



THE OPEN UNIVERSITY OF TANZANIA

Directorate of Consultancy and Outreach Services



SHORT COURSES CALENDAR- 2024

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

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

8	Customer Care in 21st-Century Educational Organizations	<ul style="list-style-type: none"> • Overview of customer care in educational institutions, • Strategies for enhancing communication skills with students, • Problem-solving techniques relevant to educational organizations, • Integrating technology to enhance customer care in educational organizations, • Developing a customer care-centric mindset. 	Throughout the year	3 days	All OUT Centres	350,000
9	Strategic Management Skills for Educational Officers	<ul style="list-style-type: none"> • Conceptualization of strategic management • Environmental Scanning (internal & external forces) • Strategy formulation • Strategy implementation • Monitoring and Evaluation of strategy • Application of critical thinking in strategic decision making • Effective use of ICT in devising, implementing and monitoring a strategy 	Throughout the year	3 days	All OUT Centres	250,000
B: LAW						
10	Proposal Writing Skills and the Organization of Legal Research Reports	<ul style="list-style-type: none"> • The course is intended to equip participants with practical skills on writing ideal Legal Research Proposal and its report. • The course will also cover format and style of legal research and the contents of legal research report. • Issues to consider in academic writing such as plagiarism, referencing style and format. 	Throughout the year	2 days	D'Salaam	300,000
11	Legal Aspects of Estate Planning in Tanzania	<p>The course expected to cover concept of estate planning, methods of estate planning will be discussed including:</p> <ul style="list-style-type: none"> • testamentary, • gift inter vivo, • gift in contemplation to death, • trust, interstate succession. • Advantages and disadvantages of each method. 	Throughout the year	2 days	D'Salaam	300,000
12	Law and Ethics for Teachers	<ul style="list-style-type: none"> • Introduction to law, ethics and legal systems • Legal instruments and statutory interpretation • Education law • Human right and child right • Labour law 	Throughout the year	2 days	D'Salaam	300,000
13	Property Rights for Spouses in Tanzania	<ul style="list-style-type: none"> • Acquisition of matrimonial property, • matrimonial property and separate property, • presumption of marital property, • forms of property ownership in marriage and their legal implication, • rules governing division and succession of matrimonial property in Tanzania. 	Throughout the year	2 days	D'Salaam	300,000
C: ARTS AND SOCIAL SCIENCES						
14	Swahili for Beginners	<ul style="list-style-type: none"> • Greetings, Ordering food & drinks • Bargaining & purchasing • Introducing family members • Talking about present, past and future activities • Time telling • Giving and receiving directions/instructions 	Throughout the year	7 days	OUT-Arusha Centre	500,000
15	English Proficiency Program	<ul style="list-style-type: none"> • Elementary English • Intermediate English • Advanced English 	Throughout the year	12 weeks per each level	All OUT Centres	500,000
16	Swahili For Foreigners	<ul style="list-style-type: none"> • Elementary Swahili • Intermediate Swahili • Advanced Swahili 	Throughout the year	12 weeks per each level	All OUT Centres	500,000

