

**HIGHER CERTIFICATE IN APPLIED MANAGEMENT (NONPROFIT / HUMAN SERVICES)
HICAM3 COURSE CALENDAR 2010 – 2011**

Module	Release Date/Virtual Classroom	Workshop Seminar/Tutorial	Assignment Posting Date
1: Managing the Organisational Environment: Organisational Structure, Culture & Values	Monday October 18th 2010	Saturday October 30th 2010 9am – 2pm	Monday November 29th 2010
2: Managing Organisational Objectives – Organisation Mission, Aims & Objectives	Monday November 29th 2010	Saturday December 11th 2010 9am – 2pm	Monday January 17th 2011
3: Managing Change: Professional Development and Change Management	Monday January 17th 2011	Saturday January 29th 2011 9am – 2pm	Monday February 28th 2011
4: Managing Yourself (2) Creative problem Solving & Action Learning	Monday February 28th 2011	Saturday March 12th 2011 9am – 2pm	Monday April 11th 2011
5: Managing Other People (3) Human Resource Management	Monday April 11th 2011	Saturday April 23rd 2011 9am – 2pm	Monday May 23rd 2011
6: Managing Finance (2) Financial Management in Nonprofit/Human Services	Monday May 23rd 2011	Saturday June 11th 2011 9am – 2pm	To Be Confirmed Written Exam: To Be Confirmed