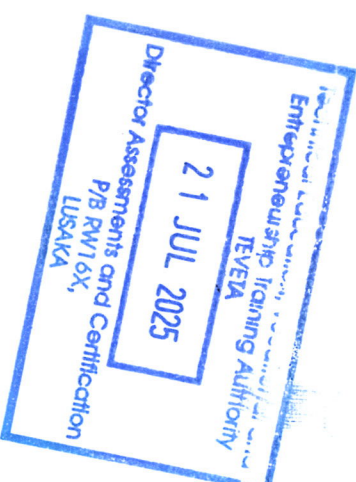


EXAMINATION TIMETABLE
CERTIFICATE IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: JULY/AUGUST 2025

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 01/08/2025	<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
TUESDAY 05/08/2025	FREE	FREE	FREE	INTRODUCTION TO COMPUTERS - THEORY	755.5	14:00 – 17:00 HOURS
WEDNESDAY 06/08/2025	INTRODUCTION TO COMPUTERS – PRACTICAL	755.5	09:00 – 12:00 HRS	FREE	FREE	FREE
THURSDAY 07/08/2025	ENTREPRENEURSHIP	755.7	09:00 – 12:00 HRS	COMMUNICATION SKILLS	755.4	14:00 – 17:00 HOURS
FRIDAY 08/08/2025	FREE	FREE	FREE	PRINCIPLES OF ACCOUNTS	755.6	14:00 – 17:00 HOURS
MONDAY 11/08/2025	OFFICE MANAGEMENT	755.3	09:00 – 12:00 HOURS	FREE	FREE	FREE
TUESDAY 12/08/2025	PRODUCTION TYPEWRITING STAGE I – 35 WPM	755.2	09:00 – 12:00 HRS	FREE	FREE	FREE



WEDNESDAY 13/08/2025	PRODUCTION TYPEWRITING STAGE II – 45 WPM	755.1	09:00 – 12:00 HRS	FREE	FREE	FREE
-------------------------	---	-------	----------------------	------	------	------



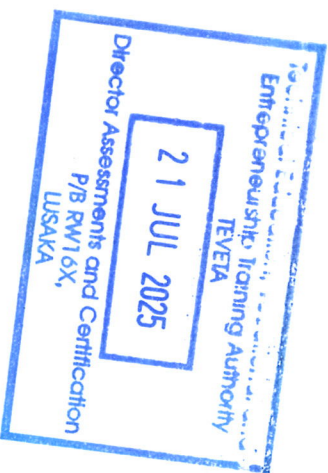


EXAMINATION TIMETABLE
CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: JULY/AUGUST 2025 YEAR I

DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 01/08/2025	<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
TUESDAY 05/08/2025	FREE	FREE	FREE	INTRODUCTION TO COMPUTERS - THEORY	758.14	14:00 – 17:00 HOURS
WEDNESDAY 06/08/2025	INTRODUCTION TO COMPUTERS – PRACTICAL	758.14	09:00 – 12:00 HRS	FREE	FREE	FREE
THURSDAY 07/08/2025	ENTREPRENEURSHIP	758.16	09:00 – 12:00 HRS	COMMUNICATION SKILLS	758.13	14:00 – 17:00 HOURS
FRIDAY 08/08/2025	FREE	FREE	FREE	PRINCIPLES OF ACCOUNTS	758.15	14:00 – 17:00 HOURS
MONDAY 11/08/2025	OFFICE MANAGEMENT	758.12	09:00 – 12:00 HOURS	FREE	FREE	FREE
TUESDAY 12/08/2025	PRODUCTION TYPEWRITING STAGE I – 35 WPM	758.1	09:00 – 12:00 HRS	FREE	FREE	FREE



WEDNESDAY 13/08/2025	PRODUCTION TYPEWRITING STAGE II – 45 WPM	758.11	09:00 – 12:00 HRS	FREE	FREE	FREE
-------------------------	---	--------	-------------------------	------	------	------



EXAMINATION TIMETABLE
CERTIFICATE IN ADVANCED SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: JULY/AUGUST 2025 YEAR II



DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 01/08/2025	<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
TUESDAY 05/08/2025	FOUNDATIONS OF MANAGEMENT	758.24	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 06/08/2025	FREE	FREE	FREE	FREE	FREE	FREE
THURSDAY 07/08/2025	WORD PROCESSING	758.23	09:00 – 12:00 HOURS	FREE		FREE
FRIDAY 08/08/2025	TYPEWRITING STAGE III 55 WPM	758.2	09:00 – 12:00 HOURS	FREE	FREE	FREE
MONDAY 11/08/2025	TYPEWRITING STAGE IV 65 WPM	758.21	09:00 – 12:00 HRS	FREE	FREE	FREE
TUESDAY 12/08/2025	SHORTHAND SPEED 80 WPM	758.25	09:00 – 09:45 HRS	FREE	FREE	FREE
		758.27				

	SHORTHAND SPEED 100 WPM		11:00 – 11:45 HRS			
WEDNESDAY 13/08/2025	SHORTHAND SPEED 90 WPM SHORTHAND SPEED 110 WPM	758.26 758.28	09:00 – 09:45 HRS 11:00 – 11:45 HRS	FREE	FREE	FREE
THURSDAY 14/08/2025	SHORTHAND SPEED 120 WPM	758.29	09:00 – 09:45 HRS	FREE	FREE	FREE





EXAMINATION TIMETABLE
DIPLOMA IN SECRETARIAL AND OFFICE MANAGEMENT PROGRAMME
SERIES: JULY/AUGUST 2025
YEAR III



DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 01/08/2025	<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
TUESDAY 05/08/2025	FREE	FREE	FREE	HUMAN RESOURCE MANAGEMENT	760.1	14:00 – 17:00 HRS
WEDNESDAY 06/08/2025	ORGANISATIONAL BEHAVIOUR	760.14	09:00 – 12:00 HRS	FREE	FREE	FREE
THURSDAY 07/08/2025	FINANCIAL ACCOUNTING	760.11	09:00 – 12:00 HOURS	FREE	FREE	FREE
FRIDAY 08/08/2025	BUSINESS LAW	760.12	09:00 – 12:00 HOURS	FREE	FREE	FREE
MONDAY 11/08/2025	ECONOMICS	760.13	09:00 – 12:00 HOURS	FREE	FREE	FREE



EXAMINATION TIMETABLE

CERTIFICATE IN FOOD PRODUCTION PROGRAMME SERIES: JULY/AUGUST 2025



DAY/DATE	MORNING SESSION	SUBJECT CODE	TIME	AFTERNOON SESSION	SUBJECT CODE	TIME
FRIDAY 01/08/2025	<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
TUESDAY 05/08/2025	PRINCIPLES OF FOOD PRODUCTION I	47.8	09:00 – 12:00 HRS	FREE	FREE	FREE
WEDNESDAY 06/08/2025	PRINCIPLES OF FOOD PRODUCTION II	47.4	09:00 – 12:00 HRS	FREE	FREE	FREE
THURSDAY 07/08/2025	HOTEL LAW	47.5	09:00 – 12:00 HRS	FREE	FREE	FREE
FRIDAY 08/08/2025	FOOD COSTING AND CONTROL	47.8	09:00 – 12:00 HRS	FREE	FREE	FREE