

**THE MWALIMU NYERERE MEMORIAL ACADEMY**  
**ORDINARY DIPLOMA IN RECORDS, ARCHIVES AND INFORMATION MANAGEMENT - [ OD. REC ]**  
**ACADEMIC TIMETABLE SEMESTER II - 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				ASSIGNMENT G&IND LIBRARY					Seminar RMT 05203 C/H	Seminar RMT 05203 USF 310 KUSAGA,	Seminar RMT 06204 USF 310 KUSAGA,	Lecture RMT 05201 UFF/L.R.210 KUSAGA, LUCY	
												Lecture RMT 06201 UGF 101 HASSAN, ALI	
Tuesday			Seminar RMT 06201 UGF 101 HASSAN, ALI					Seminar RMT 05201 UFF/L.R.210 KUSAGA,		Lecture RMT 05202 UFF/L.R.210 AMSI, SIXBERT			
Wednesday	Lecture RMT 06202 UGF 101					Seminar RMT 05204 USF 310 Nkwera,	Seminar RMT 06202 UGF 101				Lecture RMT 06206 USF 312 Kapilima, Vivian		
Thursday				Seminar RMT 06203 UGF 101 MUBOFU,				Lecture RMT 06205 USF 312				Lecture RMT 06204 USF 213 KUSAGA, LUCY	
				Lecture RMT 05204 USF 310 Nkwera, Jenipher		Lecture RMT 05205 L/T							
Friday			Lecture RMT 06203 UGF 101 MUBOFU, CHRISTIAN	Seminar RMT 06206 USF 312 Kapilima,					Seminar RMT 05202 UFF/L.R.210 AMSI,				
									Seminar RMT 06205 USF 312				

KEY	
RMT 05203	Conservation and Preservation of Records and Archival Materials
RMT 06204	Personnel Records Management
RMT 05201	Records Office Procedures and Practices
RMT 06201	Baseline Survey Principles
RMT 05202	Introduction to Archives Management
RMT 06202	Records Security and Disaster Management
RMT 05204	General Studies
RMT 06206	Politics and Development
RMT 06203	Electronic Records Management
RMT 06205	Records Management Retention and Disposal Schedules

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RMT 06205	Communication Nd interpersonal skills
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