17	French for Beginners	<ul style="list-style-type: none"> • Elementary English • Intermediate English • Advanced English 	Throughout the year	12 weeks per each level	All OUT Centres	500,000
D: HUMAN RESOURCES MANAGEMENT						
18	Ethics, integrity, and effective communication skills at workplace	<ul style="list-style-type: none"> • Effective communication at the workplace, • Gender-based violence, • Demonstrating integrity at the workplace, • Ethics and Ethical behaviour at a workplace, and • Report writing and presentation. 	Throughout the year	5 days	D'Salaam	800,000
19	Building and maintaining employer, employees & teams' relationships at the work place	<ul style="list-style-type: none"> • The nature of the employer, • Employees and teams' relationships, • Building blocks of employer, employees, team's relationship, • Connecting with others. 	Throughout the year	2 days	D'Salaam	400,000
20	Labour laws applicability in human resource management daily activities in Tanzania	<ul style="list-style-type: none"> • Employment standards, • Termination of employment, • Employment of non-citizen, and • HRM policies specified by laws. 	Throughout the year	2 days	D'Salaam	400,000
21	Disciplinary & grievance handling procedures as per Tanzania labour law	<ul style="list-style-type: none"> • Disciplinary procedures, • Disciplinary hearing and sanction, • Disciplinary appeals, • Purpose, and Benefits of grievance. 	Throughout the year	2 days	D'Salaam	250,000
E: PROJECT MANAGEMENT						
22	Practical training on project proposal writing, resource mobilization and fundraising	<ul style="list-style-type: none"> • Understanding resources mobilisation, • Developing resources mobilization strategy, • Fundraising, • Writing a winning proposal and • Developing partners engagement. 	Throughout the year	5 days	D'Salaam	800,000
23	Organizational strategic planning, development, and implementation	<ul style="list-style-type: none"> • Overview of strategy, • Strategic planning, • Overcoming the challenges of strategy implementation, • Developing strategic leadership skills, and • Ensuring organizational procedures support strategy. 	Throughout the year	5 days	D'Salaam	800,000
24	Basic Microsoft project	<ul style="list-style-type: none"> • Introduction to Microsoft project • Workspace, the Ribbon, help and project option • Tasks basic and subtasks • Dependences, deadline and Milestones • Resources, View, Timeline and Costs • Baseline and Critical path • Table, Gantt chart and Notes • Printing and spellchecking • Tracking progress, Reporting • The Organizer, Saving projects and Project security • Project templates and Calendar 	Throughout the year	5 weeks	D'Salaam	350,000
25	Developing a financial resource mobilization strategy for an organization	<ul style="list-style-type: none"> • Context of the resource mobilization strategy, • situation analysis, • Resource mobilization strategy, • goal and objectives, • guiding principle and framework, • Framework for communication with donor and partner, • communicating results, and building resource mobilization capacity, Strategy for implementing • M&E framework strategy implementation budget. 	Throughout the year	5 days	D'Salaam	800,000

26	Advanced Microsoft Project	<ul style="list-style-type: none"> • Creating Projects, assigning resources and updating a plan • Project tracking and updating • Reusing project plan information • Formatting, Project communication and Reports • Reporting on project progress • Working with Multiple projects 	Throughout the year	5 weeks	D'Salaam	400,000
27	Monitoring and evaluation for governance	<ul style="list-style-type: none"> • Introduction to monitoring and evaluation for governance, • Developing governance monitoring and evaluation framework, • Data collection methods for governance monitoring and evaluation, • Data analysis and interpretation in governance monitoring and evaluation, , • Performance monitoring and indicator development in governance, • Evaluating governance transparency and accountability, 	Throughout the year	5 days	D'Salaam	800,000
28	Report writing for project monitoring and evaluation	<ul style="list-style-type: none"> • Introduction to M&E reports writing, • M&E reports writing, • Writing an M&E Report and • Finalizing the M &E Report 	Throughout the year	5 days	D'Salaam	800,000

F: BUSINESS

29	Customer service and retention training course	<ul style="list-style-type: none"> • The business case for customer service excellence, • Improving customer service standards, • Hiring excellent customer service personnel, and • Understanding best practice in social media. 	Throughout the year	5 days	D'Salaam	400000
30	Customer service for the public sector	<ul style="list-style-type: none"> • Improving customer services and interpersonal skills • Build a public-sector customer centric organization, • Harnessing the power of social media to improve customer service, • Measuring and monitoring public sector customer service satisfaction and • Achieving public sector customer service excellence. 	Throughout the year	5 days	D'Salaam	600,000
31	Social Media and Digital Marketing Strategies	<ul style="list-style-type: none"> • Social media basics • Social media best practices • Establish and Manage social media pages • Web 2.0 technologies • Digital Marketing • Social Media and Digital Marketing Strategies • Social media analytics • Social media adverts 	13th May 2024 14th June 2024	5 weeks	Physical class: OUT Headquarters Dar Online class: throughout Tanzania	450,000 400,000

G: RESEARCH

32	Data Collection Techniques	<ul style="list-style-type: none"> • Creating a data collection plan, • Determining adequate sample size, biases and common errors, • Primary and secondary data, and • Most common data collection techniques 	Throughout the year	2 days	D'Salaam	200,000
33	Data Analysis with SPSS	<ul style="list-style-type: none"> • Questionnaire design • Data collection • Questionnaire coding • Qualitative and Quantitative data analysis • Data cleaning • Univariate & Multivariate data analysis • Hypothesis testing. 	Throughout the year	5 weeks	<ul style="list-style-type: none"> • OUT HQ Dar • Dodoma Regional Center • Mwanza Regional Center • Mbeya regional center • Iringa Regional Center • Katavi Regional Center 	300,000

