

**Advanced Diploma in Company Administration & Secretarial Proficiency
(22.1P/ 23.1P)**

Module	Exam Date	Time
Modern Business Envir. & Roles & Responsibilities of a Personal Secretary	30.10.2023	0900h-1100h
Roles & Responsibilities of a Personal Secretary	30.10.2023	1300h-1500h
Office Management	31.10.2023	0900h-1100h
Customer Relationship Management	31.10.2023	1300h-1500h
Financial & Quality Audits	01.11.2023	0900h-1100h
Information & Comm. Tech.	01.11.2023	1300h-1500h
Business Communication	02.11.2023	0900h-1100h
HR for Secretaries	02.11.2023	1300h-1500h
Project Management	03.11.2023	0900h-1100h
Counseling skills for Secretaries	03.11.2023	1300h-1500h
Corporate Administration	06.11.2023	0900h-1100h
Introduction to Corporate Law	06.11.2023	1300h-1500h