

INSTITUTE OF ACCOUNTANCY ARUSHA



CONSULTANCY AND EXECUTIVE DEVELOPMENT DEPARTMENT

SHORT COURSE CALENDER 2019-2020



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1.0 INTRODUCTION

1.1 ABOUT IAA

The Institute of Accountancy Arusha (IAA) is a parastatal Educational Institution established by the Institute of Accountancy Arusha Act No. 1 of 1990. Since then it has emerged as a reputable training institution in Tanzania providing powerful programmes in various fields of studies. The overall control and supervision of the Institute is vested in its Governing Council.

Over time, the Institute has developed several Basic Technician Certificate, Undergraduate, Post graduate Diploma and Master's programmes. These programmes are offered at the Main Campus in Arusha and also to its campuses located at Babati and Dar-es-Salaam.

The Institute also conducts short- term courses and seminars, many of them tailored to client needs. In addition, it undertakes consultancy and research activities as part of its Mission. Through these interventions, IAA aspires to develop lasting partnerships with Industry, the Government, and non-Governmental Organizations.

1.2 OBJECTIVES AND FUNCTIONS OF IAA

The objectives and functions of the Institute are to:

- Provide facilities for the study of and training in the principles, Procedures and techniques of accountancy and related subjects as the Governing Council may from time to time decide.
- Conduct courses leading to professional qualifications in Accountancy and related Disciplines.
- Sponsor, arrange and provide facilities for Conferences and Seminars for discussion of matters related to Accountancy, Finance, Business, Economics, Information Technology, and other Management Sciences.
- Conduct research, and offer consultancies to business organizations, government, and non- governmental organizations, and arrange for publication and general dissemination of study materials in connection with the work and activities of the Institute.

1.3 VISION, MISSION AND CORE VALUES

VISION STATEMENT

To be an exemplary centre of excellence in modern business management training, research and consultancy services.

MISSION STATEMENT

To provide high quality competence-based training and offer research and consultancy services through applied technology.

CORE VALUES

In performing our functions, we as the Institute are guided by the following core values:

Customer focused	We shall continue to put Customers in the Primary focus in all our activities.
Integrity and Transparency	We shall commit ourselves to be morally correct and transparent in all our endeavors.
Excellence and Professionalism	We shall produce quality Graduates and maintain professional etiquette in all our actions and interactions.
Creativity and Innovation,	We shall transform challenges into opportunities.
Accessibility	We shall avail our programs and opportunities to be pursued by a larger society.
Responsibility	We shall be responsible to promoting education and offer solutions to societal needs.
Teamwork	We shall foster a work environment characterized by teamwork spirit.
Diversity and Equal	We shall value cultural diversity among our Opportunity for All Students, faculty, and staff and be committed to the establishment of an atmosphere

where individuals can get equal opportunities for challenge, self-development and learning.

2.0 ABOUT CED DEPARTMENT

The Institute Consultancy and Executive Development Department was established in 2011 for the purpose of coordinating expertise and other resources at the Institute to enhance the Institutes effective contribution to the industrial and socio-economic development of the country. Specifically, the department was established to accomplish the following:

- a. Assisting in local, regional, national and international goals of wealth creation and improving the quality of life;
- b. Provision of an efficient, reliable and competitive service to any portion of the community, local, regional, national or international that could benefit from the extensive educational, consultancy and executive developments short courses at the Institute;
- c. Developing and enhancing contacts/ networking with commercial organizations, leading to executive development and educational ventures;
- d. Maintaining up-to-date expertise among staff, and the social, industrial and commercial relevance of consultancy and teaching;
- e. Enhancing the Institute's courses and consultancies through the provision of case studies and real world problems solving drawn from successful consultancies;
- f. Enhancing the profile of the Institute externally.

3.0 2019 - 2020 SHORT COURSE CALENDAR

The Institute offers various short courses that are grouped into FIVE categories namely:

1. Finance, Accounting and Auditing
2. Office Management and Administration
3. Procurement and Supply Chain Management
4. Information and Communication Technology
5. Professional, Research and Social Development

This calendar provides the course title, date, duration, venue and fee to be paid. Course contents are available in our website www.iaa.ac.tz.

Please note that the fee to be paid covers training and training materials, breakfast and lunch. Participants will have to finance their own transport, accommodation and other expenses while at Arusha.

Please contact us through the provided contact information for more details or visit our website.

JULY 2019

FINANCE, ACCOUNTING AND AUDITING (FAA)

COURSE NAME	FEE	DATE		DURATION	VENUE
		JULY	AUG.		
International Professional Practices Framework (IPPF) - for Internal Auditors	950,000/=	1 - 5	-	5	Arusha
Application of Advanced Excel For Accountants and Auditors	1,800,000/=	1 - 12	-	12 days	Arusha
Effective Budgeting and Budgetary Control	950,000/=	22 - 26		5	Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)

COURSE NAME	FEE	DATE		DURATION	VENUE
		JULY	AUG.		
Strategic Development, Planning, and Management Program	970,000/=	1 - 5	-	5 days	Arusha
Strategic Management Tools and Framework	1,000,000/=	1 - 5	-	5 days	Arusha
Project Design, M&E Skills for Tactical and Strategic Level Managers	1,500,000/=	1 - 5			Arusha
Organization Performance Review and Training Needs Assessment Skills	1,500,000/=	1 - 5	-	5 days	Arusha
Asset Management	800,000/=	8 - 12	-	5 days	Arusha
Service Quality and Customer Satisfaction	1,000,000/=	8 - 12	-	5 days	Arusha
Intermediate Project Management	2,500,000/=	8 - 19	-	12 days	Arusha
Communication and Marketing Presentation Skills	1,000,000/=	8 - 12	-	5 days	Arusha
Management of Administration Program for Executives and Administrators	1,000,000/=	8 - 12	-	5 days	Arusha
Analyzing Project Planning, M&E Tolls for Desired Impacts Realizations	1,500,000/=	8 - 12	-	5 days	Arusha
Leadership Development Programme for Managers and Head of Departments/Sections <i>*Include National Park Visit*</i>	1,400,000/=	9 - 18	-	10 days	Arusha
Conflict Management in the Workplace	1,400,000/=	9 - 18	-	10 days	Arusha
Managing Employee Training and Development	900,000/=	15 - 19	-	5 days	Arusha

JULY 2019

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		JULY	AUG.		
Designing an Effective M&E Systems for Impact and Outcome Evaluations in Projects and Programs	1,500,000/=	15 - 19	-	5 days	Arusha
Change Management & Building High Performance Teams	1,000,000/=	15 - 19	-	5 days	Arusha
Effective Focal Point Presentation of the Bank Tellers	1,300,000/=	15 - 20	-	6 days	Arusha
The Roles Civil Servants Towards Tanzania Industrialization	1,200,000/=	22 - 26	-	5 days	Arusha
Analysis of Business Strategies in Revelry and Volatile Industries	1,500,000/=	22 - 26	-	6 days	Arusha
Contract Management in Project	950,000/=	22 – 26	-	5 days	Arusha
Administrative Assistants & Secretaries Skills	950,000/=	22 – 26	-	5 days	Arusha
Advertising Management for successful Business Operations	950,000/=	22 - 26	-	5 days	Arusha
Tanzania Laws Relating to Employment and Regulatory Compliance	1,500,000/=	22 – 31	-	8 days	Arusha
Leadership and Customer Care Development Programme for Health Care Practitioners *Include National Park Visit*	1,800,000/=	22	2	12 days	Arusha
Management and Administrative skills for Office Assistants and Administrators	900,000/=	On Request		5 days	Arusha
Marketing and Selling Skills Development	1,800,000/=	On Request			IAA/ Tailor made
Maadili Ya Kazi Na Huduma Kwa Mteja	1,000,000/=	On Request			IAA/ Tailor made
Disaster Management and Preparedness	2,500,000/=	On Request			IAA/ Tailor made
Insurance Awareness Strategies and Customers Retention Skills	1,500,000/=	On Request		6 days	Arusha or DSM
Effective Conduct of Meetings, Report Writing and Minute Writing	1,000,000/=	On Request			Arusha

JULY 2019					
MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		JULY	AUG.		
Pre-Retirement Planning and Entrepreneurship	2,500,000/=	On Request			IAA
PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (PSCM)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		JULY	AUG.		
Public Procurement Code of Conduct and Professional Ethics	1,800,000/=	1 – 5	-	5 days	Arusha
Procurement and Inventory Control	1,500,000/=	1 – 5	-	5 days	Arusha
Public Procurement Management Programme for Tender Board Members <i>*Include National Park Visit*</i>	1,200,000/=	8 - 13	-	6 Days	Arusha
Public Procurement Audit Preparedness in Procuring Entities <i>*Include National Park Visit*</i>	1,200,000/=	8 - 13	-	6 Days	Arusha
Public Procurement Code of Conduct and Professional Ethics	1,800,000/=	29	2	5 days	Arusha
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		JULY	AUG.		
CISCO Networking	1,500,000/=	8 - 12	-	5 days	Arusha
E-Records & Archive Management	1,500,000/=	15 - 19	-	5 days	Arusha
Principles of C++ Programming	1,000,000/=	15 - 19	-	5 Days	Arusha
Principles of MATLAB Programming	1,000,000/=	On Request		5 Days	Arusha
Professional Practice in Digital Forensic and Security	2,200,000/=	On Request			Arusha
Computer Hardware Maintenance and Support	1,500,000/=	On Request			Arusha
SQL-Programming	2,000,000/=	On Request			Arusha
Systems Administration Using Windows Server 2016: Hands-On	1,500,000/=	On Request			Arusha
Use of Computer Assisted Audit Tools: Basics for Internal Auditors	2,200,000/=	On Request			Arusha
Windows Server 2016 Networking	1,500,000/=	On Request			Arusha

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		JULY	AUG.		
Information Security & Cyber Law	1,600,000/=	On Request		-	Arusha
Office Confidentiality and Clean Desk Policy	1,500,000/=	On Request		-	Arusha
PROFESSIONAL AND RESEARCH DEVELOPMENT (PRD)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		JULY	AUG.		
Research Data Management and Analysis for Graduate Students	500,000/=	29	2	5 days	Arusha

