THE OPEN UNIVERSITY OF TANZANIA
Directorate of Consultancy and Outreach Services

SHORT PROFESSIONAL COURSES CALENDAR - 2023

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

No	COURSE TITLE	COURSE CONTENT	DATES	PLACE	FEES(TSH)
A	**HUMAN RESOURCE MANAGEMENT**				
1	Ethics, integrity, and effective communication skills at workplace	Effective communication at a workplace, Gender based violence, Demonstrating integrity at a workplace, Ethics and Ethical behavior at a workplace, and Report writing and presentation.	19th-23rd Sept 2023 2nd - 6th Oct, 2023	D'Salaam	800,000
2	Building and maintaining employer, employees & teams' relationships at the workplace	The nature of employer, Employees and teams' relationships, Building blocks of employer, employees, and teams relationship, Connecting with others (employer/employees & team), Becoming a better listener and Steps in building a strong workplace family.	26th -27th Oct 2023	D'Salaam	400,000
3	Performance management to increase productivity training	Establishing effective objectives, Managing performance, Conducting effective performance appraisals, Performance management and performance management systems, Key features of a successful performance management system, Performance management challenges to leaders, Key principles for building accountability in managing performance and Factors influencing accountability in the organization.	11th-15th Dec, 2023	D'Salaam	1,500,000
4	Labour laws applicability in human resource management daily activities in Tanzania	Employment standards as per applicable labour laws, Termination of employment (reasons & procedures), Employment of non-citezen, and HRM policies specified by laws.	1st -2nd Oct 2023	D'Salaam	400,000
5	Disciplinary & grievance handling procedures as per Tanzania labour law	Disciplinary procedure steps in a disciplinary procedures, Disciplinary hearing and sanction, Disciplinary appeals, purpose, and Benefit of grievance.	28th Sept 2023	D'Salaam	250,000
B	**PROJECT MANAGEMENT**				
6	Practical training on project proposal writing, resources mobilization and fundraising	Understanding resources mobilization, Developing resources mobilization strategy, Fundraising, Writing winning proposal and Developing partners engagement.	9th-13th Oct, 2023 4th-8th Dec, 2023	D'Salaam	800,000
7	Organizational strategic planning, development, and implementation	Strategy is everyone's business, Strategic planning, Overcoming the challenges of strategy implementation, Developing strategic leadership skills, and Ensuring organizational procedures support strategy.	6th-10th Nov, 2023	D'Salaam	800,000
8	Microsoft Project for project management	Introduction to Microsoft project, Creating a new project plan, Controlling your project plan, Keeping your project on track, Managing project resources and assignments and Analyzing project data and preparing reports.	28th Nov- 2nd Dec, 2023	D'Salaam	350,000 Face to Face 250,000 Via Zoom
9	Developing a financial resource mobilization strategy for an organization	Context of the resource mobilization strategy, Organization background, vision, mission, mandate, services, governance and management and situation analysis, Resource mobilization strategy, goal and objectives, guiding principle and framework, Framework for communication with donor and partner, communicating results, and building resource mobilization capacity, Strategy for implementing resource mobilization, identifying opportunities, developing and strengthening partnerships, Strategy M&E framework and Resource mobilization strategy implementation budget.	20th -24th Nov 2023	D'Salaam	800,000
10	Advanced Microsoft project for project management	Creating project, assigning resource and updating a plan, Project tracking and updating, Reusing project plan information, Formatting, Project communication and reports, Reporting on project progress and Working with multiple projects.	6th- 11th Nov, 2023 11th -15th Dec, 2023	D'Salaam	800,000
C	**MONITORING AND EVALUATION**				
11	Monitoring and evaluation for governance	Introduction to monitoring and evaluation for governance, Developing governance monitoring and evaluation framework, Data collection methods for governance monitoring and evaluation, Data analysis and interpretation in governance monitoring and evaluation, Using evaluation findings for governance improvement, Performance monitoring and indicator development in governance, Evaluating governance impact and effectiveness, Evaluating governance transparency and accountability, Building capacity for governance monitoring and evaluation, Best practices and lessons learned in governance monitoring and evaluation.	6th- 11th Nov, 2023	D'Salaam	800,000

