

## DIPLOMA in OFFICE MANAGEMENT & ADMINISTRATION

January - May 2019 - INTENSIVE

Month	Day	Module	Date	Time
January	Tuesday	Business & Employment Law	<b>22, 29</b>	6:15pm – 9:30pm
February	Tuesday	Business & Employment Law	<b>5, 12, 19</b>	6:15pm – 9:30pm
February	Tuesday	Reading Week	<b>26</b>	<b>NO CLASS</b>
March	Tuesday	Marketing & Sales Management	<b>5, 12, 19, 26</b>	6:15pm – 9:30pm
April	Tuesday	Marketing & Sales Management	<b>2</b>	6:15pm – 9:30pm
April	Tuesday	Managing the Office	<b>9, 16</b>	6:15pm – 9:30pm
April	Tuesday	Management Principles	<b>23, 30</b>	6:15pm – 9:30pm
May	Tuesday	Human Resources Management	<b>7, 14, 21</b>	6:15pm – 9:30pm