AUGUST 2019

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		AUGUST	SEPT.		
Key Features in Preparation of Responsive Bids- Hands-On	300,000/=	5 - 8	-	4 days	Arusha
Leadership Enhancement Skills Development Workshop *Include National Park Visit*	1,500,000/=	5 - 9	-	5 days	Arusha
Administration and Leadership Skills for Administrative Officers	1,200,000/=	5 - 9	-	5 Days	Arusha
Negotiation Skills, Fees and Contracts	900,000/=	5 - 9	-	5 days	Arusha
Intermediate Project Management	1,000,000/=	5 - 9	-	5 days	Arusha
Environment Impact Assessment and Pricing for Private and Social Cost-Benefit Resilience and Safety	1,500,000/=	5 - 9	-	5 days	Arusha
Leadership and Customer Care Development Programme for Health Care Practitioners *Include National Park Visit*	1,800,000/=	5 - 16	-	12 days	Arusha
Performance Improvement for Drivers and Security Guards	950,000/=	12 - 16	-	5 Days	Arusha
Project writeups for Donor Funded Projects & Resource Mobilization.	1,000,000/=	12 - 16	-	5 days	Arusha
Managing Project Cycle in Development and Economic Programs	1,250,000/=	12 - 16	-	5 days	Arusha
Emerging library technology and services	600,000/=	12 - 16	-	5 Days	Arusha
Purchasing Management and Cost Saving Techniques	900,000/=	12 - 16	-	5 days	Arusha
Public Relations and Customer Care	1,000,000/=	12 - 16	-	5 days	Arusha
Development of An Organizational Structure	900,000/=	12 - 16	-	5 days	Arusha
Sales people Performance Evaluation Techniques	950,000/=	12 - 16	-	5 days	Arusha
Merging Public Sector Institutions: Successful Change Management	900,000/=	12 - 17	-	6 days	Arusha
Participatory Approaches to Community Development Projects and Programs	800,000/=	19 - 23	-	-	Arusha
Business Management Skills for CEOs, Directors, Managing Directors and Managers of Public and Private Profit-Making Organizations	1,500,000/=	19 - 24	-	6 days	Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		AUGUST	SEP		
Effective Focal Point Presentation of the Bank Tellers	1,300,000/=	19 - 24	-	6 days	Arusha
Managing Pensions in a Development Environment	1,400,000/=	20 - 29	-	10 days	Arusha
Managing Institutional Human Resources and Succession Plan Development *Include National Park Visit*	1,400,000/=	20 - 29	-	10 days	Arusha
Kuboresha Mawasiliano and Utendaji Kazi kwa Wahudumu wa Ofisi.	900,000/=	26 -30	-	5 Days	Arusha
Organizational Behavior and Its Impacts to An Organization	900,000/=	26 - 30	-	5 days	Arusha
Managerial skills in the preparation and use of Strategic, Business, and Pr SELLING oject plans	1,250,000/=	26 - 30	-	5 days	Arusha
Strategic Plan Development	900,000/=	On Request		5 days	Arusha
Advanced Public Relation & Marketing Skills	1,500,000/=	On Request			IAA/ Tailor made
Methods and Tools of Gender Mainstreaming in Development Plans and Projects	900,000/=	On Request		5 days	Arusha
Supervisory Skills & Management Techniques	1,500,000/=	On Request			IAA/ Tailor made
Business and Marketing Skills for Small Business Owners	1,000,000/=	On Request			IAA/ Tailor made
Digital Marketing: The Professional Way to Use Twitter, Instagram, And Face Book	1,000,000/=	On Request			Arusha
Kazi Na Afya: Huduma Ya Kwanza Mahala Pa Kazi	300,000/=	On Request			Arusha
Organization Design and Change Management	900,000/=	On Request			Arusha

PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (PSCM)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		AUGUST	SEP		
Public Procurement “Effective Tender/Bid Evaluation”	1,500,000/=	5 - 9	-	5 days	Arusha
The Best Practices in Warehouse & Inventory Management	1,000,000/=	5 - 9	-	5 Days	Arusha
Public Procurement Act “Key Challenges and Pitfalls”	1,500,000/=	19 - 23	-	5 days	Arusha

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		AUGUST	SEP		
Administering Windows Server 2012R2	1,500,000/=	5 - 9	-	5 days	Arusha
Web Programming with Go Programming Language	1,500,000/=	12 - 16	-	5 days	Arusha
Certified Ethical Hacker 312-50	1,500,000/=	26 - 30	-	5 days	Arusha
Problem Solving with Ariel Pascal	1,000,000/=	On Request		5 Days	Arusha
Problem Solving with Assembly	1,000,000/=	On Request		5 Days	Arusha
Problem Solving with C	1,000,000/=	On Request		5 Days	Arusha
CCNA Review Classes	2,500,000/=	On Request			Arusha
Computer Forensic and Cyber Security	2,200,000/=	On Request			Arusha/ Morogoro
Cyber Security Risk Management	1,500,000/=	On Request			Arusha
Digital Transformation Strategy: Find Your Path and Pace and Leave with A Strategic Plan	1,500,000/=	On Request			Arusha
ICT Policy Formulation and Enforcement	1,500,000/=	On Request			Arusha
Intrusion Detection and Prevention Training Boot Camp	1,500,000/=	On Request			Arusha
Leading Digital Transformation of Business and Services	1,500,000/=	On Request			Arusha
Systems and Network Security: Best Practices	1,600,000/=	On Request			Arusha
PROFESSIONAL, RESEARCH AND SOCIAL DEVELOPMENT (PRSD)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		AUGUST	SEP		
Research Data Analysis and Management Using SPSS and STATA	1,000,000/=	19 - 24	-	6 days	Arusha

SEPTEMBER 2019

FINANCE, ACCOUNTING AND AUDITING (FAA)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		SEPT.	OCT.		
International Public Sector Accounting Standards (IPSASs)	950,000/=	2 - 6	-	5	Arusha
Anti-Money Laundering Workshop	970,000/=	16 - 20	-	5	Arusha
Financial Fraud Examination & Detection Program	950,000/=	23 - 27	-	5	Arusha
Auditing Organization Change and Culture.	900,000/=	On Request			Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		SEPT.	OCT.		
Human Resources Management and KPI's <i>*Include National Park Visit*</i>	1,500,000/=	2 - 6	-	5 Days	Arusha
Project Design, M&E Skills for Tactical and Strategic Level Managers	1,500,000/=	2 - 6			Arusha
Project Monitoring and Evaluation (PME)	950,000/=	2 - 6	-	5 days	Arusha
Management Development of PAs and Secretaries	1,000,000/=	2 - 7	-	6 Days	Arusha or DSM
Customer Care and Quality Service Management 2m	2,000,000/=	2 - 13	-	12 days	Arusha
The Relationship Between Private and Public Administration	900,000/=	3 - 6	-	4 days	Arusha
Core Management Skills and Labour Disputes Resolution for Modern Organization	1,000,000/=	9 - 13	-	5 days	Arusha
Analyzing Project Planning, M&E Tolls for Desired Impacts Realizations	1,500,000/=	9 - 13		5 days	Arusha
Building Entrepreneurial skills and Customer service Management	900,000/=	9 - 13	-	5 days	Arusha
Office Administration Skills for Secretaries and Front Desk Officers	1,000,000/=	9 - 14	-	6 Days	Arusha
Building Entrepreneurial skills and Customer service Management	900,000/=	9 - 13	-	5 days	Arusha
Office Administration Skills for Secretaries and Front Desk Officers	1,000,000/=	9 - 14	-	6 Days	Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		SEPT.	OCT.		
Developing and Presenting an Effective Business Case for Organizational Investment Decisions	900,000/=	9 - 14	-	6 days	Arusha
Monitoring and Evaluation for Both Projects and Programs	900,000/=	10 - 13	-	4 days	Arusha
Project Financing	1,300,000/=	10 - 14	-	5 days	Arusha
Adaptation of Private Public Partnership (PPP) Challenges in Profit Making	900,000/=	16 - 20	-	5 days	Arusha
Communication and Marketing Presentation Skills	1,000,000/=	16 - 20	-	5 days	Arusha
Customer Care and Quality Service Management 1m	1,000,000/=	16 - 20	-	5 days	Arusha
Customer Care and Quality Service Management 1m	1,000,000/=	16 - 20	-	5 days	Arusha
Designing an Effective M&E Systems for Impact and Outcome Evaluations in Projects and Programs	1,500,000/=	23 - 27			Arusha
Advanced Customer Care and Communication Skills	950,000/=	23 - 27	-	5 Days	Arusha
Stress Management at Work Places	900,000/=	23 - 27	-	5 days	Arusha
Trainings Management Skills	950,000/=	23 - 27	-	5 days	Arusha
Designing an Effective M&E Systems for Impact and Outcome Evaluations in Projects and Programs	1,500,000/=	23 - 27			Arusha
Advanced Customer Care and Communication Skills	950,000/=	23 - 27	-	5 Days	Arusha
Stress Management at Work Places	900,000/=	23 - 27	-	5 days	Arusha
Trainings Management Skills	950,000/=	23 - 27	-	5 days	Arusha
Result Based Management in Public and Private Sector <i>*Include National Park Visit*</i>	1,400,000/=	24	3	10 days	Arusha
Result Based Management in Public and Private Sector <i>*Include National Park Visit*</i>	1,400,000/=	24	3	10 days	Arusha
Investment of Pension Fund Assets	1,400,000/=	24	3	10 days	Arusha
Analysis of Business Strategies in Revelry and Volatile Industries	1,500,000/=	30	4	6 days	Arusha
Managing an Organization Change and Culture	900,000/=	On Request			Arusha
Effective Credit/Debt Management and Collections	600,000/=	On Request			Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		SEPT.	OCT.		
Business Process Improvement and Quality Assurance Management	1,200,000/=	On Request			Arusha
Business Process Transformation and Automation	1,000,000/=	On Request			Arusha
Creating and Managing Corporate Risk Culture	900,000/=	On Request			Arusha
Government Leadership, Gap Analysis and Record Keeping for Elected and Appointed Officials	1,500,000/=	On Request			Arusha
Managing Staff Discipline, Termination and Dismissal	1,000,000/=	On Request			Arusha
Personal Effectiveness for Superior Customer Service	1,200,000/=	On Request			IAA/ Tailor made
Strategic Leadership and Management for Outstanding Organizational Performance	1,800,000/=	On Request			IAA/ Tailor made
Performance Management: Motivating Staff to Get Results	950,000/=	On Request		5 days	Arusha

PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (PSCM)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		SEPT.	OCT.		
Public Procurement and Good Governance	1,500,000/=	2 - 6	-	5 days	Arusha
The Humanitarian Supply Chain: Disaster Management and Recovery	1,400,000/=	23 - 27	-	5 days	Dodoma
Procurement Management for Projects	2,000,000/=	On Request		12 days	Arusha

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		SEPT.	OCT.		
Computer Hacker Forensic Investigator	1,500,000/=	9 - 13	-	5 days	Arusha
Advanced Computer Skills for Executive Assistants	850,000/=	9 - 13	-	5 days	Arusha
Red hat Linux System Administration	1,500,000/=	16 - 20	-	5 days	Arusha
Administering Windows Server 2012r2	1,500,000/=	23 - 27	-	5 days	Arusha
Problem Solving with C++	1,000,000/=	On Request		5 Days	Arusha
Problem Solving with Java	1,000,000/=	On Request		5 Days	Arusha
Problem Solving with Java	1,000,000/=	On Request		5 Days	Arusha