No	COURSE TITLE	COURSE CONTENT	DATES	PLACE	FEES(TSH)
12	Report writing for project monitoring and evaluation	Introduction to M&E reports writing, M&E reports writing, Writing an M&E Report and Finalizing the M&E Report.	20th -24th Nov 2023	D'Salaam	800,000
D	**COMMUNICATION AND CUSTOMER CARE SKILLS**				
13	Customer service and retention training course	The business case for customer service excellence, Improving customer service standards, Hiring excellent customer service personnel, and Understanding best practice in social media.	24th-26th Oct, 2023	D'Salaam	400,000
	Customer service for the public sector	Improving customer service, communication and interpersonal skills development, Build a public-sector customer centric organization, Harnessing the power of social media to improve customer service, Measuring and monitoring public sector customer service satisfaction and Achieving public sector customer service excellence.	20th - 23 Nov 2023	D'Salaam	600,000
E	**RESEARCH AND DATA ANALYSIS**				
14	Data Collection Techniques	Creating a data collection plan, Determining adequate sample size, biases and common errors that can be present in the data collected, Primary and secondary data, and Most common data collection techniques & ways to collect them.	28th-29th Oct, 2023	D'Salaam	200,000
15	Data analysis with SPSS	Data collection, Questionnaire design and coding, Qualitative and quantitative data analysis, Data cleaning, Univariate & multivariate data analysis & Hypothesis testing.	Throughout the Year	OUT HQ DSM	200,000
F	**INFORMATION COMMUNICATION TECHNOLOGY (ICT)**				
16	Geographic Information System(GIS) training	Introduction to GIS, Global Positioning system (GPS), GIS Data analysis & Layout design, Image processing and map production, GIS reporting, Sharing a map and Export and printing.	26th - 30th Oct, 2023 4th- 8th Dec, 2023	D'Salaam	800,000
17	GIS in Monitoring and Evaluation (M&E)	Overview of key M&E concepts, Communicating M&E results, New technologies being adopted in project M&E, Introduction to concepts of GIS and remote sensing, Spatial data collection techniques for project management, Visualizing project data, GIS and GPS for M&E, and Updating data in the M&E-GIS system.	24th- 29th Nov, 2023	D'Salaam	800,000
18	Basic Computer application	Introduction to Computer, Ms. Word, Ms. Excel, Ms. Power Point, Ms. Publisher, and Internet and Email.	Throughout the year	All OUT regional centers	172,000
19	Advance computer application	Advanced windows, Advanced Ms Word, Advanced Ms Excel, Advanced Ms Power Point, and Advanced Ms Access.	Throughout the Year	All OUT regional centers	250,000
20	Graphic Design	Adobe Photo shop, Adobe illustrator, Adobe In Design, and Course final project.	Throughout the Year		350,000
21	Video production and motion graphic design	Introduction to video production, Stages of video production, Camera basics, Principles of video production, Video editing using Premier Pro and After effects and moving graphics video, and Course final project.	Throughout the Year	OUT HQ DSM Katavi regional center	450,000
22	Computer maintenance &repair	Computer components and accessories, Computer power repair, Computer preventive maintenance, Repairing slow computer, Repairing Error, Printer, Scanner troubleshooting, and Basic computer hardware, software and network troubleshooting.	8th Oct. 2023 9th Nov. 2023	All OUT regional Centers	390,000
23	Website development	Introduction to Web development and application, HTML, CSS, Javascript, Bootstrap and Final web development projects.	Throughout the Year	All OUT regional centers	400,000
24	Social Media and Digital Marketing Strategies	Social media basics and best practices, Establish and manage social media pages, Web 2.0 technologies, Digital marketing, social media and Digital marketing Strategies, Social media analytics, and Social media adverts.	15th Oct 2023 16th Nov 2023	All OUT regional centers	450,000
25	IT Essentials (I&II)	Introduction to the personal Computer, Lab Procedure and Tool Use, Computer Assembly, Overview of preventative maintenance and troubleshooting, Operating system, Networking and Security, Laptops and Printers, Mobile Devices & IT Professional and advanced troubleshooting.	Throughout the Year	All OUT regional centers	
26	Network Security	Securing networks, Network and mitigating threats, Secure device access, Assign administrative Roles, Device monitoring and management, Authentication, authorization and accounting (AAA), Access control lists, Firewall technologies, Zone-based policy firewalls, IPS technologies, Endpoint security, Layer 2 security considerations, Cryptography services, Basic integrity and authenticity, Public key cryptography, VPNs, implement site-to-site IP-sec, VPNs with CLI, ASA introductions, firewall configuration and network security.	Throughout the Year	All OUT regional centers	
27	CCNA	Network fundamentals, network access, IP connectivity and services, security fundamentals, automation and programmability.	Throughout the Year	All OUT regional centers	800,000
28	E-Office	Introduction, Registry and file management, Document library module, Facility, and resource booking application, Leave module and Admin configuration.	Throughout the Year	All OUT regional centers	350,000
29	Certificate in basic computer apps for persons with visual impairment	Introduction to ICT, Key board orientation, Screen reader, Ms Word, Ms Excel, Ms Power point and Internet and email.	Throughout the year	OUT HQ DSM	FREE