

**NATIONAL VOCATIONAL TRAINING INSTITUTE**  
**TESTING DIVISION**  
**SECRETARIAL EXAMINATIONS**

**TIME TABLE FOR THE MAY/JUNE 2015 EXAMINATION SERIES**  
**SECRETARIAL EXAMS – MAY/JUNE 2015**

DATE	TIME	TYPIST	STENOGRAPHER	STENOGRAPHER SECRETARY	PRIVATE SECRETARY
Tuesday 19 <sup>th</sup> May 2015	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	Typewriting (2 Hours 45 Minutes)	English (2 Hours)	Shorthand (45 Minutes)	Secretarial Practice (3 Hours)
Wednesday 20 <sup>th</sup> May 2015	9:00 a.m. – 12noon	English (2 Hours)	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 21 <sup>th</sup> May 2015	9:00 a.m. – 12 noon	-----	-----	-----	General Paper (3 Hours)

Commissioner of Testing:.....

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**TIME TABLE FOR THE MAY/JUNE 2015 EXAMINATION SERIES**  
**ICT EXAMS MAY/JUNE 2015**

DATE	TIME	LEVEL I	LEVEL II	LEVEL III
Tuesday 19 <sup>th</sup> JUNE, 2015	9:00 a.m. – 12noon	Introduction to Application Skills (2 Hours)	Database Management (3 Hours)	Database Management (3 Hours)
	12:30 pm – 3:30 pm	-----	Spreadsheet Management (3 Hours)	Spreadsheet Management (3 Hours)
Wednesday 20 <sup>th</sup> JUNE, 2015	9:00 am– 12noon	-----	Word Processing (3 Hours)	Word Processing (3 Hours)
	12:30 pm – 3:30 pm	-----	Computer Systems for Business (3 Hours)	Power Point Presentation (3 Hours)
Thursday 21 <sup>th</sup> JUNE, 2015	9:00 am – 12 noon	-----	-----	Web Designing (3 Hours)
Friday 22 <sup>th</sup> JUNE, 2015	9:00 am – 12 noon	-----	-----	Principles of Programming (3 Hours)
	12:30 pm – 3:30 pm			Desktop Publishing (3 Hours)

**Commissioner of Testing:.....**

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**SECRETARIAL EXAMINATIONS**

**TIME TABLE FOR THE NOV/DEC 2015 EXAMINATION SERIES**  
**SECRETARIAL EXAMS – NOV/DEC 2015**

DATE	TIME	TYPIST	STENOGRAPHER	STENOGRAPHER SECRETARY	PRIVATE SECRETARY
Tuesday 15 <sup>th</sup> Dec. 2015	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	Typewriting (2 Hours 45 Minutes)	English (2 Hours)	Shorthand (45 Minutes)	Secretarial Practice (3 Hours)
Wednesday 16 <sup>th</sup> Dec. 2015	9:00 a.m. – 12noon	English (2 Hours)	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 17 <sup>th</sup> Dec. 2015	9:00 a.m. – 12 noon	-----	-----	-----	General Paper (3 Hours)

Commissioner of Testing:.....

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**TIME TABLE FOR THE NOV/DEC 2015 EXAMINATION SERIES**  
**ICT EXAMS NOV/DEC 2015**

DATE	TIME	LEVEL I	LEVEL II	LEVEL III
Tuesday 8 <sup>th</sup> Dec. 2015	9:00 a.m. – 12noon	Introduction to Application Skills (2 Hours)	Database Management (3 Hours)	Database Management (3 Hours)
	12:30 pm – 3:30 pm	-----	Spreadsheet Management (3 Hours)	Spreadsheet Management (3 Hours)
Wednesday 9 <sup>th</sup> Dec. 2015	9:00 am– 12noon	-----	Word Processing (3 Hours)	Word Processing (3 Hours)
	12:30 pm – 3:30 pm	-----	Computer Systems for Business (3 Hours)	Power Point Presentation (3 Hours)
Thursday 10 <sup>th</sup> Dec. 2015	9:00 am – 12 noon	-----	-----	Web Designing (3 Hours)
Friday 11 <sup>th</sup> Dec. 2015	9:00 am – 12 noon	-----	-----	Principles of Programming (3 Hours)
	12:30 pm – 3:30 pm			Desktop Publishing (3 Hours)

**Commissioner of Testing:.....**