H: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

34	Basic Computer Application	<ul style="list-style-type: none"> • Introduction to Computer • Ms Word • Ms Excel • MsPowerpoint • Ms Publisher • Internet and email 	Throughout the year	5 weeks	All OUT regional centers	172,000
35	Advance computer application	<ul style="list-style-type: none"> • Advanced windows • Advanced MS Word • Advanced MS Excel • Advanced MS PowerPoint point • Advanced MS Access 	Throughout the Year	5 weeks	All OUT regional centers	250,000
36	Graphic Design	<ul style="list-style-type: none"> • Adobe Photoshop • Adobe Illustrator • Adobe InDesign • Course Final Project 	Throughout the Year	5 weeks	OUT HQ Dar Katavi regional center	350,000
37	Video Production and Motion Graphic Design	<ul style="list-style-type: none"> • Introduction to video production • Stages of video production • Camera basics • Principles of video production • Video editing using Premier Pro and After Effects • Moving Graphics video 	January 2024- February 2024 Throughout the Year	5 weeks	OUT Headquarter Dar Katavi regional center	450,000
38	Computer Maintenance & Repair	<ul style="list-style-type: none"> • Computer components and accessories • Computer power repair • Computer preventive maintenance • Repairing a slow computer • Repairing Error • Printer, Scanner troubleshooting • Basic computer software troubleshooting • Basic Network troubleshooting 	6th May 2024 28th June	8 weeks	All OUT regional Centers	390,000
39	Website Development	<ul style="list-style-type: none"> • Introduction to Web development and application • HTML • CSS • JavaScript • Bootstrap • Final web development projects 	February - March 2024 Throughout the Year	5 weeks	<ul style="list-style-type: none"> • OUT HQ Dar • Dodoma Regional Center • Mwanza Regional Center • Simiyu Regional Center • Iringa Regional Center • Katavi Regional Center • Kigoma Regional Center 	400,000
40	Network Security (Part i)	<ul style="list-style-type: none"> • Securing Networks • Network Threats • Mitigating Threats • Secure Device Access • Assign Administrative Roles • Device Monitoring and Management • Authentication, Authorization, and Accounting (AAA) • Access Control Lists • Firewall Technologies • Zone-Based Policy Firewalls 	Throughout the year	8 (3hours per day)	<ul style="list-style-type: none"> • OUT HQ Dar • Dodoma regional Center • Katavi regional Center • Mwanza regional center • Iringa regional center 	800,000
41	Network Security (Part ii)	<ul style="list-style-type: none"> • IPS Technologies • Endpoint Security • Layer 2 Security Considerations • Cryptographic Services • Basic Integrity and Authenticity • Public Key Cryptography • VPNs • Implement Site-to-Site IPsec VPNs with CLI • Introduction to the ASA • ASA Firewall Configuration • Network Security Testing 	Throughout the year	8 (3hours per day)	<ul style="list-style-type: none"> • OUT HQ Dar • Dodoma regional Center • Katavi regional Center • Mwanza regional center • Iringa regional center 	800,000

42	CCNA	<ul style="list-style-type: none"> • Network Fundamentals • Network Access • IP Connectivity • IP Services • Security Fundamentals • Automation and Programmability 	August 2024	3 (8 hours per day)	<ul style="list-style-type: none"> • OUT HQ Dar • Dodoma regional Center • Katavi regional Center • Mwanza regional center • Iringa regional center 	800,000
43	E-learning and Instructional Design	<ul style="list-style-type: none"> • Introduction to instructional design • Instructional design process • Introduction to E-learning • E-learning models • E-learning tools 	12th Feb 2024 22nd March 2024 Throughout the year		<p>Physical class: OUT Headquarter Dar</p> <p>Online class: Throughout Tanzania</p>	540,000 350,000
44	E-Office	<ul style="list-style-type: none"> • Introduction • Registry and File Management • Document Library Module • Facility and Resource Booking Application • Leave Module • Admin Configuration 	Throughout the year	7 days	OUT Headquarter Dar	350,000

