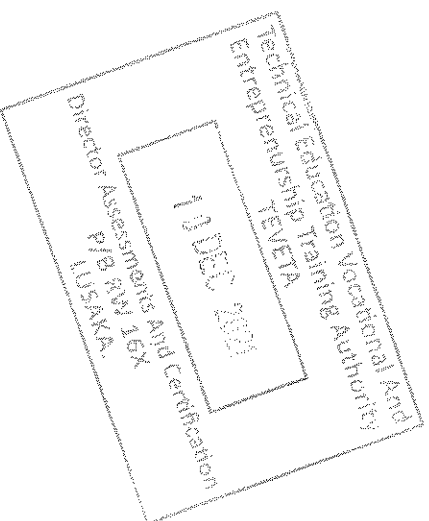


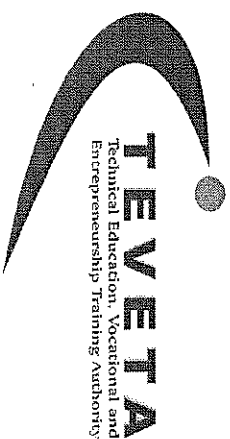
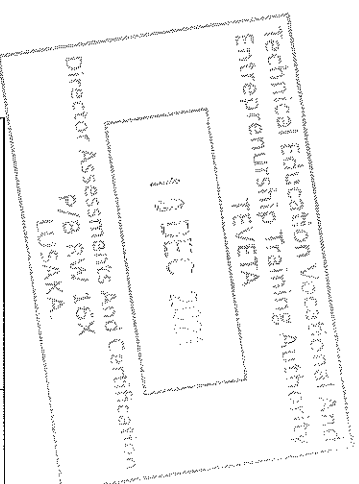
**EXAMINATION TIME TABLE**  
**CERTIFICATE IN FRONT OFFICE OPERATIONS PROGRAMME**  
**SERIES: DECEMBER 2021**  
**YEAR II**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	SALES AND MARKETING	09:00 – 12:00 HOURS	LEGAL ASPECTS	14:00 – 17:00 HOURS
<b>TUESDAY</b> 21/12/2021	PRINCIPLES OF MANAGEMENT	09:00 – 12:00 HOURS	FREE	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	FRONT OFFICE MANAGEMENT	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
<b>FRIDAY</b> 24/12/2021	FRONT OFFICE PRACTICAL	09:00 – 12:00 HOURS	FRONT OFFICE PRACTICAL	14:00 – 17:00 HOURS



**EXAMINATION TIME TABLE  
CERTIFICATE IN FOOD AND BEVERAGE SERVICE PROGRAMME  
SERIES: DEC 2021  
YEAR I**

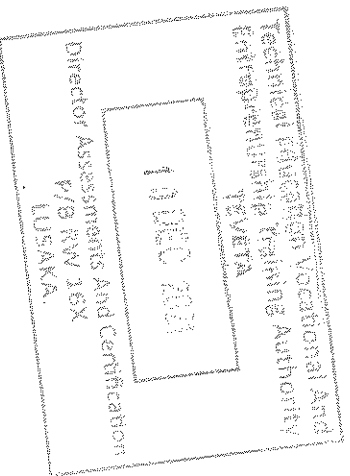
DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	FREE	09:00 – 12:00 HRS	BAR MANAGEMENT I	14:00 - 17:00 HOURS
<b>TUESDAY</b> 21/12/2021	SAFETY & FIRST AID	09:00 – 12:00 HRS	FOOD SERVICE I	14:00 – 17:00 HOURS
<b>WEDNESDAY</b> 22/12/2021	NUTRITION & HYGIENE	09:00 – 12:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
<b>THURSDAY</b> 23/12/2021	COMPUTER APPLICATIONS	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>FRIDAY</b> 24/12/2021	FOOD & BEVERAGE SERVICE TECHNIQUES	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS

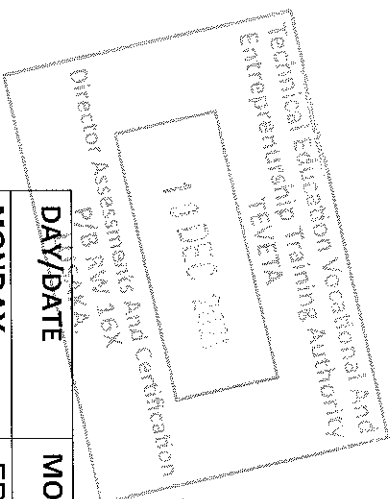


**EXAMINATION TIME TABLE  
CERTIFICATE IN FOOD AND BEVERAGE SERVICE  
SERIES: DECEMBER 2021  
YEAR II**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	SALES AND MARKETING	09:00 – 12:00 HOURS	LEGAL ASPECTS	14:00 - 17:00 HOURS
<b>TUESDAY</b> 21/12/2021	SUPERVISORY STUDIES	09:00 – 12:00 HOURS	FREE	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	FOOD SERVICE II	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
<b>FRIDAY</b> 24/12/2021	BAR MANAGEMENT II	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
<b>MONDAY</b> 27/12/2021	FOOD AND BEVERAGE SERVICE PRACTICALS	09:00 – 12:00 HOURS	FOOD AND BEVERAGE SERVICE PRACTICALS	14:00 – 17:00 HOURS

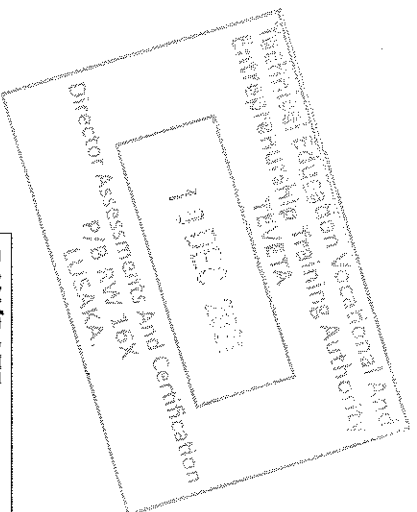
<b>MONDAY</b> 27/12/2021	<b>FOOD AND BEVERAGE SERVICE PRACTICALS</b>	09:00 – 12:00 HOURS	<b>FOOD AND BEVERAGE SERVICE PRACTICALS</b>	14:00 – 17:00 HOURS
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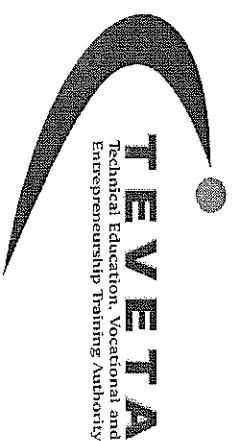
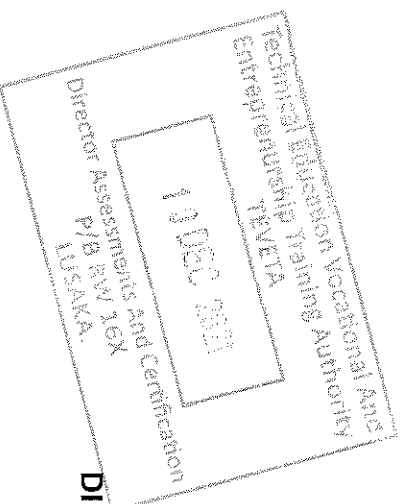
**EXAMINATION TIME TABLE**  
**DIPLOMA IN RURAL AND URBAN MANAGEMENT PROGRAMME - LEVEL I**  
**SERIES: DECEMBER 2021**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	FREE	09.00 - 12.00 HOURS	COMPUTER APPLICATION THEORY	14.00 - 17.00 HOURS
<b>TUESDAY</b> 21/12/2021	COMPUTER APPLICATION PRACTICAL	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
<b>WEDNESDAY</b> 22/12/2021	RURAL DEVELOPMENT	09.00 - 12.00 HOURS	COMMUNICATION SKILLS	14.00 - 17.00 HOURS
<b>THURSDAY</b> 23/12/2021	PARTICIPATORY PLANNING AND MANAGEMENT	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
<b>FRIDAY</b> 24/12/2021	CROSS-CUTTING ISSUES IN DEVELOPMENT	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
<b>MONDAY</b> 27/12/2021	FREE	09.00 - 12.00 HOURS	LOCAL ECONOMIC DEVELOPMENT	14.00 - 17.00 HOURS



