



DIPLOMA in OFFICE ADMINISTRATION and TECHNOLOGIES

September 2023

Semester 1					
Module	Day	Sep	Oct	Nov	Dec
Office Communication Skills (6:15-9:30pm)	Tuesday	19, 26	3	-	
Information Technology Applications (6:15-9:30pm)	Tuesday	-	10, 17, 24, <u>31*</u>	<u>1*</u> , 7, 14	-
Office Administration Skills (6:15-9:30pm)	Tuesday	-	-	21, 28	5, 12

Semester 2					
Module	Day	Jan	Feb	Mar	Apr
Project Management (6:15-9:30pm)	Tuesday	23, 30	6	-	
Human Resources Management (6:15-7:45pm) Marketing and Digital Media Management (8-9:30pm)	Tuesday	-	13, 20, <u>27*</u>	5, 12, 19, 26	2, 9, 16

*Reading weeks: Oct 30th - Nov 3rd and Feb 26th - Mar 1st

Assessment - 100% CA

All professional diplomas will be delivered wholly online as Live Online Lectures through Zoom.