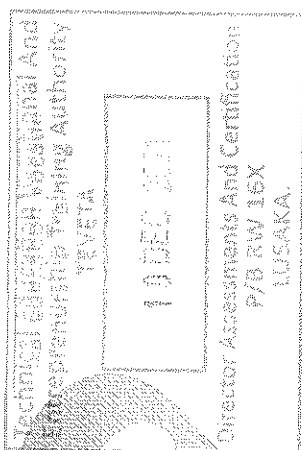


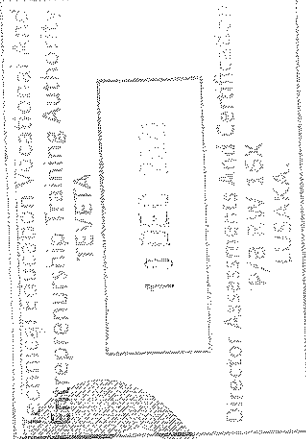
**EXAMINATION TIME TABLE**  
**DIPLOMA IN RECORDS MANAGEMENT PROGRAMME**  
**SERIES: DECEMBER 2021**  
**YEAR II**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 20/12/2021	FOUNDATIONS OF RECORDS MANAGEMENT II	09:00 – 12:00 HOURS	FREE	14:00 - 17:00 HOURS
TUESDAY 21/12/2021	FREE	09:00 – 12:00 HOURS	DATABASE MANAGEMENT SYSTEMS	14:00 – 16:30 HOURS
WEDNESDAY 22/12/2021	MANAGEMENT OF ELECTRONIC RECORDS	09:00 – 11:30 HOURS	FREE	14:00 – 17:00 HOURS
THURSDAY 23/12/2021	OFFICE MANAGEMENT	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
FRIDAY 24/12/2021	FREE	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS



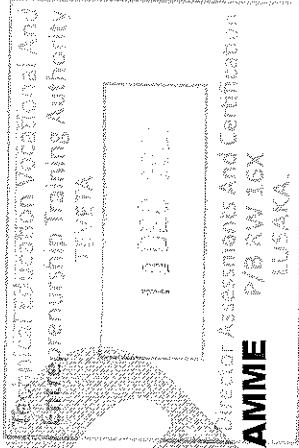
**EXAMINATION TIME TABLE**  
**DIPLOMA IN RECORDS MANAGEMENT PROGRAMME**  
**SERIES: DECEMBER 2021**  
**YEAR III**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	MUSEOLOGY	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
<b>TUESDAY</b> 21/12/2021	FREE	09:00 – 12:00 HOURS	RESEARCH METHODS	14:00 – 16:30 HOURS
<b>WEDNESDAY</b> 22/12/2021	ENTREPRENEURSHIP	09:00 – 11:30 HOURS	FREE	14:00 – 17:00 HOURS
<b>THURSDAY</b> 23/12/2021	ARCHIVAL MANAGEMENT	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
<b>FRIDAY</b> 24/12/2021	FREE	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS



**EXAMINATION TIME TABLE  
DIPLOMA IN RECORDS MANAGEMENT PROGRAMME  
SERIES: DECEMBER 2021  
YEAR I**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	FOUNDATIONS OF RECORDS MANAGEMENT I	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
<b>TUESDAY</b> 21/12/2021	FREE	09:00 – 12:00 HOURS	ORGANIZATION MANAGEMENT	14:00 – 16:30 HOURS
<b>WEDNESDAY</b> 22/12/2021	COMPUTER APPLICATIONS (THEORY)	09:00 – 11:30 HOURS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
<b>THURSDAY</b> 23/12/2021	COMPUTER APPLICATIONS (PRACTICAL)	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
<b>FRIDAY</b> 24/12/2021	LEGAL POLICY AND APECTS OF RECORDS MANAGEMENT	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS



**EXAMINATION TIME TABLE**  
**CERTIFICATE IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME**  
**SERIES: DECEMBER 2021**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 20/12/2021	FREE	09:00 – 12:00 HRS	INTRODUCTION TO COMPUTERS - THEORY	14:00 – 17:00 HOURS
TUESDAY 21/12/2021	FREE	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
WEDNESDAY 22/12/2021	ENTREPRENEURSHIP	09:00 – 12:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
THURSDAY 23/12/2021	OFFICE MANAGEMENT	09:00 – 12:00 HRS	PRINCIPLES OF ACCOUNTS	14:00 – 17:00 HOURS
FRIDAY 24/12/2021	INTRODUCTION TO COMPUTERS – PRACTICAL	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
MONDAY 27/12/2021	PRODUCTION TYPEWRITING STAGE I – 35 WPM	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS
TUESDAY 28/12/2021	PRODUCTION TYPEWRITING STAGE II – 45 WPM	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS

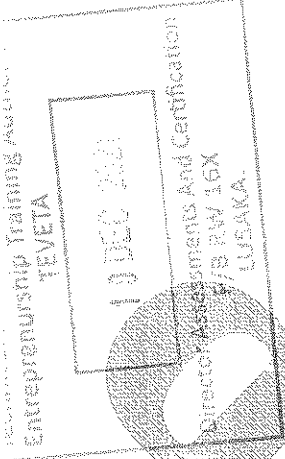
**EXAMINATION TIME TABLE**

**CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME**

**SERIES: DECEMBER 2021**

**YEAR I**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	FREE	09:00 – 12:00 HRS	INTRODUCTION TO COMPUTERS – THEORY	14:00 – 17:00 HOURS
<b>TUESDAY</b> 21/12/2021	FREE	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>WEDNESDAY</b> 22/12/2021	ENTREPRENEURSHIP	09:00 – 12:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
<b>THURSDAY</b> 23/12/2021	OFFICE MANAGEMENT	09:00 – 12:00 HRS	PRINCIPLES OF ACCOUNTS	14:00 – 17:00 HOURS
<b>FRIDAY</b> 24/12/2021	INTRODUCTION TO COMPUTERS - PRACTICAL	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>MONDAY</b> 27/12/2021	PRODUCTION TYPEWRITING STAGE I 35 WPM	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS
<b>TUESDAY</b> 28/12/2021	PRODUCTION TYPEWRITING STAGE II 45 WPM	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS



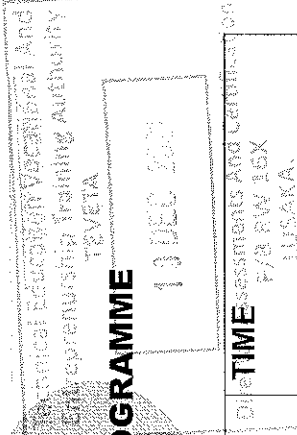


**EXAMINATION TIME TABLE**

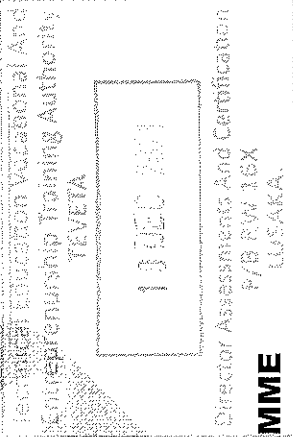
**CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME**

**SERIES: DECEMBER 2021**

**YEAR I & II**

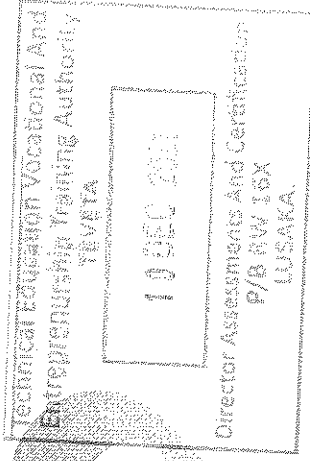


DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	SHORTHAND SPEED 80 WPM SHORTHAND SPEED 110 WPM	09:00 – 09:45 HRS 11:00 – 11:45 HRS	INTRODUCTION TO COMPUTERS - THEORY	14:00 – 17:00 HOURS
<b>TUESDAY</b> 21/12/2021	SHORTHAND SPEED 90 WPM SHORTHAND SPEED 100 WPM	09:00 – 09:45 HRS 11:00 – 11:45 HRS	SHORTHAND SPEED 120 WPM	14:00 – 14:45 HOURS
<b>WEDNESDAY</b> 22/12/2021	ENTREPRENEURSHIP	09:00 – 12:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
<b>THURSDAY</b> 23/12/2021	OFFICE MANAGEMENT WORD PROCESSING	09:00 – 12:00 HRS 09:00 – 12:00 HRS	PRINCIPLES OF ACCOUNTS	14:00 – 17:00 HOURS
<b>FRIDAY</b> 24/12/2021	INTRODUCTION TO COMPUTERS PRACTICAL	09:00 – 12:00 HRS	FOUNDATIONS OF MANAGEMENT	14:00 – 17:00 HOURS
<b>MONDAY</b> 27/12/2021	TYPEWRITING STAGE II 45 WPM	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS
<b>TUESDAY</b> 28/12/2021	TYPEWRITING STAGE III 55 WPM	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS
<b>WEDNESDAY</b> 29/12/2021	TYPEWRITING STAGE IV 65 WPM	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS



**EXAMINATION TIME TABLE**  
**DIPLOMA IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME**  
**SERIES: DECEMBER 2021**  
**YEAR III**

