

THE INSTITUTE OF PUBLIC ADMINISTRATION (IPA) ZANZIBAR

RATIBA YA MITIHANI YA MAREJEO NA MAALUM (SUPPLEMENTARY AND SPECIAL) KWA MUHULA WA SEPTEMBER/OKTOBA 2021/2022 HALL 1

COURSE/HRS DAY/DATE	B. TECHNICIAN CERTIFICATE I & II (9.00-11.00 AM)	TECHNICIAN CERTIFICATE I & II (9.00-11.00 AM)	ORDINARY DIPLOMA I & II (9.00-11.00 AM)	DEGREE (9.00-12.00 PM)	DELM 1-1V
Mo 09/05/2022	BTCPS I: Communication Skills BTCSS I: Elementary Business English BTCRM I: Communication Skills BTCDP I: Communication Skills BTCLG I: Communication Skills BTCPA I: Communication Skills BTCIR I: Communication Skills BTCBM I: Communication Skills BTCHRM I: Communication Skills BTEF I: B. Communication BTCIT I: Communication Skills BTCSS I: Elementary of Business English BTCLG II: Human Resource Management BTCRM II: Fundamentals of Labor law BTCIT II: Procurement and Supply BTCPS II: Public Procurement	TCBIT I: Basic Communication Skills TCIR I: Communication Skills TSS I: Communication and interpersonal skills TCLG I: Basic Communication Skills TCBIT II: Procurement and Supply TBM II: Procurement and Supply TCHRM II: Procurement and Supply TCPS II: Procurement Law TCDP II: Research for Social Science TCSS II: Hatimkato kasi maneno 80 kdk	ODPS I: Research Methodology ODIR I: Research Methodology ODHRM I: Human resource Planning ODBIT I: Principles of Business Management ODSS I: Research Methodology ODIR I: Contemporary issues in Africa ODHRM II: Research Methodology ODRM II: Research Methodology ODPR II: Research Methodology ODLG II: Research Methodology	BIR I: Communication Skills BRM I: Communication skills BHRM I: Communication skills BRM II: Legal aspect in Record Management BIR II: International Political Economy	DELM I: Communication Skills DELM II: Strategic Management of Change in Education DELM III: Managing School Partnership
Tu 10/05/2022	BTCEF I: Mathematics and Statistics BTCPS I: Mathematics and Statistics BTCSBIT I: Mathematics and Statistics BTCHRM I: Mathematics and Statistics BTCDP I: Mathematics and Statistics BTCIR I: E. of International Relations BTCRM II: Principles of Archives Management BTCIT II: Fundamentals of Marketing BTCSS II: Basic Arithmetic BTCPS II: Clearing and Forwarding BTCPA II: Fundamentals of Marketing	TCDP I: Mathematics and Statistics TCBIT I: Mathematics and Statistics TCHRM I: Mathematics and Statistics TCLG I: Mathematics and Statistics TCPS I: Mathematics and Statistics TCSS I: Nadharia ya Hati Mkato TCIR II: B. of Public International Law TCPS II: Stock Control TCSS II: Shorthand speed TBM II: Principles of Marketing TCBIT II: Fundamentals of Marketing TCLG II: Principles of Public Administration	ODIR I: F. of International Business ODDP I: Principles of Dev. Planning ODPS I: Procurement Procedures ODHRM I: Human resource information system ODBIT I: Management Information System ODIR I: French Language ODHRM II: Staff Training and Development ODRM II: Health Records Management ODLG II: F. of Public Procurement	BIR I: Computer skills BRM I: ICT BIR I: Micro-economics BRM II: MIS BIR II: International economics	DELM I: Fundamentals of Pedagogy DELM II: Social Inclusion DELM III: Managing School Curriculum DELM IV: Guidance and Counselling

