

EXAMINATION TIME TABLE
CERTIFICATE IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: JULY/AUGUST 2024

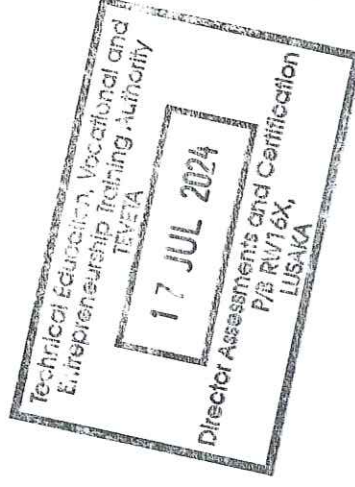
DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 26//07/2024	<ul style="list-style-type: none"> ▪ Orientation of candidates on examination guidelines ▪ Orientation and signing of oaths of secrecy by all invigilators 		09:00 – 12:00 HRS	Signing of candidate examination malpractice declaration statement(form)		14:00 – 17:00 HOURS
MONDAY 29/07/2024	FREE	FREE	FREE	INTRODUCTION TO COMPUTERS - THEORY	755.5	14:00 – 17:00 HOURS
TUESDAY 30/07/2024	INTRODUCTION TO COMPUTERS – PRACTICAL	755.5	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 31/07/2024	ENTREPRENEURSHIP	755.7	09:00 – 12:00 HRS	COMMUNICATION SKILLS	755.4	14:00 – 17:00 HOURS
THURSDAY 01/08/2024	FREE	FREE	FREE	PRINCIPLES OF ACCOUNTS	755.6	14:00 – 17:00 HOURS
FRIDAY 02/08/2024	OFFICE MANAGEMENT	755.3	09:00 – 12:00 HOURS	FREE	FREE	FREE
TUESDAY 06/08/2024	PRODUCTION TYPEWRITING STAGE I – 35 WPM	755.2	09:00 – 12:00 HRS	FREE	FREE	FREE





WEDNESDAY 07/08/2024	PRODUCTION TYPEWRITING STAGE II – 45 WPM	755.1	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.



FINAL



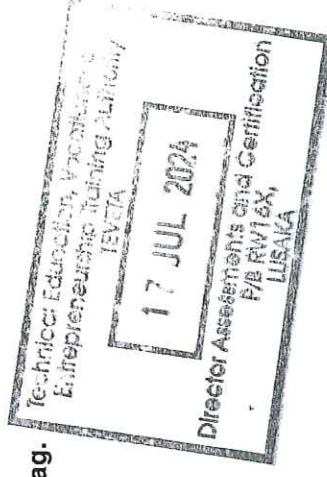
**EXAMINATION TIME TABLE
CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: JULY/AUGUST 2024
YEAR I**

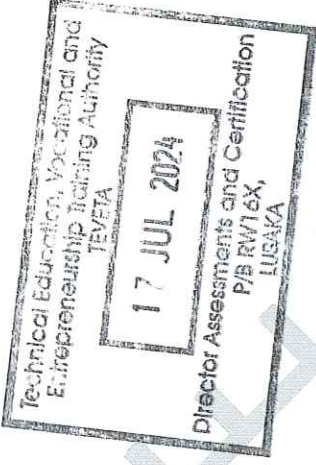


DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 26//07/2024	<ul style="list-style-type: none"> ▪ Orientation of candidates on examination guidelines ▪ Orientation and signing of oaths of secrecy by all invigilators 		09:00 – 12:00 HRS	Signing of candidate examination malpractice declaration statement(form)		14:00 – 17:00 HOURS
MONDAY 29/07/2024	FREE	FREE	FREE	INTRODUCTION TO COMPUTERS - THEORY	758.14	14:00 – 17:00 HOURS
TUESDAY 30/07/2024	INTRODUCTION TO COMPUTERS – PRACTICAL	758.14	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 31/07/2024	ENTREPRENEURSHIP	758.16	09:00 – 12:00 HRS	COMMUNICATION SKILLS	758.13	14:00 – 17:00 HOURS
THURSDAY 01/08/2024	FREE	FREE	FREE	PRINCIPLES OF ACCOUNTS	758.15	14:00 – 17:00 HOURS
FRIDAY 02/08/2024	OFFICE MANAGEMENT	758.12	09:00 – 12:00 HOURS	FREE	FREE	FREE

TUESDAY 06/08/2024	PRODUCTION TYPEWRITING STAGE I – 35 WPM	758.1	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 07/08/2024	PRODUCTION TYPEWRITING STAGE II – 45 WPM	758.11	09:00 – 12:00 HRS	FREE	FREE	FREE

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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.
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5. Candidates involved in Examination Malpractice will Have their results Nullified.





