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EXAMINATION TIME TABLE

CRAFT CERTIFICATE IN FOOD PRODUCTION PROGRAMME

Series: NOVEMBER/DECEMBER 2022

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 12/12/2022	HOTEL LAW	09:00 – 12:00 HRS	FOOD COSTING AND CONTROL	14:00 – 17:00 HOURS
TUESDAY 13/12/2022	PRINCIPLES OF FOOD PRODUCTION II	09:00 – 12:00 HRS	COMPUTER APPLICATIONS	14:00 - 17:00 HOURS
WEDNESDAY 14/12/2022	ENTREPRENEURSHIP	09:00 – 12:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
THURSDAY 15/12/2022	FOOD PRODUCTION PRACTICALS	09:00 – 12:00 HRS	FOOD PRODUCTION PRACTICALS	14 .00 - 17:00 HOURS
FRIDAY 16/12/2022	PRINCIPLES OF FOOD PRODUCTION I	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS



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EXAMINATION TIME TABLE

CERTIFICATE IN FOOD AND BEVERAGE SERVICE PROGRAMME

Series: NOVEMBER/DECEMBER 2022

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 05/12/2022	FREE	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
TUESDAY 06/12/2022	NUTRITION AND HYGIENE	09:00 – 12:00 HRS	FREE	14:00 - 17:00 HOURS
WEDNESDAY 07/12/2022	FREE	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
THURSDAY 08/12/2022	FREE	09:00 – 12:00 HRS	FREE	14 .00 - 17:00 HOURS
FRIDAY 09/12/2022	FREE	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
MONDAY 12/12/2022	FREE	09:00 – 12:00 HRS	FREE	FREE
TUESDAY 13/12/2022	FREE	09:00 – 12:00 HRS	FREE	FREE

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EXAMINATION TIME TABLE

CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE PROGRAMME

Series: NOVEMBER/DECEMBER 2022

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 05/12/2022	FREE	09:00 – 12:00 HRS	ORGANIZATION AND ARRANGEMENT OF STOCK	14:00 – 17:00 HOURS
TUESDAY 06/12/2022	INTRODUCTION TO LIBRARY & INFORMATION SCIENCE	09:00 – 12:00 HRS	FREE	14:00 - 17:00 HOURS
WEDNESDAY 07/12/2022	FREE	09:00 – 12:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
THURSDAY 08/12/2022	RECORDS AND ARCHIVAL MANAGEMENT	09:00 – 12:00 HRS	FREE	14 .00 - 17:00 HOURS
FRIDAY 09/12/2022	FREE	09:00 – 12:00 HRS	LIBRARY ROUTINES	14:00 – 17:00 HOURS
MONDAY 12/12/2022	REFERENCE AND BIBLIOGRAPHY	09:00 – 12:00 HRS	FREE	FREE
TUESDAY 13/12/2022	BASICS IN INFORMATION TECHNOLOGY	09:00 – 12:00 HRS	FREE	FREE

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EXAMINATION TIME TABLE

DIPLOMA IN LIBRARY AND INFORMATION SCIENCE PROGRAMME

Series: NOVEMBER/DECEMBER 2022

YEAR I

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 05/12/2022	RECORDS AND ARCHIVAL MANAGEMENT	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
TUESDAY 06/12/2022	FREE	09:00 – 12:00 HRS	INFORMATION SOURCES AND SERVICES	14:00 - 17:00 HOURS
WEDNESDAY 07/12/2022	FREE	09:00 – 12:00 HRS	COMMUNICATION AND LITERATURE STUDIES	14:00 – 17:00 HOURS
THURSDAY 08/12/2022	FREE	09:00 – 12:00 HRS	FREE	14 .00 - 17:00 HOURS
FRIDAY 09/12/2022	INFORMATION RESOURCE MANAGEMENT	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
MONDAY 12/12/2022	FREE	09:00 – 12:00 HRS	SOCIOLOGY OF INFORMATION SCIENCE	14 .00 - 17:00 HOURS
TUESDAY 13/12/2022	FREE	09:00 – 12:00 HRS	LIBRARY AND INFORMATION SCIENCE	14:00 – 17:00 HOURS

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EXAMINATION TIME TABLE
CERTIFICATE IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: NOVEMBER/DECEMBER 2022

