

**THE MWALIMU NYERERE MEMORIAL ACADEMY**  
**ORDINARY DIPLOMA IN RECORDS, ARCHIVES AND INFORMATION MANAGEMENT - [ OD. REC ]**  
**ACADEMIC TIMETABLE SEMESTER I - 2017/2018**

Days/Time	7:00 - 8:00	8:00 - 9:00	9:00 - 10:00	10:00 - 11:00	11:00 - 12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00 - 20:00
Monday				Lecture RMT 06102 A/B/SF/LR.2 HASSAN, ALI	Lecture RMT 06102 A/B/SF/LR.2 HASSAN, ALI	Seminar RMT 06105 A/B/SF/LR.3 MOGHA,		Lecture RMT 06101 A/B/SF/LR.3 AMSI, SIXBERT		Lecture RMT 05101 UFF/L.R.211	Seminar RMT 05104 UFF/L.R.211 MOGHA,		
Tuesday			Seminar RMT 05101 UFF/L.R.211	Seminar RMT 06101 A/B/SF/LR.3 AMSI,	Seminar RMT 05102 A/B/SF/LR.3 KIRUMBI,	Seminar RMT 05103 A/B/SF/LR.3 AMSI,		ASSIGNMENT G&IND LIBRARY					
Wednesday				Lecture RMT 06106 A/B/SF/LR.3 ngowi, BEATRICE				Seminar RMT 05106 G/H 3			Seminar RMT 06103 A/B/SF/LR.2		
Thursday			Lecture RMT 05104 UFF/L.R.211 MOGHA, HURUMA					Lecture RMT 06105 A/B/SF/LR.3 MOGHA, HURUMA		Lecture RMT 05105 A/B/SF/LR.2 MAKIKAP		Seminar RMT 06103 A/B/SF/LR.3	
Friday			RMT 06106 A/B/SF/LR.3 ngowi, BEATRICE	Lecture RMT 05106 G/H 3				Lecture RMT 06104 A/B/SF/LR.2		Seminar RMT 05105 A/B/SF/LR.2			

KEY	
RMT 06102	Records Management Policy, Legislation and Standards
RMT 06105	Introduction to Land Records
RMT 06101	Introduction to Financial Records Management
RMT 05101	Principles of Records Management
RMT 05104	Records Management Systems
RMT 05102	Records Centre Management
RMT 05103	Introduction to Archival Description and Cataloguing
RMT 06106	Introduction to Human Resource Management
RMT 06103	Introduction to Medical Records
RMT 06104	Introduction to Legal Records

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RMT 05105	Introduction to Statistics
RMT 05106	Computer Application