EXAMINATION TIME TABLE
CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: JULY/AUGUST 2024 YEAR II

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 26//07/2024	<ul style="list-style-type: none"> ▪ 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 29/07/2024	FOUNDATIONS OF MANAGEMENT	758.24	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 30/07/2024	FREE	FREE	FREE	FREE	FREE	FREE
WEDNESDAY 31/07/2024	WORD PROCESSING	758.23	14:00 – 17:00 HOURS	FREE		FREE
THURSDAY 01/08/2024	TYPEWRITING STAGE III 55 WPM	758.2	14:00 – 17:00 HOURS	FREE	FREE	FREE
FRIDAY 02/08/2024	TYPEWRITING STAGE IV 65 WPM	758.21	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 06/08/2024	SHORTHAND SPEED 80 WPM SHORTHAND SPEED 100 WPM	758.25 758.27	09:00 – 09:45 HRS 11:00 – 11:45 HRS	FREE	FREE	FREE



WEDNESDAY 07/08/2024	SHORTHAND SPEED 90 WPM	758.26	09:00 – 09:45 HRS	FREE	FREE	FREE
	SHORTHAND SPEED 110 WPM	758.28	11:00 – 11:45 HRS			
THURSDAY 08/08/2024	SHORTHAND SPEED 120 WPM	758.29	09:00 – 09:45 HRS	FREE	FREE	FREE
			11:00 – 11:45 HRS			

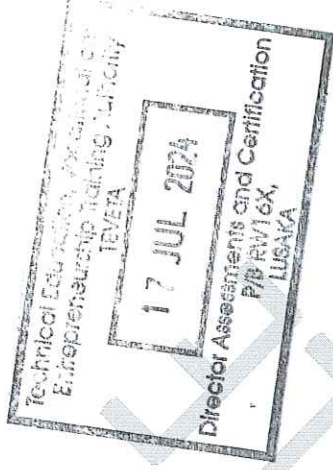
1. Attendance registers: a copy of the attendance register must be enclosed in the tamper evident package for answer scripts.
2. Candidates not appearing on official register must not be allowed in the examination room or workshop for practical.
3. All examination sessions should start on time as indicated 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.

DRAFT

EXAMINATION TIME TABLE
DIPLOMA IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: JULY/AUGUST 2024
YEAR III

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 26//07/2024	<ul style="list-style-type: none"> ▪ 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 29/07/2024	HUMAN RESOURCE MANAGEMENT	760.1	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 30/07/2024	ORGANISATIONAL BEHAVIOUR	760.14	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 31/07/2024	BUSINESS LAW	760.12	09:00 – 12:00 HRS	FREE	FREE	FREE
THURSDAY 01/08/2024	FREE	FREE	FREE	FINANCIAL ACCOUNTING	760.11	14:00 – 17:00 HOURS
FRIDAY 02/08/2024	FREE	FREE	FREE	ECONOMICS	760.13	14:00 – 17:00 HOURS

EXAMINATION TIME TABLE
CERTIFICATE IN LIBRARY AND INFORMATION SCIENCE PROGRAMME
SERIES: JULY/AUGUST 2024

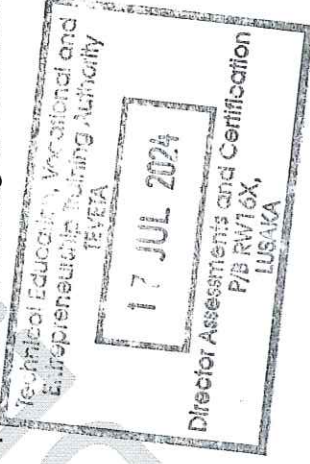


DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 26//07/2024	<ul style="list-style-type: none"> ▪ Orientation of candidates on examination guidelines ▪ Orientation and signing of oaths of secrecy by all invigilators 		09:00 – 12:00 HRS	Signing of candidate examination malpractice declaration statement(form)		14:00 – 17:00 HOURS
MONDAY 29/07/2024	LIBRARY ROUTINES	160.12	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 30/07/2024	ORGANIZATION AND ARRANGEMENT OF STOCK	160.11	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 31/07/2024	FREE	FREE	FREE	COMMUNICATION SKILLS	160.19	14:00 – 17:00 HOURS
THURSDAY 01/08/2024	FREE	FREE	FREE			14:00 – 17:00 HOURS
FRIDAY 02/08/2024	FREE	FREE	FREE	FREE	FREE	FREE

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2. Candidates not appearing on official register must not be allowed in the examination room or workshop for practical.

