

**EXAMINATION TIME TABLE**  
**CERTIFICATE IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME**  
**SERIES: JULY/AUGUST 2021**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 04/10/2021	FREE	09:00 – 12:00 HRS	INTRODUCTION TO COMPUTERS - THEORY	14:00 - 17:00 HOURS
<b>TUESDAY</b> 05/10/2021	FREE	09:00 – 12:00 HRS	PRODUCTION TYPEWRITING STAGE I – 35 WPM	14:00 – 16:30 HOURS
<b>WEDNESDAY</b> 06/10/2021	ENTREPRENEURSHIP	09:00 – 11:30 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
<b>THURSDAY</b> 07/10/2021	OFFICE MANAGEMENT	09:00 – 12:00 HRS	PRINCIPLES OF ACCOUNTS	14:00 – 17:00 HOURS
<b>FRIDAY</b> 08/10/2021	INTRODUCTION TO COMPUTERS – PRACTICAL	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>MONDAY</b> 11/10/2021	PRODUCTION TYPEWRITING STAGE II – 45 WPM	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS



**EXAMINATION TIME TABLE**  
**CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME**  
**SERIES: JULY/AUGUST 2021**  
**YEAR I**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 04/10/2021	FREE	09:00 – 12:00 HRS	INTRODUCTION TO COMPUTERS – THEORY	14:00 - 17:00 HOURS
<b>TUESDAY</b> 05/10/2021	FREE	09:00 – 12:00 HRS	PRODUCTION TYPEWRITING STAGE I 35 WPM	14:00 – 16:30 HOURS
<b>WEDNESDAY</b> 06/10/2021	ENTREPRENEURSHIP	09:00 – 11:30 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
<b>THURSDAY</b> 07/10/2021	OFFICE MANAGEMENT	09:00 – 12:00 HRS	PRINCIPLES OF ACCOUNTS	14:00 – 17:00 HOURS
<b>FRIDAY</b> 08/10/2021	INTRODUCTION TO COMPUTERS - PRACTICAL	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>MONDAY</b> 11/10/2021	PRODUCTION TYPEWRITING STAGE II 45 WPM	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS



**EXAMINATION TIME TABLE**  
**CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME**  
**SERIES: JULY/AUGUST 2021**  
**YEAR I & II**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 04/10/2021	SHORTHAND SPEED 80 WPM SHORTHAND SPEED 110 WPM	09:00 – 09:45 HRS 11:00 – 11:45 HRS	INTRODUCTION TO COMPUTERS - THEORY	14.00 - 17:00 HOURS
<b>TUESDAY</b> 05/10/2021	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
<b>WEDNESDAY</b> 06/10/2021	ENTREPRENEURSHIP	09:00 – 11:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
<b>THURSDAY</b> 07/10/2021	OFFICE MANAGEMENT WORD PROCESSING	09:00 – 12:00 HRS	PRINCIPLES OF ACCOUNTS	14:00 – 17:00 HOURS
<b>FRIDAY</b> 08/10/2021	INTRODUCTION TO COMPUTERS PRACTICAL	09:00 – 11:30 HRS	FOUNDATIONS OF MANAGEMENT	14:00 – 17:00 HOURS 14:00 – 17:00 HOURS
<b>MONDAY</b> 11/10/2021	TYPEWRITING STAGE II 45 WPM	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS
<b>TUESDAY</b> 12/10/2021	TYPEWRITING STAGE III 55 WPM	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>WEDNESDAY</b> 13/10/2021	TYPEWRITING STAGE IV 65 WPM	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS



**EXAMINATION TIME TABLE**  
**DIPLOMA IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME**  
**SERIES: JULY/AUGUST 2020**  
**YEAR III**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 04/10/2021	HUMAN RESOURCE MANAGEMENT	09:00 – 12:00 HRS	FREE	14:00 - 17:00 HOURS
<b>TUESDAY</b> 05/10/2021	ORGANISATIONAL BEHAVIOUR	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>WEDNESDAY</b> 06/10/2021	BUSINESS LAW	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>THURSDAY</b> 07/10/2021	FREE	09:00 – 12:00 HRS	FINANCIAL ACCOUNTING	14:00 – 17:00 HOURS
<b>FRIDAY</b> 08/10/2021	FREE	09:00 – 12: 00 HRS	ECONOMICS	14:00 – 17:00 HOURS