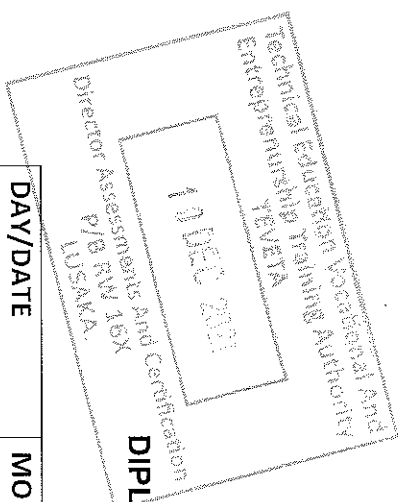
**EXAMINATION TIME TABLE**  
**DIPLOMA IN RURAL AND URBAN MANAGEMENT PROGRAMME - LEVEL II**  
**SERIES: DECEMBER 2021**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	DISASTER MANAGEMENT	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 - 17.00 HOURS
<b>WEDNESDAY</b> 22/12/2021	PUBLIC PRIVATE PARTNERSHIP	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
<b>THURSDAY</b> 23/12/2021	URBAN DEVELOPMENT	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
<b>FRIDAY</b> 24/12/2021	FREE	09.00 - 12.00 HOURS	LAND MANAGEMENT	14.00 - 17.00 HOURS



**EXAMINATION TIME TABLE**  
**DIPLOMA IN RURAL AND URBAN MANAGEMENT PROGRAMME - LEVEL III**  
**SERIES: DECEMBER 2021**

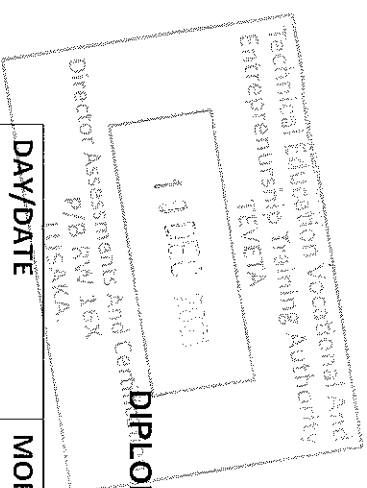
DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	FREE	09.00 - 12.00 HOURS	HUMAN RESOURCE MANAGEMENT	14.00 - 17.00 HOURS
<b>TUESDAY</b> 21/12/2021	CHANGE MANAGEMENT	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
<b>WEDNESDAY</b> 22/12/2021	ENTREPRENEURSHIP	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
<b>THURSDAY</b> 23/12/2021	FREE	09.00 - 12.00 HOURS	PROJECT MANAGEMENT	14.00 - 17.00 HOURS



**EXAMINATION TIME TABLE  
DIPLOMA IN LOCAL GOVERNMENT ADMINISTRATION PROGRAMME - LEVEL I  
SERIES: DECEMBER 2021**

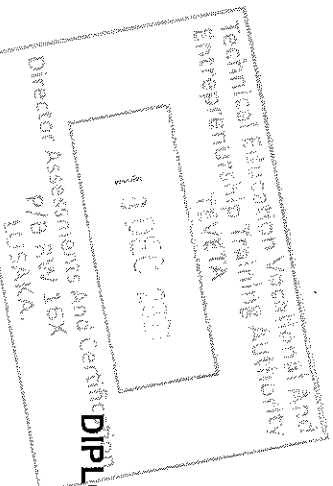
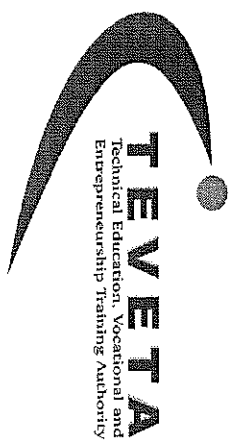
DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	FREE	09.00 - 12.00 HOURS	COMPUTER APPLICATION THEORY	14.00 - 17.00 HOURS
<b>TUESDAY</b> 21/12/2021	COMPUTER APPLICATION PRACTICAL	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
<b>WEDNESDAY</b> 22/12/2021	LOCAL GOVERNMENT LAW	09.00 - 12.00 HOURS	COMMUNICATION SKILLS	14.00 - 17.00 HOURS
<b>THURSDAY</b> 23/12/2021	ADMINISTRATION OF LOCAL AUTHORITIES	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
<b>FRIDAY</b> 24/12/2021	FREE	09.00 - 12.00 HOURS	LOCAL GOVERNMENT FINANCE	14.00 - 17.00 HOURS





