

FIRST TERM TIMETABLE - 2024 (TENTATIVE)

Course: CERTIFICATE III IN OFFICE MANAGEMENT & ADMINISTRATION (Week1-4)

From : 07th January 2024

Time / Day	Sun	Mon	Tues	Wed	Thurs
1600-1700	ORS01:Organizational Skills Mariyam Saaima Conference Room	TFS01:Technology for Small Business Management Abdulla Nashid Conference Room	EEB01:Essential English for Business Mariyam Kushma Conference Room	HRM01:Introduction to Human Resource Management Mariyam Saaima Conference Room	IML01:Introduction to Management and Leadership Conference Room Fathmath Aasaan
1700-1800					
1800-1900					WHS01:Workplace Health and Safety Shaheeb Abdul Azeez Conference Room
1900-2000					

Course: CERTIFICATE III IN OFFICE MANAGEMENT & ADMINISTRATION (Week5-15)

From : 04th February 2024

Time / Day	Sun	Mon	Tues	Wed	Thurs
1600-1700	ORS01:Organizational Skills Mariyam Saaima Conference Room	TFS01:Technology for Small Business Management Abdulla Nashid Conference Room	EEB01:Essential English for Business Mariyam Kushma Conference Room	HRM01:Introduction to Human Resource Management Mariyam Saaima Conference Room	IML01:Introduction to Management and Leadership Conference Room
1700-1800					