<p style="text-align: center;">We</p> <p style="text-align: center;">11/05/2022</p>	<p>BTCDP I: Basic Land Governance BTCHRM I: Bookkeeping and Account BTCBIT I: Bookkeeping BTCBM: Fundamentals of Business BTCPA I: Bookkeeping</p> <p>BTCRM II: Principles of Book keeping BTCSS II: Typewriting skills stage 1 BTCPS II: Basic Bookkeeping BTCDP II: Elements of Development Planning BTCIR II: F. human right BTCLG II: F. of Project Planning BTCBM II: Basic of Business Management</p>	<p>TCHRM I: ICT TCBIT I: Computer Programming TCBIT I: Accounting TCSS I: Typewriting stage ii</p> <p>TCDP II: Project Planning TCLG II: Accounting for public Sectors TCIR II: International Political economy</p>	<p>ODBIT 1. Sales Management</p> <p>ODLG II. Ethics for Local Government ODHRM II: Staff Motivation and Remuneration ODPR II. Negotiation and Mediation Skills</p>	<p>BIR 1. Life Skills BRM 1: Mathematics and Statistics BHRM 1: Mathematics and Statistics</p> <p>BIR II: Contemporary issue in international Relations BRM II. Database Management</p>	<p>DEM 1: School Management</p> <p>DELM III: Transforming school in to learning community</p> <p>DELM IV: Philosophy of Education</p>
<p style="text-align: center;">Th</p> <p style="text-align: center;">12/05/2022</p>	<p>BTCRM I: Fundamentals of Office Practice BTCHRM II: F. of office practice BTCSS II: Front office and customer handling BTCPS II: E. of Procurement Management BTCDP II: E. of environmental Management BTCIR II: F. global governance BTCBM II: Fundamentals of Marketing</p>	<p>TCHRM I: Principles of HR Management TCPS II: Marketing Management TCBIT II: Computer system and maintenance TCSS II: Office Procedure and Practice TCIR II: Human right theory and practice TCLG II: Principles of Management</p>	<p>ODBIT 1. Principles of Finance Management</p> <p>ODPS II: Warehouse Management ODPR II. Fundamentals of Journalism ODLG II. Basics of Public Policy ODHRM II: Labour Law</p>	<p>BIR II: Research Methodology BRM II: Research Methodology</p> <p>BIR 1. Introduction to Protocol and Etiquette BHRM 1: Principles of Management</p>	<p>DELM I: Leadership in Education</p> <p>DELM IV: Sociology of Education</p>
<p style="text-align: center;">Fr</p> <p style="text-align: center;">13/05/2022</p>	<p>BTCRM I: Elements of Commerce BTCEF I: Elements of Commerce BTCIR I: E. of Development Studies BTCPS I: Entrepreneurship Skills BTCEF I: Elements of Finance</p> <p>BTCRM II: Entrepreneurship Skills BTCDP II: E. of Development Studies BTCBIT II: Entrepreneurship Skills BTCBM II: Elements of Commerce BTCIR II: Basics of International Political Economy BTCLG II: Human right Management</p>	<p>TCLG I: E. of Development Studies</p> <p>TCIR II: Regional economic integration TCPR II: E. of Development Studies TCLG II: Public finance and Taxation</p> <p>TCEF II: Money and financial system</p>	<p>ODBIT 1. Object Oriented Programming</p> <p>ODPS II: Inventory Management</p>	<p>BIR 1. Introduction to International Relations</p> <p>BIR II: Practical Training 2 BRM II: Electronic Records Management</p>	<p>DELM IV: Cross-Cutting Issues in Education</p>

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14/05/2022

BTCRM I: Basic Records Management
BTCHRM II: Elements of Economics
BTCIT II: Elements of Economics
BTCDP II: Elements of Economics
BTCIR II: Elements of Economics
BTCLG II: Basics of Economics

BIR I: Foreign Language
Beginners
Level
BHRM I: Principles of Human
Resource Management
BIR II: Foreign Language for
Advance
level
BRM II: Information Storage and
Retrieval