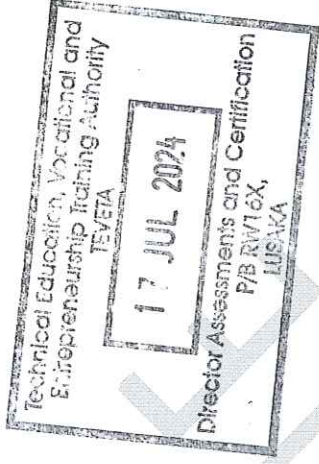


3. All examination sessions should start on time as indicated on the timetable. The institution/centre will be penalized for starting the examinations late or earlier than the stipulated time.
4. Invigilation Report, Registers, Scripts and Mark sheets must all be enclosed in the tamper evident bag.
5. Candidates involved in Examination Malpractice will Have their results Nullified.

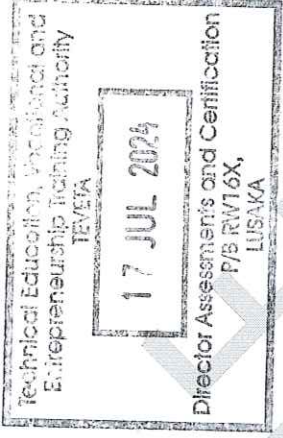




EXAMINATION TIME TABLE
CERTIFICATE IN ADVANCED PRINTING PROGRAMME
SERIES: JULY/AUGUST 2024
YEAR II



DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 26//07/2024	<ul style="list-style-type: none"> ▪ 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 29/07/2024	COURSE THEORY I	52.5	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 30/07/2024	PRINT SCIENCE	52.17	09:00 – 12:00 HRS	PRINT DESIGN I	52.15	14 : 00 - 17:00 HOURS
WEDNESDAY 31/07/2024	PRINT MATHEMATICS & STATISTICS	52.19	09:00 – 12:00 HRS	COMMUNICATION SKILLS	52.18	14 : 00 - 17:00 HOURS
THURSDAY 01/08/2024	PRINT PROCESS (MACHINE PRINTING)	52.1	09:00 – 12:00 HRS	FREE	FREE	FREE
FRIDAY 02/08/2024	COMPUTER PRINT ORIENTATION (PRINT COMPOSITION)	52.4	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 06/08/2024	PRINT FINISHING TECHNOLOGY	52.2	09: 00 - 12:00 HOURS	FREE	FREE	FREE



WEDNESDAY 07/08/2024	GRAPHIC ART REPRODUCTION	52.3	09:00 - 12:00 HOURS	FREE	FREE	FREE
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FINAL

DIPLOMA IN CHILD AND ADOLESCENT MENTAL HEALTH PROGRAMME
SERIES: JULY/AUGUST 2024
YEAR I

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 26//07/2024	<ul style="list-style-type: none"> ▪ 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 29/07/2024	FUNDAMNETALS OF CHILD AND ADOLESCENT MENTAL HEALTH	980.1	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 30/07/2024	COMMUNITY MENTAL HEALTH	980.4	09:00 – 12:00 HRS	FOUNDATIONS OF CHILD AND ADOLESCENT COMMUNICATION SKILLS	980.3	14:00 – 17:00 HRS
WEDNESDAY 31/07/2024	FREE	FREE	FREE	FREE	980.6	14:00 – 17:00 HOURS
THURSDAY 01/08/2024	INTRODUCTION TO COMPUTERS	980.5	09:00 – 12:00 HRS	FREE	FREE	FREE
FRIDAY 02/08/2024	CHILDREN AND ADOLESCENTS' HUMAN RIGHTS AND LAW	980.2	09:00 – 12:00 HRS	FREE	FREE	FREE



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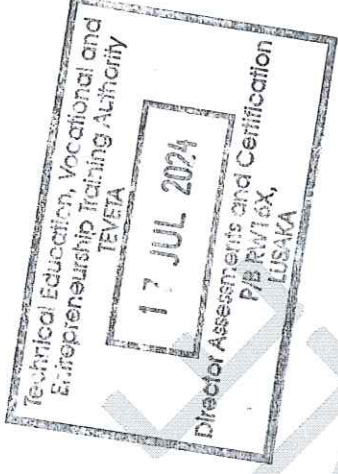




