



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
ELECTRONIC OFFICE MANAGEMENT PROGRAMME

(27th August – 07th September 2018 - IAA Arusha Campus, Arusha)

1.0 Course Background

Business organizations and offices are undergoing a radical change in their outlook and functionalities. In this modern era of digitization, the role of documents seems to have taken a back seat. Days have gone when the productivity of the business or service was directly dependent on the flow of the physical documents (100% Paper work) from one department to another. The shortcoming of this dependency cannot be counted in words. Apart from the obvious downfalls which would include loss of documents (hence loss of information) there are more disadvantages of paper work as follows:

- (i) Paper and postal-based document delivery system takes a lot of time with manual work between department and agency.
- (ii) It takes much time to search archives of paper documents. It is a challenging task to track lost document when it is a paper one.
- (iii) It is impossible to read, borrow or copy the document when it is already borrowed, which leads to delay of work.
- (iv) Long-time preservation of important paper documents concern with decay, damage, or loss and the relevant cost for archive such as building, human resource, and maintenance is constantly increasing as well.
- (v) In addition whenever the document format changes, relevant paper printing is needed accordingly and the new format should be distributed manually.

Therefore E-Office Programme/course is an essential administration environment. It electronically conducts most of the document & information works. In an e-Office system, you can significantly improve effectiveness, productivity and the quality of your business or civil service.

2.0 Course Objective

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

- (i) Capture, manage, store, and control enterprise-wide contents like word docs, scanned document, sms, emails, audio visual documents and etc.
- (ii) Use e-Office Management System which is used to assist in content control associated with business process to assure compliance.
- (iii) Be able to create and manage small Database for office documents.

- (iv) Be able to automatically backup e-documents to an external device.
- (v) To convert e-documents from one format to another.
- (vi) Understand Legal aspects of e-documents.

3.0 Course Content

This course will cover the following areas:

- (i) How to Capture and create documents using e-Office tools (Advanced MS Office 2013)
- (ii) Office Contents Authoring
- (iii) Documents Workflow using MS Sharepoint 2014
- (iv) How to create small databases using MS Access 2013
- (v) Office Documents Archiving
- (vi) Documents Publishing
- (vii) Indexing
- (viii) Searching & Retrieval of Office Documents
- (ix) Document Versioning
- (x) How to backup e-documents using modern technology
- (xi) E-Office documents Security
- (xii) Basic skills in cloud computing and Social Media
- (xiii) Document Compression and
- (xiv) How to create and use email accounts

4.0 Methodology

The training approach will consider both theory and practice to be delivered through lectures, instructor-led discussions, sharing practical experiences and practical exercises/case studies, and group projects. You will receive a CD-ROM/ Memory stick containing all the materials covered during the training. You will also receive a certificate of completion.

Note: Participants are encouraged to come with Laptops because at the end of this course some of these tools will be installed on their Laptops for future reference. This course is 90% practical therefore all participants will be given enough time to practice by doing Lab activities which will be given by Course Facilitators.

5.0 Target Group

This course is intended for Registry Personnel, Junior Database Administrators, Executive/Management Assistants, Senior Personnel/private secretaries and Administrative Assistants who have already attended the basic computer programme for Executive Assistants and any other person who wants to increase his/her knowledge on Automated office practice.

6.0 Fees & Mode of Payment

The fee for the course is **TZS 2,000,000/=** (Two Million only) per participant to cover for tuition fee, training materials, tea/coffee and lunch. **A 10% discount will be offered to a sponsor sponsoring 5 participants and above and paying 10 days before the course start.** Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch.** Early registration is highly encouraged and appreciated.

7.0 Date, Duration and Venue:

This course will be conducted from **27th August – 07th September, 2018 (10 days)** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

8.0 Contact Persons

For more details please don't hesitate to contact any of the following:

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