

## Online Programmes - Exam Time Table - Jan Intake (TERM1/2023) (TENTATIVE)

**Course: Certificate 3 in Office Management & Administration**

Time / Day	Sunday 28th May 2023	Monday 29th May 2023	Tuesday 30th May 2023	Wednesday 31st May 2023	Thursday 1st June 2023	Sunday 04th June 2023	Monday 05th June 2023	Tuesday 06th June 2023	Wednesday 07th June 2023	Thursday 08th June 2023
16.00 - 17.00pm	Essential Business English		Technology for Small Business Management		Introduction to Human Resource Management	Introduction to Management & Leadership	Workplace Health & Safety (2hrs 30mins)	Organization Skills		
17.00 - 18.00pm										
18.00 - 19.00pm										