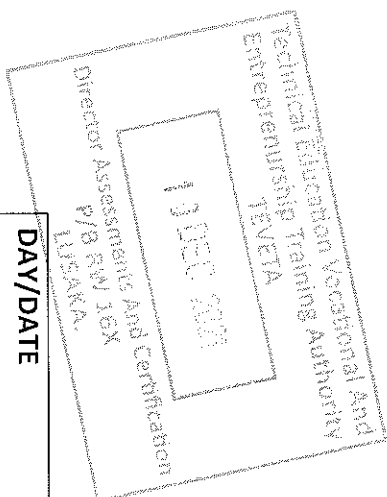
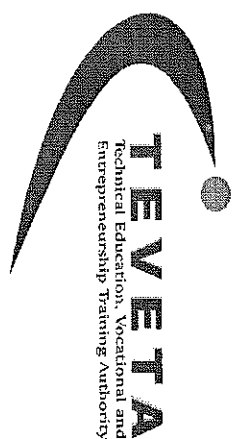
**EXAMINATION TIME TABLE**  
**DIPLOMA IN LOCAL GOVERNMENT ADMINISTRATION PROGRAMME - LEVEL II**  
**SERIES: DECEMBER 2021**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	CONSTITUTIONAL & ADMINISTRATIVE LAW	09.00 - 12.00 HOURS	CENTRAL GOVERNMENT ADMINISTRATION	14.00 - 17.00 HOURS
<b>TUESDAY</b> 21/12/2021	ORGANISATION BEHAVIOUR	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
<b>WEDNESDAY</b> 22/12/2021	FREE	09.00 - 12.00 HOURS	COMPARATIVE LOCAL GOVERNMENT ADMINISTRATION	14.00 - 17.00 HOURS
<b>THURSDAY</b> 23/12/2021	ECONOMICS	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS



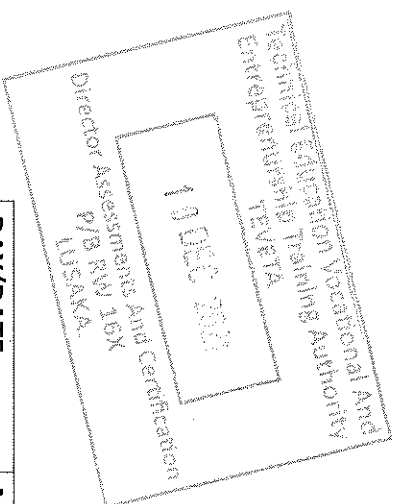
**EXAMINATION TIME TABLE  
DIPLOMA IN LOCAL GOVERNMENT ADMINISTRATION PROGRAMME - LEVEL III  
SERIES: DECEMBER 2021**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	PUBLIC POLICY	09.00 - 12.00 HOURS	HUMAN RESOURCE MANAGEMENT	14.00 - 17.00 HOURS
<b>TUESDAY</b> 21/12/2021	FREE	09.00 - 12.00 HOURS	RESEARCH METHODS	14.00 - 17.00 HOURS
<b>WEDNESDAY</b> 22/12/2021	ENTREPRENEURSHIP	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
<b>THURSDAY</b> 23/12/2021	FREE	09.00 - 12.00 HOURS	DEVELOPMENT ADMINISTRATION	14.00 - 17.00 HOURS



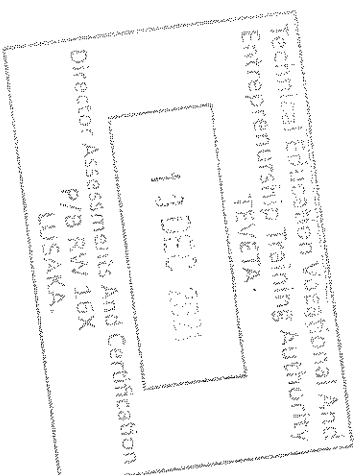
**EXAMINATION TIME TABLE**  
**DIPLOMA IN LOCAL GOVERNMENT FINANCE PROGRAMME - LEVEL I**  
**SERIES: DECEMBER 2021**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	FREE	09.00 - 12.00 HOURS	COMPUTER APPLICATION THEORY	14.00 - 17.00 HOURS
<b>TUESDAY</b> 21/12/2021	COMPUTER APPLICATION PRACTICAL	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
<b>WEDNESDAY</b> 22/12/2021	BUSINESS LAW	09.00 - 12.00 HOURS	COMMUNICATION SKILLS	14.00 - 17.00 HOURS
<b>THURSDAY</b> 23/12/2021	ECONOMICS	09.00 - 12.00 HOURS	FINANCIAL ACCOUNTING I	14.00 - 17.00 HOURS
<b>FRIDAY</b> 24/12/2021	MATHEMATICS & STATISTICS I	09.00 - 12.00 HOURS	FINANCIAL MGT IN LOCAL AUTHORITIES	14.00 - 17.00 HOURS
<b>MONDAY</b> 27/12/2021	FREE	09.00 - 12.00 HOURS	MANAGEMENT	14.00 - 17.00 HOURS