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		SEPT.	OCT.		
Computer Hardware Maintenance and Support	1,500,000/=	On Request		-	Arusha
HR Metrics and Analytics	1,600,000/=	On Request		-	Arusha
IT Demand Management in The Modern Environment	1,500,000/=	On Request		-	Arusha
IT Leadership	1,200,000/=	On Request		-	Arusha
Review for Certified Information System Auditor (CISA)	3,500,000/=	On Request		-	Arusha
Microsoft Office 2013/2016 Training	1,200,000/=	On Request		-	Arusha
Analyzing Big Data with Microsoft R	2,000,000/=	On Request		-	Arusha
Fraud Detection and Prevention on Integrated Financial Information System with Data Analytics Software	1,200,000/=	On Request		-	Arusha
ICT Governance	2,500,000/=	On Request		-	Arusha
Information Technology (IT) Service Design and Strategy	900,000/=	On Request		-	Arusha
PROFESSIONAL AND RESEARCH DEVELOPMENT (PRD)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		SEPT.	OCT.		
Data Analysis and Modelling Using STATA And E-Views	1,000,000/=	23 - 28	-	6 days	Arusha

OCTOBER 2019

FINANCE, ACCOUNTING AND AUDITING (FAA)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		OCT.	NOV.		
Financial Management for Donor Funded Projects	1,600,000/=	7 - 18	-	10	Arusha
Basic Accounting Skills for NGO's	1,800,000/=	14 - 25	-	12 days	Arusha
Risk-based Internal Auditing	1,600,000/=	21	1	10	Arusha
Auditing Integrated Financial Management Information System (IFMIS) Implementation and Operations	900,000/=	On Request			Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		OCT.	NOV.		
How Effective Leadership Increases Organizational Performance	900,000/=	1 - 5	-	5 days	Arusha
Project Appraisal	950,000/=	7 - 11	-	5 days	Arusha
Leadership Enhancement Skills Development Workshop <i>*Include National Park Visit*</i>	1,500,000/=	7 - 11	-	5 days	Arusha
Feasibility Study and Viability Analysis for Projects in Diverse Macro-environmental Dynamics	1,500,000/=	7 - 11		5 days	Arusha
Intermediate Project Management	1,000,000/=	7 - 11	-	5 days	Arusha
Modern Techniques for Administrative Assistants and Personal Secretaries	950,000/=	7 - 11	-	5 Days	Arusha
Leadership Development Programme for Managers and Head of Departments/Sections	900,000/=	7 - 11	-	5 days	Arusha
Application of Entrepreneurship in Small Scale Farming	900,000/=	7 - 11	-	5 days	Arusha
Mainstreaming Gender in the work place	1000,000/=	7 - 11	-	5 days	Arusha
Customer Data Management	800,000/=	14 - 18	-	5 days	Arusha
The Roles of Employees and Management on Achieving Organization Objective	900,000/=	14 - 18	-	5 days	Arusha
General Office Practice and Kaizen Philosophy Application for Continuous Improvement	850,000/=	14 - 18	-	5 days	Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		OCT.	NOV.		
Environment Impact Assessment and Pricing for Private and Social Cost-Benefit Resilience and Safety	1,500,000/=	14 - 18	-	5 days	Arusha
Customer Care and Quality Service Management	1,000,000/=	14 - 18	-	5 days	Arusha
Managing Employee Grievance, Discipline and Termination <i>*Include National Park Visit*</i>	1,500,000/=	14 - 18	-	5 days	Arusha
Significance of Human Resource Management Skills for Effectiveness and Efficient Organization Performance	1,200,000/=	21 - 26	-	6 Days	Arusha or Dar es Salaam
Project Leadership and Culture Management	950,000/=	21 - 25	-	5 days	Arusha
Value chain relationship Management	1,500,000/=	21 - 25	-	5 days	Arusha
Customer Service and Employees Management Strategies in Contemporary Organization	900,000/=	21 - 25	-	5 days	Arusha
High MFIs Loans Default Rates in Tanzania's Financial Industry: Causes and Available Remedies	1,500,000/=	21 - 25	-	5 days	Arusha
Management and Leadership Development Skills	1,000,000/=	21 - 25	-	5 days	Arusha
Tanzania Laws Relating to Employment and Regulatory Compliance	1,500,000/=	21 - 30	-	8 Days	Arusha
Management and Administrative Skills for Executive Office Assistants/Administrators <i>*Include National Park Visit*</i>	1,400,000/=	22 - 31	-	10 days	Arusha
Mentoring and Coaching Skills for Leaders	900,000/=	28 - 31	-	4 days	Arusha
Service Quality and Customer Satisfaction	1,000,000/=	28	1	5 days	Arusha
Managing Community Development Projects and Programs in Diverse Macro-environmental Climates	1,500,000/=	28	1	5 days	Arusha
Business Management Skills for SMES	500,000/=	30	1	3 days	Arusha
Maadili Ya Kazi Na Huduma Kwa Mteja	1,000,000/=	On Request		-	IAA/ Tailor made
Effective Conduct of Meetings, Report Writing and Minute Writing	1,000,000/=	On Request		-	Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		OCT.	NOV.		
Marketing and Selling Techniques	1,200,000/=	On Request		-	IAA/ Tailor made
Aligning Business Continuity (BC) And Enterprise-Wide Risk Management (ERM)	1,200,000/=	On Request		-	Arusha
Risk-Based Strategic Planning, Budgeting and Performance Management Systems	900,000/=	On Request		-	Arusha
Effective Enterprise-Wide Risk Management (ERM)	1,200,000/=	On Request		-	Arusha
Talent Management and Succession Planning	950,000/=	On Request		5 days	Arusha
PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (PSCM)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		OCT.	NOV.		
Warehouse Management	800,000/=	14 - 18	-	5 days	Arusha
Procurement of Goods, Works and Non-Consultancy Services	2,000,000/=	On Request		12 Days	Arusha
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		OCT.	NOV.		
ICT Policy Formulation, Enforcement & It Service Management	2,500,000/=	7 - 11	-	5 days	Arusha
Fundamentals of Information Systems Auditing and Assurance	1,000,000/=	7 - 11	-	5 days	Arusha
E-Government: Strategy and Implementation	1,400,000/=	10 – 19	-	8 days	Arusha
ICT Project Management	1,500,000/=	14 - 18	-	5 days	Arusha
Database Administration with Ms SQL	2,500,000/=	21 - 25	-	5 days	Arusha
E-Records & Archive Management	1,500,000/=	28	1	5 days	Arusha
Programming with Assembly	1,000,000/=	On Request		5 Days	Arusha
Programming with Assembly	1,000,000/=	On Request		5 Days	Arusha
Programming with C	1,000,000/=	On Request		5 Days	Arusha
Best Practices for Database Design and Implementation	1,500,000/=	On Request		-	Arusha
Database Administration: SQL Server 2017	1,600,000/=	On Request		-	Arusha
Oracle Database 12c: Administration	1,600,000/=	On Request		-	Arusha
Desktop Publishing and Graphic Design	900,000/=	On Request			Arusha
Oracle Database Security: Preventive Controls	1,600,000/=	On Request			Arusha

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		OCT.	NOV.		
Leading Digital Transformation of Business and Services	1,500,000/=	On Request		-	Arusha
Digital Transformation Strategy: Find Your Path and Pace and Leave with A Strategic Plan	1,500,000/=	On Request		-	Arusha
Computer Forensic and Cyber Security	2,200,000/=	On Request		-	Arusha or Morogoro
Cyber Security Risk Management	1,500,000/=	On Request		-	Arusha
ICT Policy Formulation and Enforcement	1,500,000/=	On Request		-	Arusha
Business Continuity and Disaster Recovery of Organization Assets	1,200,000/=	On Request		-	Arusha
Business Processes Automation	900,000/=	On Request		-	Arusha
Intrusion Detection and Prevention Training Boot Camp	1,500,000/=	On Request		-	Arusha
Systems and Network Security: Best Practices	1,600,000/=	On Request		-	Arusha

NOVEMBER 2019

FINANCE, ACCOUNTING AND AUDITING (FAA)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		NOV.	DEC.		
Anti-Money Laundering Workshop	970,000/=	4 - 8	-	5	Arusha
International Financial Reporting Standards (IFRSs)	950,000/=	4 - 8	-	5 Days	Arusha
Real Estate Cashflow & Financial Modelling	1,400,000/=	19 – 28	-	8 days	Arusha
Computerized Accounting and Stores Software	1,000,000/=	On Request		-	Arusha
Effective Enterprise-Wide Risk Auditing, Monitoring, Evaluation and Reporting	900,000/=	On Request		-	Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		NOV.	DEC.		
Managerial Skills for Health and Non-Health Managers	900,000/=	4 - 8	-	5 days	Arusha
Project Monitoring and Evaluation	950,000/=	4 - 8	-	5 days	Arusha
Arbitration, Conciliation and Mediation Management <i>*Include National Park Visit*</i>	1,500,000/=	4 – 8	-	5 days	Arusha
Management and Administrative skills for Office Assistants and Administrators	900,000/=	4 – 8	-	5 days	Arusha
Project Design, M&E Skills for Tactical and Strategic Level Managers	1,500,000/=	4 - 8	-		Arusha
Payroll Management, Compensation and Benefits Administration	800,000/=	4 - 9	-	5 days	Arusha
Electronic Resources Management	700,000/=	4 - 9	-	5 days	Arusha
Effective Office Management Programme	800,000/=	11 - 15	-	5 days	Arusha
Project writeups for Donor Funded Projects & Resource Mobilization.	1,000,000/=	11 - 15	-	5 days	Arusha
Influences on Employee Behavior at Work Places	900,000/=	11 - 15	-	5 days	Arusha
Developing and Presenting an Effective Business Case for Organizational Investment Decisions	900,000/=	11 - 15	-	5 days	Arusha
Analyzing Project Planning, M&E Tolls for Desired Impacts Realizations	1,500,000/=	11 - 15	-	5 days	Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		NOV.	DEC.		
Strategic Management Tools and Framework	1,000,000/=	11 - 15	-	5 days	Arusha
Interpersonal Relations at Work place	1000,000/=	11 - 15	-	5 days	Arusha
Events Management Skills	1,000,000/=	11 - 16	-	6 days	Arusha
Managing the Human Resources and Labour Relations <i>*Include National Park Visit*</i>	1,500,000/=	18 - 22	-	5 days	Arusha
Designing an Effective M&E Systems for Impact and Outcome Evaluations in Projects and Programs	1,500,000/=	18 - 22	-	5 daus	Arusha
Call Centre Management Skills	900,000/=	18 - 22	-	5 days	Arusha
Customer Care and Quality Service Management 1m	1,000,000/=	18 - 22	-	5 days	Arusha
Business Continuity and Disaster Recovery Planning	1,000,000/=	18 - 22	-	5 days	Arusha
Commercial Project Write ups and Resource Mobilization	1,000,000/=	18 - 23	-		Arusha
Strategic and Business Plan Development <i>*Include National Park Visit*</i>	1,400,000/=	19 - 28	-	10 days	Arusha
Managing Communication Barriers in Modern Organizations	900,000/=	25 - 29	-	5 days	Arusha
Analysis of Business Strategies in Revelry and Volatile Industries	1,500,000/=	25 - 29	-	6 days	Arusha
Pre-Retirement Planning and Entrepreneurship	2,500,000/=	On Request		-	IAA
Advanced Public Relation & Marketing Skills	1,500,000/=	On Request		-	IAA/ Tailor made
Administrative Skills and Techniques	1,500,000/=	On Request		-	IAA/ Tailor made
Project Formulation, Planning, Monitoring and Evaluation with Applications in Ms Project	1,800,000/=	On Request		-	Arusha
Organizational Communications and Interpersonal Skills	1,200,000/=	On Request		-	IAA/ Tailor made
Strategic Planning and Implementation: Turning Strategy into Results	1,800,000/=	On Request		10 days	Arusha

PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (PSCM)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		NOV.	DEC.		
Fraud and Corruption management in Public Sector Procurement	1,000,000/=	4 - 9	-	6 Days	Arusha
Effective Logistics and Supply Chain Management for Top Performance <i>*Include National Park Visit*</i>	1,500,000/=	11 - 20	-	10 Days	Arusha
The Public Procurement - Compliance and Practice-Hands-On	800,000/=	18 - 22	-	5 days	Arusha
E-Procurement	2,000,000/=	25	6	12 days	Arusha
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		NOV.	DEC.		
Soft Skills for ICT Professionals and Any Other Technical Professionals	950,000/=	4 - 8	-	5 days	Arusha
Certified Ethical Hacker 312-50	1,500,000/=	11 - 15	-	5 days	Arusha
Red hat Linux System Administration	1,500,000/=	18 - 22	-	5 days	Arusha
Cyber Incident Planning and Response- a strategic and practical approach	1,400,000/=	20 - 29	-	10 days	Arusha
ICT Boot Camp	1,500,000/=	25 - 29	-	5 days	Arusha
Programming with Java	1,000,000/=	On Request		5 Days	Arusha
Programming with Lisp.	1,000,000/=	On Request		5 Days	Arusha
Programming with Prolog.	1,000,000/=	On Request		5 Days	Arusha
Programming with Python	1,000,000/=	On Request		5 Days	Arusha
ICT Legal Contract Drafting and Negotiation for Lawyers and Non-Lawyers: A Practical Approach	1,200,000/=	On Request		-	Arusha
Information Systems Auditing and Controls	1,500,000/=	On Request		-	Arusha
Best Practice in ICT Asset Management	700,000/=	On Request		-	Arusha
Information Systems Auditing for Non-It/Is Auditors	900,000/=	On Request		-	Arusha
Information Technology (IT) Asset Management	900,000/=	On Request		-	Arusha

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		NOV.	DEC.		
Value for Money (VFM) Auditing in Information System Investment (Acquisition, Implementation and Its Operations)	1,000,000/=	On Request		-	Arusha
ICT Governance	2,500,000/=	On Request		-	Arusha
Information Technology (It) Service Design and Strategy	900,000/=	On Request		-	Arusha
Server Virtualization with Windows Server Hyper-V	1,800,000/=	On Request		-	Arusha
Server Virtualization with VMware vSphere: Install, Configure and Manage	1,800,000/=	On Request		-	Arusha
Professional Practice in Digital Forensic and Security	2,200,000/=	On Request		-	Arusha
Systems Administration Using Windows Server 2016: Hands-On	1,500,000/=	On Request		-	Arusha
Use of Computer Assisted Audit Tools: Basics for Internal Auditors	2,200,000/=	On Request		-	Arusha
Windows Server 2016 Networking	1,500,000/=	On Request		-	Arusha

DECEMBER 2019

FINANCE, ACCOUNTING AND AUDITING (FAA)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		DEC.	JAN.		
International Professional Practices Framework (IPPF) - for Internal Auditors	950,000/=	2 - 6	-	5 days	Arusha
Physical Assets Management	1,700,000/=	2 – 6		12 days	Arusha
Improving effectiveness of audit committees	1,000,000/=	9 - 13	-	5 days	Arusha
Advanced Internal Auditors Programme	1,600,000/=	16 - 25	-	10 days	Arusha
Effective Budgeting and Budgetary Control	950,000/=	16 - 20	-	5 days	Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		DEC.	JAN.		
High Performance Leadership and Institutional Development Programme <i>*Include National Park Visit*</i>	1,500,000/=	2 - 5	-	4 days	Arusha
Project Design and Formulation	950,000/=	2 - 6	-	5 days	Arusha
Strategic Plan Development	900,000/=	2 - 6	-	5 days	Arusha
Project Impact Evaluation Training	1,300,000/=	2 - 6	-	5 Days	Arusha
Techniques for Alleviating Employee's Turnover in Organization	900,000/=	2 - 6	-	5 days	Arusha
Feasibility Study and Viability Analysis for Projects in Diverse Macro-environmental Dynamics	1,500,000/=	2 - 6	-	5 days	Arusha
Performance Management: Setting, Reviewing and Assessing Performance	950,000/=	2 - 6	-	5 days	Arusha
Business Management Skills for CEOs, Directors, Managing Directors and Managers of Public and Private Profit-Making Organizations	1,300,000/=	2 - 7	-	6 days	Arusha
Leadership and Customer Care Development Programme for Health Care Practitioners <i>*Include National Park Visit*</i>	1,800,000/=	2 - 13	-	12 days	Arusha
Electronic Records Management	700,000/=	6 - 10	-	5 days	Arusha
Managing Project Cycle in Development and Economic Programs	1,250,000/=	9 - 13	-	5 days	Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		DEC.	JAN.		
Management and Leadership Development Skills 1m	1,000,000/=	9 - 13	-	5 days	Arusha
Leadership, Team Building and coach skills for Directors, Managers and Supervisors for effective performance management <i>*Include National Park Visit*</i>	1,500,000/=	9 - 13	-	5 days	Arusha
Building A Strong Organizational Culture for Attaining Organizational Objective	900,000/=	9 - 13	-	5 days	Arusha
Digital Customer Management	1,000,000	9 - 13	-	5 days	Arusha
Performance Management: Conducting Effective Open Appraisals	950,000/=	10 - 14		5 days	Arusha
Leadership Development Programme For Managers and Head of Departments/Sections <i>*Include National Park Visit*</i>	1,400,000	10 - 19	-	10 days	Arusha
Merging Public Sector Institutions: Successful Change Management	900,000/=	16 - 20	-	5 days	Arusha
Participatory Approaches to Community Development Projects and Programs	800,000/=	16 - 20			Arusha
Managing Human Resources towards Industrial Economy <i>*Include National Park Visit*</i>	1,400,000/=	16 - 20	-	5 days	Arusha
Administrative Assistants & Secretaries Skills		16 – 20	-	5 days	Arusha
Managerial skills in the preparation and use of Strategic, Business, and Project plans	1,250,000/=	23 - 27	-	5 days	Arusha
Managing Community Development Projects and Programs in Diverse Macro-environmental Climates	1,500,000/=	30 - 3	-	5 days	Arusha
Managing Staff Discipline, Termination and Dismissal	1,000,000/=	On Request		-	Arusha
Disaster Management and Preparedness	2,500,000/=	On Request		-	IAA/ Tailor made
Marketing and Selling Skills Development	1,800,000/=	On Request		-	IAA/ Tailor made

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		DEC.	JAN.		
Supervisory Skills & Management Techniques	1,500,000/=	On Request		-	IAA/ Tailor made
Effective Credit/Debt Management and Collections	600,000/=	On Request		-	Arusha
Enterprise Risk Management Oversight: The Role of Auditors, Audit Committee and Management	700,000/=	On Request		-	Arusha
Effective Conduct of Meetings, Report Writing and Minute Writing	1,000,000/=	On Request		-	Arusha
PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (PSCM)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		DEC.	JAN.		
Purchasing Management and Cost Saving Techniques	900,000/=	2 - 6	-	5 days	Arusha
Preparation for Public Procurement Audit and Achievement of Value for Money in Public Procurement	2,000,000/=	16 - 27	-	12 Days	Arusha
Management of Public Procurement Procedures	1,000,000/=	30	3	6 Days	Arusha
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		DEC.	JAN.		
ICT And Human Resources Management	800,000/=	2 - 6	-	5 days	Arusha
Blockchain - A Practical, Strategic & Commercial Guide	1,400,000/=	5 - 19	-	11 days	
Big Data for Banks & Financial Institutions	1,400,000/=	10 - 19	-	8 days	Arusha
Reverse Engineering: Concept and Practice.	1,000,000/=	On Request		5 Days	Arusha
Analyzing Big Data with Microsoft R	2,000,000/=	On Request		-	Arusha
Business Continuity and Disaster Recovery Management: The Role of Auditors and Audit	700,000/=	On Request		-	Arusha
SQL-Programming	2,000,000/=	On Request		-	Arusha
Advanced Microsoft Office 2013/2016 Applications	1,500,000/=	On Request		-	Arusha
Leading Digital Transformation of Business and Services	1,500,000/=	On Request		-	Arusha

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURAT ION	VENUE
		DEC.	JAN.		
Digital Transformation Strategy: Find Your Path and Pace and Leave with A Strategic Plan	1,500,000/=	On Request		-	Arusha
Computer Forensic and Cyber Security	2,200,000/=	On Request		-	Arusha or Morogoro
Cyber Security Risk Management	1,500,000/=	On Request		-	Arusha
ICT Policy Formulation and Enforcement	1,500,000/=	On Request		-	Arusha
Intrusion Detection and Prevention Training Boot Camp	1,500,000/=	On Request		-	Arusha
Systems and Network Security: Best Practices	1,600,000/=	On Request		-	Arusha

JANUARY 2020					
FINANCE, ACCOUNTING AND AUDITING (FAA)					
COURSE NAME	FEE	DATE		DURATION	VENUE
		JAN.	FEB.		
Auditing Integrated Financial Management Information System (IFMIS) Implementation and Operations	900,000/=	On Request		-	Arusha
Advanced Accounts Programmes	3,000,000/=	On Request		-	Arusha
MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATION	VENUE
		JAN.	FEB.		
Managing Human Resources towards Industrial Economy <i>*Include National Park Visit*</i>	1,400,000/=	6 - 10	-	5 days	Arusha
Project Design, M&E Skills for Tactical and Strategic Level Managers	1,500,000/=	6 - 10	-	5 days	Arusha
Environment Impact Assessment and Pricing for Private and Social Cost-Benefit Resilience and Safety	1,500,000/=	13 - 17	-	5 days	Arusha
Modern Skills for Administrative Assistants and OMS	1,600,000/=	13 - 24	-	10 Days	Arusha
Trainings Management Skills	950,000/=	20 - 24	-	5 days	Arusha
Core Management Skills and Labour Disputes Resolution for Modern Organization	1,000,000/=	20 - 24	-	5 days	Arusha
Designing an Effective M&E Systems for Impact and Outcome Evaluations in Projects and Programs	1,500,000/=	20 - 24	-	5 days	Arusha
Strategic and Business Plan Development <i>*Include National Park Visit*</i>	1,400,000/=	21 - 30	-	10 days	Arusha
Social and Behavior Change Communication	970,000/=	27 - 31	-	5 days	Arusha
Analysis of Business Strategies in Revelry and Volatile Industries	1,500,000/=	27 - 31	-	6 days	Arusha
Aligning Business Continuity (BC) and Enterprise-Wide Risk Management (ERM)	1,200,000/=	On Request		-	Arusha

PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (PSCM)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		JAN.	FEB.		
Public Procurement "Effective Tender/Bid Evaluation"	1,500,000/=	6 – 10	-	5 days	Arusha
Public Procurement Code of Conduct and Professional Ethics	1,800,000/=	6 - 17	-	10 days	Arusha
Electronic Government Procurement	1,400,000/=	13 - 22	-	8 days	Arusha
Procurement and Supply Chain Risk Management	2,000,000/=	20 – 31	-	12 Days	Arusha
Public Procurement Act and its Implementation	1,200,000/=	On Request		-	Arusha
Procurement Management and Cost Saving Techniques	3,000,000/=	On Request		-	Arusha
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		JAN.	FEB.		
Professional Practice in Digital Forensic and Security	2,200,000/=	On Request		-	Arusha
Windows Server 2016 Networking	1,500,000/=	On Request		-	Arusha
Systems and Network Security: Best Practices	1,600,000/=	On Request		-	Arusha
Computer Forensic and Cyber Security	2,200,000/=	On Request		-	Arusha or Morogoro
ICT Policy Formulation and Enforcement	1,500,000/=	On Request		-	Arusha
Intrusion Detection and Prevention Training Boot Camp	1,500,000/=	On Request		-	Arusha
Cyber Security Risk Management	1,500,000/=	On Request		-	Arusha
Systems Administration Using Windows Server 2016: Hands-On	1,500,000/=	On Request		-	Arusha
HR Metrics and Analytics	1,600,000/=	On Request		-	Arusha
IT Demand Management in The Modern Environment	1,500,000/=	On Request		-	Arusha
IT Leadership	1,200,000/=	On Request		-	Arusha
Information Security & Cyber Law	1,600,000/=	On Request		-	Arusha
MYSQL For Database Administrators	1,500,000/=	On Request		-	Arusha

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		DEC.	JAN.		
Leading Digital Transformation of Business and Services	1,500,000/=	On Request		-	Arusha
Digital Transformation Strategy: Find Your Path and Pace and Leave with A Strategic Plan	1,500,000/=	On Request		-	Arusha
Use of Computer Assisted Audit Tools: Basics for Internal Auditors	2,200,000/=	On Request		-	Arusha
Office Confidentiality and Clean Desk Policy	1,500,000/=	On Request		-	Arusha
Microsoft Office 2013/2016 Training	1,200,000/=	On Request		-	Arusha

FEBRUARY 2020					
FINANCE, ACCOUNTING AND AUDITING (FAA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		FEB.	MAR.		
Advanced Accountants Programme	950,000/=	3 - 7	-	5 Days	Arusha
Physical Assets Management	1,700,000/=	11 – 22	-	12	Arusha
MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		FEB.	MAR.		
The Role of Directors and CEOs In Corporate Governance, Ethics and Competence.	1,800,000/=	3 - 7	-	5 days	Arusha
Leadership, Team Building and coach skills for Directors, Managers and Supervisors for effective performance management <i>*Include National Park Visit*</i>	1,500,000/=	3 - 7	-	5 days	Arusha
Feasibility Study and Viability Analysis for Projects in Diverse Macro-environmental Dynamics	1,500,000/=	3 - 7	-	5 days	Arusha
Project Design and Formulation	950,000/=	3 - 7	-	5 days	Arusha
Conflict Resolution Strategies at Work Places	970,000/=	3 - 7	-	5 days	Arusha
Negotiation Techniques- Hands-On	800,000/=	10 - 14	-	5 days	Arusha
Managing Project Cycle in Development and Economic Programs	1,250,000/=	10 - 14	-	5 days	Arusha
Customer Care and Quality Service Management	1,000,000/=	10 - 14	-	5 days	Arusha
Modern Techniques for Administrative Assistants and Personal Secretaries	950,000/=	10 - 14	-	5 days	Arusha
Effectiveness of Customer Service in Both Public and Private Institutions	970,000/=	17 - 21	-	5 days	Arusha
Project Monitoring and Evaluation (PME)	950,000/=	17 - 21	-	5 days	Arusha
High MFIs Loans Default Rates in Tanzanians Financial Industry: Causes and Available Remedies	1,500,000/=	17 - 21	-	5 days	Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATION	VENUE
		FEB.	MAR.		
Human Resources Management and KPI's <i>*Include National Park Visit*</i>	1,500,000/=	17 - 21	-	5 days	Arusha
Project Planning and Directing	950,000/=	17 - 21	-	5 days	Arusha
Management and Leadership Development Skills	1,000,000/=	17 - 21	-	5 days	Arusha
Tanzania Laws Relating to Employment and Regulatory Compliance	1,500,000/=	17 - 26	-	8 days	Arusha
Leadership Development Programme for Managers and Head of Departments/Sections	900,000/=	18 - 27	-	5 days	Arusha
Leadership Development Programme For Managers and Head of Departments/Sections <i>*Include National Park Visit*</i>	1,400,000/=	24 - 28	-	10 days	Arusha
Managerial skills in the preparation and use of Strategic, Business, and Project plans	1,250,000/=	24 - 28	-	5 days	Arusha
Management and Diversity at Work Places	970,000/=	24 - 28	-	5 days	Arusha
Events Management Skills <i>*Include National Park Visit*</i>	1,000,000/=	24 - 28	-	6 days	Arusha
Budgeting, Forecasting and Policy Planning	1,500,000/=	24 - 29	-	6 days	Arusha
Business Process Transformation and Automation	1,000,000/=	On Request		-	Arusha
Risk-Based Strategic Planning, Budgeting and Performance Management Systems	900,000/=	On Request		-	Arusha
Creating and Managing Corporate Risk Culture	900,000/=	On Request		-	Arusha
Business Process Improvement and Quality Assurance Management	1,200,000/=	On Request		-	Arusha
Managing an Organization Change and Culture	900,000/=	On Request		-	Arusha
Kazi Na Afya: Huduma Ya Kwanza Mahala Pa Kazi	300,000/=	On Request		-	Arusha
Pre-Retirement Planning and Entrepreneurship	2,500,000/=	On Request		-	Arusha
Leadership and Good Governance in Public and Private Sector	1,800,000/=	On Request		-	IAA/ Tailor made

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		FEB.	MAR.		
Marketing and Selling Techniques	1,200,000/=	On Request		-	IAA/ Tailor made
Business and Marketing Skills for Small Business Owners	1,000,000/=	On Request		-	IAA/ Tailor made
Maadili Ya Kazi Na Huduma Kwa Mteja	1,000,000/=	On Request		-	IAA/ Tailor made
PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (PSCM)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		FEB.	MAR.		
Public Procurement "Effective Tender/Bid Evaluation"	1,500,000/=	3 - 7	-	5 days	Arusha
Purchasing Management and Cost Saving Techniques	900,000/=	3 - 7	-		Arusha
Public Procurement Act "Key Challenges and Pitfalls"	1,500,000/=	10 - 14	-	5 days	Arusha
Inventory and Contract Management	1,200,000/=	On Request		-	Arusha or DSM
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		FEB.	MAR.		
Advanced Computer Skills for Executive Assistants	850,000/=	17 - 21	-	5 days	Arusha
Fundamentals of Information Systems Auditing and Assurance	1,000,000/=	17 - 28	-	10 days	Arusha
Mobile Money, FinTech and Agency Banking	1,400,000/=	17 - 28	-	10 days	Arusha
Basics of Block Chain Technology	700,000/=	24 - 28	-	5 days	Arusha
Information Systems Auditing for Non-IT/IS Auditors	900,000/=	On Request		-	Arusha
Fraud Detection and Prevention on Integrated Financial Information System with Data Analytics Software	1,200,000/=	On Request		-	Arusha
Server Virtualization with Windows Server Hyper-V	1,800,000/=	On Request		-	Arusha
Server Virtualization with VMware vSphere: Install, Configure and Manage	1,800,000/=	On Request		-	Arusha
Advanced Microsoft Office 2013/2016 Applications	1,500,000/=	On Request		-	Arusha

MARCH 2020

FINANCE, ACCOUNTING AND AUDITING (FAA)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		MARCH	APRIL		
Application of Advanced Excel For Accountants and Auditors	1,800,000/=	2 - 13	-	12 days	Arusha
Effective Enterprise-Wide Risk Auditing, Monitoring, Evaluation and Reporting	900,000/=	On Request		-	Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)

COURSE NAME	FEE	DATE		DURATI ON	VENUE
		MARCH	APRIL		
Key Features in Preparation of Responsive Bids- Hands-On	300,000/=	2 - 4	-	3 days	Arusha
Research Proposal and Dissertation Writing	500,000/=	2 - 6	-	5 days	Arusha
Project writeups for Donor Funded Projects & Resource Mobilization.	1,000,000/=	2 - 6	-	5 days	Arusha
Project Design, M&E Skills for Tactical and Strategic Level Managers	1,500,000/=	2 - 6	-	5 days	Arusha
Contract Management in Project	950,000/=	2 - 6	-	5 days	Arusha
General Office Practice and Kaizen Philosophy Application for Continuous Improvement	850,000/=	2 - 6	-	5 days	Arusha
Customers Service and Employees Management Strategies in Contemporary Organization	970,000/=	2 - 6	-	5 days	Arusha
High Performance Leadership and Institutional Development Programme	1,500,000/=	2 - 6	-	5 days	Arusha
Electronic Records Management	700,000/=	2 - 5	-	5 days	Arusha
Project Impact Evaluation Training	1,300,000/=	9 - 13	-	5 days	Arusha
Management and Administrative skills for Office Assistants and Administrators	900,000/=	9 - 13	-	5 days	Arusha
Analyzing Project Planning, M&E Tolls for Desired Impacts Realizations	1,500,000/=	9 - 13	-	5 days	Arusha
Significance of Human Resource Management Skills for Effectiveness and Efficient Organization Performance	1,200,000/=	9 - 14	-	6 days	Arusha or Dar es Salaam
Management Development of PAs and Secretaries	1,000,000/=	9 - 14	-	6 days	Arusha or DSM

