



DIPLOMA in OFFICE ADMINISTRATION and TECHNOLOGIES

January 2024

Semester 1					
Module	Day	Jan	Feb	Mar	Apr
Project Management (6:15-9:30pm)	Tuesday	16, 23, 30	-	-	
Human Resources Management (6:15-7:45pm) Marketing and Digital Media Management (8-9:30pm)	Tuesday	-	6, 13, 20, <u>27*</u>	5, 12, 19, 26	2, 9
Semester 2					
Module	Day	Sep	Oct	Nov	Dec
Office Communication Skills (6:15-9:30pm)	Tuesday	17, 24	1	-	
Information Technology Applications (6:15-9:30pm)	Tuesday	-	8, 15, 22, <u>29*</u>	5, 12	-
Office Administration Skills (6:15-9:30pm)	Tuesday	-	-	19, 26	3, 10

*Reading weeks: Feb 26th-March 1st and Oct 28th-Nov 1st

All diplomas will be delivered as live online lectures through Zoom.