

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

**Course: Diploma in Office Administration & Management (Semester 2)**

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	Maldivian Civilization & Office Dhivehi		Analyze & Present Research Information		Office Record Management	Financial Management (2hr 30mins)		Financial Record for Office (2hr 30mins)		
17.00 - 18.00pm										
18.00 - 19.00pm										