

**THE INSTITUTE OF PUBLIC ADMINISTRATION (IPA)
ZANZIBAR**

**RATIBA YA MITIHANI YA MAREJEO NA MAALUM (SUPPLEMENTARY AND SPECIAL)
KWA MUHULA WA MACHI/APRIL 2020/2021**

ROOM 12

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-IV
Mo 4/10/2021	BTCPS I: Communication Skills BTCSS I: Elementary Business English BTCRM I: Communication Skills BTCIR I: Communication Skills BTCBM I: Communication Skills	TCBIT I: Basic Communication Skills TCPS I: Basic Communication Skills TCPR I: Business Communication TCIR I: Communication Skills TCDP I: Communication Skills TCBIT II: Procurement and Supply TCHRM II: Procurement and Supply TCPS II: Procurement Law TCDP II: Research for Social Science	ODHRM II: Research Methodology ODPS I: Procurement Procedures ODIR I: Research Methodology ODPR I: Marketing Communication ODSS II: Public Administration ODLG II: F. of Public Procurement ODDP II: Environment and development ODRM II: Research Methodology	BIR II: IOs	DELM I: School Organization and code of Conduct DELM II: Strategic Management of Change in Education DELM III: Managing School Partnership DELM IV: Educational Psychology
Tu 5/10/2021	BTCEF I: Mathematics and Statistics BTCBIT I: Mathematics and Statistics BTCRM I: Mathematics and Statistics BTCSS I: Introduction to Typewriting BTCIR I: E. of International Relations BTCBM I: Mathematics and Statistics BTCLG I: Mathematics and Statistics	TCDP 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 I: P. of International Relations TCIR II: B. of Public International Law TCPS II: Stock Control	ODIR I: F. of International Business ODDP I: Participatory Planning and Development ODHRM II: Staff Training and Development ODRM II: P. of Archives Management ODDP II: Industrial Development	BIR II: International Peace and Security	DELM II: Social Inclusion DELM III: Managing School Curriculum DELM IV: Guidance and Counselling
We 6/10/2021	BTCRM I: Basic Computer Applications BTCSS I: Fundamentals of Office Practice BTCIR I: Basic Computer Applications BTCDP I: Rural Development Planning BTCHRM I: Bookkeeping and Account BTCLG I: Bookkeeping and Account	TCDP I: ICT TCDP I: Rural Development Planning TCHRM I: ICT TCBIT I: Computer Programming TCPS I: Procurement Principles	ODIR I: Negotiation and Mediation Skills ODPS I: Physical Distribution ODHRM II: Staff Motivation and Remuneration ODDP II: B. Planning and Entrepreneurship	BIR II: Foreign language intermediate level	DEM I: ICT DELM IV: Philosophy of Education

<p>Th</p> <p>7/10/2021</p>	<p>BTCRM I: Basic Records Management BTCRM I: Fundamentals of Office Practice BTCSS I: Fundamentals of Office Practice BTCIR I: B.of International Peace & Security BTCDP I: F. of Development Planning BTCHRM I: Principles of Management BTCIT II: Fundamentals of Marketing</p>	<p>TCDP I: Principles of Economics TCIR I: F. od Diplomatic Relations TCPR I: Principles of Management TCPS II: Marketing Management</p>	<p>ODHRM II: Labour Law ODBM II: Business Law ODDP II: Project Monitoring and Evaluation</p>	<p>BIR II: Principles of Entrepreneurship</p>	<p>DELM IV: Sociology of Education</p>
<p>Fr</p> <p>8/10/2021</p>	<p>BTCRM I: Elements of Commerce BTCHRM I: Elements of Commerce BTCIR I: E. of Development Studies BTCIR I: Basics of Entrepreneurship BTCPR I: Entrepreneurship Skills BTCPS I: Entrepreneurship Skills BTCRM II: Entrepreneurship Skills BTCDP II: E. of Development Studies</p>	<p>TCDP I: Accounting for Public Sectors TCIR 1: E. of Development Studies</p>	<p>ODHRM II: Human Resource Recruitment and Selection ODDP II: Land Use Planning & Management</p>	<p>BIR II: Public relations and multilateral conference diplomacy</p>	<p>DELM IV: Cross-Cutting Issues in Education</p>
<p>Mo</p> <p>11/10/2021</p>				<p>BIR II: Macro- Economics</p>	