DIPLOMA IN CHILD AND ADOLESCENT MENTAL HEALTH PROGRAMME
SERIES: JULY/AUGUST 2024
YEAR II



DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 26//07/2024	▪ 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 29/07/2024	HEALTH PSYCHOLOGY	980.23	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 30/07/2024	CHILD AND ADOLESCENT COUNSELLING	980.21	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 31/07/2024	ENTREPRENEURSHIP	980.26	09:00 – 12:00 HRS	CULTURE, RELIGION AND MENTAL HEALTH	980.25	14:00 – 17:00 HOURS
THURSDAY 01/08/2024	PSYCHO-SOCIAL SUPPORT	980.24	09:00 – 12:00 HRS	FREE	FREE	FREE
FRIDAY 02/08/2024	SOCIOLOGICAL THEORIES OF CHILDREN AND ADOLESCENT DEVELOPMENT	980.22	09:00 – 12:00 HRS	FREE	FREE	FREE



EXAMINATION TIME TABLE
DIPLOMA IN COMMUNITY BASED WORK WITH CHILDREN AND YOUTH
SERIES: JULY/AUGUST 2024
YEAR I

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 26/07/2024	<ul style="list-style-type: none"> ▪ 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 29/07/2024	FREE	FREE	FREE	CHILD PROTECTION AND RIGHTS BASED APPROACHES	765.14	14:00 – 17:00 HOURS
TUESDAY 30/07/2024	PERSONAL AND PROFESSIONAL DEVELOPMENT	765.11	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 31/07/2024	ENTREPRENEURSHIP	765.16	09:00 – 12:00 HRS	COMMUNICATION SKILLS	765.12	14:00 – 17:00 HOURS
THURSDAY 01/08/2024	INTRODUCTION TO COMPUTERS	765.13	09:00 – 12:00 HRS	FREE	FREE	FREE
FRIDAY 02/08/2024	CHILD AND YOUTH DEVELOPMENT	765.15	09:00 – 12:00 HRS	FREE	FREE	FREE

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EXAMINATION TIME TABLE
DIPLOMA IN COMMUNITY BASED WORK WITH CHILDREN AND YOUTH
SERIES: JULY/AUGUST 2024
YEAR II



DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 26//07/2024	<ul style="list-style-type: none"> ▪ 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 29/07/2024	INTRODUCTION TO COUNSELLING	765.21	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 30/07/2024	FREE	FREE	FREE	COMMUNITY DEVELOPMENT	765.25	14:00 – 17:00 HOURS
WEDNESDAY 31/07/2024	SOCIOLOGY	765.22	09:00 – 12:00 HRS	CARE AND SUPPORT FOR CHILDREN	765.24	09:00 – 12:00 HRS
THURSDAY 01/08/2024	SERVICE LEARNING PROJECT	765.26	09:00 – 12:00 HRS	FREE	FREE	FREE
FRIDAY 02/08/2024	PSYCHOLOGY	765.23	09:00 – 12:00 HRS	FREE	FREE	FREE

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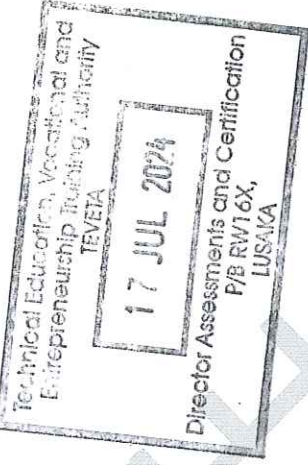
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DRAFT TAMPER EVIDENT BAG



EXAMINATION TIME TABLE
DIPLOMA IN COMMUNITY BASED WORK WITH CHILDREN AND YOUTH
SERIES: JULY/AUGUST 2024
YEAR III



DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FIRDAY 26//07/2024	<ul style="list-style-type: none"> ▪ 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 29//07/2024	MANAGEMENT AND ORGANISATION	765.34	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 30//07/2024	COMMUNITY BASED INTERVENTION STRATEGIES	765.31	FREE	PROJECT PLANNING AND MANAGEMENT	765.36	14:00 – 17:00 HOURS
WEDNESDAY 31/07/2024	FREE	FREE	FREE	SOCIAL SERVICES IN DEVELOPING COUNTRIES	765.32	14:00 – 17:00 HOURS
THURSDAY 01/08/2024	MANAGEMENT OF NGOS	765.35	09:00 – 12:00 HRS	FREE	FREE	FREE
FRIDAY 02/08/2024	RESEARCH METHODS	765.33	09:00 – 12:00 HRS	FREE	FREE	FREE