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		MARCH	APRIL		
Development Project Monitoring and Evaluation	1,200,000/=	9 - 14	-	6 days	Arusha
Business Management Skills for SMES	500,000/=	9 - 11	-	3 days	Arusha
Performance Improvement for Drivers and Security Guards	950,000/=	9 - 13	-	5 days	Arusha
Mainstreaming Gender in the work place	1000,000/=	9 - 13	-	5 days	Arusha
Customer Care and Quality Service Management	2,000,000/=	9 - 19	-	12 days	Arusha
Management of Marketing and Public Relations	970,000/=	16 - 20	-	5 days	Arusha
Managing the Human Resources and Labour Relations	1,500,000/=	16 - 20	-	5 days	Arusha
Managing Institutional Human Resources and Succession Plan Development <i>*Include National Park Visit*</i>	1,400,000/=	16 - 25	-	10 days	Arusha
Motivation Process and Employee Morale Development	970,000/=	16 - 27	-	12 days	Arusha
Public Relations and Customer Care	1,000,000/=	23 - 27	-	5 days	Arusha
Environment Impact Assessment and Pricing for Private and Social Cost-Benefit Resilience and Safety	1,500,000/=	23 - 27	-	5 days	Arusha
Analysis of Business Strategies in Revelry and Volatile Industries	1,500,000/=	30	3	6 days	Arusha
Performance Management: Motivating Staff to Get Results	950,000/=	On Request		5 days	Arusha
Fleet Management and Supervisory Skills in Organization	1,250,000/=	On Request		-	Arusha
Government Leadership, Gap Analysis and Record Keeping for Elected and Appointed Officials	1,500,000/=	On Request		-	Arusha
Effective Enterprise-Wide Risk Management (ERM)	1,200,000/=	On Request		-	Arusha
Digital Marketing: The Professional Way to Use Twitter, Instagram, And Face Book	1,000,000/=	On Request		-	Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		MARCH	APRIL		
Effective Conduct of Meetings, Report Writing and Minute Writing	1,000,000/=	On Request		-	Arusha
Personal Effectiveness for Superior Customer Service	1,200,000/=	On Request		-	IAA/ Tailor made
Administrative Skills and Techniques	1,500,000/=	On Request		-	IAA/ Tailor made
Organizational Communications and Interpersonal Skills	1,200,000/=	On Request		-	IAA/ Tailor made
PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (PSCM)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		MARCH	APRIL		
Public Procurement and Good Governance	1,500,000/=	23 - 27	-	5 days	Arusha
Public Procurement Act - Practice and Implementation	2,000,000/=	On Request		-	Arusha
Computerization of Store and Inventory	2,500,000/=	On Request		-	Arusha
Towards Compliance with Public Procurement Acts and Regulations <i>*Include National Park Visit*</i>	1,500,000/=	On Request		10 Days	Arusha
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		MARCH	APRIL		
Basics of Block Chain Technology	700,000/=	23 - 25	-	3 days	Arusha
Soft Skills for ICT Professionals	950,000/=	23 - 27	-	5 days	Arusha
Certified Ethical Hacker 312-50	1,500,000/=	30	3	5 days	Arusha
Algorithm Analysis and its Implementation with C.	1,000,000/=	30	3	5 days	Arusha
Algorithm Design and Analysis	1,000,000/=	30	3	5 days	Arusha
Foundations of IT Risk Management	1,000,000/=	30	3	5 days	Arusha
ICT Strategy, Governance and Project Management	1,400,000/=	30	10	10 days	Arusha
Algorithms Asymptotic Analysis	1,000,000/=	30	3	5 days	Arusha
Information Systems Auditing and Controls	1,500,000/=	On Request		-	Arusha

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		MARCH	APRIL		
Information Technology (IT) Asset Management	900,000/=	On Request		-	Arusha
Value for Money (VFM) Auditing in Information System Investment (Acquisition, Implementation and Its Operations)	1,000,000/=	On Request		-	Arusha
ICT Legal Contract Drafting and Negotiation for Lawyers and Non-Lawyers: A Practical Approach	1,200,000/=	On Request		-	Arusha
Review for Certified Information System Auditor (CISA)	3,500,000/=	On Request		-	Arusha
Business Continuity and Disaster Recovery of Organization Assets	1,200,000/=	On Request		-	Arusha
Desktop Publishing and Graphic Design	900,000/=	On Request		-	Arusha
Business Processes Automation	900,000/=	On Request		-	Arusha
Database Administration: SQL Server 2017	1,600,000/=	On Request		-	Arusha
Best Practices for Database Design and Implementation	1,500,000/=	On Request		-	Arusha
Oracle Database 12c: Administration	1,600,000/=	On Request		-	Arusha
Oracle Database Security: Preventive Controls	1,600,000/=	On Request		-	Arusha
CCNA Review Classes	2,500,000/=	On Request		-	Arusha
Systems and Network Security: Best Practices	1,600,000/=	On Request		-	Arusha
Computer Forensic and Cyber Security	2,200,000/=	On Request		-	Arusha or Morogoro
ICT Policy Formulation and Enforcement	1,500,000/=	On Request		-	Arusha
Intrusion Detection and Prevention Training Boot Camp	1,500,000/=	On Request		-	Arusha
Cyber Security Risk Management	1,500,000/=	On Request		-	Arusha
Information Security & Cyber Law	1,600,000/=	On Request		-	Arusha
MySQL For Database Administrators	1,500,000/=	On Request		-	Arusha
Leading Digital Transformation of Business and Services	1,500,000/=	On Request		-	Arusha

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		MARCH	APRIL		
Digital Transformation Strategy: Find Your Path and Pace and Leave with A Strategic Plan	1,500,000/=	On Request		-	Arusha
Office Confidentiality and Clean Desk Policy	1,500,000/=	On Request		-	Arusha

APRIL 2020					
FINANCE, ACCOUNTING AND AUDITING (FAA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		APRIL	MAY		
Finance for Non-Finance Managers	950,000/=	6 - 10		5 days	Arusha
International Financial Reporting Standards (IFRSs)	950,000/=	6 - 10	-	5 days	Arusha
Current Internal Audit Practices to Enhance Value to The Organization	1,000,000/=	6 - 11	-	6 days	Arusha
Improving effectiveness of audit committees	1,000,000/=	13 - 17	-	5 days	Arusha
Financial Management for Donor Funded Projects	1,600,000/=	13 - 24	-	10 Days	Arusha
Assistant Accountants and Cashiers Training	1,500,000/=	On Request		-	Arusha
MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		APRIL	MAY		
Business Management Skills for CEOs, Directors, Managing Directors and Managers of Public and Private Profit-Making Organizations <i>*Include National Park Visit*</i>	1,500,000/=	6 - 10	-	5 days	Arusha
Feasibility Study and Viability Analysis for Projects in Diverse Macro-environmental Dynamics	1,500,000/=	6 - 10	-	5 days	Arusha
Project Monitoring and Evaluation	950,000/=	6 - 10	-	5 days	Arusha
Arbitration, Conciliation and Mediation Management <i>*Include National Park Visit*</i>	1,500,000/=	6 - 10	-	5 days	Arusha
Electronic Resources Management	700,000/=	6 - 10	-	5 days	Arusha
Leadership and Customer Care Development Programme for Health Care Practitioners <i>*Include National Park Visit*</i>	1,800,000/=	6 - 17	-	12 days	Arusha
Result Based Management in Public and Private Sector <i>*Include National Park Visit*</i>	1,400,000/=	13 - 15	-	10 days	Arusha
Managing Project Cycle in Development and Economic Programs	1,250,000/=	13 - 17	-	5 days	Arusha
Kuboresha Mawasiliano and Utendaji Kazi kwa Wahudumu wa Ofisi.	900,000/=	13 - 17	-	5 days	Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		APRIL	MAY		
Confidential Management at Work Places	970,000/=	13 - 23	-	9 days	Arusha
Dispute Resolution and Negotiation with Employees and Trade Unions	1,400,000/=	13 - 24	-	10 days	Arusha
Participatory Approaches to Community Development Projects and Programs	800,000/=	20 - 24	-	5 days	Arusha
Tanzania Laws Relating to Employment and Regulatory Compliance	1,500,000/=	20 - 29	-	8 days	Arusha
Management Development Programme for Administrative Officers	2,000,000/=	20 - 30	-	12 days	Arusha
Office Administration Skills for Secretaries and Front Desk Officers	1,000,000/=	20 - 25	-	6 days	Arusha
Management and Leadership Development Skills	1,000,000/=	27	8	12 days	Arusha
Managing Community Development Projects and Programs in Diverse Macro-environmental Climates	1,500,000/=	27	1	6 days	Arusha
Strategic Plan Development	900,000/=	On Request		5 days	Arusha
Talent Management and Succession Planning	950,000/=	On Request		5 days	Arusha
Administrative Skills and Effective Records Management Programme	1,600,000/=	On Request		5 days	Arusha
Methods and Tools of Gender Mainstreaming in Development Plans and Projects	900,000/=	On Request		5 days	Arusha
Managing Staff Discipline, Termination and Dismissal	1,000,000/=	On Request		5 days	Arusha
Supervisory & Management Skills for Middle Line Managers	1,500,000/=	On Request		5 days	IAA/ Tailor Made
PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (PSCM)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		APRIL	MAY		
Warehouse Management	800,000/=	20 - 24	-	5 days	Arusha
The Humanitarian Supply Chain: Disaster Management and Recovery	1,400,000/=	20 - 23	-	4 days	Arusha

PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (PSCM)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		APRIL	MAY		
Evaluation of Tenders and Prevention of Corruption Practices in Public Procurement <i>*Include National Park Visit*</i>	1,400,000/=	On Request		10 Days	Arusha
Managing Procurement of Donor Funded Projects (DFPS): Case Study - World Bank Funded Projects, AFDB Funded Projects, And Other Internationally Supported Government Projects (Like UN, Who etc.	1,500,000/=	On Request		-	Arusha
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		APRIL	MAY		
Cryptography and Digital Forensics.	1,000,000/=	6 - 10	-	5 days	Arusha
Laravel Programming	2,500,000/=	6 - 10	-	5 days	Arusha
E-Records & Archive Management	1,500,000/=	20 - 24	-	5 days	Arusha
Artificial Intelligence and Machine Learning	1,000,000/=	20 - 24	-	5 days	Arusha
Coding Theory and Its Application.	1,000,000/=	On Request		5 days	Arusha
Information Technology (IT) Service Design and Strategy	900,000/=	On Request		-	Arusha
SQL-Programming	2,000,000/=	On Request		-	Arusha
Computer Hardware Maintenance and Support	1,500,000/=	On Request		-	Arusha
Microsoft Office 2013/2016 Training	1,200,000/=	On Request		-	Arusha
Professional Practice in Digital Forensic and Security	2,200,000/=	On Request		-	Arusha
Systems Administration Using Windows Server 2016: Hands-On	1,500,000/=	On Request		-	Arusha
Use of Computer Assisted Audit Tools: Basics for Internal Auditors	2,200,000/=	On Request		-	Arusha
Windows Server 2016 Networking	1,500,000/=	On Request		-	Arusha
PROFESSIONAL, RESEARCH AND SOCIAL DEVELOPMENT (PRSD)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		APRIL	MAY		
Research Data Analysis and Management Using SPSS and STATA	1,000,000/=	20 - 25	-	6 days	Arusha

