



EXAMINATION TIME TABLE
DIPLOMA IN BUSINESS ADMINISTRATION
Series: JULY/AUGUST 2019
YEAR I

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
TUESDAY 06/08/2019	Business Law	09.00 – 12.00	Free	14.00 – 17.00
WEDNESDAY 07/08/2019	Business Communication	09.00 – 12.00	Business Accounting	14.00 – 17.00
THURSDAY 08/08/2019	Computer Application Packages	09.00 – 12.00	Free	14.00 – 17.00
FRIDAY 09/08/2019	Economics	09.00 – 12.00	Business Administration	14.00 – 17.00
MONDAY 09/08/2019	Business Mathematics	09.00 – 12.00	Free	14.00 – 17.00



EXAMINATION TIME TABLE
DIPLOMA IN BUSINESS ADMINISTRATION
Series: JULY/AUGUST 2019
YEAR II

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
TUESDAY 06/08/2019	Organizational Behaviour	09.00 – 12.00	Marketing	14.00 – 17.00
WEDNESDAY 07/08/2019	Human Resource Management	09.00 – 12.00	Free	14.00 – 17.00
THURSDAY 08/08/2019	Management Accounting	09.00 – 12.00	Free	14.00 – 17.00
FRIDAY 09/08/2019	Production and Operations Management	09.00 – 12.00	Free	14.00 – 17.00
MONDAY 12/08/2019	Free	09.00 – 12.00	Decision Making	14.00 – 17.00



EXAMINATION TIME TABLE
DIPLOMA IN BUSINESS ADMINISTRATION
Series: JULY/AUGUST 2019
YEAR III

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
TUESDAY 06/08/2019	Research Methods	09.00 – 12.00	Management Information system	14.00 – 17.00
WEDNESDAY 07/08/2019	Financial Management	09.00 – 12.00	Free	14.00 – 17.00
THURSDAY 08/08/2019	International Business	09.00 – 12.00	Free	14.00 – 17.00
FRIDAY 09/08/2019	Free	09.00 – 12.00	Entrepreneurship	14.00 – 17.00
MONDAY 12/08/2019	Strategic Management	09.00 – 12.00	Free	14.00 – 17.00



EXAMINATION TIME TABLE
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
 Series: JUST/AUGUST 2019
 YEAR I

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
TUESDAY 06/08/2019	Business Law	09.00 – 12.00	Free	14.00 – 17.00
WEDNESDAY 07/08/2019	Communication Skills	09.00 – 12.00	Human Resource Management 1	14.00 – 17.00
THURSDAY 08/08/2019	Free	09.00 – 12.00	Employment Relations & Employment Law	14.00 – 17.00
FRIDAY 09/08/2019	Application Packages	09.00 – 12.00	Free	14.00 – 17.00
MONDAY 12/08/2019	Mathematics and Statistics	09.00 – 12.00	Free	14.00 – 17.00



EXAMINATION TIME TABLE
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
 Series: JULY/AUGUST 2019
 YEAR II

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
TUESDAY 06/08/2019	Human Resource Management II	09.00 – 12.00	Free	14.00 – 17.00
WEDNESDAY 07/08/2019	Organizational Behavior	09.00 – 12.00	Business Accounting	14.00 – 17.00
THURSDAY 08/08/2019	Management Principles	09.00 – 12.00	Free	14.00 – 17.00
FRIDAY 09/08/2019	Economics	09.00 – 12.00	Free	14.00 – 17.00
MONDAY 12/08/2019	Free	09.00 – 12.00	Employee Relations	14.00 – 17.00



EXAMINATION TIME TABLE
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
 Series: JULY/AUGUST 2019
 YEAR III

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
TUESDAY 06/08/2019	Strategic Human Resource Management	09.00- 12.00	Free	14.00 – 17 .00
WEDNESDAY 07/08/2019	Human Resource Development	09.00- 12.00	Free	14.00 – 17 .00
THURSDAY 08/08/2019	Free	09.00- 12.00	Employment Law	14.00 – 17 .00
FRIDAY 09/08/2019	Human Resource Planning	09.00- 12.00	Entrepreneurship	14.00 – 17 .00

EXAMINATION TIME TABLE
DIPLOMA IN PRODUCTION & OPERATIONS MANAGEMENT
Series: JULY/AUGUST 2019
YEAR I

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
TUESDAY 06/08/2019	Materials Technology	09 00 - 12 00	Fundamentals of Management and Economics	14 00 – 17 00
WEDNESDAY 07/08/2019	Communication Skills	09 00 – 12 00	FREE	14 00 – 17 00
THURSDAY 08/08/2019	Engineering Drawing (group I)	09 00 – 12 00	FREE	14 00 – 17 00
FRIDAY 09/08/2019	Engineering science	09 00 – 12 00	Manufacturing Technology I	14 00 – 17 00
MONDAY 12/08/2019	Mathematics and Statistics	0900 – 12 00	FREE	14 00 – 17 00





