

**TANZANIA PUBLIC SERVICE COLLEGE**  
**SEPTEMBER 2017 SUPPLEMENTARY AND SPECIAL EXAMINATION**  
**FINAL DRAFT TIME TABLE (18 -22 SEPT. 2017)**

SN	CODE	MODULE	SESSION
<b>DAY ONE: 18 SEPTEMBER 2017 08:30 - 11:30</b>			
1	HRM516	Public Relations and Protocol	1
2	ITT05103	Computer Networking	1
3	PA512	Public Administration	1
4	PST05101	Stores Administration	1
5	PST04101	Introduction to Storekeeping	1
6	PST04206	Storekeeping	1
7	ITT04102	Software Installation, Troubleshooting and maintenance	1
8	HRM624	Financial Management	1
9	ITT04204	Web Technology Basics	1
10	ITT05202	Server Maintenance and Repair	1
11	ITT06201	Essentials Of Information Systems	1
12	PA6110	Public Relations and Protocol	1
13	RM627	Records Security and Disaster Management	1
14	SS629*	Principles of Public Relations and Protocol	1
15	SS426 (PRACTICAL)	Computer Application II	1
16	RMT05203	Conservation and Preservation of Records and Archival Materials	1
17	RM612	Record Management Policy, Legislation And Standards	1
18	SS614	Records Management Principles and Practice	1

<b>DAY ONE: 18 SEPTEMBER 2017 12:00 - 15:00</b>			
1	PA415	Introduction to Public Administration	2
2	RMT05102	Records Centre Management	2
3	SS517	Shorthand Theory	2
4	GST06106	Financial Accounting	2
5	HRM615 & LIS624	Management Information System	2
6	PA622	Introduction to Stores and Logistics Management	2
7	PST05209	Introduction to Accounting and Costing	2

8	RMT04204	Basic Principles of Management	2
9	SS525	Office Procedures and Practice	2
<b>DAY ONE: 18 SEPTEMBER 2017 15:30 - 18:30</b>			
1	HRM423	Basic Arithmetic	3
2	HRM525	Procurement and Stores Management	3
3	ITT06105	E-Government	3
4	PA422	Basic Arithmetic Principles	3
5	PST04207	Introduction to Public Procurement	3
6	PST04105	Elements of Commercial Knowledge	3
7	PST05102	Procurement Principles	3
8	SS424	Typewriting Stage I	3
9	ITT04106	Basic Electricity and Electronics	3
10	RM623	Introduction To Legal Records	3
11	RM6111	Integrated Records Management	3
12	PA516	Principles of Records Management	3
13	RMT05101	Principles of Records Management	3
14	SS618	Hatimkato Kasi 100 mkd	3
15	RMT04101	Basic Principles of Records Management	3
16	HRM511	Principles and Practice of Management I	3

<b>DAY TWO: 19 SEPTEMBER 2017 08:30 - 11:30</b>			
1	PA416	Elementary English	4
2	RMT04103	Communication Skills	4
3	SS418	Elementary Business English	4
4	HRM415	Elementary Business English	4
5	ITT04104	Basic Communication Skills	4
6	PA511	Introduction to Local Government Administration	4
7	RMT05103/RMT05202	Introduction To Archival Description and Cataloguing/Introduction to Archives Management	4
8	HRM524	Human Resource Information and Records Management	4
9	HRM611	Human Resource Employment And Development	4

10	ITT05206	Computer Applications	4
11	PA428	Introduction To Records Management	4
12	SS5210	Hatimkato Kasi 80 mkd	4
13	RM616	Statistical Techniques and Baseline Survey Principles	4
14	RMT05202	Introduction to Archives Management	4

<b>DAY TWO: 19 SEPTEMBER 2017 12:00 - 15:00</b>			
1	HRM513	Human Resource Management	5
2	PST05103	Marketing	5
3	HRM622	Performance Management	5
4	ITT04202	Network Basics	5
5	ITT06204	Web Design And Support	5
6	ITT05101	Operating Systems	5
7	PA529	Disaster Management	5
8	ITT05101	Operating Systems	5
9	ITT06102	Information Systems Security	5
10	PST04210	Book-Keeping	5
11	RM625	Introduction to Land Records	5
12	SS519	Hatimkato Nadharia	5
13	SS6210	Introduction to Bookkeeping and Accounting	5

<b>DAY TWO: 19 SEPTEMBER 2017 15:30 – 18:30</b>			
1	HRM522	Principles and Practice of Management II	6
2	HRM613	Human Resource Records and Audit	6
3	PA618	Principles Of Management	6
4	PA427	Introduction to Office Management	6
5	PPSM619	Principles of Management	6
6	PPSM626	Introduction to International Procurement Principles	6
7	RMT04201	Introduction to Registry Procedures	6
8	SS528	Shorthand Speed 80 wpm	6
9	SS615	Meeting Procedures And Practice	6
10	SS516	Secretarial Duties	6

11	SS411 / SS422	Introduction to Secretarial Duties	6
12	SS422	Introduction to Secretarial Duties	6

<b>DAY THREE: 20 SEPTEMBER 2017 08:30 - 11:30</b>			
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1	HRM5111	Communication and Interpersonal Skills	7
2	PA514	Communication and Interpersonal Skills	7
3	PST05105	Communication Skills	7
4	PST04104	Basic Communication Skills	7
5	SS5111	Communication and Interpersonal Skills	7
6	ITT05107	Communication Skills	7
7	PA627	Development Studies and Good Governance	7
8	PPSM6210	Development Studies and Good Governance	7
9	RM629	Development Studies	7
10	SS524 (PRACTICAL)	Computer Application II	7
11	SS626	Development Studies	7
12	PST05207	Law of Contract	7
13	PA5210	Introduction to Statistics	7
14	PST04209	Introduction to Computer Applications	7

