

INSTITUTE CALENDAR

2ND SEMSETER SEPTEMBER 2023 – MARCH, 2024 ACADEMIC YEAR

21 st JULY – 5 TH SEPETMBER, 2023	SUMMER BREAK
1 ST – 11 TH AUGUST, 2023	ADMIN BREAK
14 TH AUGUST, 2023	ADMIN RESUMES
14 TH AUGUST – 30 AUGUST, 2023	<i>New registration for 2nd semester</i>
1 ST – 30 TH SEPTEMBER, 2023	<i>Registration for APH B96, FTT 48, PD 07 CC B6, RAMP B19 Airport Passenger Handling (APH)</i>
	<i>Foundation Travel and Tourism (FTT) Cabin Crew (CC), Personal Development (PD)</i>
4 TH SEPTEMBER, 2023	<i>Resumes (general overview) lectures APH B95</i>
4 TH SEPTEMBER, 2023	<i>2nd semester by Admin</i>
19 TH – 20 TH SEPTEMBER, 2023	<i>CCBC XXXV</i>
7 TH SEPTEMBER, 2023	<i>Orientation APH B96, FTT 48, PD 09, CC B6, RAMP B19</i>
29 TH SEPTEMBER, 2023	<i>Comportment & Deportment (APH95)</i>
12 TH SEPTEMBER, 2023	<i>New classes begin APH B96, FTT 48, PD 07, CC B6, RAMP B19</i>
3 RD OCTOBER, 2023	<i>Discussion of prelim exam APH95</i>
5 TH – 9 TH OCTOBER, 2023	<i>Revision APH95</i>
10 TH -12 TH OCTOBER, 2023	<i>Mock exam APH95</i>
17 TH -20 TH OCTOBER, 2023	<i>Final exams (APH 95)</i>
	<i>Ticketing product knowledge</i>
24 TH – 26 TH OCTOBER, 2023	<i>Final exam paper 1 & 2 (APH 95)</i>
26 TH OCTOBER, 2023	<i>Orientation APH B97,FTT 49, PD 08, CC B7, RAMP B20</i>

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30 TH OCTOBER, 2023	<i>New classes begin APH B97, FTT 49, PD 08, CC B7, RAMP B20</i>
31 ST OCTOBER, 2023	<i>Final presentation fares / ticketing (APH 95)</i> <i>Marketing plan</i>
22 ND – 23 RD NOVEMBER	<i>CCBC XXXVI</i>
1 ST DECEMBER 2023	<i>PUBLIC HOLIDAY (FARMER'S DAY)</i>
15 TH DECEMBER, 2023– 4 TH JANUARY, 2024	CHRISTMAS BREAK 2023
END OF 2ND SEMESTER	
22 ND – 29 TH DECEMBER, 2023	<i>ADMNISTRATION BREAK FOR CHRISTMAS</i>
30 TH DECEMBER, 2023	<i>STAFF RECONCILIATION</i>
4 TH JANUARY, 2024	INSTITUTE REOPENING
7 TH JANUARY, 2024	<i>PUBLIC HOLIDAY (CONSTITUTION DAY)</i>
11 TH JANUARY, 2024	<i>Students resumes APH96 & APH B97</i>
11 TH JANUARY, 2024	<i>Welcoming new student / orientation APH B98, FTT B50, PD B09, CC B8, RAMP B21 new class (ICM courses)</i>
15 TH JANUARY, 2024	<i>Class commences orientation APH B98 FTT 50, PD B09, CC B8, RAMP B21 new class (ICM courses)</i>
8 TH FEBRUARY, 2024	<i>Welcoming new students / orientation APH B99, FTT B51, PD B10, CC B9, RAMP B22 new class (ICM courses)</i>
12 TH FEBRUARY, 2024	<i>New class begins APH B99, FTT B51, PD B10, CC B9, RAMP B22 new class (ICM courses)</i>
12 TH FEBRUARY, 2024	<i>Revision week for APH B96</i>

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	<i>Q&A / discussion</i>
<i>16TH FEBRUARY, 2024</i>	<i>ITTI mock exams 1 & 2 aph96</i>
<i>19TH FEBRUARY, 2024</i>	<i>Ticketing mock exams aph96</i>
<i>21ST – 22ND FEBRUARY, 2024</i>	<i>CCBC XXXVII</i>
<i>23RD FEBRUARY, 2024</i>	<i>Final ITTI paper 1 & 2 aph96</i>
<i>26TH FEBRUARY, 2024</i>	<i>Final ticketing exams aph96</i>
<i>29TH FEBRUARY, 2024</i>	<i>Final presentation fares / ticketing marketing plan aph96</i>
<i>6TH MARCH, 2024</i>	<i>Independence Day</i>
<i>13TH MARCH, 2024</i>	<i>Airport trip</i>
<i>25TH MARCH – 29TH MARCH, 2024</i>	<i>PERSONAL DEVELOPMENT WEEK APH B99</i>
<i>25TH MARCH, 2024</i>	<i>Introduction to personal development/ personal development process/ setting goals and achieving them/ interpersonal skills/ p</i>
	<i>Interpersonal skills/ public speaking/ how to write personal statement</i>
	<i>Setting goals and achieving them,</i>
<i>27TH MARCH, 2024</i>	<i>Defining personal development/ personal development process</i>
	<i>Points to consider when writing a personal statement/ introduction to business communication skills, understanding business communication</i>
	<i>Understanding business communication skills, barriers to effective communication</i>
	<i>How to improve business communication</i>
<i>29TH MARCH, 2024</i>	<i>Basic customer service skills, grooming, life stories/ case studies & scenarios</i>
	<i>Personal etiquette, use of cutlery, common courtesy, personal wellness & self-care</i>
	<i>Work life balance, makeup session (how to apply etc.)</i>
	<i>Business etiquette, team building, cv writing, basic book keeping skills, report writing, memos</i>
	<i>And cover letter, getting ready for interview, work, life & balance</i>

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	<i>General counselling, one-on-one meetings / interactions, presentation of personal statement</i>
	<i>Personal wellness & self-care, mock interview sessions, finalization of all assessments</i>
	<i>Award certificates, programme closure, any others.</i>