EXAMINATIONS TIME TABLE
DIPLOMA IN PRODUCTION & OPERATIONS MANAGEMENT
Series: JULY/AUGUST 2019
YEAR II

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
TUESDAY 06/08/2019	Maintenance Management	09.00 – 1200	FREE	14.00 – 17.00
WEDNESDAY 07/08/2019	Manufacturing Technology II	09.00 – 1200	Productivity Methods	14.00 – 17.00
THURSDAY 08/08/2019	FREE	09.00 – 1200	Cost and Management Accounting	14.00 – 17.00
FRIDAY 09/08/2019	Operations Management I	09.00 – 1200	FREE	14.00 – 17.00
MONDAY 12/08/2019	Application Packages	09.00 – 1200	FREE	14.00 – 17.00



EXAMINATION TIME TABLE
DIPLOMA IN PRODUCTION AND OPERATIONS MANAGEMENT
Series: JULY/AUGUST 2019
YEAR III

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
TUESDAY 06/08/2019	Quality Management	09:00-12:00	FREE	14:00-17:00
WEDNESDAY 07/08/2019	FREE	09:00-12:00	Operations Management II	14:00 – 1700
THURSDAY 08/08/2019	People Management	09:00-12:00	Free	14:00 – 17 .00
FRIDAY 09/08/2019	FREE	09:00-12:00	Entrepreneurship	14:00 - 17.00
MONDAY 12/08/2019	FREE	09:00-12:00	FREE	14:00 – 17:00



EXAMINATION TIME TABLE
CERTIFICATE IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: JULY/AUGUST 2019

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
TUESDAY 06/08/2019	FREE	09:00 – 12:00 HRS	OFFICE MANAGEMENT	14:00 – 17:00 HRS
WEDNESDAY 07/08/2019	FREE	09:00 – 12:00 HRS	PRODUCTION TYPEWRITING STAGE I – 35 WPM	14:00 – 16:30 HRS
THURSDAY 08/08/2019	PRODUCTION TYPEWRITING STAGE II – 45 WPM	09:00 – 11:30 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HRS
FRIDAY 09/08/2019	ICT PRACTICAL	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HRS
MONDAY 12/08/2019	PRINCIPLES OF ACCOUNTS	09:00 – 12:00 HRS	ENTREPRENEURSHIP	14:00 – 17:00 HRS
TUESDAY 13/08/2019	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: JULY/AUGUST 2019
YEAR I

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
TUESDAY 06/08/2019	FREE	09:00 – 12:00 HOURS	OFFICE MANAGEMENT	14:00 – 17:00 HOURS
WEDNESDAY 07/08/2019	FREE	09:00 – 12:00 HOURS	PRODUCTION TYPEWRITING STAGE I 35 WPM	14:00 – 16:30 HOURS
THURSDAY 08/08/2019	PRODUCTION TYPEWRITING STAGE II – 45 WPM	09:00 – 11:30 HOURS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
FRIDAY 09/08/2019	ICT PRACTICAL	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
MONDAY 12/08/2019	PRINCIPLES OF ACCOUNTS	09:00 – 12:00 HOURS	ENTREPRENEURSHIP	14:00 – 17:00 HOURS
TUESDAY 13/08/2019	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: JULY/AUGUST 2019
YEAR I & II

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
TUESDAY 06/08/2019	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
WEDNESDAY 07/08/2019	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
THURSDAY 08/08/2019	PRODUCTION TYPEWRITING STAGE II – 45 WPM	09:00 – 11:00 HOURS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
FRIDAY 09/08/2019	ICT PRACTICAL	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
MONDAY 12/08/2019	PRINCIPLES OF ACCOUNTS	09:00 – 12:00 HOURS	ENTREPRENEURSHIP	14:00 – 17:00 HOURS
TUESDAY 13/08/2019	ICT THEORY	09:00 – 12:00 HOURS	FOUNDATIONS OF MANAGEMENT	14:00 – 17:00 HOURS
WEDNESDAY 14/08/2019	TYPEWRITING STAGE III – 55 WPM	09:00 – 11:30 HOURS	FREE	14:00 – 17:00 HOURS
THURSDAY 15/08/2019	TYPEWRITING STAGE IV – 65 WPM	09:00 – 11:30 HOURS	FREE	14:00 – 17:00 HOURS
FRIDAY 16/08/2019	WORD PROCESSING	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS





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

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
TUESDAY 06/08/2019	HUMAN RESOURCE MANAGEMENT	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
WEDNESDAY 07/08/2019	FREE	09:00 – 12:00 HOURS	ORGANISATIONAL BEHAVIOUR	14:00 – 17:00 HOURS
THURSDAY 08/08/2019	FINANCIAL ACCOUNTING	09:00 – 12:00 HOURS	BUSINESS LAW	14:00 – 17:00 HOURS
FRIDAY 09/08/2019	ECONOMICS	09:00 – 12:00 HOURS	ENTREPRENEURSHIP	14:00 – 17:00 HOURS