2ND DRAFT RECEPTIONIST AND OFFICE MANAGEMENT JUNE 2024 EXAMINATION TIMETABLE

Semester 1

CODE	MODULE	DATE	TIME	DURATION
EOA111	Business Communication	08/05/2024	1400	2hrs
EOA112	Office Management 1	09/05/2024	0900	2hrs
EOA113	Business Grooming and Etiquette	07/05/2024	1400	2hrs
EOA114	Word Processing 25 WPM	10/05/2024	0900	1 hr 30 min
EOA115	Financial Aspects	08/05/2024	0900	3hrs
EOA116	Customer Service Essentials	07/05/2024	0900	2hrs
EOA117	ICT application skills	09/05/2024	0900	2hrs

NOTE: *DETAILS OF THE EXAM VENUES WILL BE PLACED ON THE WHITE BOARD ON THE EXAM DAY.*