MAY 2020					
FINANCE, ACCOUNTING AND AUDITING (FAA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		MAY	JUNE		
International Public Sector Accounting Standards (IPSASs)	950,000/=	4 – 8	-	5 days	Arusha
Forensic Accounting & Fraud Examination in a Modern Dynamic World	1,600,000/=	11 - 20	-	10 days	Arusha
Advanced Internal Auditors Programme	1,600,000/=	18 - 27	-	10 days	Arusha
Computerized accounting and stores software	1,000,000/=	On Request		-	Arusha
Financial Management for Donor Funded Project	1,600,000/=	On Request		-	Arusha
Presentation of Financial Statements Using IFR's & Financial Analysis for State Owned Enterprises	1,900,000/=	On Request		-	Arusha
MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		MAY	JUNE		
Business Continuity and Disaster Recovery Planning	1,000,000/=	4 - 8	-	5 days	Arusha
Project Management Approach in Business Environment	950,000/=	4 - 8	-	5 days	Arusha
Building Entrepreneurial skills and Customer service Management	900,000/=	4 - 8	-	5 days	Arusha
Emerging library technology and services	600,000/=	4 - 8	-	5 days	Arusha
Project Design, M&E Skills for Tactical and Strategic Level Managers	1,500,000/=	4 - 8	-	5 days	Arusha
Digital Customer Management	1,000,000/=	11 - 15	-	5 days	Arusha
Modern Leadership and Good Governance	1,500,000/=	11 - 15	-	5 days	Arusha
Analyzing Project Planning, M&E Tolls for Desired Impacts Realizations	1,500,000/=	11 - 15	-	5 days	Arusha
Payroll Management, Compensation and Benefits Administration	800,000/=	11 - 15	-	5 days	Arusha
Governance and Public Sector Management <i>*Include National Park Visit*</i>	1,500,000/=	11 - 15	-	5 days	Arusha
Customer Care and Quality Service Management	1,000,000/=	11 - 15	-	5 days	Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		MAY	JUNE		
Advanced Customer Care and Communication Skills	950,000/=	18 - 22	-	5 days	Arusha
Designing an Effective M&E Systems for Impact and Outcome Evaluations in Projects and Programs	1,500,000/=	18 - 22	-	5 days	Arusha
Organizational Change Management	1,800,000/=	18 - 22	-	5 days	Arusha
Management and Leadership Development Skills	1,000,000/=	18 - 22	-	5 days	Arusha
Ethics and Public Administration	850,000/=	25 – 28	-	4 days	Arusha
Environment Impact Assessment and Pricing for Private and Social Cost-Benefit Resilience and Safety	1,500,000/=	25 - 29	-	5 days	Arusha
Management and Administrative Skills for Executive Office Assistants/Administrators <i>*Include National Park Visit*</i>	1,400,000/=	25	5	10 days	Arusha
Strategic Human Resources Management	2,000,000/=	25	5	12 days	Arusha
Project Communication and Reporting	950,000/=	25 - 29	-	5 days	Arusha
Leadership Skills and Team Building Program	1,000,000/=	25 - 28	-	4 days	Arusha
Maisha baada ya Kustaafu	1,500,000/=	On request		8 Days	Arusha
Senior Management Development Program	1,000,000/=	On Request		-	Arusha
Effective Credit/Debt Management and Collections	600,000/=	On Request		-	Arusha
Pre-Retirement Planning and Entrepreneurship	2,500,000/=	On Request		-	Arusha
Project Formulation, Planning, Monitoring and Evaluation with Applications in Ms Project	1,800,000/=	On Request		-	Arusha
Results Oriented Strategic Planning	1,800,000/=	On Request		10 days	Arusha
PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (PSCM)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		MAY	JUNE		
The Public Procurement - Compliance and Practice-Hands-On	800,000/=	4 - 8	-	5 days	Arusha
Managing Suppliers, Contractors, Consultants and Service Providers in Public Procurement <i>*Include National Park Visit*</i>	2,000,000/=	On Request		12 Days	Arusha

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		MAY	JUNE		
E-Records & Archive Management	1,500,000/=	11 - 15	-	5 days	Arusha
ICT Boot Camp	1,500,000/=	11 - 15	-	5 days	Arusha
Monitoring and Auditing ICT Projects	800,000/=	11 - 15	-	5 days	Arusha
Soft Skills for ICT Professionals and Any Other Technical Professionals	950,000/=	18 - 22	-	5 days	Arusha
Detection, Forensic Investigation and Prosecution of Fraud and Corruption	1,400,000/=	18 - 29	-	10 days	Arusha
Red hat Linux System Administration	1,500,000/=	18 - 22	-	5 days	Arusha
Cryptography and Cryptanalysis with Python	1,000,000/=	25 - 29		5 days	Arusha
Cryptology With C	1,000,000/=	On Request		5 days	Arusha
Spring Boot and Linux Server Administration	5,000,000/=	On Request		-	Arusha
Analyzing Big Data with Microsoft R	2,000,000/=	On Request		-	Arusha
Advanced Microsoft Office 2013/2016 Applications	1,500,000/=	On Request		-	Arusha
Best Practice in ICT Asset Management	700,000/=	On Request		-	Arusha
HR Metrics and Analytics	1,600,000/=	On Request		-	Arusha
IT Demand Management in The Modern Environment	1,500,000/=	On Request		-	Arusha
IT Leadership	1,200,000/=	On Request		-	Arusha
Server Virtualization with Windows Server Hyper-V	1,800,000/=	On Request		-	Arusha
Server Virtualization with VMware vSphere: Install, Configure and Manage	1,800,000/=	On Request		-	Arusha
Information Security & Cyber Law	1,600,000/=	On Request		-	Arusha
Office Confidentiality and Clean Desk Policy	1,500,000/=	On Request		-	Arusha
PROFESSIONAL AND RESEARCH DEVELOPMENT (PRD)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		MAY	JUNE		
Data Analysis and Modelling Using STATA And E-Views	1,000,000/=	18 - 22	-	6 days	Arusha

JUNE 2020					
FINANCE, ACCOUNTING AND AUDITING (FAA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		JUNE	JULY		
Quality Audit Report Writing Skills	1,000,000/=	8 - 12	-	5 days	Arusha
Physical Assets Management	1,700,000/=	8 - 12		12 Days	Arusha
Application of Advanced Excel For Accountants and Auditors	1,800,000/=	22	3	12 days	Arusha
Induction of Audit Committees of Board of Directors	1,200,000/=	On Request		5 days	Arusha
Auditing Organization Change and Culture.	900,000/=	On Request		-	Arusha
Advanced Analysis of The Performance of an Entity Using Financial Statements	950,000/=	On Request		5 days	Arusha
MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		JUNE	JULY		
Performance Management: Setting, Reviewing and Assessing Performance	950,000/=	1 - 5		5 days	Arusha
Strategic Management Tools and Framework	1,000,000/=	8 - 12	-	5 days	Arusha
Managing Performance and Accountability for Employees	900,000/=	8 - 12	-	5 days	Arusha
Business Management Skills For SMES	500,000/=	8 - 12	-	3 days	Arusha
Managing Employee Grievance, Discipline and Termination <i>*Include National Park Visit*</i>	1,500,000/=	8 - 12	-	5 days	Arusha
Electronic Resources Management	700,000/=	8 - 12	-	5 days	Arusha
Leadership Development Programme for Managers and Head of Departments/Sections	900,000/=	8 - 12	-	5 days	Arusha
Feasibility Study and Viability Analysis for Projects in Diverse Macro-environmental Dynamics	1,500,000/=	8 - 12	-	5 days	Arusha
Performance Management: Conducting Effective Open Appraisals	950,000/=	8 - 12	-	5 days	Arusha
Problem Solving Decision Making	850,000/=	15 - 19	-	5 days	Arusha
Mainstreaming Gender in the work place	1000,000/=	15 - 19	-	5 days	Arusha

MANAGEMENT, OFFICE AND ADMINISTRATION (MOA)					
COURSE NAME	FEE	DATE		DURATION	VENUE
		JUNE	JULY		
Significance of Human Resource Management Skills for Effectiveness and Efficient Organization Performance	1,200,000/=	15 - 18	-	6 Days	Arusha or Dar es Salaam
Communication Techniques for Effective Policy Making and Service Delivery	900,000/=	15 - 19	-	5 days	Arusha
Trainings Management Skills	950,000/=	15 - 19	-	5 days	Arusha
Managing Project Cycle in Development and Economic Programs	1,250,000/=	15 - 19		5 days	Arusha
Institutional Development and Organizational Strengthening Programs	950,000/=	20 – 24	-	5 days	Arusha
Infrastructure Management for Academic and Public Libraries.	1,000,000/=	22 – 26	-	5 days	Arusha
High MFIs Loans Default Rates in Tanzania's Financial Industry: Causes and Available Remedies	1,500,000/=	22 - 26	-	5 days	Arusha
Strategic and Business Plan Development *Include National Park Visit*	1,400,000/=	22	3	10 days	Arusha
Management and Administrative Skills for Executive Office Assistants/Administrators *Include National Park Visit*	1,400,000/=	23	4	10 days	Arusha
Managerial skills in the preparation and use of Strategic, Business, and Project plans	1,250,000/=	29	3	5 days	Arusha
Organization Design and Change Management	900,000/=	On Request		-	Arusha
Supervisory Skills & Management Techniques	1,500,000/=	On Request		-	IAA/ Tailor made
Enterprise Risk Management Oversight: The Role of Auditors, Audit Committee and Management	700,000/=	On Request		-	Arusha
PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (PSCM)					
COURSE NAME	FEE	DATE		DURATION	VENUE
		JUNE	JULY		
Purchasing Management and Cost Saving Techniques	900,000/=	29	3	5 days	Dar es Salaam
E-Procurement	2,000,000/=	29	10	12 days	Arusha

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		JUNE	JULY		
ICT And Human Resources Management	800,000/=	8 - 12	-	5 days	Arusha
ICT Policy Formulation, Enforcement & IT Service Management	2,500,000/=	8 - 12	-	5 days	Arusha
Advanced Training on Block Chain Technology	800,000/=	15 - 19	-	3 days	Dar es salaam
Administering Windows Server 2012r2	1,500,000/=	15 - 19	-	5 days	Arusha
Innovations in Library Technology, Services and Resources	1,400,000/=	29	8	10 days	Arusha
Database Administration with Ms SQL	2,500,000/=	29	3	5 days	Arusha
Advanced Training on Block Chain Technology	800,000/=	29	1	3 days	Arusha
Data Structure Design and Implementation	1,000,000/=	On Request		5 Days	Arusha
Discrete Mathematics and Its Application.	1,000,000/=	On Request		5 Days	Arusha
Business Continuity and Disaster Recovery Management: The Role of Auditors and Audit	700,000/=	On Request		-	Arusha
Best Practices for Database Design and Implementation	1,500,000/=	On Request			Arusha
Database Administration: SQL Server 2017	1,600,000/=	On Request		-	Arusha
ICT Governance	2,500,000/=	On Request		-	Arusha
Oracle Database 12c: Administration	1,600,000/=	On Request		-	Arusha
Oracle Database Security: Preventive Controls	1,600,000/=	On Request		-	Arusha
Advanced Microsoft Office 2013/2016 Applications	1,500,000/=	On Request		-	Arusha
Computer Forensic and Cyber Security	2,200,000/=	On Request		-	Arusha
Cyber Security Risk Management	1,500,000/=	On Request		-	Arusha
Digital Transformation Strategy: Find Your Path and Pace and Leave with A Strategic Plan	1,500,000/=	On Request		-	Arusha
ICT Policy Formulation and Enforcement	1,500,000/=	On Request		-	Arusha
Intrusion Detection and Prevention Training Boot Camp	1,500,000/=	On Request		-	Arusha