I: SCIENCE TECHNOLOGY AND ENVIRONMENTAL SCIENCE

45	IT Governance Foundation and Implementation Using COBIT	<ul style="list-style-type: none"> • Introduction to IT Governance • Overview of COBIT as a leading IT Governance implementation framework • Optimizing IT Governance structures and processes using COBIT • Using COBIT to ensure Five IT Governance Focus Areas: IT Alignment, Value delivery, Risk management, Resource management, and Performance measurement. • IT Governance implementation process and case studies using COBIT. • IT Governance role in Digital transformation and Emerging technologies integration 	Once each quarter of the year	2 days	DSM, Dodoma, Zanzibar, Arusha	500,000
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J: SOCIAL MEDIA MASTERY & DIGITAL ENTREPRENEURSHIP

46	Smart Way of Using Social Media	<ul style="list-style-type: none"> • Introduction to Social Media • Social Media and Identity • Digital Footprint and Reputation Management • Monetization Strategies • Content Creation and Engagement 	Throughout the Year	3 days	All OUT Centers	400,000
47	Digital Entrepreneurship Skills	<ul style="list-style-type: none"> • Introduction to Digital Entrepreneurship • E-commerce and Online Business Strategies • Affiliate Marketing and Digital Finance • Scaling Digital Businesses • Course Wrap-up and Review 	Throughout the Year	3 days	All OUT Centers	400,000
48	Artificial Intelligence Application for Beginners and Children	<ul style="list-style-type: none"> • Introduction to Artificial Intelligence • Applications of AI • Introduction to Coding • Building Simple AI Projects • Machine Learning for Kids and beginners • Robotics and AI • AI and Creativity 	July to January	2 Weeks (3 hours per day)	All OUTCentres	300,000
49	IT Governance Foundation and Implementation Using COBIT	<ul style="list-style-type: none"> • Introduction to IT Governance • Overview of COBIT as a leading IT Governance implementation framework • Optimizing IT Governance structures and processes using COBIT 	Once each quarter of the year	2 days	DSM, Dodoma, Zanzibar, Arusha	500,000

		<ul style="list-style-type: none"> Using COBIT to ensure Five IT Governance Focus Areas: IT Alignment, Value delivery, Risk management, Resource management, and Performance measurement. IT Governance implementation process and case studies using COBIT. IT Governance role in Digital transformation and Emerging technologies integration 				
50	Introduction to LATEX for Scientists	<ul style="list-style-type: none"> Introduction to LATEX Basic Document Structure Formatting and Styling Mathematical Typesetting Referencing and Citations Creating presentations with Beamer 	Throughout the year	5 days	All OUTCentres	500,000
51	Integrated IoT and GIS Applications in Modern Farming	<ul style="list-style-type: none"> Introduction to Internet of Things (IoT) and GIS in Modern Farming Key components of IoT systems and data platforms. Key GIS Tools and Software Spatial Analysis and Visualization using GIS Using IoT and GIS in Monitoring and Management of Crops, Livestock, Poultry and Aquaculture farms. Development of a comprehensive IoT and/or GIS project tailored to a specific farming type 	Throughout the year	6 days	All OUTCentres	500,000
52	Harnessing Social Media for Business Growth	<ul style="list-style-type: none"> Crafting a social media strategy Content Creation and Curation (Visual Content Creation (using tools like Canva)) Paid advertising and Campaigns Community management and engagement Analytics and reporting AI and automation in social media 	Throughout the year	5 days	DSM, Arusha, Mwanza, Dodoma	150,000 (for students) 250,000
53	Scientific research writing using AI & Emerging tools	<ul style="list-style-type: none"> Research idea generation Paraphrasing tools Citations and auto-referencing tools Grammar and plagiarism checkers Latex writing 	Throughout the year	5 days	DSM, Dodoma, Zanzibar, Arusha, Mwanza Mbeya	200,000 (students) 400,000
54	MATLAB for researchers	<ul style="list-style-type: none"> Introduction to MATLAB Data handling, visualization and Analysis Programming basics MATLAB Toolboxes Application 	Throughout the year	6 days	All OUTCentres	300,000
55	Advanced Instructional Design Techniques	<ul style="list-style-type: none"> Introduction to Advanced Instructional Design Advanced Instructional Design Models Designing Interactive Contents Principles of Interactivity in Learning Types of interactive contents Tools for Creating Interactive Content Hands-on practice with selected authoring tools Effective Use of Multimedia in learning Integration of text, images, audio, and video in learning Creating Multimedia Contents using selected Tools and software Assessment, Evaluation, and Practical Applications Authoring Tools and Technologies Advanced features of popular authoring tools Integrating Learning Management Systems (LMS) 	Every Quarter of the year	10 days	DSM, Dodoma, Mwanza, Arusha, Zanzibar and Mbeya Mode of Learning: Available both Face to Face and Online	600,000

