



**HIGHER CERTIFICATE IN APPLIED MANAGEMENT (NONPROFIT / HUMAN SERVICES)  
HICAM4 COURSE CALENDAR 2011 – 2012**

Module	Release Date/Virtual Classroom	Workshop Seminar/Tutorial	Assignment Posting Date
1: Managing the Organisational Environment: Organisational Structure, Culture & Values	Monday October 10 <sup>th</sup> 2011	Saturday November 12 <sup>th</sup> 2011 9am – 11am	Monday November 28 <sup>th</sup> 2011
2: Managing Organisational Objectives – Organisation Mission, Aims & Objectives	Monday October 10 <sup>th</sup> 2011	Saturday November 12 <sup>th</sup> 2011 11:30am – 1:30pm	Monday January 16 <sup>th</sup> 2012
3: Managing Change: Professional Development and Change Management	Monday January 16 <sup>th</sup> 2012	Saturday February 11 <sup>th</sup> 2012 9am – 11am	Monday February 27 <sup>th</sup> 2012
4: Managing Yourself (2) Creative problem Solving & Action Learning	Monday January 16 <sup>th</sup> 2012	Saturday February 11 <sup>th</sup> 2012 11:30am – 1:30pm	Tuesday April 10 <sup>th</sup> 2012
5: Managing Other People (3) Human Resource Management	Tuesday April 10 <sup>th</sup> 2012	Saturday May 12 <sup>th</sup> 2012 9am – 11am	Friday June 1 <sup>st</sup> 2012
6: Managing Finance (2) Financial Management in Nonprofit/Human Services	Tuesday April 10 <sup>th</sup> 2012	Saturday May 12 <sup>th</sup> 2012 11:30am – 1:30pm	<u>Assignment Posting Date:</u> Friday June 29 <sup>th</sup> 2012 <u>Written Exam:</u> Saturday July 7 <sup>th</sup> 2012