

EXAMINATION TIMETABLE
CERTIFICATE IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: JULY/AUGUST 2026

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 24/07/2026	- Orientation of candidates on examination guidelines - Orientation and signing of oaths of secrecy by all invigilators		09:00 – 12:00 HRS	Signing of candidate examination malpractice declaration statement(form)		14:00 – 17:00 HOURS
MONDAY 27/07/2026	INTRODUCTION TO COMPUTERS - THEORY	755.5	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 28/07/2026	INTRODUCTION TO COMPUTERS – PRACTICAL	755.5	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 29/07/2026	ENTREPRENEURSHIP	755.7	09:00 – 12:00 HRS	COMMUNICATION SKILLS	755.4	14:00 – 17:00 HOURS
THURSDAY 30/07/2026	PRINCIPLES OF ACCOUNTS	755.6	09:00 – 12:00 HRS FREE	FREE	FREE	FREE
FRIDAY 31/07/2026	OFFICE MANAGEMENT	755.3	09:00 – 12:00 HOURS	FREE	FREE	FREE
TUESDAY 04/08/2026	PRODUCTION TYPEWRITING STAGE I – 35 WPM	755.1	09:00 – 12:00 HRS	FREE	FREE	FREE



WEDNESDAY 05/08/2026	PRODUCTION TYPEWRITING STAGE II – 45 WPM	755.2	09:00 – 12:00 HRS	FREE	FREE	FREE
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APPROVED FINAL



EXAMINATION TIMETABLE
CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: JULY/AUGUST 2026
YEAR I

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 24/07/2026	- Orientation of candidates on examination guidelines - Orientation and signing of oaths of secrecy by all invigilators		09:00 – 12:00 HRS	Signing of candidate examination malpractice declaration statement(form)		14:00 – 17:00 HOURS
MONDAY 27/07/2026	INTRODUCTION TO COMPUTERS - THEORY	758.14	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 28/07/2026	INTRODUCTION TO COMPUTERS – PRACTICAL	758.14	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 29/07/2026	ENTREPRENEURSHIP	758.16	09:00 – 12:00 HRS	COMMUNICATION SKILLS	758.13	14:00 – 17:00 HOURS
THURSDAY 30/07/2026	PRINCIPLES OF ACCOUNTS	758.15	09:00 – 12:00 HRS	FREE	FREE	FREE
FRIDAY 31/07/2026	OFFICE MANAGEMENT	758.12	09:00 – 12:00 HOURS	FREE	FREE	FREE
TUESDAY 04/08/2026	PRODUCTION TYPEWRITING STAGE I – 35 WPM	758.1	09:00 – 12:00 HRS	FREE	FREE	FREE





WEDNESDAY 05/08/2026	PRODUCTION TYPEWRITING STAGE II – 45 WPM	758.11	09:00 – 12:00 HRS	FREE	FREE	FREE
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1. Attendance registers: a copy of the attendance register must be enclosed in the tamper evident package for answer scripts.
2. Candidates not appearing on official register must not be allowed in the examination room or workshop for practical.
3. All examination sessions should start on time as indicated on the timetable. The institution/centre will be penalized for starting the examinations late or earlier than the stipulated time.
4. Invigilation Report, Registers, Scripts and Mark sheets must all be enclosed in the tamper evident bag.
5. Candidates involved in Examination Malpractice will Have their results Nullified.

