management

Number of Credits: 6

Sub-enabling Outcomes:

3.4.1 Demonstrate understanding of basic environmental concepts

3.4.2 Demonstrate understanding of environmental concerns in Tanzania

3.4.3 Interpret environmental pollution concerns with respect to community healthy

3.4.4 Develop interventions to address environmental concerns

Description of Module 7

Module Code: CDT04107

Module Name: Human Development

Number of Credits: 5

Sub Enabling Learning Outcomes:

3.2.1 Describe human development concepts in community development

3.2.2 Demonstrate understanding of community based services in human growth and development

3.2.3 Apply knowledge and skills of human growth and development to formulate community based interventions

Description of Module 8

Module code: CDT04108

Module Name: Introduction to Community Development

Number of Credits: 8

Sub-enabling Outcomes:

- 1.1.1 Demonstrate understanding of community development concepts
- 1.1.2 Demonstrate understanding of community development profession
- 1.1.3 Describe a community development values and assumptions in community development practices
- 1.3.1 Interpret community Development theories in a local context
- 1.3.2 Demonstrate understanding of community development theories in community development practice
- 1.3.3 Apply Community Development theories in community development practice

Description of Module 9

Module Code: CDT04109

Module Name: Sociology

Number of Credits: 8

Sub-enabling Outcomes:

- 5.1.1 Describe the nature and scope of sociology in community development practice
- 5.1.2 Interpret the basic sociological theories in community development practice
- 5.1.3 Apply knowledge and skills of sociology to solve social problems
- 5.2.1 Demonstrate understanding of the concept of Social institutions in addressing social problems
- 5.2.2 Apply knowledge and skills of social change to influence change in the community
- 5.2.3 Interpret the concept of culture in social change
- 5.3.1 Demonstrate understanding of the socialization process in influencing development
- 5.3.2 Demonstrate understanding of social structure in social interactions

- 5.3.3 Demonstrate understanding of social interaction concept in promoting moral practices

Description of Module 10

Module Code: CDT04210

Module Name: Field Practical Training

Number of Credits: 19

Sub Enabling Learning Outcomes:

- 1.6.1 Apply learning initiatives and practice for fieldwork placement.
- 1.6.2 Describe the values and ethical principles of Community Development
- 1.6.3 Demonstrate understanding of value for others in respect of cultural diversities, gender and disability
- 1.6.4 Apply communication skills to communicate with clients, colleagues and community members in a respectful manner.
- 1.6.5 Apply written communication to complete reports and other official documents as appropriate

Description of Module 11

Module Code: CDT04211

Module Name: Basics of Entrepreneurship

Number of Credits: 6

Sub Enabling Learning Outcomes:

- 2.1.1 Demonstrate understanding of the basic concepts of entrepreneurship in development practice
- 2.1.2 Demonstrate understanding of the nature and scope of entrepreneurship in development practices
- 2.1.3 Demonstrate understanding of the nature and scope of appropriate technology in promoting community initiatives
- 2.1.4 Apply appropriate technology knowledge and skills to promote community initiatives

Description of Module 12

Module Code: CDT04212

Module Name; Community Capacity Development Skills

Number of Credits: 8

Sub Enabling Learning Outcomes:

- 1.2.1 Interpret capacity development concept to enhance community involvement.
- 1.2.2 Demonstrate understanding of capacity development methods and approaches in development practice
- 1.2.3 Apply capacity development skills to enhance engagement of community
- 1.5.1 Demonstrate understanding of Community engagement concepts as used in community development
- 1.5.2 Illustrate the community engagement process in promoting development
- 1.5.3 Apply community engagement strategy to promote sustainable development

Description of Module 13

Module Code: CDT04213

Module Name: Community Health

Number of Credits: 6

Sub Enabling Learning Outcomes:

- 3.3.1 Demonstrate understanding of the basic community health concepts in community development practices
- 3.3.2 Apply knowledge of Community health to promote responsible healthy practices
- 3.3.3 Apply community intervention knowledge and skills to promote community health
- 3.3.4 Demonstrate understanding of HIV and AIDS in community health.

Description of Module 14

Module Code: CDT04214

Module Name: Food Security and Nutrition

Number of Credits: 4

Sub Enabling Learning Outcomes:

- 3.1.1 Explain issues of food security facing the community
- 3.1.2 Demonstrate understanding of nutrition in addressing community nutritional issues
- 3.1.3 Apply knowledge of community based nutritional services and strategies to address nutritional issues

Description of Module 15

Module code: CDT04215

Module Name: Introduction to Gender and Development

Module of Credits: 6

Sub-enabling Outcomes

- 2.2.1 Demonstrate ability to interpret concepts of Gender in community development
- 2.2.2 Demonstrate understanding of gender relations in Community development practice
- 2.2.3 Demonstrate understanding of Gender aspects in socialisation
- 2.2.4 Demonstrate understanding of gender based violence concept in the community development practice

Description of Module 16

Module Code: CDT042016

Module Name: Introduction to Micro-economics

Number of Credits: 7

Sub Enabling Learning Outcomes:

- 2.4.1 Demonstrate understanding of micro-economics concept in resource management
- 2.4.2 Demonstrate understanding of the concepts of demand in community development practices
- 2.4.3 Demonstrate understanding of the concepts of supply in community development practices

- 2.4.4 Apply the knowledge and skills of market equilibrium in resource management
- 2.4.5 Apply knowledge and skills of production in resource management
- 2.4.6 Demonstrate understanding of the relationship between investment, saving and consumption in resource management
- 2.4.7 Demonstrate understanding of the market concept in resource management

Description of Module 17

Module Code: CDT04217

Module Name: Records keeping for Community Development

Number of Credits: 4

Sub-enabling Outcomes:

- 4.1.1 Demonstrate understanding of records keeping concepts in community development practices.
- 4.1.2 Apply records protection skills to maintain the safety of the records
- 4.1.3 Describe tools and procedures for records keeping