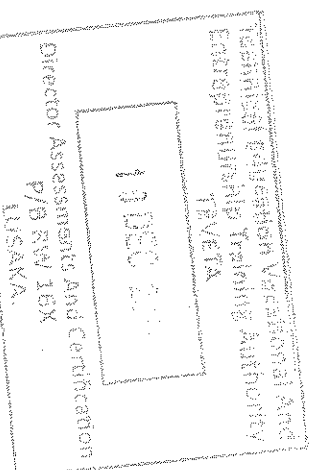
**EXAMINATION TIME TABLE**  
**DIPLOMA IN LOCAL GOVERNMENT FINANCE PROGRAMME - LEVEL II**  
**SERIES: DECEMBER 2021**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	COMPANY LAW	09.00 - 12.00 HOURS	CENTRAL GOVERNMENT ADMINISTRATION	14.00 - 17.00 HOURS
<b>TUESDAY</b> 21/12/2021	FREE	09.00 - 12.00 HOURS	AUDITING	14.00 - 17.00 HOURS
<b>WEDNESDAY</b> 22/12/2021	FINANCIAL ACCOUNTING II	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
<b>THURSDAY</b> 23/12/2021	MATHEMATICS & STATISTICS II	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS



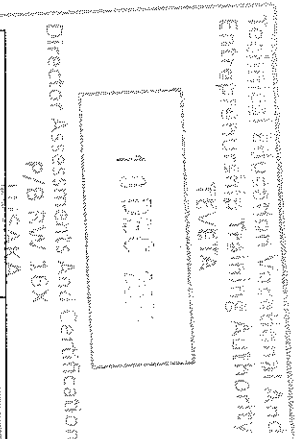
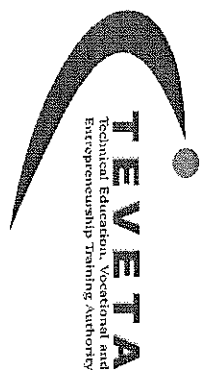
**EXAMINATION TIME TABLE  
DIPLOMA IN LOCAL GOVERNMENT FINANCE PROGRAMME - LEVEL III  
SERIES: DECEMBER 2021**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	CONSTITUTIONAL AND ADMINISTRATIVE LAW	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS
<b>TUESDAY</b> 21/12/2021	FREE	09.00 - 12.00 HOURS	COST & MANAGEMENT ACCOUNTING	14.00 - 17.00 HOURS
<b>WEDNESDAY</b> 22/12/2021	ENTREPRENEURSHIP	09.00 - 12.00 HOURS	PUBLIC FINANCE	14.00 - 17.00 HOURS
<b>THURSDAY</b> 23/12/2021	FINANCIAL MANAGEMENT & ACCOUNTS REPORTING	09.00 - 12.00 HOURS	FREE	14.00 - 17.00 HOURS



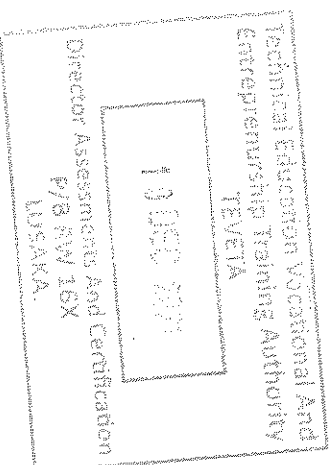
**EXAMINATION TIME TABLE**  
**DIPLOMA IN BUSINESS ADMINISTRATION**  
 Series: DECEMBER 2021  
 YEAR I

