

Special Exam for July 2020

Advanced Diploma in Company Administration & Secretarial Proficiency -Part time

Module	Payment	Date	Time
Modern Business Envir. & Roles & Responsibilities of a Personal Secretary	2000LKR	2020-07-13	0900h-1200h
Roles & Responsibilities of a Personal Secretary	2000LKR	2020-07-13	1300h-1600h
Corporate Administration	2000LKR	2020-07-15	0900h-1600h
Office Management	2000LKR	2020-07-15	1300h-1600h
Customer Relationship Management	2000LKR	2020-07-17	0900h-1200h
Counseling skills for Secretaries	2000LKR	2020-07-17	1300h-1600h
Financial & Quality Audits	2000LKR	2020-07-20	0900h-1200h
Information & Communication Technology	2000LKR	2020-07-20	1300h-1600h
Introduction to Corporate Law	2000LKR	2020-07-22	0900h-1600h
Business Communication	2000LKR	2020-07-22	1300h-0900h
Project Management	2000LKR	2020-07-23	0900h-1200h