

**Course Schedule  
AFCF1605AS - TPM**

**ASIA PACIFIC UNIVERSITY - APU  
Certificate in Administrative Skills**

	2016																																				2017				8																																													
	May			June			July			August			September			October			November			December			January			February			March			April			May			June			July			August			September			October			November			December			8																									
	1	2	3	0	1	2	2	0	1	1	1	2	0	0	1	2	2	0	1	1	2	0	1	1	2	0	1	1	2	3	0	1	2	2	0	1	1	2	0	0	1	2	2	0	1	1	2	0	0	1	2	2	0	1	1	2	0	0	1	2	3	0	1	2	3	0	1	2	2	0	1	1	2	0												
	6	3	0	6	3	0	7	4	1	8	5	1	8	5	2	9	5	2	9	6	3	0	7	4	1	7	4	1	8	5	2	9	6	2	9	6	3	0	6	3	0	7	6	3	0	7	3	0	7	4	1	8	5	2	9	5	2	9	6	3	0	7	4	1	7	4	1	8	4	1	8	5	2	9	6	3	0	6	3	0	7	4	1	8	5	1
<b>Orientation</b>																																																																																						
<b>Basic Mathematics (L)</b>																																																																																						
<b>Basic Mathematics (T)</b>																																																																																						
<b>Business Writing Skills (L)</b>																																																																																						
<b>Business Writing Skills (T)</b>																																																																																						
<b>Fundamental IT Skills (L)</b>																																																																																						
<b>Fundamental IT Skills (Lab)</b>																																																																																						
<b>Introduction To Managing Business (L)</b>																																																																																						
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<b>Personal Skills (L)</b>																																																																																						
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<b>Workplace Communication Skills (L)</b>																																																																																						
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<b>Basic Accounting (L)</b>																																																																																						
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<b>Customer Service Skills (L)</b>																																																																																						
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<b>Introduction To Multimedia Applications(l)</b>																																																																																						
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<b>Meeting &amp; Minutes Takig (L)</b>																																																																																						
<b>Office Administrative Skills (L)</b>																																																																																						
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<b>Basic Finance (L)</b>																																																																																						
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<b>Basic Marketing Skills (L)</b>																																																																																						
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<b>Book Keeping And Accounting Software (L)</b>																																																																																						
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<b>Ethics At Workplace (L)</b>																																																																																						
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<b>Payroll Preparation (L)</b>																																																																																						
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