

DIPLOMA IN SECRETARIAL STUDY I Class teacher : MARYAM KHAMIS HAMAD

The Institute of Public Administration

R 1, R 2, R 3, R 4, R 6, R 7, R 8, R 9, R 10, R 11, R 12, R14, R15, R 5, R 13

	1 07:30 - 08:25	2 08:25 - 09:20	3 09:20 - 10:15	4 10:15 - 11:10	5 11:10 - 12:05	6 12:10 - 01:10	7 01:10 - 02:05	8 02:05 - 03:00	9 03:00 - 03:55	10 04:05 - 05:00
Mo										
Tu	DSS I R 10 HATIMKATO NADHARIA Ms: MARYAM	DSS I R 10 HATIMKATO NADHARIA Ms: MARYAM	DSS I R 4 SHORT HAND THEORY Ms: HUBA	DSS I R 3 SHORT HAND THEORY Ms: HUBA	DSS I TYPING R TYPING STAGE I Mr: NASSOR	DSS I TYPING R TYPING STAGE I Mr: NASSOR				
We	DSS I R 6 SECRETARIAL DUTIES Ms: MARYAM	DSS I R 1 SECRETARIAL DUTIES Ms: MARYAM	DSS I LAB 2 COMPUTER APPLICATION I Mr: SAID	DSS I LAB 2 COMPUTER APPLICATION I Mr: SAID	DSS I R 13 COMMUNICATION SKILLS HASSAN J					
Th		DSS I LAB 2 COMPUTER APPLICATION I Mr: SAID	DSS I R 7 SHORT HAND THEORY Ms: HUBA	DSS I R 9 SHORT HAND THEORY Ms: HUBA	DSS I R 3 SECRETARIAL DUTIES Ms: MARYAM	DSS I R15 SECRETARIAL DUTIES Ms: MARYAM	DSS I R 13 COMMUNICATION SKILLS HASSAN J	DSS I R15 COMMUNICATION SKILLS HASSAN J		
Fr	DSS I TYPING R TYPING STAGE I Mr: NASSOR	DSS I TYPING R TYPING STAGE I Mr: NASSOR	DSS I R 3 HATIMKATO NADHARIA Ms: MARYAM	DSS I R 10 HATIMKATO NADHARIA Ms: MARYAM						

DIPLOMA IN SECRETARIAL STUDY II

Class teacher : ABDALLAH JUMA RAMADHAN

The Institute of Public Administration

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Mo	DSS II TYPING R HATIMKATO KASI Ms: MARYAM	DSS II TYPING R HATIMKATO KASI Ms: MARYAM	DSS II TYPING R TYPE WRITING II Mr: NASSOR	DSS II TYPING R TYPE WRITING II Mr: NASSOR						
Tu	DSS II TYPING R SHOR THAND SPEED Ms: HUBA	DSS II TYPING R OFFICE PRACTICE AND MANAGEMENT Mr: HASSAN I	DIR IV/DPR IV/DSS II HALL 2 CUSTOMER CARE AMANA	DSS II LAB 2 COMPUTER APPLICATION II Mr: SAID						
We	DSS II TYPING R SHOR THAND SPEED Ms: HUBA	DSS II TYPING R SHOR THAND SPEED Ms: HUBA	DSS II TYPING R HATIMKATO KASI Ms: MARYAM	DSS II TYPING R HATIMKATO KASI Ms: MARYAM						
Th		DSS II TYPING R TYPE WRITING II Mr: NASSOR	DSS II TYPING R TYPE WRITING II Mr: NASSOR	DSS II TYPING R OFFICE PRACTICE AND MANAGEMENT Mr: HASSAN I	DSS II TYPING R OFFICE PRACTICE AND MANAGEMENT Mr: HASSAN I					DIR IV/DPR IV/DSS II HALL 2 CUSTOMER CARE AMANA
Fr	DSS II LAB 2 COMPUTER APPLICATION II Mr: SAID	DSS II LAB 2 COMPUTER APPLICATION II Mr: SAID				DSS II TYPING R SHOR THAND SPEED Ms: HUBA	DIR IV/DPR IV/DSS II R 5 CUSTOMER CARE AMANA	DIR IV/DPR IV/DSS II R 9 CUSTOMER CARE AMANA		

DIPLOMA IN SECRETARIAL STUDY III Class teacher : MARYAM KHAMIS HAMAD

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Mo				DSS III R14 RECORDS MANAGEMENT Mr: HASSAN I	DSS III TYPING R TYPING STAGE III Mr: NASSOR					
Tu			DSS III LAB 1 COMPUTER APPLICATION III MR: SULEIMAN J.	DSS III R 8 HATIMKATO KASI 100mkd Ms: MARYAM	DSS III R 12 SHORT HAND SPEEND 100wpm Ms: HUBA	DSS III R15 SHORT HAND SPEEND 100wpm Ms: HUBA		DIR III/DRM III/DPS III HALL P RESEARCH METHODOLOGY Mr: NASSIR	DIR III/DRM III/DPS III HALL P RESEARCH METHODOLOGY Mr: NASSIR	
We	DSS III LAB 2 COMPUTER APPLICATION III MR: SULEIMAN J.			DSS III R 5 RECORDS MANAGEMENT Mr: HASSAN I	DSS III R 3 HATIMKATO KASI 100mkd Ms: MARYAM	DSS III TYPING R TYPING STAGE III Mr: NASSOR	DSS III LAB 2 COMPUTER APPLICATION III MR: SULEIMAN J.			DIR III/DRM III/DPS III HALL P RESEARCH METHODOLOGY Mr: NASSIR
Th			DSS III LAB 1 COMPUTER APPLICATION III MR: SULEIMAN J.	DSS III R 10 MEETING LAW HASSAN J	DSS III R 2 SHORT HAND SPEEND 100wpm Ms: HUBA	DSS III TYPING R TYPING STAGE III Mr: NASSOR	DSS III R15 SHORT HAND SPEEND 100wpm Ms: HUBA			
Fr	DSS III R 13 HATIMKATO KASI 100mkd Ms: MARYAM	DSS III R 13 HATIMKATO KASI 100mkd Ms: MARYAM	DSS III TYPING R TYPING STAGE III Mr: NASSOR	DSS III R 2 RECORDS MANAGEMENT Mr: HASSAN I	DSS III R 1 MEETING LAW HASSAN J	DSS III R 11 MEETING LAW HASSAN J				

DIPLOMA IN SECRETRIAL STUDY IV Class teacher : NASSOR YUNUS MIRAAJ

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Mo					DSS IV/DLG I HALL 1 PUBLIC ADMINISTRATION Ms: ZUWENA	DSS IV R 3 COMPUTER APPLICATION IV Ms: HUBA	DSS IV R 10 COMPUTER APPLICATION IV Ms: HUBA			
Tu				DSS IV/DLG I R 7 PUBLIC ADMINISTRATION Ms: ZUWENA			DSS IV LAB 1 COMPUTER APPLICATION IV Ms: HUBA	DLG II/DSS IV/DHFM I DPA II HALL 2 HUMAN RESOURCE MANAGEMENT KHADIJA	DLG II/DSS IV/DHFM I DPA II HALL 2 HUMAN RESOURCE MANAGEMENT KHADIJA	
We			DSS IV R 12 HUMAN RIGHT AND GOOD GOVERNANCE ZAKIA	DSS IV R 9 HUMAN RIGHT AND GOOD GOVERNANCE ZAKIA	DSS IV/DLG I R14 PUBLIC ADMINISTRATION Ms: ZUWENA					
Th							DSS IV R 12 HUMAN RIGHT AND GOOD GOVERNANCE ZAKIA	DSS IV R14 HUMAN RIGHT AND GOOD GOVERNANCE ZAKIA	DSS IV R 7 BOOK KEEPING Mr: MUKRIM	DSS IV R 7 BOOK KEEPING Mr: MUKRIM
Fr	DLG II/DSS IV/DHFM I DPA II HALL 2 HUMAN RESOURCE MANAGEMENT KHADIJA	DLG II/DSS IV/DHFM I DPA II HALL 2 HUMAN RESOURCE MANAGEMENT KHADIJA		DSS IV R 13 BOOK KEEPING Mr: MUKRIM						