

**FRONT OFFICE TRAINING**

ROOM

Subject Time	
Lecturer Name	
Course Class Room	Start End

DAY	9:00 9:30	9:30 10:00	10:00 10:30	10:30 11:00	11:00 11:30	11:30 12:00	12:00 12:30	12:30 1:00	1:00 1:30	1:30 2:00	2:00 2:30	2:30 3:00	3:00 3:30	3:30 4:00	4:00 4:30	4:30 5:00	5:00 5:30	5:30 6:00	6:00 6:30	6:30 7:00	7:00 7:30	7:30 8:00	8:00 8:30	8:30 9:00	9:00 9:30	9:30 10:00		
MON	Soraya Anggi Astria 17/10, 31/10, 7/11, 14/11, 21/11, 28/11																											
	Jenny 17/10, 31/10, 7/11, 14/11, 21/11, 28/11																											
TUES				Chitra a/p Poobalan 27/9, 4/10, 11/10, 18/10, 1/11, 8/11, 15/11, 22/11					Shalini a/p Letchmanan 27/9, 4/10, 11/10, 18/10, 1/11, 8/11, 15/11, 22/11																			
											Carungay Glendha Monsanto 18/10, 1/11, 8/11, 15/11, 22/11,																	
WED	Leena Dewi a/p Subramaniam 19/10, 2/11, 9/11, 16/11, 23/11, 30/11			Leena Dewi a/p Subramaniam 19/10, 2/11, 9/11, 16/11, 23/11, 30/11			Suveetha a/p Wasuh 19/10, 2/11, 9/11, 16/11, 23/11, 30/11, 7/12			Cynthia Laurence 19/10, 2/11, 9/11, 16/11, 23/11, 30/11																		
	Punitha a/p S. Moorthy 19/10, 2/11, 9/11, 16/11, 23/11, 30/11			Punitha a/p S. Moorthy 19/10, 2/11, 9/11, 16/11, 23/11, 30/11						Sharanya a/p Mariapan 19/10, 2/11, 9/11, 16/11, 23/11, 30/11																		
THUR	Soraya Anggi Astria 3/11, 10/11, 17/11, 24/11, 1/12			Shalini a/p Letchmanan 29/9, 6/10, 13/10, 20/10, 3/11, 10/11, 17/11, 24/11					Jenny 13/10, 20/10, 3/11, 10/11, 17/11, 24/11																			
	Carungay Glendha Monsanto 20/10, 3/11, 10/11, 17/11, 24/11								Soraya Anggi Astria 3/11, 10/11, 17/11, 24/11, 1/12																			
FRI	Carungay Glendha Monsanto 14/10, 21/10, 4/11, 11/11, 18/11, 25/11			Chitra a/p Poobalan 30/9, 7/10, 14/10, 21/10 4/11, 11/11, 18/11, 25/11											Cynthia Laurence 14/10, 21/10, 4/11, 11/11, 18/11, 25/11, Add 8 hours													
	Suveetha a/p Wasuh 14/10, 21/10, 4/11, 11/11, 18/11, 25/11														Sharanya a/p Mariapan 14/10, 21/10, 4/11, 11/11, 18/11, 25/11, Add 8 hours													
SAT				Leena Dewi a/p Subramaniam 22/10, 5/11, 12/11, 19/11																								
				Punitha a/p S. Moorthy 22/10, 5/11, 12/11, 19/11																								

Students are expected to complete the 8 modules in a semester, failure to do so may result in redoing the same training in the following semester. Failure to complete any form of training will result in the delay of Industrial Placement and affect a student's chance in graduating with Certificate in Executive Secretaryship.