



DIPLOMA in OFFICE ADMINISTRATION and TECHNOLOGIES

September 2024

Semester 1					
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

Semester 2					
Module	Day	Jan	Feb	Mar	Apr
Project Management (6:15-9:30pm)	Tuesday	21, 28	4	-	
Human Resources Management (6:15-7:45pm) Marketing and Digital Media Management (8-9:30pm)	Tuesday	-	11, 18, <u>25*</u>	4, 11, 18, 25	1, 8, 15

*Reading weeks: Oct 28th - Nov 1st and Feb 24th - 28th

Assessment - 100% CA

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