4.15.2. Basic Technician Certificate in Gender and Community Development

4.15.2.1. Modules Description

Description of Module 1

Module Code: GCT04101

Module Name: Gender and Culture

Number of Credits: 9

Sub Enabling Outcomes:

- 1.2.3 Demonstrate knowledge of gender-responsive programming concepts
- 4.1.1 Demonstrate knowledge of gender and community development
- 4.1.2 Demonstrate knowledge of gender relations and culture in development activities

- 4.1.3 Employ knowledge of social theories in describing gender issues in the community
- 4.1.4 Demonstrate knowledge of gender based violence concept in community development practice
- 4.2.4 Demonstrate knowledge of gender and development in relation to marginalized groups needs

Description of Module 2

Module Code: GCT04102

Module Name: Creativity and Innovation Skills

Number of Credits: 10

Sub Enabling Outcomes:

- 1.2.1 Apply idea generation techniques in informing gender practices in the community
- 1.2.2 Apply creativity models in describing project innovations
- 1.2.4 Use innovation theories to develop project ideas
- 1.3.1 Demonstrate knowledge of intellectual property and its related concepts
- 1.3.2 Employ intellectual property procedures in promoting gender programme
- 1.3.3 Use intellectual property management knowledge in commercialization of innovations

Description of Module 3

Module Code: GCT04103

Module Name: Basics of Communication

Number of Credits: 12

Sub Enabling Outcomes:

- 2.1.1 Demonstrate knowledge of communication and its related concepts
- 2.1.3 Use verbal communication techniques in managing community initiatives

- 2.1.4 Use academic writing techniques in implementing project activities
- 2.2.1 Employ job application techniques in search of employment opportunities
- 2.2.2 Apply writing techniques in gender practice communications
- 2.2.3 Use presentation techniques in career development practice
- 2.2.4 Apply speech writing techniques for career development

Description of Module **4**
Module Code: **GCT04104**
Module Name: **Basics of ICT**
Number of Credits: **12**

Sub Enabling Outcomes:

- 2.3.1 Utilize ICT knowledge to enhance information flow into different gender programme settings
- 2.3.2 Use knowledge of electronic file management in gender and development practices
- 2.3.3 Describe information flow in managing organization departmental interactions
- 2.3.4 Describe knowledge of ICT to promote information and data search
- 2.3.5 Apply ICT knowledge to solve community problems
- 2.3.6 Use computer applications knowledge to facilitate communication
- 2.3.7 Apply knowledge of interactive multimedia products in implementation of gender and development practices

Description of Module **5**
Module Code: **GCT04105**
Module Name: **Community Development Principles and Approaches**
Number of Credits: **10**

Sub Enabling Outcomes:

- 4.4.1 Demonstrate understanding of community development concepts in development practice
- 4.4.2 Demonstrate knowledge of community development assumptions in community development practices
- 4.4.3 Describe community Development theories in a local context
- 4.4.4 Use community development approaches to enhance change in communities
- 4.4.5 Demonstrate knowledge of community development principles as used in community development

Description of Module 6

Module Code: GCT04206

Module Name: Gender Capacity Assessment

Number of Credits: 10

Sub Enabling Outcomes:

- 1.1.1 Demonstrate knowledge of gender equality capacity assessment and related concepts
- 1.1.2 Describe community capacity assessment methods for promoting gender equality
- 1.1.3 Apply capacity assessment techniques in addressing gender issues
- 1.1.4 Use gender needs assessment tools in addressing gender issues

Description of Module 7

Module Code: GCT04207

Module Name: Food Security and Nutrition

Number of Credits: 6

Sub Enabling Outcomes

- 3.1.1 Demonstrate knowledge of food security approaches in community development
- 3.1.2 Describe knowledge of nutrition in promoting community health
- 3.1.3 Use nutritional strategies to improve community health

Description of Module **8**
Module Code: **GCT04208**
Module Name: **Lobbying and Advocacy**
Number of Credits: **7**

Sub Enabling Outcomes:

- 4.2.1 Describe knowledge of lobbying and advocacy in community change
- 4.2.2 Use advocacy and lobbying techniques used in community change
- 4.2.3 Employ advocacy strategies to promote to support marginalized groups

Description of Module **9**
Module Code: **GCT04209**
Module Name: **Human Growth**
Number of Credits: **7**

Sub Enabling Outcomes:

- 3.2.1 Demonstrate knowledge of human growth and development and its related concepts
- 3.2.2 Employ theories of gender identity construction in gender development
- 3.2.3 Demonstrate understanding of human growth and development in community

Description of Module **10**
Module Code: **GCT04110**
Module Name: **Community Health**
Number of Credits: **6**

Sub Enabling Outcomes:

- | | |
|------------------------------|-----------------------------|
| Description of Module | 11 |
| Module Code: | GCT04211 |
| Module Name: | Basics of Management |
| Number of Credits: | 7 |

- 4.3.1 Demonstrate knowledge of participative management theories and its related concepts
- 4.3.2 Demonstrate knowledge of organisational behaviour in management of gender relations
- 4.3.3 Use managerial principles in promoting gender sensitive programmes

- | | |
|------------------------------|-----------------------|
| Description of Module | 12 |
| Module Code: | GCT04112 |
| Module Name: | Apprenticeship |
| Number of Credits: | 24 |

4.5.1	Apply classroom theories in practical environment to enhance learning
4.5.2	Employ cultural, ethnic, gender and disability diversity to maintain value for others
4.5.3	Employ organizational code of conducts and principles to provide information, service and equal opportunities to all people

- 4.5.4 Use classroom theories and concepts to enhance project relationships
- 4.5.5 Apply gender and development principles and standards to comply with the values and ethics of workplace operations
- 4.5.6 Apply professional knowledge in managing gender and development operations

4.15.3. Basic Technician Certificate in Project Management for Community Development

4.15.3.1. Modules Description

Description of Module 1

Module Code: PMT04101

Module Name: Community Capacity Assessment

Number of Credits: 6

Sub Enabling Outcomes:

- 1.1.1 Demonstrate knowledge of community capacity development to facilitate designing of projects
- 1.1.2 Describe community capacity assessment methods in promoting project management
- 1.1.3 Apply community capacity development techniques in managing community projects
- 1.1.4 Use needs assessment tools in promoting development of project ideas

Description of Module 2

Module Code: PMT04102

Module Name: Creativity and Innovation

Number of Credits: 10

Sub Enabling Outcomes:

- 1.2.1 Apply idea generation techniques in facilitating project management
- 1.2.2 Apply creativity models in managing project innovations
- 1.2.3 Use innovation theories to develop project ideas

- 1.3.1 Demonstrate knowledge of intellectual property and related project management concepts
- 1.3.2 Employ intellectual property procedures to promote innovation and creativity in community projects
- 1.3.3 Use intellectual property management knowledge in commercialization of innovations

Description of Module 3

Module Code: PMT04103

Module Name: Basics of Project Designn

Number of Credits: 8

Sub Enabling Outcomes:

- 2.1.1 Demonstrate knowledge of project management concepts in planning community projects
- 2.1.2 Demonstrate knowledge of project planning concepts in enhancing project management
- 2.1.3 Apply project identification techniques in facilitating community project planning
- 2.1.4 Apply project designing principles in facilitating community project planning

Description of Module 4

Module Code: PMT04104

Module Name: Participatory Planning

Number of Credits: 8

Sub Enabling Outcomes:

- 2.2.1 Demonstrate knowledge of participatory planning in enhancing project management
- 2.2.2 Apply participatory planning principles in planning community initiatives

- 2.2.3 Demonstrate knowledge of public sector planning in facilitating project management

Description of Module 5

Module Code: PMT04105
Module Name: Community Mobilization
Number of Credits: 6

Sub Enabling Outcomes:

- 3.2.1 Demonstrate knowledge of community mobilization and its related concepts in project management
- 3.2.2 Describe knowledge of mobilization techniques for effective community involvement in development project
- 3.2.3 Use mobilization tools to enlist community support in development projects

Description of Module 6

Module Code: PMT04106
Module Name: Community Engagement
Number of Credits: 6

Sub Enabling Outcomes:

- 3.3.1 Demonstrate knowledge of Community Engagement in mobilizing community initiatives
- 3.3.2 Employ planning tools in managing community practices

Description of Module 07

Module Code: PMT04107
Module Name: Fundamentals of Business Communication
Number of Credits: 12

Sub Enabling Outcomes:

- 4.1.1 Demonstrate knowledge of communication and its related concepts in project management
- 4.1.2 Use verbal communication techniques in managing community projects

- 4.1.3 Use academic writing techniques in implementing community projects
- 4.2.1 Employ job application techniques in search of projects employment opportunities
- 4.2.2 Use presentation techniques in promoting career development among projects practitioners
- 4.2.3 Apply writing techniques in enhancing project management
- 4.2.4 Apply speech writing techniques for reporting project management information

Description of Module 8

Module Code: PMT04208
Module Name: Project Appraisal
Number of Credits: 8

Sub Enabling Outcomes:

- 2.3.1 Describe knowledge of project appraisal in project management
- 2.3.2 Use appraisal methods in planning community projects
- 2.3.3 Apply budgeting approaches to facilitate appraise of community projects

Description of Module 9

Module Code: PMT04209
Module Name: Project Monitoring and Evaluation
Number of Credits: 8

Sub Enabling Outcomes:

- 2.4.1 Demonstrate knowledge of monitoring and evaluation and its related concepts in project management
- 2.4.2 Employ monitoring and evaluation techniques in managing community projects
- 2.4.3 Apply participatory methods in facilitating monitoring and evaluation of community projects

Description of Module 10

Module Code: PMT04210

Module Name: Community Participation in Project Management

Number of Credits: 6

Sub Enabling Outcomes:

- 3.1.1 Demonstrate knowledge of community participation and its related concepts in project management
- 3.1.2 Employ participation approaches to promote Public Private Partnership in community project
- 3.1.3 Employ community participation models in enhancing project management

Description of Module 11

Module Code: PMT04211

Module Name: Fundamentals of Management

Number of Credits: 6

Sub Enabling Outcomes:

- 3.4.1 Demonstrate knowledge of participative management in facilitating implementation of community projects
- 3.4.2 Demonstrate knowledge of organisational behaviour in promoting implementation of community projects
- 3.4.3 Apply managerial knowledge in implementation of community projects

Description of Module 12

Module Code: PMT04212

Module Name: Fundamentals of ICT

Number of Credits: 12

Sub Enabling Outcomes:

- 4.3.1 Utilize ICT knowledge to enhance information flow into different project management settings
- 4.3.2 Use knowledge of electronic file management in enhancing project management practices

- 4.3.3 Describe information flow in managing project interactions
- 4.3.4 Describe knowledge of ICT to promote information and data search for effective project management
- 4.3.5 Apply ICT knowledge to solve community problems
- 4.3.6 Use computer applications knowledge to facilitate project communication
- 4.3.7 Apply knowledge of interactive multimedia products in implementing community projects

Description of Module 13

Module Code: PMT04113

Module Name: Apprenticeship

Number of Credits: 12

Sub Enabling Outcomes:

- 3.5.1 Apply classroom theories in practical environment to enhance learning
- 3.5.2 Employ cultural, ethnic, gender and disability diversity to maintain value for others
- 3.5.3 Employ organizational code of conducts and principles to provide information, service and equal opportunities to all people
- 3.5.4 Use classroom theories and concepts to enhance project relationships
- 3.5.5 Apply project management principles and standards to comply with the values and ethics of workplace operations
- 3.5.6 Apply professional knowledge in promoting project management operations

4.16. Postgraduate Programmes (NTA Level 9)

4.16.1. Masters in Community Development

4.16.1.1. Modules Description

Description of Module 1

Module Name: Contemporary Issues in Community Development

Module Code: CDG09101

Sub-Enabling Outcomes:

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

Description of Module 2

Module 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

Description of Module 3

Module Name: Gender and Community Development

Module Code: CDG09203

Sub Enabling Outcomes:

- a) Analyse 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

Description of Module 4

Module 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

Description of Module 5

Module 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

Description of Module 6

Module 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

Description of Module 7

Module 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

Description of Module 8

Module 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

Description of Module 9

Module 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

Description of Module 10

Module Name: Legal Aspects of Community Development

Module Code: CDG09110

Sub Enabling Outcomes:

- a) Demonstrate an understanding of sources of law in Tanzania
- b) Analyse 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

Description of Module 11

Module 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) Analyse risks and disasters approaches in creating resilience and safer development
- f) Demonstrate an understanding of disaster and risk management models in community development practice

Description of Module 12

Module 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

Description of Module 13

Module Name: Sociology

Module Code: CDG09113

Sub Enabling Outcomes:

- a) Demonstrate an understanding of concepts related to sociology
- b) Analyse sociological perspectives in relation to community development
- c) Analyse 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

Description of Module 14

Module Name: Development Policy

Module Code: CDG09214

Sub Enabling Outcomes:

- a) Analyse 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

Description of Module 15

Module 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) Analyse theories and principles of good governance in community development.
- c) Apply methods and approaches of good governance in community development practice.

Description of Module 16

Module 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

4.16.2. Masters in Project Planning, Monitoring and Evaluation

4.16.2.1. Modules Description

Description of Module 1

Module Code: RPGP9101

Module Name: Project Planning and Appraisal

Sub-Enabling Outcomes:

- a) Describe techniques used in project design
- b) Apply appropriate techniques and tools to appraise gender socio economic, financial and environmental impacts of development projects.
- c) Illustrate use of various tools used to appraise technical impact of development projects.

Description of Module 2

Module Code: RPGP9102

Module Name: Principles of Monitoring and Evaluation

Sub-Enabling Outcomes:

- a) Describe concepts related to monitoring and evaluation principles
- b) Use principles of monitoring and evaluation in analysing development interventions
- c) Apply appropriate concepts in project monitoring and review.

Description of Module 3

Module Code: RPGP9103

Module Name: Project Management Information Systems

Sub-Enabling Outcomes:

- a) Describe ICT & MIS concepts and their linkage useful to project planning and management
- b) Use ICT skills in collection, processing, analysis, storage and dissemination of data for development projects
- c) Use MIS skills in integrating data for purpose of planning and management of development projects.

Description of Module 4

Module Code: RPGP9104

Module Name: Applied Statistics

Sub-Enabling Outcomes:

- a) Describe advanced statistical methods and approaches used in programming of development projects
- b) Apply advanced statistical methods and approaches to design and conduct necessary research for development projects
- c) Use advanced statistical methods and approaches to conduct appraisal, Monitoring and Evaluation of development projects.

Description of Module 5

Module Code: PDGP9105

Module Name: Research Methods for Social Sciences

Sub-Enabling Outcomes:

- a) Collect and analyse data on practical problems of development projects.
- b) Produce technical reports with practical conclusions to development project challenges recommend for implementable suggestions and action plan.
- c) Disseminate information on practical problems on development projects.

Description of Module 6

Module Code: RPGP9106

Module Name: Managing Development Projects

Sub-Enabling Outcomes:

- a) Describe concepts and approaches of project implementation
- b) Apply tools and techniques in controlling development projects
- c) Use appropriate tools to plan and schedule development projects
- d) Apply appropriate knowledge and skills to monitor development projects.

Description of Module 7

Module Code: RPGP9201

Module Name: Planning & Designing M&E System

Sub-Enabling Outcomes:

- a) Describe components of monitoring and evaluation systems
- b) Design appropriate monitoring and evaluation indicators relevant for assess performance of development interventions
- c) Apply appropriate tools, techniques and frameworks to analyse and develop M&E systems for assessing the performance of development interventions.

Description of Module 8

Module Code: RPGP9202

Module Name: Data Quality Assessment

Sub-Enabling Outcomes:

- a) Describe concepts and dimensions of Data Quality Assessment(DQA)
- b) Apply DQA tools for minimizing data quality risks in programmes/projects
- c) Use appropriate skills in developing data quality management plan for programmes/projects
- d) Apply appropriate knowledge and skills to plan and carry out Routine Data Quality Assessment (RDQA)
- e) Use appropriate skills to conduct System Assessment
- f) Use relevant knowledge to prepare DQA reports.

Description of Module 9

Module Code: RPGP9203

Module Name: Impact Evaluation

Sub-Enabling Outcomes:

- a) Describe qualitative and quantitative impact evaluation techniques
- b) Apply (Quasi-)experimental, randomized experiments(RCT), to evaluate impact of an intervention
- c) Use qualitative and quantitative (mixed approach) research techniques to prepare M&E reports.

Description of Module 10

Module Code: RPGP9204

Module Name: Project Financing, Budgeting and Procurement

Sub-Enabling Outcomes:

- a) Describe concepts of financial analysis and forecast skills for effective and efficient use of project financial resources
- b) Apply appropriate accounting, budgeting and procurement procedures to ensure effective and efficient utilization of project finances
- c) Use of appropriate lobbying and advocacy strategies to mobilise financial resources for development interventions.

Description of Module 11

Module Code: RPGP9205

Module Name: Studio Work – Design M & E System

Sub-Enabling Outcomes:

- a) Describe components of monitoring and evaluation systems
- b) Design appropriate monitoring and evaluation indicators relevant for assess performance of development interventions
- c) Apply appropriate tools, techniques and frameworks to analyse and develop M&E systems for assessing the performance of development interventions.

Description of Module 12

Module Code: RPGP9206

Module Name: Project Risk Management

Sub-Enabling Outcomes:

- a) Describe concepts in analysing and managing project risks
- b) Outline the approaches in analysis and management of project/program risk
- c) Apply appropriate tools and techniques to analyse and measure risks in all stages of programme / project cycle
- d) Use tools and techniques to design an appropriate risk response plan.