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 05/12/2022	FREE	09:00 – 12:00 HRS	INTRODUCTION TO COMPUTERS - THEORY	14:00 - 17:00 HOURS
TUESDAY 06/12/2022	FREE	09:00 – 12:00 HRS	PRODUCTION TYPEWRITING STAGE II – 45 WPM	14:00 – 17:00 HOURS
WEDNESDAY 07/12/2022	ENTREPRENEURSHIP	09:00 – 12:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
THURSDAY 08/12/2022	OFFICE MANAGEMENT	09:00 – 12:00 HRS	PRINCIPLES OF ACCOUNTS	14:00 – 17:00 HOURS
FRIDAY 09/12/2022	INTRODUCTION TO COMPUTERS – PRACTICAL	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
MONDAY 12/12/2022	PRODUCTION TYPEWRITING STAGE I – 35 WPM	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS
TUESDAY 13/12/2022	FREE	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS

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EXAMINATION TIME TABLE

CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME

SERIES: NOVEMBER/DECEMBER 2022

YEAR I

APPROVED

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 05/12/2022	FREE	09:00 – 12:00 HRS	INTRODUCTION TO COMPUTERS – THEORY	14:00 - 17:00 HOURS
TUESDAY 06/12/2022	FREE	09:00 – 12:00 HRS	PRODUCTION TYPEWRITING STAGE II 45 WPM	14:00 – 17:00 HOURS
WEDNESDAY 07/12/2022	ENTREPRENEURSHIP	09:00 – 12:00 HRS	COMMUNICATION SKILLS	14:00 – 17:00 HOURS
THURSDAY 08/12/2022	OFFICE MANAGEMENT	09:00 – 12:00 HRS	PRINCIPLES OF ACCOUNTS	14:00 – 17:00 HOURS
FRIDAY 09/12/2022	INTRODUCTION TO COMPUTERS - PRACTICAL	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
MONDAY 12/12/2022	PRODUCTION TYPEWRITING STAGE I 35 WPM	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS
TUESDAY 13/12/2022	FREE	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS

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EXAMINATION TIME TABLE
CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: NOVEMBER /DECEMBER 2022
YEAR II

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 05/12/2022	SHORTHAND SPEED 80 WPM SHORTHAND SPEED 110 WPM	09:00 – 09:45 HRS 11:00 – 11:45 HRS	FREE	14.00 - 17:00 HOURS
TUESDAY 06/12/2022	SHORTHAND SPEED 90 WPM SHORTHAND SPEED 120 WPM	09.00 – 09:45 HRS 11:00 – 11:45 HRS	SHORTHAND SPEED 100 WPM	14.00 – 14:45 HOURS
WEDNESDAY 07/12/2022	FREE	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
THURSDAY 08/12/2022	WORD PROCESSING	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
FRIDAY 09/12/2022	FREE	09:00 – 12:00 HRS	FOUNDATIONS OF MANAGEMENT	14:00 – 17:00 HOURS
MONDAY 12/12/2022	FREE	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS
TUESDAY 13/12/2022	TYPEWRITING STAGE III 55 WPM	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS
WEDNESDAY 14/12/2022	TYPEWRITING STAGE IV 65 WPM	09:00 – 11:30 HRS	FREE	14:00 – 17:00 HOURS

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EXAMINATION TIME TABLE
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SERIES: NOVEMBER/DECEMBER 2022
YEAR III

DAY/DATE	MORNING SESSION	TIME	AFTERNOON SESSION	TIME
MONDAY 05/12/2022	HUMAN RESOURCE MANAGEMENT	09:00 – 12:00 HRS	FREE	14:00 - 17:00 HOURS
TUESDAY 06/12/2022	ORGANISATIONAL BEHAVIOUR	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
WEDNESDAY 07/12/2022	BUSINESS LAW	09:00 – 12:00 HRS	FREE	14:00 – 17:00 HOURS
THURSDAY 08/12/2022	FREE	09:00 – 12:00 HRS	FINANCIAL ACCOUNTING	14:00 – 17:00 HOURS
FRIDAY 09/12/2022	FREE	09:00 – 12: 00 HRS	ECONOMICS	14:00 – 17:00 HOURS