



DIPLOMA in OFFICE ADMINISTRATION and TECHNOLOGIES

January 2022

Semester 1					
Module	Day	Jan	Feb	Mar	Apr
Project Management (6:15-9:30pm)	Tuesday	25	1, 8	-	
Human Resources Management (6:15-7:45pm) Marketing and Digital Media Management (8-9:30pm)	Tuesday	-	15, <u>22</u> *	1, 8, 15, 22, 29	5, 12, 19
Semester 2					
Module	Day	Sep	Oct	Nov	Dec
Office Communication Skills (6:15-9:30pm)	Tuesday	20, 27	4	-	
Information Technology Applications (6:15-9:30pm)	Tuesday	-	11, 18, <u>25</u> *	1, 8, 15	-
Office Administration Skills (6:15-9:30pm)	Tuesday	-	-	22, 29	6, 13

*Reading weeks: Feb 21-25 and Oct 24-28

Assessment – 100% CA

Important update for January 2022

All classroom-based professional diplomas will be delivered wholly online for diplomas commencing January 2022. Classes will be delivered as Live Online Lectures through Zoom.