



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT ON
PROFESSIONAL ETHICS AND OFFICE PRACTICE

18th to 22nd September, 2017

1.0 Introduction

The office is the administrative center of a business. It is a central place where all sorts of clerical work are done to coordinate and control the affairs of the whole organization. Despite of the differences in specific functions of organizations office practices remain the same. This course is designed to enable participants have an understanding of various professional ethics and office practices which will help them improve their general conduct in the organization and hence increase productivity.

2.0 Targeted Participants

Office supervisors, office assistants, executive assistants, clerical assistants, open and confidential registry personnel, human resource officers, other officers in various professional areas and any other person or group in need to be equipped with professional ethics and office practice skills.

3.0 Learning Outcomes

At the end of the course participants will be able to:

- Understand the office and its functions
- Understand the organization structure and communication flow
- Understand ergonomics in Office environment and layout
- Adhere to professional ethics
- Handle office records
- Understand the paperless office
- Understand reprography and copyright laws

4.0 Methodology

The course will be conducted through lectures, discussions and case studies analysis. Participants will be offered an opportunity to refocus, refresh and rededicate.

5.0 Fees

The fee for the course is **TShs 1,400,000/= (One million four hundred thousand only)** to cover for training material, tea and lunch. Payment may be in cash, cheques or bankers draft paid directly to our Bank Account **No. 014103007130 NBC**, Arusha Branch.

6.0 Dates & Venue

This course will be conducted from **18th to 22nd September, 2017** at the Institute of Accountancy Arusha – Njiro Hill.

7.0 Contact Persons

For more details you may contact the following:

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Your cooperation is highly appreciated!

APPLY TO:

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