Description of Module 13**Module Code: RPGP9207****Module Name: Consultancy Skills and Practice**

Sub-Enabling Outcomes:

- a) Describe concepts associated with consulting processes in project/programmes
- b) Apply related consultancy skill in project/programs monitoring and evaluation
- c) Use relevant consultancy techniques in providing consulting services related to project monitoring and evaluation.

Description of Module 14**Module Code: RPGP9301****Module Name: Dissertation**

Sub-Enabling Outcomes:

- a) Collect and analyze data on practical problems of development projects.
- b) Produce technical reports with practical conclusions to development project challenges recommend for implementable suggestions and action plan.
- c) Disseminate information on practical problems on development projects.

CHAPTER SIX

5.0. TICD Staff

5.1. 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	Mr. John K. Gwanyemba	Msc. Development Policy –Mzumbe University
		Advanced Diploma in Regional Development Planning – IRDP-Dodoma
		currently undertaking PhD at UDOM
3	Mr. Kepha C. Luvinga	Msc-PPM (Mzumbe University)
		BA-Community Development (Tumaini University-Iringa)
		Currently undertaking PHD at Dodoma University
4	Mr. Dickson M. Utonga	BSc-Economics (Mzumbe University)
		MSC economics at Mzumbe University
		Currently undertaking PHD at University of Mzumbe
5	Mr. Mgende N. Mathew	Msc. Information Technology and Management Avinashgama – India
		Advanced Diploma in Computer Science – Institute of Finance Management (IFM)
6	Mr. Juma A. Mhina	Msc. Community Economic Development (OUT)
		Bsc-Agricultural Education and Extension - (SUA)
		Currently undertaking PHD at SUA
7	Mr. Simon A. Kilasara	MBA Corporate Management (Mzumbe University)
		Advanced Diploma in Community Development - Participatory Project Planning and Management
		Currently undertaking PHD at University of Mzumbe
8	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

Sn	Department of Project planning and Management	
	Academic Staff	Qualifications
9	Mr Jacob J. Kilamlya	BSc-Economics (Mzumbe University)
		Diploma in Community Development (Monduli CDTI)
		Currently undertaking Master's at IRDP
10	Mr. Daniel S. Wambura	Msc - Community Development Leadership (YonseiUniversity S. Korea)
		Advanced Diploma in Community Development - Participatory Project Planning and Management (CDTI-Tengeru)
		Currently undertaking PHD at MUCO
11	LusajoJaphetKamwela	Master of science in Development Policy (MzumbeUniversty)
		Advanced Diploma In Community Development (CDTI-Tengeru)
		Currently undertaking PHD at MUCO
12	Sarah E. Mmari	Master of Arts in Education Project Planning and Management-UDOM
		Postgraduate in Education-UDOM
		Bachelor of Business Administration-SAUT
13	HaliyeAbbakaryMabakwe	Master of Project Planning (Open University of Tanzania)
		Bachelor Degree in Community Development (TICD)
14	Mwita J. Mwita	Postgraduate diploma in Legal practice Law School in Tanzania
		MSC of laws in Human Rights Tumaini University
		Bachelor of Laws Tumaini University Makumira
15	Kevin Victor Lewis	Bachelor of Accountancy (Institute of accountancy Arusha)
		Currently undertaking Master's at IAA
16	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)
		Currently undertaking Master's at TICD
17	Henry J. Mgina	MSC in Mathematics Nelson Mandela University
		Bachelor of Education with Mathematics

Sn	Department of Project planning and Management	
	Academic Staff	Qualifications
		IringaTumain University
		Diploma In Mathematics and Physics Kilerruu College

Department of Gender and Development		
Sn	Academic Staff	Qualifications
1	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 MwalimuNyerere Memorial Academy - (DSM)
2	Mr. Ebenezery A. Lawuo	BED ARTS (UDSM)
		Master's degree of Arts in Applied Social Psychology (UDSM)
		Currently undertaking PHD at University of Dar es Salaam
3	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).
		Currently undertaking PHD
4	Ms. Janeth I. Zemba	Msc Development Policy (Mzumbe University)
		Advanced Diploma in Community Development (TICD)
		Currently undertaking PHD at University of Mzumbe
5	Mr. Elinami G. Nassary	Bachelor of Community Development with bias in Gender and Development (TICD)
		Diploma in Animal Production (LITA Tengeru)
		Currently undertaking PHD at University of Dar es Salaam
6	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)
7	Haji A. Mkande	Bachelor in Gender and Development (MNMA)
		Ordinary Diploma in Gender Issues and Development- MNMA
		Certificate in Youth Work- MNMA
8	Agnes P. Mbise	Bachelor of Community Development with bias in

Department of Gender and Development		
Sn	Academic Staff	Qualifications
		Gender and Development (TICD)
9	Kingu M. Daudi	Bachelor of Gender and Community Development (TICD)
		Diploma in Secondary Education DAKAWA TC
		Certificate in Primary Education Kinampanda TC
10	Evelyne George Rwela	Master in International Studies (EWHA Woman University)
		Bachelor of science in Home Economics and Human Nutrititon (SUA
11	GodloveBarikielMatemba	Master of Education Administration, Planning and Policy Studies (OUT)
		Bachelor of Education (Languages) (Tumaini University Makumira)
		Currently undertaking PHD at Mzumbe university

Sn	Department of Community Development	
	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	Rose A. Qamara	MSC in Forest and Nature Conversation Wagenigen University and Research (WUR)
		Bsc Environmental Studies (Management) The Open University of Tanzania
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
		Currently undertaking PHD at University of Mzumbe
7	Mr. Charles PhilipoKitila	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)
		Currently undertaking PHD at MUCO
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

Sn	Department of Community Development	
	Academic Staff	Qualifications
		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)
		Currently undertaking PHD at MUCO
12	Noel Y. Mkwizu	Master in Human Resource Management - Open University of Tanzania
		Bachelor of Education - Mount Meru University
		Diploma in Education - Korogwe Teacher's College
13	Angelus T. Shokia	Master of Business Administration in Cooperate Management-Mzumbe School of Business
		Advanced Diploma in Community Development - Participatory Project Planning and Management-CDTI

