



EXAMINATION TIME TABLE
CERTIFICATE IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: APRIL 2020

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 27/07/2020	FREE	09:00 – 12:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
TUESDAY 28/07/2020	FREE	09:00 – 12:00 HRS	PRODUCTION TYPEWRITING STAGE I – 35 WPM	14:00 – 16:30 HOURS
WEDNESDAY 29/07/2020	ENTREPRENEURSHIP	09:00 – 11:30 HRS	INTRODUCTION TO COMPUTERS - THEORY	14:00 – 17:00 HOURS
THURSDAY 30/07/2020	FREE	09:00 – 12:00 HRS	PRINCIPLES OF ACCOUNTS	14:00 – 17:00 HOURS
FRIDAY 31/07/2020	INTRODUCTION TO COMPUTERS – PRACTICAL	09:00 – 12:00 HRS	OFFICE MANAGEMENT	14:00 – 17:00 HOURS
TUESDAY 04/08/2020	PRODUCTION TYPEWRITING STAGE II – 45 WPM	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS

Amal
17/07/20



EXAMINATION TIME TABLE
CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: APRIL 2020
YEAR I & II

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 27/07/2020	SHORTHAND SPEED 80 WPM SHORTHAND SPEED 110 WPM	09:00 – 09:45 HRS 11:00 – 11:45 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
TUESDAY 28/07/2020	SHORTHAND SPEED 90 WPM SHORTHAND SPEED 100 WPM	09:00 – 09:45 HRS 11:00 – 11:45 HRS	SHORTHAND SPEED 120 WPM PRODUCTION TYPEWRITING STAGE I – 35 WPM	14:00 – 14:45 HOURS 14:00 – 17:00 HOURS
WEDNESDAY 29/07/2020	ENTREPRENEURSHIP	09:00 – 11:00 HRS	INTRODUCTION TO COMPUTERS - THEORY	14:00 – 17:00 HOURS
THURSDAY 30/07/2020	WORD PROCESSING	09:00 – 12:00 HRS	PRINCIPLES OF ACCOUNTS	14:00 – 17:00 HOURS
FRIDAY 31/07/2020	INTRODUCTION TO COMPUTERS PRACTICAL	09:00 – 11:30 HRS	OFFICE MANAGEMENT FOUNDATIONS OF MANAGEMENT	14:00 – 17:00 HOURS 14:00 – 17:00 HOURS
TUESDAY 04/08/2020	TYPEWRITING STAGE II 45 WPM	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS
WEDNESDAY 05/08/2020	TYPEWRITING STAGE III 55 WPM	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
THURSDAY 06/08/2020	TYPEWRITING STAGE IV 65 WPM	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS

Curry
17/07/20



EXAMINATION TIME TABLE
DIPLOMA IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: APRIL 2020
YEAR III

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 27/07/2020	HUMAN RESOURCE MANAGEMENT	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
TUESDAY 28/07/2020	ORGANISATIONAL BEHAVIOUR	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
WEDNESDAY 29/07/2020	BUSINESS LAW	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
THURSDAY 30/07/2020	ECONOMICS	09:00 – 12:00 HRS	FINANCIAL ACCOUNTING	14:00 – 17:00 HOURS
FRIDAY 31/07/2020	FREE	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS

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17/07/20



EXAMINATION TIME TABLE
DIPLOMA IN BUSINESS ADMINISTRATION
 Series: APRIL 2020
 YEAR I

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 27/07/2020	BUSINESS ADMINISTRATION	09:00 – 12:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
TUESDAY 28/07/2020	COMPUTER APPLICATION PACKAGES	09:00 – 12:00 HRS	FREE	14:00 - 17:00 HOURS
WEDNESDAY 29/07/2020	BUSINESS LAW	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
THURSDAY 30/07/2020	ECONOMICS	09:00 – 12:00 HRS	BUSINESS ACCOUNTING	14.00 - 17:00 HOURS
FRIDAY 31/07/2020	BUSINESS MATHEMATICS	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS

Wijaya
17/09/20



EXAMINATION TIME TABLE
DIPLOMA IN BUSINESS ADMINISTRATION
 Series: APRIL 2020
 YEAR II

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 27/07/2020	HUMAN RESOURCE MANAGEMENT	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
TUESDAY 28/07/2020	ORGANIZATIONAL BEHAVIOUR	09:00 – 12:00 HRS	PRINCIPLES OF MARKETING	14:00 – 17:00 HOURS
WEDNESDAY 29/07/2020	FREE	09:00 – 12:00 HRS	MANAGEMENT ACCOUNTING	14:00 – 17:00 HOURS
THURSDAY 30/07/2020	DECISION MAKING	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
FRIDAY 31/07/2020	PRODUCTION AND OPERATIONS MANAGEMENT	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS

Wuzo
 19/07/20



EXAMINATION TIME TABLE
DIPLOMA IN BUSINESS ADMINISTRATION
 Series: APRIL 2020
 YEAR III

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 27/07/2020	INTERNATIONAL BUSINESS	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
TUESDAY 28/07/2020	MANAGEMENT INFORMATION SYSTEMS	09:00 – 12:00 HRS	RESEARCH METHODS	14:00 – 17:00 HOURS
WEDNESDAY 29/07/2020	ENTREPRENEURSHIP	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
THURSDAY 30/07/2020	FREE	09:00 – 12:00 HRS	FINANCIAL MANAGEMENT	14:00 – 17:00 HOURS
FRIDAY 31/07/2020	STRATEGIC MANAGEMENT	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS

Luigi Loasso
 17/07/20



EXAMINATION TIME TABLE
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
 Series: APRIL 2020
 YEAR I

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 27/07/2020	HUMAN RESOURCE MANAGEMENT I	09:00 – 12:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
TUESDAY 28/07/2020	FREE	09:00 – 12:00 HRS	EMPLOYMENT RELATIONS AND EMPLOYMENT LAW	14:00 – 17:00 HOURS
WEDNESDAY 29/07/2020	BUSINESS LAW	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
THURDAY 30/07/2020	COMPUTER APPLICATION PACKAGES	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
FRIDAY 31/07/2020	MATHEMATICS AND STATISTICS	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS

Wijaya
17/07/20



EXAMINATION TIME TABLE
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
SERIES: APRIL 2020
YEAR II

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 27/07/2020	HUMAN RESOURCE MANAGEMENT II	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
TUESDAY 28/07/2020	ORGANIZATIONAL BEHAVIOR	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
WEDNESDAY 29/07/2020	FREE	09:00 – 12:00 HRS	MANAGEMENT PRINCIPLES	14:00 – 17:00 HOURS
THURSDAY 30/07/2020	ECONOMICS	09:00 – 12:00 HRS	BUSINESS ACCOUNTING	14:00 – 17:00 HOURS
FRIDAY 31/07/2020	EMPLOYEE RELATIONS	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS

Custodian
17/07/20



EXAMINATION TIME TABLE
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
SERIES: APRIL 2020
YEAR III

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 27/07/2020	STRATEGIC HUMAN RESOURCE MANAGEMENT	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
TUESDAY 28/07/2020	HUMAN RESOURCE DEVELOPMENT	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
WEDNESDAY 29/07/2020	ENTREPRENEURSHIP	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
THURSDAY 30/07/2020	FREE	09:00 – 12:00 HRS	EMPLOYMENT LAW	14:00 – 17:00 HOURS
FRIDAY 31/07/2020	HUMAN RESOURCE PLANNING	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS

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17/07/20



EXAMINATION TIME TABLE
DIPLOMA IN PRODUCTION AND OPERATIONS MANAGEMENT
 Series: APRIL 2020
 YEAR I

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 27/07/2020	MATERIAL TECHNOLOGY	09:00 – 12:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
TUESDAY 28/07/2020	ENGINEERING SCIENCE	09:00 – 12:00 HRS	FREE	14:00 - 17:00 HOURS
WEDNESDAY 29/07/2020	ENGINEERING DRAWING	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
THURSDAY 30/07/2020	FUNDAMENTALS OF MANAGEMENT AND ECONOMICS	09:00 – 12:00 HRS	MANUFACTURING TECHNOLOGY I	14 .00 - 17:00 HOURS
FRIDAY 31/07/2020	MATHEMATICS AND STATISTICS	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS

Unifess
 17/07/20



EXAMINATION TIME TABLE
DIPLOMA IN PRODUCTION AND OPERATIONS MANAGEMENT
SERIES: APRIL 2020
YEAR II

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 27/07/2020	MAINTENANCE MANAGEMENT	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
TUESDAY 28/07/2020	FREE	09:00 – 12:00 HRS	COST AND MANAGEMENT ACCOUNTING	14:00 – 17:00 HOURS
WEDNESDAY 29/07/2020	MANUFACTURING TECHNOLOGY II	09:00 – 12:00 HRS	PRODUCTIVITY METHODS	14:00 – 17:00 HOURS
THURSDAY 30/07/2020	OPERATIONS MANAGEMENT I	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
FRIDAY 31/07/2020	APPLICATION PACKAGES	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS

Luigee
17/07/20



EXAMINATION TIME TABLE
DIPLOMA IN PRODUCTION AND OPERATIONS MANAGEMENT
SERIES: APRIL 2020
YEAR III

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 27/07/2020	QUALITY MANAGEMENT	09:00 – 12:00	FREE	14:00 – 17:00 HOURS
TUESDAY 28/07/2020	FREE	09:00 – 12:00	OPERATIONS MANAGEMENT II	14:00 – 17:00 HOURS
WEDNESDAY 29/07/2020	ENTREPRENEURSHIP	09:00 – 12:00	FREE	14:00 – 17:00 HOURS
THURSDAY 30/07/2020	PEOPLE MANAGEMENT	09:00 – 12:00	FREE	14:00 – 17:00 HOURS
FRIDAY 31/07/2020	FREE	09:00 – 12:00	FREE	14:00 – 17:00 HOURS

Luigi
17/07/20