



EXAMINATION TIME TABLE
DIPLOMA IN BUSINESS ADMINISTRATION
Series: NOVEMBER/DECEMBER 2019
YEAR I

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	Business Law	09:00 – 12:00	Free	14:00 – 17:00
TUESDAY 10/12/2019	Business Communication	09:00 – 12:00	Business Accounting	14:00 - 17:00
WEDNESDAY 11/12/2019	Computer Application Packages	09:00 – 12:00	Free	14:00 – 17:00
THURSDAY 12/12/2019	Economics	09:00 – 12:00	Business Administration	14 .00 - 17:00
FRIDAY 13/12/2019	Business Mathematics	09:00 – 12:00	Free	14:00 – 17:00



EXAMINATION TIME TABLE
DIPLOMA IN BUSINESS ADMINISTRATION
Series: NOVEMBER/DECEMBER 2019

YEAR II

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	Human Resource Management	09:00 – 12:00	Marketing	14:00 – 17:00
TUESDAY 10/12/2019	Organizational Behaviour	09:00 – 12:00	Free	14:00 – 17:00
WEDNESDAY 11/12/2019	Management Accounting	09:00 – 12:00	Free	14:00 – 17:00
THURSDAY 12/12/2019	Production and Operations Management	09:00 – 12:00	Free	14:00 – 17:00
FRIDAY 13/12/2019	Free	09:00 – 12:00	Decision Making	14:00 – 17:00



EXAMINATION TIME TABLE
DIPLOMA IN BUSINESS ADMINISTRATION
Series: NOVEMBER/DECEMBER 2019
YEAR III

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	Research Methods	09:00 – 12:00	Management Information system	14:00 – 17:00
TUESDAY 10/12/2019	Financial Management	09:00 – 12:00	Free	14:00 – 17:00
WEDNESDAY 11/12/2019	International Business	09:00 – 12:00	Free	14:00 – 17:00
THURSDAY 12/12/2019	Free	09:00 – 12:00	Entrepreneurship	14:00 – 17:00
FRIDAY 13/12/2019	Strategic Management	09:00 – 12:00	Free	14:00 – 17:00



EXAMINATION TIME TABLE
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
 Series: NOVEMBER/DECEMBER 2019
 YEAR I

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	Business Law	09:00 – 12:00	Free	14:00 – 17:00
TUESDAY 10/12/2019	Communication Skills	09:00 – 12:00	Human Resource Management 1	14:00 – 17:00
WEDNESDAY 11/12/2019	Free	09:00 – 12:00	Employment Relations & Employment Law	14:00 – 17:00
THURDAY 12/12/2019	Application Packages	09:00 – 12:00	Free	14:00 – 17:00
FRIDAY 13/12/2019	Mathematics and Statistics	09:00 – 12:00	Free	14:00 – 17:00



EXAMINATION TIME TABLE
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
 Series: NOVEMBER/DECEMBER 2019
 YEAR II

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	Human Resource Management II	09:00 – 12:00	Free	14:00 – 17:00
TUESDAY 10/12/2019	Organizational Behavior	09:00 – 12:00	Business Accounting	14:00 – 17:00
WEDNESDAY 11/12/2019	Management Principles	09:00 – 12:00	Free	14:00 – 17:00
THURSDAY 12/12/2019	Economics	09:00 – 12:00	Free	14:00 – 17:00
FRIDAY 13/12/2019	Free	09:00 – 12:00	Employee Relations	14:00 – 17:00



EXAMINATION TIME TABLE
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
 Series: NOVEMBER/DECEMBER 2019
 YEAR III

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	Strategic Human Resource Management	09:00 – 12:00	Free	14:00 – 17:00
TUESDAY 10/12/2019	Human Resource Development	09:00 – 12:00	Free	14:00 – 17:00
WEDNESDAY 11/12/2019	Free	09:00 – 12:00	Employment Law	14:00 – 17:00
THURSDAY 12/12/2019	Free	09:00 – 12:00	Entrepreneurship	14:00 – 17:00
FRIDAY 13/12/2019	Human Resource Planning	09:00 – 12:00	Free	14:00 – 17:00



