NATIONAL VOCATIONAL TRAINING INSTITUTE
TESTING DIVISION
SECRETARIAL EXAMINATIONS

TIME TABLE FOR THE MAY/JUNE 2012 EXAMINATION SERIES
SECRETARIAL EXAMS – MAY/JUNE 2012

DATE	TIME	TYPIST	STENOGRAPHER	STENOGRAPHER SECRETARY	PRIVATE SECRETARY
Tuesday 19th June 2012	9:00 a.m. – 12noon	Office Procedures (2 Hours)	Office Procedures (2 Hours)	Information & Communication Processing (Typewriting) (3 Hours)	Business Communication (3 Hours)
	12:30 pm – 3:30 pm	English (2 Hours)	English (2 Hours)	Shorthand (45 Minutes) Business	Secretarial Practice (3 Hours)
Wednesday 20th June 2012	9:00 a.m. – 12noon	Typewriting (2 Hours 45 Minutes)	Shorthand (45 Minutes)	Business Communication (3 Hours)	Information & Communication Processing (Typewriting) 2 Hours
	12:30 pm – 3:30 pm	-------	Typewriting (2 Hours 45 Minutes)	Secretarial Practice (3 Hours)	Shorthand (45 Minutes) Business
Thursday 21st June 2012	9:00 a.m. – 12 noon	--------	--------	--------	General Paper (3 Hours)

Commissioner of Testing:……………………………

NATIONAL VOCATIONAL TRAINING INSTITUTE
TESTING DIVISION

TIME TABLE FOR THE MAY/JUNE 2012 EXAMINATION SERIES
ICT EXAMS MAY/JUNE 2012

DATE	TIME	LEVEL I	LEVEL II	LEVEL III
Tuesday 5th June 2012	9:00 a.m. – 12noon	Fundamentals, Word Processing and Database **(For Level I Fresh Candidates Only)** 2 Hours Fundamentals of Computing **(Referred Candidates Only)** (2 Hours)	Database Management (3 Hours)	Database Management (3 Hours)
	12:30 pm – 3:30 pm	Spreadsheet Management **(Referred Candidates Only)** 2 Hours	Spreadsheet Management (3 Hours)	Spreadsheet Management (3 Hours)
Wednesday 6th June 2012	9:00 a.m. – 12noon	Word Processing **(Referred Candidates Only)** 2 Hours	Word Processing (3 Hours)	Word Processing (3 Hours)
	12:30 pm – 3:30 pm	Database Management **(Referred Candidates Only)** 2 Hours	Power Point Presentation (3 Hours)	Secretarial Practice (3 Hours)
Thursday 7th June 2012	9:00 a.m. – 12 noon	--------	--------	Principles of Programming (3 Hours)
	12:30 pm – 3:30 pm			Desktop Publishing (3 Hours)
Friday 8th June 2012	9:00 – 12noon	-------	-------	Web Designing (3 Hours)

Commissioner of Testing:…………………………..

NATIONAL VOCATIONAL TRAINING INSTITUTE
TESTING DIVISION

TIME TABLE FOR THE NOVEMBER/DECEMBER 2012 EXAMINATION SRIES

SECRETARIAL EXAMS – NOVEMBER/DECEMBER 2012

DATE	TIME	TYPIST	STENOGRAPHER	STENOGRAPHER SECRETARY	PRIVATE SECRETARY
Tuesday 11th Dec. 2012	9:00am. – 12noon	Office Procedures (2 Hours)	Office Procedure (2 Hours)	Information & Communication Processing (Typewriting) 2 Hours	Business Communication (3 Hours)
	12:30pm – 3:30pm	English (2 Hours)	English (2 Hours)	Shorthand (45 Minutes) Business	Secretarial Practice (3 Hours)
Wednesday 12th Dec. 2012	9:00am. – 12noon	Typewriting (2 Hours 45 Minutes)	Shorthand (45 Minutes)	Business Communication (3 Hours)	Information & Communication Processing (Typewriting) 2 Hours
	12:30pm – 3:30pm	-------	Typewriting (2 Hours 45 Minutes)	Secretarial Practice (3 Hours)	Shorthand (45 Minutes) Business
Thursday 13th Dec. 2012	9:00 – 12noon	-------	-------	-------	General Paper (3 Hours)

Commissioner of Testing:………………………………..

NATIONAL VOCATIONAL TRAINING INSTITUTE
TESTING DIVISION

TIME TABLE FOR THE NOVEMBER/DECEMBER 2012 EXAMINATION SERIES
ICT EXAMS NOVEMBER/DECEMBER 2012

DATE	TIME	LEVEL I	LEVEL II	LEVEL III
Tuesday 11th Dec. 2012	9:00 a.m. – 12noon	Fundamentals, Word Processing Spreadsheet and Database **(For Level I Fresh Candidates Only)** 2 Hours Fundamentals of Computing **(Referred Candidates Only)** (2 Hours)	Database Management (3 Hours)	Database Management (3 Hours)
	12:30 pm – 3:30 pm	Spreadsheet Management **(Referred Candidates Only)** 2 Hours	Spreadsheet Management (3 Hours)	Spreadsheet Management (3 Hours)
Wednesday 12th Dec. 2012	9:00 a.m. – 12noon	Word Processing **(Referred Candidates Only)** 2 Hours	Word Processing (3 Hours)	Word Processing (3 Hours)
	12:30 pm – 3:30 pm	Database Management **(Referred Candidates Only)** 2 Hours	Power Point Presentation (3 Hours)	Secretarial Practice (3 Hours)
Thursday 13th Dec. 2012	9:00 a.m. – 12 noon	--------	--------	Principles of Programming (3 Hours)
	12:30 pm – 3:30 pm			Desktop Publishing (3 Hours)
Friday 14h Dec. 2012	9:00 – 12noon	--------	--------	Web Designing (3 Hours)

Commissioner of Testing:……………………………