



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

THE NELSON MANDELA
AFRICAN INSTITUTION OF SCIENCE AND
TECHNOLOGY (NM-AIST)



SHORT COURSE ON ADVANCED E-RECORDS

DATES 10th April, 2023 Ending: 15th April 2023

LOCATION NM-AIST- Tengeru Arusha

FEE 1000,000 for Citizens and 600 USD for Non-Citizens

FEE DETAILS: Cover tuition, training materials and visit to one of the tourist area available in the Region.

COURSE RATIONALE

Developments in Information and Communication Technology have transformed the way people communicate. The cell-phone makes it easier for people from all walks of life to communicate with anyone anywhere. Individuals and organizations do not have to depend on paper-based media to communicate. The transfer of money through the mobile phone has improved the life of the small-scale business. However, these developments require that the media being used for capturing such information/knowledge is managed properly. Magnetic tapes, flash disks, optical disks and the like have to be stored in appropriate environments to avoid corruption of data. This is especially important given that some of the new media have not been tested long enough. This course builds on the earlier course on Managing Electronic Records.

THE COURSE MAIN OBJECTIVES

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

- Explain the importance of an e-records management system given the developments in the business world today
- Interpret the law regarding use of electronic records
- Identify the best electronic media for storing the organization's data, information and knowledge
- Design/create, store and manage electronic records applying the latest technologies
- Monitor and evaluate an electronic management system.

WHO SHOULD ATTEND?

Records Officers, Secretaries, Records Assistants, ICT Officers, Librarians, Human Resources Officers and/or anybody who is responsible for managing institutional electronic records.

POLITE REMINDERS

- Tuition fees must be paid before the course commencement
- Participants will be responsible for their travel and up keeping cost
- Participants should confirm their attendance to the course one week before

TERMS AND CONDITIONS

- Participants should remit participation fee in full before the training
- No refund will be made if the participants fail and no substitute was made

MODE OF PAYMENT

Name of the Account, NM-AIST SEMINAR & CONFERENCE
CRDB ACCOUNT 01J1047604201 FOR TSH
CRDB ACCOUNT 02J1047604200 FOR US DOLLAR

FOR FURTHER INFORMATION

Call 255 742634328 or +255 713595810/ 0782540121

Send email to trainings@nm-aist.ac.tz

