Course Schedule AFCF1304 - TPM	sia Pacific Institute of Information Technology - APIIT ertificate in Administration Skills														
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Orientation															
Basic IT Skills (Lab) NRM	R R														
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Basic Mathematics (T) LKS	R R R R R R R R R R R R R R R R R R R														
Business Writing Skills (L) SGG															
Business Writing Skills (T) SGG	R														
MQA Compulsory Module															
Office Administrative Skills (L)	R E E														
FLS Office Administrative Skills (T)	R R														
FLS Personal Skills (L)	R														
NFH Personal Skills (T)	R														
NFH															
Workplace Communication Skills (L) NJA	R E E														
Workplace Communication Skills (T) NJA															
Course Overview Briefing															
Exam Briefing															
Exam Docket															
Basic Accounting (L)	R E E														
LSF Basic Accounting (T)	R R														
LSF Customer Service Skills (L)															
JPK Customer Service Skills (T)	R R														
JPK															
Introduction To Managing Business (L) RHH	R E E														
Introduction To Managing Business (T) RHH	R R														
Introduction To Statistics (L) LPY															
Introduction To Statistics (LAB) LPY	R														
Introduction To Statistics (T)	R														
LPY Meeting & Minutes Takig (L)															
NFH Meeting & Minutes Takig (T)	R R														
NFH Basic Finance (L)															
Basic Finance (T)															
Basic Marketing Skills (L)															
Basic Marketing Skills (T)															
Book Keeping And Accounting Software (L)															
Book Keeping And Accounting Software (T)	╎┤┤┤┤┤┩╸┤┤┤┩╸┤┤┤┩┩┩┩┩┩┩┩┩ ┸ ═╌┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼┼														
Ethics At Workplace (L)															
Ethics At Workplace (T)	R R														
Payroll Preparation (L)															
Payroll Preparation (LAB)															
Payroll Preparation (T)															
Purchasing & Inventory (L)															
Purchasing & Inventory (T)															
Progression Briefing															

Course Schedule AFCF1304 - TPM	Asia Pacific Institute of Information Technology - APIIT Certificate in Administration Skills															\Box														
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	2 9 6 3	0 7 3	0 7	1 8 5 2	9 5 2 9	6 2 9 6	3 0 7	4 1 8	4 1 8	5 2	9 6 3 0	6 3 0	7 3	0 7	3 0 7	4 1	7 4 1	8 5 2	9 6 2 9	6 3	0 7	1 1 8	4 1 8	5	8 5 2	9 (6 3 0	7 3 0	7 4	1 8
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12 - November - 2013	\Box	$\neg \neg \neg$				+++	+++	+	\top	\top		ПП	$\neg \neg$	$\neg \neg$	HH		+	\Box		Ш	\top	\vdash		\vdash		\vdash	+	$\neg \neg$	Ш	\top
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E - Exam																														山