

CHARTERED INSTITUTE OF CERTIFIED SECRETARIES AND REPORTERS
MEMBERSHIP QUALIFYING EXAMINATION
APRIL 2018 EXAMINATION TABLE

EXAM DATE	MODULES I	MODULES II	MODULES III	TIME	PROFESSIONAL (PE I)	PROFESSIONAL (PE II- Final)	TIME
Tuesday 24 th April	Introduction to Public Relations	Office Technology and Administration	Office Information Management Technology	9.00am-12.00pm	Business Communication Skills	Public Sector Accounting	9.00am-12.00pm
Wednesday 25 th April	Business Communication	Financial Accounting	Entrepreneurship Development	9.00am-12.00pm	Corporate Secretarial Practice	Strategic Managements	9.00am-12.00pm
Thursday 26 th April	Keyboarding 70wpm	Data Processing and Applications Program	Bilingual Secretarial Practice II	9.00am-1200pm	Information Communication Technology	Business Law and Company Law	9.00am-12.00pm
	Shorthand 120wpm	Advance Speed Writing Transcript 140wpm	Information Management Systems	1.00pm-4.00pm	Organizational Behaviour and Methods	Corporate Governance Regulation	1.00pm-4.00pm
Friday 27 th April	Business Mathematics/Statistics	Bilingual Secretarial Practice I	Management Accounting	9.00am-11.30am	Quantitative Techniques	Parliamentary and Judicial Procedures	9.00am-12.30pm

Note: (1) All Shorthand papers will be separately timed by the invigilators in each centre.

Examination Centres

Lagos	National Secretariat, No. 6, Alhaja Oluwakemi Street, Anthony Village, Lagos State.
Abuja	Capital Polytechnic, Area C. Nyanya, Abuja
P/H	Rivers State Polytechnic, Bori-Ogoni
Uyo	Akwa Ibom State University, Uyo

CHARTERED INSTITUTE OF CERTIFIED SECRETARIES AND REPORTERS
MEMBERSHIP QUALIFYING EXAMINATION
SEPTEMBER 2018 EXAMINATION TABLE

EXAM DATE	MODULES I	MODULES II	MODULES III	TIME	PROFESSIONAL (PE I)	PROFESSIONAL (PE II)	TIME
Tuesday 25 th Sept	Business Mathematics/Statistics	Data Processing and Applications Program	Entrepreneurship Development	9.00am-12.00pm	Quantitative Techniques	Parliamentary and Judicial Procedures	9.00am-12.00pm
Wednesday 26 th Sept	Business Communication	Bilingual Secretarial Practice I	Management Accounting	9.00am-12.00pm	Corporate Secretarial Practice	Public Sector Accounting	9.00am-12.00pm
Thursday 27 th Sept	Introduction to Public Relations	Financial Accounting	Office Information Management Technology	9.00am-12.00pm	Organizational Behaviour and Methods	Corporate Governance Regulation	9.00am-12.00pm
	Keyboarding 70wpm	Advance Speed Writing Transcript 140wpm	Information Management Systems	1.00pm-4.00pm	Business Communication Skills	Strategic Management	1.00pm-4.00pm
Friday 28 th Sept	Shorthand 120wpm	Office Technology and Administration	Bilingual Secretarial Practice II	9.00am-11.30am	Information Communication Technology	Business Law and Company Law	9.00am-12.30pm

Note: (1) All Shorthand papers will be separately timed by the invigilators in each centre.

Examination Centres

Lagos	National Secretariat, No. 6, Alhaja Oluwakemi Street, Anthony Village, Lagos State.
Abuja	Capital Polytechnic, Area C. Nyanya, Abuja
P/H	Rivers State Polytechnic, Bori-Ogoni
Uyo	Akwa Ibom State University, Uyo