

INSTITUTE CALENDAR JUNE 2024– JAN 2025 ACADEMIC YEAR

Dates and events are subject to change without notice.

3 RD - 6 TH JUNE, 2024	REVISION WEEK B97 Q & A
7 TH JUNE, 2024	PRELIM PAPER 1&2
12 TH JUNE, 2024	ITTI Mock Exam 1 & 2 (APHB97)
14 TH JUNE, 2024	TICKETING MOCK EXAM (APHB97)
17 TH JUNE, 2024	EID AL-ADHA
18 TH JUNE, 2024	FINAL ITTI PAPER 1 & 2
21 ST JUNE, 2024	FINAL TICKETING EXAM
28 TH JUNE, 2024	FINAL PRESENTATION FARES / TICKETING MARKETING PLAN
1 ST JULY, 2024	HOLIDAY
4 TH JULY, 2024	GRADUATION CEREMONY 2023 /2024
17 TH - 19 TH JULY,2024	CCBC XXXVII
25 TH JULY, 2024	ORIENTATION APH B99, FTT 51, PD B10, CC B10, RAMP B23 NEW CLASS (ICM COURSES)
26 TH JULY, 2024	MIDSEM B98
29 TH JULY – 31 ST AUGUST, 2024	SUMMER BREAK
1 ST – 14 TH AUGUST, 2024	ADMIN BREAK
15 TH AUGUST, 2024	ADMIN RESUMES
3 RD SEPTEMBER, 2024	NEW CLASS BEGINS APH B99, FTT 51, PD B10, CC B10, RAMP B23 NEW CLASS (ICM COURSES)
4 TH SEPTEMBER, 2024	STUDENTS RESUMES LECTURES APH B98
23 RD SEPTEMBER, 2024	HOLIDAY (KWAME NKRUMAH DAY)
27 TH SEPTEMBER 2024	FINAL ITTI PAPER 1 & 2
29 TH SEPTEMBER 2024	SECOND ORIENTATION APH B99, FTT 51, PD B9, CC B10, RAMP B23 NEW CLASS (ICM COURSES)
2 ND OCTOBER 2024	FINAL TICKETING EXAM

For any enquiries, please Email, SMS or call 0545454022.

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4 TH OCTOBER 2024	FINAL PRESENTATION FARES / TICKETING MARKETING PLAN
10 TH OCTOBER, 2024	ORIENTATION APH B100, FTT 52, PD B10, CC B11, RAMP B24 NEW CLASS (ICM COURSES)
15 TH OCTOBER, 2024	CLASS BEGINS APH B100, FTT 52, PD B10, CC B11, RAMP B24 NEW CLASS (ICM COURSES)
23 RD – 24 TH OCTOBER, 2024	CCBC XXXVIII
18 TH -22 ND NOVEMBER 2024	PERSONAL DEVELOPMENT WEEK APH B99 / B100
18 TH NOVEMBER 2024	INTRODUCTION TO PERSONAL DEVELOPMENT/ PERSONAL DEVELOPMENT PROCESS/ SETTING GOALS AND ACHIEVING THEM/ INTERPERSONAL SKILLS/ P
	INTERPERSONAL SKILLS/ PUBLIC SPEAKING/ HOW TO WRITE PERSONAL STATEMENT
	SETTING GOALS AND ACHIEVING THEM,
19 TH NOVEMBER 2024	DEFINING PERSONAL DEVELOPMENT/ PERSONAL DEVELOPMENT PROCESS
	POINTS TO CONSIDER WHEN WRITING A PERSONAL STATEMENT/ INTRODUCTION TO BUSINESS COMMUNICATION SKILLS, UNDERSTANDINGBUSINES COMMUNICATION
	UNDERSTANDING BUSINESS COMMUNICATION SKILLS, BARRIERS TO EFFECTIVE COMMUNICATION
	HOW TO IMPROVE BUSINESS COMMUNICATION
22 ND NOVEMBER 2024	BASIC CUSTOMER SERVICE SKILLS, GROOMING, LIFE STORIES/ CASE STUDIES & SCENARIOS
	PERSONAL ETIQUETTE, USE OF CUTLERY, COMMON COURTESY, PERSONAL WELLNESS & SELF CARE
	WORK LIFE BALANCE, MAKEUP SESSION (HOW TO APPLY ETC)
	BUSINESS ETIQUETTE, TEAM BUILDING, CV WRITING, BASIC BOOK KEEPING SKILLS, REPORT WRITING, MEMOS
	AND COVER LETTER, GETTING READY FOR INTERVIEW, WORK, LIFE & BALANCE
	GENERAL COUNSELLING, ONE-ON-ONE MEETINGS / INTERACTIONS, PRESENTATION OF PERSONAL STATEMENT
	PERSONAL WELLNESS & SELF CARE, MOCK INTERVIEW SESSIONS, FINALIZATION OF ALL ASSESSMENTS
	AWARD CERTIFICATES, PROGRAMME CLOSURE, ANY OTHERS.
18 TH DECEMBER,2024	STUDENT RECONCILIATION & HANDLING OF PROJECT WORK

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18 TH DECEMBER,2023– 8 TH JANUARY, 2024	CHRISTMAS BREAK 2023
END OF 1ST SEMESTER	
20 TH – 27 TH DECEMBER, 2024	ADMINISTRATION BREAK FOR CHRISTMAS
30 TH DECEMBER, 2024	STAFF RECONCILIATION
2 ND JANUARY, 2025	INSTITUTE REOPENING
7 TH JANUARY, 2025	PUBLIC HOLIDAY (CONSTITUTION DAY)
16 TH JANUARY 2025	GRADUATION CEREMONY 2023 /2024
29 TH -30 TH JANUARY 2025	CCBC XXXIX

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