<b>DAY THREE: 20 SEPTEMBER 2017 12:00 - 15:00</b>			
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1	HRM417	Basic Computer Application I	8
2	ITT04105	Basic Computer Applications	8
3	PA411	Basic Computer Applications	8
4	RMT04104	Basic Computer Applications	8
5	SS415	Basic Computer Applications	8
6	HRM628	Public Policy	8
7	ITT05205	Introduction to Supervisory Skills	8
8	PA616	Public Policy	8
9	PPSM614	Financial And Cost Accounting	8
10	RMT05205	Communication and Interpersonal Skills	8

<b>DAY THREE: 20 SEPTEMBER 2017 15:30 - 18:30</b>			
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1	HRM5110	Computer Applications	9
2	ITT04201	Hardware Installation, Troubleshooting and Maintenance	9
3	ITT05102	Computer Maintenance and Repairs	9
4	ITT06103	System Analysis And Design	9
5	PA528	Intermediate Computer Application	9
6	PST05208	Introduction To ICT	9
7	SS5212	Basic Principles of Procurement and Supplies	9
8	RM6112	Records Center Management	9
9	RMT05106	Computer Applications	9
10	HRM619	Introduction To Public Administration	9
11	SS629	Introduction to Public Administration	9
12	PA623	Public Finance	9

<b>DAY FOUR: 21 SEPTEMBER 2017 08:30 - 11:30</b>			
1	PST04102	Introduction to Procurement Principles	10
2	RMT04102	Office Practice	10
3	SS413	Introduction To Typewriting	10
4	ITT05104	Introduction to Internet Programming	10
5	SS513	Intermediate Computer Application	10
6	SS622 (PRACTICAL)	Business Computer Applications II	10
7	HRM428	Basic Computer Applications II	10
8	PPSM627	Introduction to E-Procurement	10
9	RM6110	Electronic Records Management	10
10	SS426 (THEORY)	Computer Application II	10
11	HRM528	Research Methodology	10
12	ITT06205	Introduction To Graphics And Multimedia	10
13	ITT06101	Computer Networking	10
14	PA619	Research Methodology	10
15	PPSM618	Research Methodology	10
16	SS6111	Research Methodology	10

<b>DAY FOUR: 21 SEPTEMBER 2017 12:00 - 15:00</b>			
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1	ITT04103	Essentials of Computing Mathematics	11
2	HRM519	Introduction to Statistics	11
3	PST05104	Elements of Business Mathematics	11
4	RMT05105	Introduction to Statistics	11
5	HRM627	Industrial Relations and Labor Laws	11
6	ITT04203	Customer Care	11
7	ITT05203	Electronic and Computer Repair	11
8	PA625	Industrial Relations and Labor Laws	11
9	PST05210	Elements of Logistics	11
10	RMT05204	General Studies	11

**DAY FOUR: 21 SEPTEMBER 2017 15:30 - 18:30**

1	HRM527	Office Environment Management	12
2	HRM411	Introduction to Human Resource Management	12
3	ITT06203	Database Development	12
4	PA424	Civic Education	12
5	PA614	Project Management	12
6	PPSM612	Introduction to Inventory Management	12
7	RMT04202	Government and Politics	12
8	SS524 (THEORY)	Computer Applications II	12
9	ITT05106	Computing Mathematics	12
10	RM611	Introduction to Financial Records Management	12
11	SS617	Shorthand Speed 100 wpm	12
12	RM628	Introduction to Human Resource Management	12
13	HRM422	Human Resource Management Practice	12
14	PA527	Introduction to Human Resource Management	12
15	SS623	Introduction to Human Resource Management	12

**DAY FIVE: 22 SEPTEMBER 2017 08:30 - 11:30**

1	ITT04101	Computer Basics	13
2	ITT05105	Introduction to Customer Care	13
3	ITT05201	Introduction To Programming	13

4	RMT05104	Records Management System	13
5	PA413	Structure and Organization of Government	13
6	PA513	Administrative Law	13
7	SS511	Typing Stage II	13
8	HRM616	Administrative Law	13
9	HRM6210	Organization Behavior and Diversity Management	13
10	PPSM613	Principles of Business Law	13
11	RM624	Introduction To Medical Records	13
12	SS522	Typewriting Stage III	13
13	SS611 (PRACTICAL)	Business Computer Applications I	13

**DAY FIVE: 22 SEPTEMBER 2017 12:00 – 15:00**

1	HRM416	Principles of Office Management	14
2	SS412	Introduction to Office Practice	14
3	PST04103	Elements of Commercial Arithmetic	14
4	RMT04105	Basic Arithmetic	14
5	HRM424	Customer Handling Techniques	14
6	ITT06104	Event Driven Programming	14
7	PA6211	Public Service Management	14
8	RMT05201	Records Office Procedures and Practices	14
9	SS427	Customer Handling Techniques	14
10	SS622 (THEORY)	Business Computer Applications II	14

**DAY FIVE: 22 SEPTEMBER 2017 15:30 - 18:30**

1	ITT04205	Basic Entrepreneurship	15
2	ITT05204	Introduction To Entrepreneurship	15
3	ITT06202	Entrepreneurship And E-Marketing	15
4	PA611	Procurement Management	15
5	PPSM611	Public Procurement Management	15
6	PA525	Introduction To Entrepreneurship	15
7	PST05206	Inventory Control	15
8	PST04208	Elements of Entrepreneurship	15

9	RMT04203	Basic Entrepreneurship Skills	15
10	SS611 (THEORY)	Business Computer Applications I	15
11	PPSM625	Principles of Economics	15