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)					
COURSE NAME	FEE	DATE		DURATI ON	VENUE
		JUNE	JULY		
Leading Digital Transformation of Business and Services	1,500,000/=	On Request		-	Arusha
Microsoft Office 2013/2016 Training	1,200,000/=	On Request		-	Arusha
MYSQL For Database Administrators	1,500,000/=	On Request		-	Arusha
Systems and Network Security: Best Practices	1,600,000/=	On Request		-	Arusha

4.0 BANK ACCOUNT INFORMATION

NAME OF BANKER : NATIONAL BANK OF COMMERCE

BRANCH : ARUSHA BRANCH

ACCOUNT HOLDER : INSTITUTE OF ACCOUNTANCY
ARUSHA

NAME OF THE ACCOUNT: BUSINESS PROMOTION

ACCOUNT NUMBER : 014103007130

BANK ID : -

SWIFT : NLCBTZTX

5.0 INSTITUTES AWARDS

A: POSTGRADUATE STUDIES AWARDS

1. Master of Computer Applications
2. Master of Information Security
3. Master of Software Engineering
4. Master of Business Administration
5. Master of Business Administration in Information Technology
6. Master of Business Administration in Procurement and Supplies Management
7. Master of Science in Finance and Investment
8. Postgraduate Diploma in Accountancy
9. Postgraduate Diploma in Banking and Finance
10. Postgraduate Diploma in Procurement and Supplies Management
11. Postgraduate Diploma in Computing
12. Postgraduate Diploma in Financial Management
13. Postgraduate Diploma in Strategic Studies

B: UNDERGRADUATE STUDIES AWARDS

BACHELOR DEGREE AWARDS

1. Bachelor Degree in Accountancy
2. Bachelor Degree in Finance and Banking
3. Bachelor Degree in Procurement and Logistics Management
4. Bachelor Degree in Business Management

5. Bachelor Degree in Economics and Finance
6. Bachelor Degree in Computer Science
7. Bachelor Degree in Information Technology
8. Bachelor Degree in Military Science

ORDINARY DIPLOMA AWARDS

1. Ordinary Diploma in Accountancy
2. Ordinary Diploma in Finance and Banking
3. Ordinary Diploma in Procurement and Logistics Management
4. Ordinary Diploma in Business Management
5. Ordinary Diploma in Computer Science
6. Ordinary Diploma in Information Technology
7. Ordinary Diploma in Strategic Studies

BASIC TECHNICIAN CERTIFICATE AWARDS

1. Basic Technician Certificate in Accountancy
2. Basic Technician Certificate in Finance and Banking
3. Basic Technician Certificate in Procurement and Logistics Management
4. Basic Technician Certificate in Business Management
5. Basic Technician Certificate in Computing and Information Technology

6.0 LIST OF COURSE FACILITATORS

S/NO	FULL NAMES	EDUC. & ACADEMIC QUALIFIATIONS
1	Dr. Samwel Marwa Werema	PhD; MBA; CPA (T); BCom
2	Prof. Epaphra Manamba	PhD; MA; BA; Dip(Ed)
3	Dr. Jonathan Kasenene Shishiwa	PhD; M. Ed; B. Ed.; Dip. Ed.
4	Dr. Edison Wazoel Lubua	PhD (IS&T); MCom(IS); MSc(HRM); ADCS; CISA
5	Dr. Grace Elihaki Idinga	PhD; MBA; BCom
6	Dr. Leticia Lucas Rwabishugi	PhD (DS); MA (DS); BA Ed; Dip Ed
7	Dr. Paul John Salia	PhD; MA; PGD; BA
8	Dr. Ikandilo Julius Kushoka	PhD; CPSP; MBA, ADMA; Dip. Ed.
9	Dr. Solomon Emmanuel Muguba	PhD (Ling); MA (Ling); BA (Lang),Dip. Ed
10	Dr. Theophil Benedict Assey	PhD; MSc; BSc
11	Dr. Michael John Haule	PhD(DS); MA(DS); BA Ed.
12	Dr. Cairo Paul Mwaitete	MSc; ADEP*
13	Eliakira Moses Nnko	MBA; BBA(Mkt)
14	Adonijah Agenda Abayo	MA; B. Ed (A)*
15	Agnes Boniphace Mtui	MEED; BBA
16	Martin Mathias Dome	MSc; CPSP; ADMA*
17	Kafigi Nicholas Jeje	MBA; BBA
18	Dr. Thadei Andrew Kiwango	MSc; PGDCS;BA; Dip Ed*
20	Kilugala Mponeja Malimi	MSc (AF); BED(AM); CPA (T)*
21	Elidaima Paul Mlungwe	MBA; ADCA; Dip(Ed)
22	Chalicha Chacha Sila	MBA; CPA(T); PGDTM; Bcom;*
23	Valensi Benedicto Kagoro	MSc ;CPA(T); BCom
24	Flora Kilo Lemnge	MSc. (PSM); ADA
25	Musa Paul Ngilisho	MBA(F); ADA*
26	Papias Daud Njaala	MSc (F) ; CPA(T); ADA
27	Moga Tano Jilenga	MSc (AF); CPA(T); ADA*
28	Hellen Emmanuel Meshack	MBA; BA*
29	Bakari Ally Mashaka	MBA; BSc *
30	Allen Medard Mibazi	MBA; CPSP; ADMA*
31	Fadhili Ephraim Maseko	MBA; ADCA Dip.Ed
32	Mordecai Chrysostom Matto	MSc. (Mkt); CPSP(T); BA (PSM) *
33	Grace Isidor Temba	MBA(FB); BAF
34	Richard Boniphace Laswai	MBA ; ACPA(T); ADA
35	Nimrod Noel Foya	MBA; B.Ed
36	Frank Emmanuel Sengati	MSc. IT & Mgt; ADIT
37	Anna Silas Mwamwezi	LLM; LLB
38	Edson Rudovick Ndyemalila	MBA; ADBM

S/NO	FULL NAMES	EDUC. & ACADEMIC QUALIFICTIONS
39	Victor George Ngessa	MSc; ADIT
40	Elimbinzi Elisaria Mlay	MSc (AF); CPA(T); ADA; Dip Ed
41	Munguatosha Godfrey Maleko	MSc; BSc
42	Godfrey Matiku Maswe	MCED; MSc E; BACD
43	Juma Yusuph Liechuka	MSc ITM; ADIT
44	Joy Jillian Joseph	MBA; ADIT
45	Victoria Fredrick Kabito	MSc (F); CPA(T); ADA
46	Harrison Friback Ngowi	MSc ; ACPA (T); ADA
47	Daniel Slawe Lorri	MSc F&A; CPA(T); ADCA
48	Casmir Fabian Kitula	MBA(F); BSc
49	Issa Magembe Makongoro	MSc(F); ADA
50	Eliawon Aiwinia Kishimbo	MSc FI; CPA(T); BCom
51	Jeremiah Eliah Mbwambo	MSc (AF); CPA(T); BA&F
52	Abubakar Mahamud Shariff	MBA; ADA
53	Joha Abdulrahman Batte	MSc(FI); B.Com
54	Hildo Ladislaus Mrema	MSc (Agric. Ec); BSc (Agric. Ed& Ext); Dip. Ed
55	Mathias John Chaula	MSc. (FI); ACPA(T); CPSP (T); ADA
56	Valentine Christopher Marandu	MPA; PGRP; ADCD
57	Boniface Lydia Maiko	MA; ADBA*
58	Isaria Peter Kisoli	CPSP; MBA; ADMA; Dip Ed.
59	Shaban Yusuph Masolwa	MBA; BA
60	Peter Evance Kavishe	MBA; BA*
61	Elia Fanuel Mbise	MSc. (Entr); BBA (Bus.Mgt); Dip. Ed (Math& Georg)
62	Gipson Raphael Ole Kinisa	MBA (ICT &Eng); B.Ed
63	Haruna Issa Athuman	MBA (Fin & Admin.); ADMA
64	Ibrahim Evarist Sawe	MBA; BBA
65	Catholic Laizer Sumuni	MSc (Proc & Sup Chain); BSc.(POM)
66	Annette Goodluck Kessy	MSc (Agr Eco); BSc
67	Isaya Machaine Makuri	MBA; CPSP (T); BSc.(Prod &Op Mgt)
68	Asumpta Marcel Muna	MSc (F&I) CPA (T); ADA
69	Thomas Abraham Sommy	MSc.(HR); BA Ed.
70	Pamela John Chogo	MCED; MSc. (IT & Mgt); ADIT
71	Allan Gallus Msolla	MSc (CS); BSc (CS)
72	Mpoki Mosses Mwasaga	MSc; BSc
73	Didas Mfoi Malekia	MCM; MSc; BSc
74	Karisha Daniel Kavuta	MSc; ADIT
75	Msham Angalia Bakiri	MBA; ADIT
76	Nicholaus Mushumbusi Stanslaus	MBA; ADTE

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77	Jacqueline Exuper Mtui	MSc (IT); BCA
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79	Happiness Leonard Mkumbo	MBA (ITM); ADCS
80	Adam Aloyce Semlambo	MCA; BSc (IT)
81	Kaanael Simon Mbise	MSc (CS); BSc (CS)
82	Kabeya Bakari Almas	MSc (CS); BSc (CS)
83	Ali Issa Mbarale	MBA; BSc Ed.
84	Gloria Reverian Kimburu	MA(DS); B. Ed(A)
85	Songera Joseph Mashauri	MSc; BSc
86	Fred Bryceson Magesa	MA(DS); B.Ed; Dip Ed*
87	Zaharani Mohamed Kisolwa	LLM; LLB
89	Kusekwa Sitta Mabondo	MA (Ling); B.Ed.
90	Kassim Bakary Kipanga	LLM; PGD (LP); LLB
91	Christopher Venance Marushwa	MSc (Math); B.Ed (Sc.)
92	Ester Damiano Salahot	MSc (Math); BSc (Ed)
93	Lugano Asalile Mwamakimbula	MSc (Eco); BSc (Eco)
94	Bonaventure Suluba Mshibika	MSc. (QEcon); BA (Stat)
95	Bonitha Benitho Mahenge	MARLA; ADTM
96	Ayoub Mohamed Mswahili	MIT; BSc
97	Ngasa Bucheye Ng'humdu	BSc Ed.(Math)
98	Sifaeli Noah Sabaya	MBA (ITM); BEng; FTC
99	Stanley George Chibelenje	BSc. (CS)
100	Florid Ferdinand Mwesiga	BALIS
101	Joseph Solomon Daudi	MBA (ITM); BALIS
102	Jerome Nshalila	MBA; CSP[T]
103	Lilian Minja	BAPA&HRM
104	Hamisi Majala	MBA; CPA (T); ADCA

7.0 DEPARTMENT CONTACT PERSONS

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

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