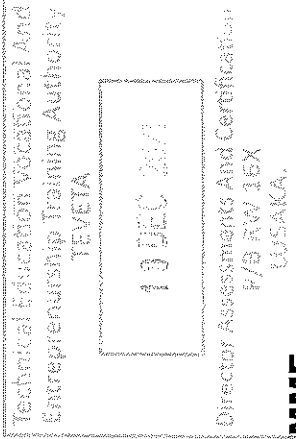
DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 20/12/2021	HUMAN RESOURCE MANAGEMENT	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
TUESDAY 21/12/2021	ORGANISATIONAL BEHAVIOUR	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
WEDNESDAY 22/12/2021	BUSINESS LAW	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
THURSDAY 23/12/2021	FREE	09:00 – 12:00 HRS	FINANCIAL ACCOUNTING	14:00 – 17:00 HOURS
FRIDAY 24/12/2021	FREE	09:00 – 12:00 HRS	ECONOMICS	14:00 – 17:00 HOURS



**EXAMINATION TIME TABLE  
DIPLOMA IN CREATIVE DIGITAL MEDIA  
SERIES: DECEMBER 2021  
YEAR I**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 06/12/2021 TO <b>WEDNESDAY</b> 08/12/2021	3D MODELLING AND ANIMATION I (PRACTICAL)  (3 DAYS)	09:00 – 12:00 HOURS	3D MODELLING AND ANIMATION I (PRACTICAL)  (3 DAYS)	14:00 - 17:00 HOURS
<b>THURSDAY</b> 09/12/2021 TO <b>FRIDAY</b> 10/12/2021	MULTIMEDIA AUTHORING (PRACTICAL)  (2 DAYS)	09:00 – 12:00 HOURS	MULTIMEDIA AUTHORING (PRACTICAL)  (2 DAYS)	14:00 – 16:30 HOURS
<b>MONDAY</b> 13/12/2021 TO <b>TUESDAY</b> 14/12/2021	WEB AUTHORING (PRACTICAL)  (2 DAYS)	09:00 – 11:30 HOURS	WEB AUTHORING (PRACTICAL)  (2 DAYS)	14:00 – 17:00 HOURS
<b>WEDNESDAY</b> 15/12/2021 TO <b>THURSDAY</b> 16/12/2021	IMAGE PROCESSING (PRACTICAL)  (2 DAYS)	09:00 – 12:00 HOURS	IMAGE PROCESSING (PRACTICAL)  (2 DAYS)	14:00 – 17:00 HOURS

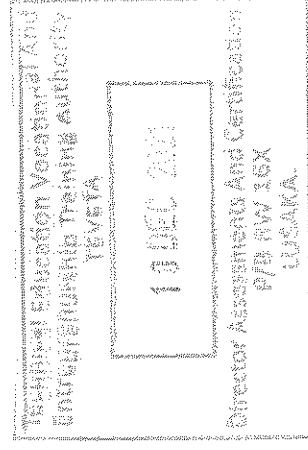


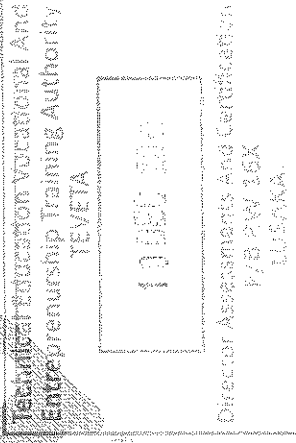


**EXAMINATION TIME TABLE**  
**CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE PROGRAMME**  
 Series: DECEMBER 2021  
 YEAR I

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 20/12/2021	FREE	09:00 – 12:00 HRS	ORGANIZATION AND ARRANGEMENT OF STOCK	14:00 – 17:00 HOURS
TUESDAY 21/12/2021	INTRODUCTION TO LIBRARY & INFORMATION SCIENCE	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
WEDNESDAY 22/12/2021	FREE	09:00 – 12:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
THURSDAY 23/12/2021	RECORDS AND ARCHIVAL MANAGEMENT	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
FRIDAY 24/12/2021	FREE	09:00 – 12:00 HRS	LIBRARY ROUTINES	14:00 – 17:00 HOURS
MONDAY 27/10/2021	REFERENCE AND BIBLIOGRAPHY	09:00 – 12:00 HRS	FREE	FREE
TUESDAY 28/12/2021	FREE	09:00 – 12:00 HRS	FREE	FREE

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 20/12/2021 TO TUESDAY 21/12/2021	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 22/12/2021	WEB AUTHORING (THEORY)	09:00 – 12:00 HOURS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
THURSDAY 23/12/2021	INTRODUCTION TO COMPUTERS	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
FRIDAY 24/12/2021	PROJECT MANAGEMENT	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS





**EXAMINATION TIME TABLE**  
**DIPLOMA IN CREATIVE DIGITAL MEDIA**  
**SERIES: DECEMBER 2021**  
**YEAR III**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021 TO <b>FRIDAY</b> 24/12/2021	Server Side Web Authoring <b>(PRACTICAL)</b>  <b>(5 DAYS)</b>	09:00 – 12:00 HOURS	Server Side Web Authoring <b>(PRACTICAL)</b>  <b>(5 DAYS)</b>	14:00 – 17:00 HOURS