Sn	Post-Graduate studies	
	Academic Staff	Qualifications
1	Dr. Ponsian T. Sewando	PhD Agricultural Economics -(SUA)
		Msc. Agricultural Economics -(SUA)
		B.A Education (OUT)
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	Rehema John magesa	Masters in Development Evaluation and Management – Antwerp University
		Msc Agriculture-(SUA)
		BSC Agriculture-(SUA).
		currently undertaking PhD at OUT
4	Solomon Simon Mhango	PHD Gender and Agriculture Innovations-SUA
		MA. Management of Development- Larenstein University – The Netherlands
		Postgraduate Diploma, Poverty Analysis (REPOA/ISS, ESRF)
		BSc Agriculture General-SUA.

5.2. Administrative & Technical Staff

Students' Services Unit		
Name	Designation	Qualification
Mr. Godfrey Meliyo	Registrar	Master of Education – UDSM
		Postgraduate Diploma in Human Resource Management – CBE
		Bachelor of Education in Science – UDSM
Mr. James Emiliano Nanyaro	Examination Officer II	Master of Arts in Education Management
		Bachelor of Education –Tumaini University Makumira
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
Victor R. Kato	Admission Officer II	Bachelor of Arts with Education –St. Augustine

		University
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Library Service Unit		
Name	Designation	Qualification
Mr. Joseph Athanas Suluma	Librarian II	Bachelor of Library and Information Studies - Tumaini University Dar es Salaam College
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
Sekela Godwin Mwakyusa	Senior Librarian Assistant	Ordinary Diploma 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 - Mzumbe University
		Advanced Diploma in Accountancy - Tanzania Institute of Accountancy
Mr. Ally Bakari Nyambi	Accountant II	Bachelor of Accounting – Institute of Finance Management
Mr. Mbaraka Nasibu Ziga	Accountant II	Bachelor of Accountancy - Tanzania Institute of Accountancy
		Diploma in Accountancy - Tanzania Institute of Accountancy

HamisiMajaliwaRashidi	Assistant Accountant II	Diploma in Accountancy - Tanzania Institute of Accountancy
Internal Audit Unit		
Mr. BarikiDaudiMtunha	Internal Auditor II	Bachelor of Accounting and Finance - St. John's University
		Diploma in Accountancy - CBE
		MSC of science in Accounting and Finance
AugustinoAmonMtelevu	Internal Auditor II	Bachelor of Accounting
		Currently undertaking Master's at IAA

Administration And Human Resource Department		
Name	Designation	Qualification
Bakari George Zuberi	Rector	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
JanethIsdoryZemba	Deputy Rector	Msc Development Policy-(Mzumbe University)
		Advanced Diploma in Community Development-(TICD)
Kelvin John Ndugu	Ag. Human Resource Manager	MSc in Human Resources Management- Mzumbe University
		BA in Political Science and Public Administration- University of Dodoma
		Proficiency of Human Resource (PHR)- Tanzania Public Services College
Abubakari Ahmad Juma	Human Resource Officer	BA in Political Science and Public Administration- University of Dodoma
RukiaSalumHamisi	Human Resource Officer	BA in Public Administration- Mzumbe University
		Proficiency of Human Resource (PHR)- Tanzania Public Services College

Administration And Human Resource Department		
Name	Designation	Qualification
Elizabeth dastaniMisigaro	Record Menegment Assistant	Diploma in Record management- Tanzania Public Service College
Samson MethuselaWerusha	Record Menegment Assistant	Diploma in Record management- Tanzania Public Service College
Esther Andrew Odede	Record Menegment Assistant	Diploma in Record management- Tanzania Public Service College
Hilda SamwelMgema	Record Menegment Assistant	Diploma in Record management- Tanzania Public Service College
Innocent EliudKifumu	Record Menegment Assistant	Diploma in Record management- Tanzania Public Service College
Georgina Henry Bisibe	Personal Secretary	Diploma in Secretarial Studies- Tanzania Public Service College
ZaituniHaruniKweka	Office Management Secretary	Diploma in Secretarial Studies- Tanzania Public Service College
Salome NgombeziKatikaza	Office Management Secretary	Certificate in Secretarial Studies- Tanzania Public Service College
ZachariaNaftaliMbwambo	Senior Artisian	Primary Education
BenardAsumileKashililika	Driver	Certificate of Driving National Institute of Transport
Mbebe Richard Yessaya	Driver	Certificate of Drving – National Institute of Transport
Saidi Hassan Sanga	Driver	Certificate of Driving – Tumaini Vocational Training centre
AlphoceAroneSikabena	Community Development Officer I	Bachelor of Arts in Project Planning Management and Community Development- UDOM

Procurement Management Unit

Name	Designation	Qualification
CrepinMbelwaBulamu	Ag. Head of Procurement Management Unit	MSc in Business Administration-ESAMI
		CPSP-PSPTB
		Advanced Diploma in Materials Management
Fredrick NakazaMalekano	Supplies Officer I	Professional Stage III – NBMM
		Diploma in National Material Management - National Board for Material Management
		Certificate in Storekeeping - National Board for Material Management
Sigmund A. Karau	Supplies Officer II	CPSP-PSPTB
		Bachelor in Procurement and Logistic Management-TIA
Mihambo K. Mabeyo	Supplies Assistant	Diploma in Procurement and Logistics Management-Tanzania Institute of Accountancy
		Professional and Supplies Technician Board (Foundation Certificate)-DSM

Health Services Unit		
Name	Designation	Qualification
KassimKassimMbwana	Clinical Officer II	Doctor of Medicine – International Medical and Technical University (IMTU)
		Diploma in Clinical Medicine - Mafinga Medical Training
Esther GervasKessy	Nursing Officer II	Bachelor of Science in Nursing - St. John's University
CresensiaClaveryNkwera	Assistant Nursing Officer II	Certificate in Nursing
Elinago Joel Mmbaga	Clinical Officer II	Diploma in Clinical Medicine
Erick HanceMwakalebela	Clinical Officer II	Diploma in Clinical Medicine
Derick Khan Josephat	Clinical Officer II	Diploma in Clinical Medicine

ICT Unit		
Name	Designation	Qualification

Nelson KweyambaLuasha	Computer System Analyst	BA Computer engineering-DIT
Innocent Vitus Kitauka	ICT Officer	BA Science in Computer Science

Student Welfare Department		
Name	Designation	Qualification
Salehe Said Kibuga	Warden	Arts with Education- St Augustan of Tanzania
Lydia Eustack Placid	Warden	BA of education in Guidance and Counselling-Dodoma University
		Diploma in Teaching-Korongwe College
DominaBaltazaryMboya	Warden	MSc Arts in Applied Social Psychology-UDSM
		Bachelor of Arts in Education-UDSM
EstomiaSantaelKaaya	Warden	MSc Arts in Education-UDSM
		Bachelor of Arts in Education-UDSM

Annex II: **ALMANAC FOR THE ACADEMIC YEAR 2020/2021**

TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT	
ALMANAC FOR THE ACADEMIC YEAR 2020/2021	
DATE	EVENT
27-Oct-20	Academic Staff Meeting
10-Nov-20	Institute Opens for 2nd Sem. for NTA level 4 & 5 March Intake
15-Nov-20	Institute Opens for 2020/2021 academic year (NTA level 4, 5 & 6) September Intake
23-Nov-20	Institute Opens for 2020/2021 academic year (NTA level 7, 8 & 9)
25/11 - 03/12/2020	Orientation programme for fresher's (NTA level 4, 5 & 6)
7-10/12/2020	Community Development Week
10-Dec-20	Convocation Day
11-Dec-20	Graduation Ceremony
7- 9/12/2020	Orientation programme for fresher's (NTA level 7 & 8)
14-18/12/2020	Conduct of test I for 2nd Sem. for NTA level 4 & 5 March Intake
14-18/12/2020	OPRAS week
04-Jan-21	Workers Council Meeting
08-15 /01/2021	Conduct of test I for 1st Sem. for NTA level 4, 5 & 6 September Intake
15-Jan-21	Governing Board Meeting
18-22/01/2021	Conduct of test II for 2nd Sem. for NTA level 4 & 5 March Intake
18-22/01/2021	Conduct of test I for NTA level 7 & 8
08-15 /02/2021	Conduct of test II for 1st Sem. for NTA level 4, 5 & 6 September Intake
25-29/01/2021	Submission of Continuous Assessment to Head of Department and Registrar's Office, Moderation of Draft questions for Second Semester Examinations and examination preparation week for NTA level 4 & 5 March Intake
01-05/02/2021	Conduct of 2nd Sem. Examination for NTA level 4 & 5 March Intake
06-Feb-21	End of semester II and Institute Closing for March Intake
08-11/02/2021	Internal Marking examination 2nd Sem. for NTA Level 4 & 5 March Intake
12-15/02/2021	External Marking for March Intake NTA level 4 & 5 examination 2nd sem.
15-19/02/2021	Conduct of test II for 1st Sem. for NTA level 4, 5 & 6 September Intake
16-Feb-21	Departmental Examination Committee Meeting NTA level 4 & 5 March Intake
17-Feb-21	Institute Examination Committee Meeting for Examination result Declaration NTA level 4 & March Intake
22/02- 02/03/2021	Mid Term Test for Full Time and Evening Candidates
03-07/03/2021	Mid Recess for Full Time Candidates
08-Mar-21	Resume Classes for Full Time candidates
01-05/03/2021	Conduct of test II for NTA level 7 & 8
02-Mar-21	Academic Staff Meeting
03-09/03/2021	Special/Supplementary Examinations for March Intake

15 -19/03/2021	Submission of Continuous 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 September Intake
19-25/03/2021	Conduct of First Semester Examinations for NTA level 4, 5 & 6
26-Mar-21	Governing Board Meeting
27-Mar-21	Institute closing for NTA level 4, 5 & 6
29/03-06/4/2021	Internal Marking of Semester I examinations (NTA level 4, 5 & 6)
22-25/03/2021	Submission of Continuous 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
26-1/4/2021	Conduct of First Semester Examinations for NTA level 7 & 8
02-Apr-21	Institute Closing for NTA level 7 & 8
07-12/4/2021	External marking of semester I examinations (NTA level 4, 5 & 6)
06-15/04/2021	Internal marking of semester I examinations (NTA level 7 & 8)
08-Apr-21	Institute Opens for 1st Sem. for NTA level 4, 5 & 6 level March Intake and level 6 Sept. intake and Commencement of Field Practical Training for NTA level 4 and 5 September Intake
13-Apr-21	Departmental Examination Committee Meeting (NTA level 4, 5 & 6)
14-Apr-21	Institute Examination Committee Meeting and Declaration of semester I examination results for NTA level 4, 5 & 6
19-20/4/2021	External marking of semester I examinations (NTA level 7 & 8)
19-Apr-21	Institute Opens for semester II- NTA level 7 & 8 and Commencement of Field Practical Training for second years and beginning of NTA level 8 Research writing
21-Apr-21	Departmental Examination Committee Meeting (NTA level 7 & 8)
22-Apr-21	Institute Examination Committee Meeting and Declaration of semester I examination results for NTA level 7 & 8
17 - 23 /05/2021	Preparation week for Full Time and Evening Candidates
24/05 - 01//06/2021	End of First Sem. examination for Full Time and Evening Candidates
31/05- 04/06/2021	Field Practical work supervision for NTA level 4 & 5 For September Intake& Test I first sem. for NTA level 4, 5 & 6 March Intake and level 6 Sept. intake. .
05-Jun-21	End of Field Practical work for NTA level 4 & 5 September Intake
07-Jun-21	Reporting for Second Sem. NTA level 4 & 5 September Intake
7-11-Jun-21	Conduct of test I for NTA level 7 & 8
1-7/06/2021	OPRAS week
07-Jun-21	Resume Classes for Mater Evening Class candidates for Second Semester
02-Jul-21	Governing Board Meeting
05-Jul-21	Resume Classes for Second Semester for Master Full Time
8-14/7/2021	Conduct of test II for first sem. NTA level 4, 5 & 6 March Intake of test II for NTA level 6 and test I for NTA level 4, & 5 September Intake
	Conduct of test II for NTA level 4 & 5 September Intake
26-30/7/2021	Conduct of test II for NTA level 7 & 8

26-30/7/2021	Submission of Continues 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 March Intake)
2-6/8/2021	Conduct of first Semester Examinations for NTA level 4, 5, & 6 March Intake 2nd sem. For Sept. Intake
07-Aug-21	End of semester I and Institute Closing March Intake and second Sem. Sept. Intake.
9-16/8/2021	Internal marking of semester I examinations NTA level 4, 5 & 6 March and Sept. Intake
2-6/8/2021	Field Practical work supervision for BCD II, BGCD II & BPPM II
09-Aug-21	Submission of Research Report for NTA level 8
16-20/8/2021	Conduct of Semester II examinations for NTA level 7 & 8 and Submission of Field Work Report for BCD II, BGCD II & BPPM II End of Second Semester for NTA level 7 & 8
17-19/08/2021	External marking of semester II examinations NTA level 4, 5, & 6 September Intake
18-Aug-21	Commencement of Field Practical Training for NTA level 4 & 5 March Intake
23-31/08/2021	Internal marking of semester II examinations NTA level 7 & 8
23-Aug-21	Departmental Examinations Committee Meeting examinations NTA level 4, 5 & 6 March Intake and Sept. intake
24-Aug-21	Institute Examinations Committee Meeting and Declaration of semester I examination results for NTA level 4, 5 & 6 March Intake and Sept. intake
30-Aug-21	Commencement of apprenticeship Training for NTA level 7
01-03/09/2021	External marking of semester II examinations NTA level 7 & 8
06-Sep-21	Departmental Examinations Committee Meeting of semester II examination results for NTA level 7 & 8
07-Sep-21	Provisional results declaration for NTA level 7 & 8
18-Sep-21	Institute Opens for semester two NTA level 6 March Intake
20 /09- 28 /09/2021	Mid Term Test for Full Time and Evening Candidates
27/09-1/10/2021	Special/Supplementary Examinations for NTA level 6
6-13/10/2021	Special/Supplementary Examinations for NTA level 4, 5, 7 & 8
07-Oct-21	External Marking for Special/Supplementary Examinations for NTA level 6
08-Oct-21	Departmental & Institute Examinations Committee Meeting Special/Supplementary Examinations for NTA level 6
11-15/10/2021	Field Practical work supervision for NTA level 4 & 5 For March Intake
15-22/10/2021	Internal Marking Special/Supplementary Examinations for NTA level 4, 5, 7 & 8
18-Oct-21	End of field practical work & Resume studies NTA level 4 & 5 For March Intake
04-06/10/2021	Internal Marking for Special/Supplementary Examinations for NTA level 6
15-Oct-21	Workers Council Meeting
25-27/10/2021	External Marking Special/Supplementary Examinations for NTA level 4, 5, 7 & 8
28-Oct-21	Departmental Examinations Committee Meeting Special/Supplementary Examinations for NTA level 4, 5, 6, 7 & 8

29-Oct-21	Institute Examinations Committee Meeting and Declaration of Special/Supplementary Examinations for NTA level 4, 5, 7 & 8
05-Nov-21	Governing Board Meeting
8-11-Nov-2021	Assessment of Apprenticeship Training for NTA level 7
12-Nov-21	The End of Apprenticeship Program for NTA level 7
15-Nov-21	Institute Opens for 2021/2022 academic year NTA level 4, 5 & 6 September Intake
15-21/11 2021	Preparation week for Full Time and Evening Candidates
15-19/11/2021	Conduct of test I for Second sem. NTA level 4, 5 & 6 March Intake
22-Nov-21	Institute Opens for 2021/2022 academic year NTA level 7 & 8
22- 30 /11/2021	End of Second Sem. examination for Full Time and Evening Candidates
01-Dec-21	Research Proposal preparation for Full Time and Evening Candidates
18-19/ /12 2022	Presentation of research proposals to panellists for Full Time Candidates
3-7/01/2022	Conduct of test II for Second sem. NTA level 4, 5 & 6 March Intake
15-Jan-22	Deadline for submission of Research Proposals for Full Time Candidates
17-21/01/2022	Submission of Continues Assessment to Head of Department and Registrar's Office, Moderation of Draft questions for Second Semester Examinations and examination preparation week and submission of field work (Research) report (NTA level 4, 5 & 6) March Intake
24-28/01/2022	Conduct of second Sem. Examination 4, 5 & 6 March Intake
05-Feb-22	Submission of Final Research Proposals for Full Time Candidates
08-Feb-22	Start Data Collection Full Time Candidates
09-Mar-22	End of Data collection exercises for Full Time Candidates
15-Apr-22	Submission of First Draft reports (dissertations) to Supervisors for Full Time Candidates
15-Apr-22	Deadline for submission of Research Proposals for Evening Class Candidates
18-19 /04/2022	Presentation of research proposals to panellists for Evening Class Candidates
03-May-22	Start Data Collection Evening Class Candidates
10-11 /05 /2022	Presentation of research findings to panellists for Full Time Candidates
03-Jun-22	End of Data collection exercises for Evening Class Candidates
30-Jun-22	Submission of soft - bound dissertation for examination for Full Time Candidates
03-Aug-22	Presentation of research findings to panellists for Evening Class Candidates
17-Aug-22	Submission of soft - bound dissertation for examination for Evening Class Candidates

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