EXAMINATION TIME TABLE
DIPLOMA IN PRODUCTION & OPERATIONS MANAGEMENT
Series: NOVEMBER/DECEMBER 2019
YEAR I

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	Materials Technology	09:00 – 12:00	Engineering Science	14:00 – 17:00
TUESDAY 10/12/2019	Communication Skills	09:00 – 12:00	FREE	14:00 – 17:00
WEDNESDAY 11/12/2019	Engineering Drawing (group I)	09:00 – 12:00	FREE	14:00 – 17:00
THURSDAY 12/12/2019	Fundamentals of Management and Economics	09:00 – 12:00	Manufacturing Technology I	14:00 – 17:00
FRIDAY 13/12/2019	Mathematics and Statistics	09:00 – 12:00	FREE	14:00 – 17:00



EXAMINATIONS TIME TABLE
DIPLOMA IN PRODUCTION & OPERATIONS MANAGEMENT
Series: NOVEMBER/DECEMBER 2019
YEAR II

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	Maintenance Management	09:00 – 12:00	FREE	14:00 – 17:00
TUESDAY 10/12/2019	Manufacturing Technology II	09:00 – 12:00	Productivity Methods	14:00 – 17:00
WEDNESDAY 11/12/2019	FREE	09:00 – 12:00	Cost and Management Accounting	14:00 – 17:00
THURSDAY 12/12/2019	Operations Management I	09:00 – 12:00	FREE	14:00 – 17:00
FRIDAY 13/12/2019	Application Packages	09:00 – 12:00	FREE	14:00 – 17:00



EXAMINATION TIME TABLE
DIPLOMA IN PRODUCTION AND OPERATIONS MANAGEMENT
 Series: NOVEMBER/DECEMBER 2019
 YEAR III

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	Quality Management	09:00 -12:00	FREE	14:00 -17:00
TUESDAY 10/12/2019	FREE	09:00 -12:00	Operations Management II	14:00 – 1700
WEDNESDAY 11/12/2019	People Management	09:00 -12:00	Free	14:00 – 17 .00
THURSDAY 12/12/2019	FREE	09:00 -12:00	Entrepreneurship	14:00 - 17.00
FRIDAY 13/12/2019	FREE	09:00 -12:00	FREE	14:00 – 17:00

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EXAMINATION TIME TABLE
CERTIFICATE IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: NOVEMBER/DECEMBER 2019

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	FREE	09:00 – 12:00 HRS	OFFICE MANAGEMENT	14:00 – 17:00 HRS
TUESDAY 10/12/2019	FREE	09:00 – 12:00 HRS	PRODUCTION TYPEWRITING STAGE I – 35 WPM	14:00 – 16:30 HRS
WEDNESDAY 11/12/2019	PRODUCTION TYPEWRITING STAGE II – 45 WPM	09:00 – 11:30 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HRS
THURSDAY 12/12/2019	ICT PRACTICAL	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HRS
FRIDAY 13/12/2019	PRINCIPLES OF ACCOUNTS	09:00 – 12:00 HRS	ENTREPRENEURSHIP	14:00 – 17:00 HRS
MONDAY 16/12/2019	ICT THEORY	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HRS



EXAMINATION TIME TABLE
CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: NOVEMBER/DECEMBER 2019
YEAR I

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	FREE	09:00 – 12:00 HOURS	OFFICE MANAGEMENT	14:00 – 17:00 HOURS
TUESDAY 10/12/2019	FREE	09:00 – 12:00 HOURS	PRODUCTION TYPEWRITING STAGE I 35 WPM	14:00 – 16:30 HOURS
WEDNESDAY 11/12/2019	PRODUCTION TYPEWRITING STAGE II – 45 WPM	09:00 – 11:30 HOURS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
THURSDAY 12/12/2019	ICT PRACTICAL	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
FRIDAY 13/12/2019	PRINCIPLES OF ACCOUNTS	09:00 – 12:00 HOURS	ENTREPRENEURSHIP	14:00 – 17:00 HOURS
MONDAY 16/12/2019	ICT THEORY	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS



EXAMINATION TIME TABLE
CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: NOVEMBER/DECEMBER 2019
YEAR I & II

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	SHORTHAND SPEED 80 WPM SHORTHAND SPEED 110 WPM	09:00 – 09:45 HOURS 11:00 – 11:45 HOURS	OFFICE MANAGEMENT	14:00 - 17:00 HOURS
TUESDAY 10/12/2019	SHORTHAND SPEED 90 WPM SHORTHAND SPEED 100 WPM	09:00 – 09:45 HOURS 11:00 – 11:45 HOURS	SHORTHAND SPEED 120 WPM PRODUCTION TYPEWRITING STAGE I – 35 WPM	14:00 – 14:45 HOURS 14:00 – 17:00 HOURS
WEDNESDAY 11/12/2019	PRODUCTION TYPEWRITING STAGE II – 45 WPM	09:00 – 11:00 HOURS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
THURSDAY 12/12/2019	ICT PRACTICAL	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
FRIDAY 13/12/2019	PRINCIPLES OF ACCOUNTS	09:00 – 12:00 HOURS	ENTREPRENEURSHIP	14:00 – 17:00 HOURS
MONDAY 16/12/2019	ICT THEORY	09:00 – 12:00 HOURS	FOUNDATIONS OF MANAGEMENT	14:00 – 17:00 HOURS
TUESDAY 17/12/2019	TYPEWRITING STAGE III – 55 WPM	09:00 – 11:30 HOURS	FREE	14:00 – 17:00 HOURS
WEDNESDAY 18/12/2019	TYPEWRITING STAGE IV- 65 WPM	09:00 – 11:30 HOURS	FREE	14:00 – 17:00 HOURS
THURSDAY 19/12/2019	WORD PROCESSING	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS



EXAMINATION TIME TABLE
DIPLOMA IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: NOVEMBER/DECEMBER 2019
YEAR III

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	HUMAN RESOURCE MANAGEMENT	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
TUESDAY 10/12/2019	FREE	09:00 – 12:00 HOURS	ORGANISATIONAL BEHAVIOUR	14:00 – 17:00 HOURS
WEDNESDAY 11/12/2019	BUSINESS LAW	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
THURSDAY 12/12/2019	ECONOMICS	09:00 – 12:00 HOURS	ENTREPRENEURSHIP	14:00 – 17:00 HOURS
FRIDAY 13/12/2019	FINANCIAL ACCOUNTING	09:00 – 12 – 00 HOURS	FREE	14:00 – 17:00 HOURS



EXAMINATION TIME TABLE
CERTIFICATE IN FOOD AND BEVERAGE SERVICE
SERIES: NOVEMBER/DECEMBER 2019
YEAR I

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	FREE	09:00 – 12:00 HRS	FOOD SERVICE I	14:00 – 17:00 HRS
TUESDAY 10/12/2019	SAFETY & FIRST AID	09:00 – 12:00 HRS		14:00 – 16:30 HRS
WEDNESDAY 11/12/2019	NUTRITION & HYGIENE	09:00 – 11:30 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HRS
THURSDAY 12/12/2019	FOOD & BEVERAGE SERVICE TECHNIQUES	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HRS
FRIDAY 13/12/2019	COMPUTER APPLICATIONS	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HRS
MONDAY 16/12/2019	BAR MANAGEMENT I	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HRS



**EXAMINATION TIME TABLE
 CERTIFICATE IN FOOD AND BEVERAGE SERVICE
 SERIES: NOVEMBER/DECEMBER 2019
 YEAR II**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 09/12/2019	FOOD AND BEVERAGE SERVICE PRACTICALS	09:00 – 12:00 HOURS	FOOD AND BEVERAGE SERVICE PRACTICALS	14:00 – 17:00 HOURS
TUESDAY 10/12/2019	SUPERVISORY STUDIES	09:00 – 12:00 HOURS	FREE	14:00 – 16:30 HOURS
WEDNESDAY 11/12/2019	FREE	09:00 – 11:30 HOURS	LEGAL ASPECTS	14:00 – 17:00 HOURS
THURSDAY 12/12/2019	FOOD SERVICE II	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
FRIDAY 13/12/2019	BAR MANAGEMENT II	09:00 – 12:00 HOURS	ENTREPRENEURSHIP	14:00 – 17:00 HOURS
MONDAY 16/12/2019	SALES AND MARKETING	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS