

**1<sup>ST</sup> DRAFT RECEPTIONIST AND OFFICE MANAGEMENT  
NOVEMBER 2024 EXAMINATION TIMETABLE AS AT  
10/09/2024**

**Semester 1**

<b>CODE</b>	<b>MODULE</b>	<b>DATE</b>	<b>TIME</b>	<b>DURATION</b>
EOA111	Business Communication	16/10/2024	1400	2hrs
EOA112	Office Management 1	17/10/2024	1400	2hrs
EOA113	Business Grooming and Etiquette	15/10/2024	1400	2hrs
EOA114	Word Processing 25 WPM	18/10/2024	0900	1 hr 30 min
EOA115	Financial Aspects	16/10/2024	0900	3hrs
EOA116	Customer Service Essentials	15/10/2024	0900	2hrs
EOA117	ICT application skills	17/10/2024	0900	2hrs

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