



EXAMINATION TIMETABLE
DIPLOMA IN JOURNALISM PROGRAMMES LEVEL I
SERIES: NOVEMBER/DECEMBER 2019

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	English Level I	09.00 - 12.00 HOURS	Mass Communication	14.00 - 17.00 HOURS
TUESDAY 10/12/2019	Basic Reporting, I	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
WEDNESDAY 11/12/2019	Media Law and Ethics	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
THURSDAY 12/12/2019	FREE	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
FRIDAY 13/12/2019	Introduction to Sociology	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS



EXAMINATION TIMETABLE
DIPLOMA IN JOURNALISM PROGRAMMES LEVEL II
SERIES: NOVEMBER/DECEMBER 2019

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	Reporting II (Feature Writing) (Take Away paper)	09.00 – 10.00 HOURS	FREE	14.00 - 17.00 HOURS
To FRIDAY 13/12/2019 (5 Days)	<i>Paper should be given out Monday 09/12/2019</i> Handing in 13/12/2019			
MONDAY 16/12/2019	Introduction to Psychology	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
TUESDAY 17/12/2019	FREE	09.00 - 12.00 HOURS	English Level II	14.00 - 17.00 HOURS
WEDNESDAY 18/12/2019	Media Management I	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
THURSDAY 19/12/2019	Radio Broadcasting	09.00 - 12.00 HOURS	Public Relations	14.00 - 17.00 HOURS
FRIDAY 20/12/2019	FREE	09.00 - 12.00 HOURS	Sub - Editing I	14.00 - 17.00 HOURS



EXAMINATION TIMETABLE
DIPLOMA IN JOURNALISM PROGRAMMES LEVEL III
SERIES: NOVEMBER/DECEMBER 2019

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 02/12/2019 To FRIDAY 06/12/2019 (5 Days)	Reporting III (Specialist Reporting) <i>Question Paper given to students on Monday 02/12/2019 To be handed in on Friday 06/12/2018</i>	09.00 - 12.00 HOURS	Specialist Reporting	14.00 - 17.00 HOURS
MONDAY 09/12/2019	English III	09.00 - 12.00 HOURS	Advertising	14.00 - 17.00 HOURS
TUESDAY 10/12/2019	Media Management II	09.00 - 12.00 HOURS	Television Broadcasting	14.00 - 17.00 HOURS
WEDNESDAY 11/12/2019 To FRIDAY 13/12/2019	Sub-editing II (Practical) 3 days	09.00 - 12.00 HOURS	Sub-editing II (Practical) 3 days	14.00 - 17.00 HOURS

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 16/12/2019	Photo - Journalism Theory	09.00 - 12.00 HOURS	Economics	14.00 - 17.00 HOURS
TUESDAY 17/12/2019	Photo - Journalism Practical	09.00 - 12.00 HOURS	Photo - Journalism Practical	14.00 - 17.00 HOURS
WEDNESDAY 18/12/2019	Photo - Journalism Practical	09.00 - 12.00 HOURS	Photo - Journalism Practical	14.00 - 17.00 HOURS
THURSDAY 19/12/2019	Photo - Journalism Practical	09.00 - 12.00 HOURS	Photo - Journalism Practical	14.00 - 17.00 HOURS



**EXAMINATION TIMETABLE
CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE PROGRAMMES**

SERIES: NOVEMBER/DECEMBER 2019

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	Library Routines	09:00 – 12:00 HOURS	Free	14:00 – 17:00 HOURS
TUESDAY 10/12/2019	Introduction to Library and Information Science	09:00 – 12:00 HOURS	Free	14:00 – 17:00 HOURS
WEDNESDAY 11/12/2019	Free	09:00 – 12:00 HOURS	Organization and Arrangement of Stock	14:00 – 17:00 HOURS
THURSDAY 12/12/2019	Records Management	09:00 – 12:00 HOURS	Free	14:00 – 17:00 HOURS
FRIDAY 13/12/2019	Free	09:00 – 12:00 HOURS	Communication Skills	14:00 – 17:00 HOURS
MONDAY 16/12/2019	Reference and Bibliography	09:00 – 12:00 HOURS	Free	14:00 – 17:00 HOURS
TUESDAY. 17/12/2019	Free	09:00 – 12:00 HOURS	Basics in Information Technology	14:00 – 17:00 HOURS



EXAMINATION TIMETABLE
DIPLOMA IN LIBRARY AND INFORMATION SCIENCE PROGRAMMES LEVEL I
SERIES: NOVEMBER/DECEMBER 2019

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	Communication and Literature Studies	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
TUESDAY 10/12/2019	FREE	09.00 - 12.00 HOURS	Sociology of Information Science	14.00 - 17.00 HOURS
WEDNESDAY 11/12/2019	Information Resource Management	09.00 - 12.00 HOURS	Library and Information Science	14.00 - 17.00 HOURS
THURSDAY 12/12/2019	Records and Archival Management	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
FRIDAY 13/12/2019	Information Sources and Services	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS



EXAMINATION TIMETABLE
DIPLOMA IN LIBRARY AND INFORMATION SCIENCE PROGRAMMES LEVEL II
SERIES: NOVEMBER/DECEMBER 2019

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	FREE	09.00 - 12.00 HOURS	Introduction to Information Technology	14.00 - 17.00 HOURS
TUESDAY 10/12/2019	User Studies and Services	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
WEDNESDAY 11/12/2019	Management and Administration of Libraries	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
THURSDAY 12/12/2019	FREE	09.00 - 12.00 HOURS	Cataloguing, Classification and Filing	14.00 - 17.00 HOURS
FRIDAY 13/12/2019	Developmental Information in Sub-Saharan Africa	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS



**EXAMINATION TIMETABLE
DIPLOMA IN SOCIAL WORK PROGRAMMES - YEAR I**

SERIES: NOVEMBER/DECEMBER 2019

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	SOCIOLOGY	09.00 - 12.00 HOURS	DISASTER MANAGEMENT I	14.00 - 16.00 HOURS
TUESDAY 10/12/2019	PSYCHOLOGY	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
WEDNESDAY 11/12/2019	FREE	09.00 - 12.00 HOURS	NATURE OF SOCIAL WORK	14.00 - 17.00 HOURS
THURSDAY 12/12/2019	COMMUNICATION SKILLS	09.00 - 12.00 HOURS	RESEARCH IN SOCIAL WORK I	14.00 - 17.00 HOURS
FRIDAY 13/12/2019	INTRODUCTION TO COMPUTERS	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
MONDAY 16/12/2019	PROJECT PLANNING AND MANAGEMENT	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS



EXAMINATION TIMETABLE

DIPLOMA IN SOCIAL WORK PROGRAMMES - YEAR II

SERIES: NOVEMBER/DECEMBER 2019

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	FREE	09.00 - 12.00 HOURS	SOCIAL WORK LAW	14.00 - 16.00 HOURS
TUESDAY 10/12/2019	INTRODUCTION TO COUNSELLING	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
WEDNESDAY 11/12/2019	FREE	09.00 - 12.00 HOURS	RESEARCH IN SOCIAL WORK II	14.00 - 17.00 HOURS
THURSDAY 12/12/2019	ADULT EDUCATION	09.00 - 12.00 HOURS	ENTREPRENEURSHIP	14.00 - 17.00 HOURS



EXAMINATION TIMETABLE

**DIPLOMA IN SOCIAL WORK PROGRAMMES - YEAR III
SERIES: NOVEMBER/DECEMBER 2019**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	DISASTER MANAGEMENT II	09.00 - 12.00 HOURS	FREE	14.00 - 16.00 HOURS
TUESDAY 10/12/2019	COMMUNITY BASED INTERVENTIONS	09.00 - 12.00 HOURS	SOCIAL SECURITY SYSTEMS	14.00 - 17.00 HOURS
WEDNESDAY 11/12/2019	FREE	09.00 - 12.00 HOURS	SOCIAL WORK & NATIONAL DEVELOPMENT	14.00 - 17.00 HOURS
THURSDAY 12/12/2019	MANAGEMENT OF NGO'S	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
FRIDAY 13/12/2019	SOCIAL SERVICES IN DEVELOPING COUNTRIES	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS



EXAMINATION TIMETABLE
DIPLOMA IN RECORDS MANAGEMENT PROGRAMME - LEVEL I
SERIES: NOVEMBER/DECEMBER 2019

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	COMPUTER APPLICATION PRACTICAL	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
TUESDAY 10/12/2019	FREE	09.00 - 12.00 HOURS	ORGANIZATION MANAGEMENT	14.00 - 17.00 HOURS
WEDNESDAY 11/12/2019		09.00 - 12.00 HOURS	COMPUTER APPLICATION THEORY	14.00 - 17.00 HOURS
THURSDAY 12/12/2019	COMMUNICATION SKILLS	09.00 - 12.00 HOURS		14.00 - 17.00 HOURS
FRIDAY 13/12/2019	FREE	09:00 – 12:00 HOURS	FOUNDATIONS OF RECORDS MANAGEMENT I	14:00 – 17:00 HOURS
MONDAY 16/12/2019	LEGAL & POLICY ASPECTS	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS



EXAMINATION TIMETABLE
DIPLOMA IN RECORDS MANAGEMENT PROGRAMME - LEVEL II
SERIES: NOVEMBER/DECEMBER 2019

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	FOUNDATIONS OF RECORDS MGT II	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
TUESDAY 10/12/2019	DATA BASE MANAGEMENT	09.00 - 12.00 HOURS	MANAGEMENT OF ELECTRONIC RECORDS	14.00 - 17.00 HOURS
WEDNESDAY 11/12/2019	OFFICE MANAGEMENT	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
THURSDAY 12/12/2019	FREE	09:00 – 12:00 HOURS	MANAGEMENT OF ELECTRONIC RECORDS	14:00 – 17:00 HOURS