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	BUSINESS ADMINISTRATION	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>TUESDAY</b> 21/12/2021	COMPUTER APPLICATION PACKAGES	09:00 – 12:00 HRS	FREE	14:00 - 17:00 HOURS
<b>WEDNESDAY</b> 22/12/2021	BUSINESS LAW	09:00 – 12:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
<b>THURSDAY</b> 23/12/2021	FREE	09:00 – 12:00 HRS	BUSINESS ACCOUNTING	14.00 - 17:00 HOURS
<b>FRIDAY</b> 24/12/2021	BUSINESS MATHEMATICS	09:00 – 12:00 HRS	ECONOMICS	14:00 – 17:00 HOURS



**EXAMINATION TIME TABLE**  
**DIPLOMA IN BUSINESS ADMINISTRATION**  
 Series: DECEMBER 2021  
 YEAR II

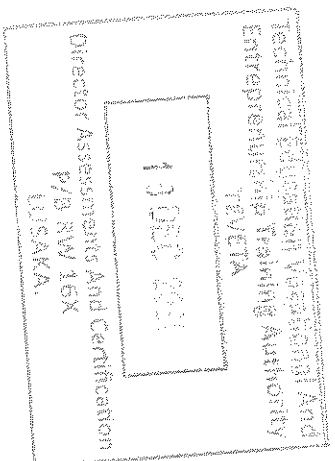
DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	HUMAN RESOURCE MANAGEMENT	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>TUESDAY</b> 21/12/2021	ORGANIZATIONAL BEHAVIOUR	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>WEDNESDAY</b> 22/12/2021	FREE	09:00 – 12:00 HRS	MANAGEMENT ACCOUNTING	14:00 – 17:00 HOURS
<b>THURSDAY</b> 23/12/2021	PRINCIPLES OF MARKETING	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>FRIDAY</b> 24/12/2021	FREE	09:00 – 12:00 HRS	PRODUCTION AND OPERATIONS MANAGEMENT	14:00 – 17:00 HOURS
<b>MONDAY</b> 27/12/2021	DECISION MAKING	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS



**EXAMINATION TIME TABLE**  
**DIPLOMA IN BUSINESS ADMINISTRATION**  
**Series: DECEMBER 2021**  
**YEAR III**

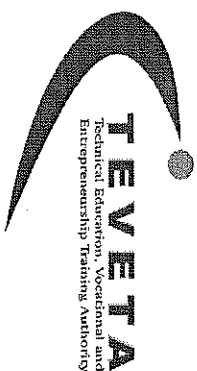
DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	INTERNATIONAL BUSINESS	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>TUESDAY</b> 21/12/2021	MANAGEMENT INFORMATION SYSTEMS	09:00 – 12:00 HRS	RESEARCH METHODS	14:00 – 17:00 HOURS
<b>WEDNESDAY</b> 22/12/2021	ENTREPRENEURSHIP	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>THURSDAY</b> 23/12/2021	FREE	09:00 – 12:00 HRS	FINANCIAL MANAGEMENT	14:00 – 17:00 HOURS
<b>FRIDAY</b> 24/12/2021	STRATEGIC MANAGEMENT	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS



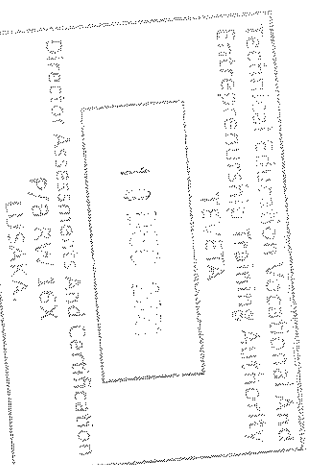


**EXAMINATION TIME TABLE**  
**DIPLOMA IN HUMAN RESOURCE MANAGEMENT**  
**Series: DECEMBER 2021**  
**YEAR I**

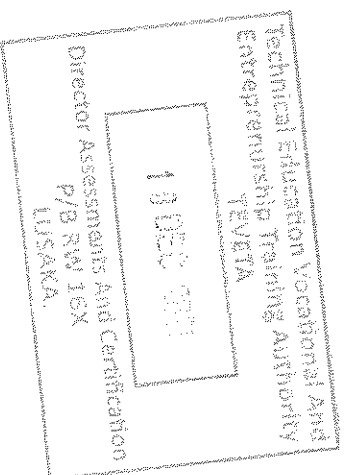
DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	HUMAN RESOURCE MANAGEMENT I	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>TUESDAY</b> 21/12/2021	COMPUTER APPLICATION PACKAGES	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>WEDNESDAY</b> 22/12/2021	BUSINESS LAW	09:00 – 12:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
<b>THURSDAY</b> 23/12/2021	FREE	09:00 – 12:00 HRS	EMPLOYEE RELATIONS & EMPLOYMENT LAW	14:00 – 17:00 HOURS
<b>FRIDAY</b> 24/12/2021	MATHEMATICS AND STATISTICS	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS



**EXAMINATION TIME TABLE**  
**DIPLOMA IN HUMAN RESOURCE MANAGEMENT**  
**SERIES: DECEMBER 2021**  
**YEAR II**

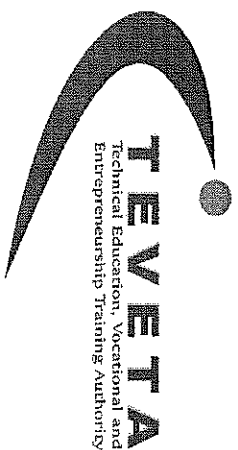
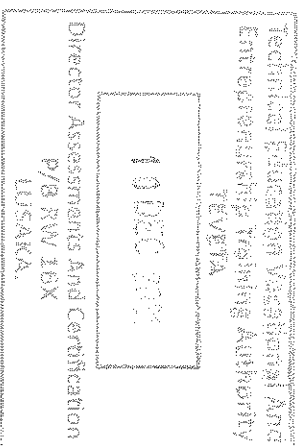


DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	HUMAN RESOURCE MANAGEMENT II	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>TUESDAY</b> 21/12/2021	ORGANIZATIONAL BEHAVIOR	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>WEDNESDAY</b> 22/12/2021	FREE	09:00 – 12:00 HRS	MANAGEMENT PRINCIPLES	14:00 – 17:00 HOURS
<b>THURSDAY</b> 23/12/2021	FREE	09:00 – 12:00 HRS	BUSINESS ACCOUNTING	14:00 – 17:00 HOURS
<b>FRIDAY</b> 24/12/2021	EMPLOYEE RELATIONS	09:00 – 12:00 HRS	ECONOMICS	14:00 – 17:00 HOURS



**EXAMINATION TIME TABLE**  
**DIPLOMA IN HUMAN RESOURCE MANAGEMENT**  
**SERIES: DECEMBER 2021**  
**YEAR III**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	STRATEGIC HUMAN RESOURCE MANAGEMENT	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>TUESDAY</b> 21/12/2021	HUMAN RESOURCE DEVELOPMENT	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>WEDNESDAY</b> 22/12/2021	ENTREPRENEURSHIP	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
<b>THURSDAY</b> 23/12/2021	FREE	09:00 – 12:00 HRS	EMPLOYMENT LAW	14:00 – 17:00 HOURS
<b>FRIDAY</b> 24/12/2021	HUMAN RESOURCE PLANNING	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS



**EXAMINATION TIME TABLE  
CERTIFICATE IN FOOD PRODUCTION  
SERIES: DECEMBER 2021  
YEAR I**

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
<b>MONDAY</b> 20/12/2021	FREE	09:00 – 12:00 HOURS	HOTEL LAW	14:00 – 17:00 HOURS
<b>TUESDAY</b> 21/12/2021	PRINCIPLES OF FOOD PRODUCTION I	09:00 – 12:00 HOURS	FREE	14:00 – 16:30 HOURS
<b>WEDNESDAY</b> 22/12/2021	FREE	09:00 – 11:30 HOURS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
<b>THURSDAY</b> 23/12/2021	COMPUTER APPLICATIONS	09:00 – 12:00 HOURS	FOOD COSTING & CONTROL	14:00 – 17:00 HOURS
<b>FRIDAY</b> 24/12/2021	PRINCIPLES OF FOOD PRODUCTION II	09:00 – 12:00 HOURS	FREE	14:00 – 17:00 HOURS
<b>MONDAY</b> 27/12/2021	FOOD PRODUCTION PRACTICALS	09:00 – 12:00 HOURS	FOOD PRODUCTION PRACTICALS	09:00 – 12:00 HOURS

