

**CERTIFICATE IN APPLIED MANAGEMENT (NONPROFIT / HUMAN SERVICES)
CAM7 COURSE CALENDAR 2011 – 2012**

Module	Release Date/Virtual Classroom	Workshop Seminar/Tutorial	Assignment Last Posting Date
1: Setting the Scene: An Introduction to Management Theory	Monday October 17th 2011	Saturday October 22nd 2011 9am – 3pm	Monday November 28th 2011
2: Managing Yourself (1) Professional Development and Communications	Monday November 28th 2011	Saturday December 10th 2011 9am – 3pm	Monday January 16th 2012
3: Managing Other People (1): Teamwork, Leadership & Motivation	Monday January 16th 2012	Saturday January 28th 2012 9am – 3pm	Monday February 27th 2012
4: Managing Other People (2) Introduction to Employment Law	Monday February 27th 2012	Saturday March 10th 2012 9am – 3pm	Tuesday April 10th 2012
5: Managing Finance (1): Financial Management in Nonprofit Sector/Human Services	Tuesday April 10th 2012	Saturday April 21st 2012 9am – 3pm	Monday May 21st 2012
6: Managing Service Quality	Monday May 21st 2012	Saturday June 9th 2012 9am – 3pm	Monday July 2nd 2012