EXAMINATION TIMETABLE

**DIPLOMA IN CREATIVE DIGITAL MEDIA
YEAR 1
SERIES: NOVEMBER/DECEMBER 2019**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 02/12/2019 To WEDNESDAY 04/12/2019	3D Modelling & Animation I (Practical) 3 days	09.00 - 12.00 HOURS	3D Modelling & Animation I (Practical) 3 days	14.00 - 17.00 HOURS
THURSDAY 05/12/2019 To FRIDAY 06/12/2019	Multimedia Authoring (Practical) 2 days	09.00 - 12.00 HOURS	Multimedia Authoring (Practical) 2 days	14.00 - 17.00 HOURS
MONDAY 09/12/2019 To TUESDAY 10/12/2019	Web Authoring (Practical) 2 days	09.00 - 12.00 HOURS	Web Authoring (Practical) 2 days	14.00 - 17.00 HOURS
WEDNESDAY 11/12/2019 To THURSDAY 12/12/2019	Image Processing (Practical) 2 days	09.00 - 12.00 HOURS	Image Processing (Practical) 2 days	14.00 - 17.00 HOURS

MONDAY 16/12/2019 To TUESDAY 17/12/2019	Design Skills for Digital Media (Practical) 2 days	09.00 - 12.00 HOURS	Design Skills for Digital Media (Practical) 2 days	14.00 - 17.00 HOURS
WEDNESDAY 18/12/2019	Introduction to Computers	09.00 - 12.00 HOURS	Communication Skills	14.00 - 17.00 HOURS
THURSDAY 19/12/2019	FREE	09.00 - 12.00 HOURS	Web Authoring (Theory)	14.00 - 15.00 HOURS
FRIDAY 20/12/2019	Project Management	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS





EXAMINATION TIMETABLE

**DIPLOMA IN CREATIVE DIGITAL MEDIA
YEAR 2**

SERIES: NOVEMBER/DECEMBER 2019

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 25/11/2019 TO TUSEDAY 26/11/2019	Sound Production for Digital Media (Practical) 2 day	09.00 - 12.00 HOURS	Sound Production for Digital Media (Practical) 2 day	14.00 - 17.00 HOURS
WEDNESDAY 27/11/2019 To FRIDAY 29/11/2019	Digital Image Creation (Practical) 3 days	09.00 - 12.00 HOURS	Digital Image Creation (Practical) 3 days	14.00 - 17.00 HOURS
MONDAY 02/12/2019 To THURSDAY 05/12/2019	3D Modelling and Animation (Practical) 4 days	09.00 - 12.00 HOURS	2D Animation (Practical) 4 days	14.00 - 17.00 HOURS

FRIDAY 06/12/2019	FREE	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
MONDAY 09/12/2019 To WEDNESDAY 11/12/2019	2D Animation (Practical) 3 days	09:00 - 12:00 HOURS	2D Animation (Practical) 3 days	14.00 - 17.00 HOURS
DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
THURSDAY 12/12/2019	Contextual & Cultural Referencing	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
FRIDAY 13/12/2019	FREE	09.00 - 12.00 HOURS	ENTERPRENEURSHIP	14.00 - 17.00 HOURS
MONDAY 16/12/2019 TO FRIDAY 20/12/2019	Client Side Web Authoring (Practical) 5 days	09.00 - 12.00 HOURS	Client Side Web Authoring (Practical) 5 days	14.00 - 17.00 HOURS





**EXAMINATION TIME TABLE
DIPLOMA IN CREATIVE DIGITAL MEDIA -YEAR 3
SERIES: NOVEMBER/DECEMBER 2019**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 25/11/2019 To FRIDAY 29/11/2019	Server Side Web Authoring (Practical) 5 days	09.00 - 12.00 HOURS	Server Side Web Authoring (Practical) 5 days	14.00 - 17.00 HOURS
MONDAY 02/12/2019 To WEDNESDAY 04/12/2019	Digital Application 2D & 4D (Practical) 3 days	09.00 - 12.00 HOURS	Digital Application 2D & 4D (Practical) 3 days	14.00 - 17.00 HOURS
THURSDAY 05/12/2019 FRIDAY 06/12/2019	FREE Management & Organisation	09:00 – 12:00 HOURS 09:00 – 12:00 HOURS	FREE FREE	14:00 – 17:00 HOURS 14:00 – 17:00 HOURS

MONDAY 09/12/2019 To FRIDAY 13/12/2019	Design Principles for Digital Media (Practical) 5 days	09.00 - 12.00 HOURS	Design Principles for Digital Media (Practical) 5 days	14.00 - 17.00 HOURS
MONDAY 16/12/2019 To WEDNESDAY 18/12/2019	Desk Top Video Editing (Practical) 3 days	09.00 - 12.00 HOURS	Desk Top Video Editing (Practical) 3 days	14.00 - 17.00 HOURS
THURSDAY. 19/12/2019	FREE	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS

