



DIPLOMA IN RECORDS MANAGEMENT

LEVEL II

JULYY-DECEMBER 2021 INTAKE CLASS TIME-TABLE

DAY / TIME	SUBJECT / LECTURER
MONDAY 17:30-19:30 HRS	MANAGEMENT OF SPECIALISED RECORDS MR. MWIKISA MWIKISA
TUESDAY 17:30-19:30	MANAGEMENT OF ELECTRONIC RECORDS MISS VIVIEN ELIAS PHIRI
WEDNESDAY DAY 17:30-19:30 HRS	MANAGEMENT OF ARCHIVES MISS VIVIEN ELIAS PHIRI
THURSDAY 17:30-19:30 HRS	ADVANCED RECORDS MANAGEMENT MR MWIKISA MWIKISA
FRIDAY 17:30-19:30 HRS	