56	Forensic Science and Digital Forensics for Crime Investigation	<ul style="list-style-type: none"> • Forensic Science and Crime Scene Investigation • Crime Scene Investigation • Evidence Collection and Preservation • Forensic Analysis Techniques • DNA Analysis • Forensic Pathology • Forensic Toxicology • Cyber Crimes related to Mobile Forensics • Digital and Specialized Forensics • Digital Forensics • Forensic Analysis of Computer Systems • Network Forensics • Forensic Tools and Software • Future Trends in Digital Forensics • Cyber Security 	Throughout the year	14 days	OUT_HQ DSM, Dodoma, Mwanza, Arusha, Zanzibar and Mbeya Mode of Learning: Available both Face to Face and Online	800,000
57	Mobile App Development for Beginners	<ul style="list-style-type: none"> • Introduction to Mobile App Development • Basic Programming Concepts • User Interface Design Basics • Building Simple Mobile Apps • Mobile App Development • Working with Data and Storage 	Quarter of the year	6 days	DSM, Mwanza, Arusha, Kigoma, Zanziabr, Mbeya, Dodoma and Bukoba	350,000
58	Advanced Mobile Applications	<ul style="list-style-type: none"> • Advanced Programming Techniques • Advanced UI/UX Design • Integrating Third-Party Services • Mobile App Performance Optimization • Advanced Data Handling • Presenting Advanced App Designs and Functionality • Data Synchronization Techniques 	Quarter of the year	6 days	DSM, Mwanza, Arusha, Kigoma, Zanziabr, Mbeya, Dodoma and Bukoba	400,000
59	Data Analysis using Python Workshop	<ul style="list-style-type: none"> • Install, Read, write, execute Python programs • Python lists, tuples, dictionaries. • import Data from Excel and CSV Files into Python • mean, variance and standard deviation • Visualize Data in Charts and Histogram • Covariance and Correlation • Probabilities and Statistical Analysis of research data using Python packages 	Throughout the year	6 days	DSM, Mwanza, Arusha, Kigoma, Zanziabr, Mbeya, Dodoma	350,000
60	Data Mining with Python Workshop	<ul style="list-style-type: none"> • Install, Read, write, execute simple Python programs • Python lists, tuples, dictionaries. • Import Data from Excel and CSV Files into Python • Mean, variance and standard deviation • Supervised and Unsupervised Machine Learning Algorithms • Evaluate and Optimize Machine Learning Models • Deep Learning with Neural Networks 	Throughout the year	6 days	DSM, Mwanza, Arusha, Kigoma, Zanziabr, Mbeya, Dodoma	350,000
61	7-Day Master Cell Phone & Tablet Repair Training	<ul style="list-style-type: none"> • Repair Tools and Equipment • Cell Phone and Tablet Components • Hands-On Lab: Basic Diagnostic Techniques • Step-by-Step Disassembly Procedures for Smartphones and Tablets • Reassembly Techniques and Testing • Internal Components and Their Functions • Hands-On Lab: Disassembly and Reassembly • Diagnosing and Replacing Faulty Batteries • Screen Replacement Procedures • Repairing Charging Ports and Buttons • Hands-On Lab: Software Repairs and Malware Removal • Microsoldering and Component-Level Repairs • Advanced Repair Techniques: Microsoldering and Water Damage Repair 	Throughout the year	7 days	DSM, Mwanza, Arusha, Kigoma, Zanziabr, Mbeya, Dodoma and Bukoba	500,000

62	Professional Data Analytics and communication	<ul style="list-style-type: none"> • Introduction to data analytics using R-programming • Data Cleaning transformation and features engineering • Descriptive data analytics • Predictive Data Analytics • Professional Data Communication • R studio and R Markdown navigation 	Throughout the year	5 days	All Centers	
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