



OFFICE ADMINISTRATION Certificate BSCOA3

Samuel Jackman Prescod Institute of Technology, St. Michael

	1 9:00 - 10:05	Morning Break 10:05 - 10:15	2 10:15 - 11:20	3 11:20 - 12:25	4 12:25 - 13:30	5 13:30 - 14:35	Aternoon Break 14:35 - 14:45	6 14:45 - 15:50
Mo	C03 Bookkeeping and Accounting 1 ACCT1211 KING Simone / WARD Wade		C03 Bookkeeping and Accounting 1 ACCT1211 KING Simone / WARD Wade	C07 Computer Information Processing 1 COMP 1411 SMITH Michelle				
Tu			Office Administration 1 OFAD 1111 C01 LEWIS Donna			C03 Bookkeeping and Accounting 1 ACCT1211 KING Simone / WARD Wade		Business Studies 1 BSTU 1111 GIBSON Warren
We	C03 Business Studies 1 BSTU 1111 GIBSON Warren		C03 Business Studies 1 BSTU 1111 GIBSON Warren			C05 Business English 1 ENGL1211 NOEL-BOWEN ALEXANDRA		C05 Business English 1 ENGL1211 NOEL-BOWEN ALEXANDRA
Th				C05 Business English 1 ENGL1211 NOEL-BOWEN ALEXANDRA		C07 Computer Information Processing 1 COMP 1411 SMITH Michelle		C07 Computer Information Processing 1 COMP 1411 SMITH Michelle
Fr	C01 Office Administration 1 OFAD 1111 LEWIS Donna		C01 Work Ethics LFSK1111 STOUTE Adrian					



OFFICE ADMINISTRATION Diploma BSDOA1

Samuel Jackman Prescod Institute of Technology, St. Michael

	1 9:00 - 10:05	Morning Break 10:05 - 10:15	2 10:15 - 11:20	3 11:20 - 12:25	4 12:25 - 13:30	5 13:30 - 14:35	Aternoon Break 14:35 - 14:45	6 14:45 - 15:50
Mo	C01 Information Systems for Business 1 COMP1511 MARSHALL Shauna		C01 Organizational Behaviour 1 MGMT1211 SMITH Michelle		C07 Information Systems for Business 1 COMP1511 MARSHALL Shauna			
Tu	C04 Management 1 MGMT1111 SMITH Michelle		C04 Management 1 MGMT1111 SMITH Michelle		Information Systems for Business 1 COMP1511 C07 MARSHALL Shauna			C06 Economics 1 ECON1111 KING Simone
We	C04 Organizational Behaviour 1 MGMT1211 SMITH Michelle		C04 Organizational Behaviour 1 MGMT1211 SMITH Michelle		Economics 1 ECON1111 C06 KING Simone			
Th								
Fr				C01 Information Systems for Business 1 COMP1511 MARSHALL Shauna	Business Communications 1 COSK2211 C06 NOEL-BOWEN Alexandra			



OFFICE ADMINISTRATION Certificate1 BSCOA1

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Mo	ANNEX 4A Occupational Health Safety and Welfare OHSW1111 CAVE Anderson		ANNEX 4A Occupational Health Safety and Welfare OHSW1111 CAVE Anderson		C04 Business Studies 1 BSTU 1111 GIBSON Warren	C04 MATH 1211 WARD Wade		C04 MATH 1211 WARD Wade
Tu	C05 Accounting 1 OFAD 1111 WARD Wade		Computer Information Processing 1 COMP 1411 C07 MARSHALL Shauna			C01 Office Administration 1 OFAD 1111 LEWIS Donna		C03 Business English 1 ENGL1211 NOEL-BOWEN ALEXANDRA
We								
Th	C04 Accounting 1 OFAD 1111 WARD Wade		C04 Accounting 1 OFAD 1111 WARD Wade		C01 Office Administration 1 OFAD 1111 LEWIS Donna	C01 Office Administration 1 OFAD 1111 LEWIS Donna		C06 Calculations for Business 1 BMAT1211 WARD Wade
Fr	Business English 1 ENGL1211 NOEL-BOWEN ALEXANDRA		Business English 1 ENGL1211 NOEL-BOWEN ALEXANDRA		Business Studies 1 BSTU 1111 C01 GIBSON Warren			C07 Computer Information Processing 1 COMP 1411 MARSHALL Shauna



OFFICE ADMINISTRATION Certificate 2 BSCOA2

Samuel Jackman Prescod Institute of Technology, St. Michael

	1 9:00 - 10:05	Morning Break 10:05 - 10:15	2 10:15 - 11:20	3 11:20 - 12:25	4 12:25 - 13:30	5 13:30 - 14:35	Aternoon Break 14:35 - 14:45	6 14:45 - 15:50
Mo	C04 Calculations for Business 1 BMAT1211 WARD Wade / KING Simone		C04 Calculations for Business 1 BMAT1211 WARD Wade / KING Simone					
Tu	C07 Computer Information Processing 1 COMP 1411 LEWIS Donna					C04 Calculations for Business 1 BMAT1211 WARD Wade / KING Simone		
We	Occupational Health Safety and Welfare OHSW1111 CAVE Anderson		Occupational Health Safety and Welfare OHSW1111 CAVE Anderson		C05 Business English 1 ENGL1211 NOEL-BOWEN ALEXANDRA	C04 Business Studies 1 BSTU 1111 GIBSON Warren		C04 Business Studies 1 BSTU 1111 GIBSON Warren
Th	C01 Office Administration 1 OFAD 1111 LEWIS Donna		C01 Office Administration 1 OFAD 1111 LEWIS Donna		C06 Business Studies 1 BSTU 1111 GIBSON Warren	C04 Business English 1 ENGL1211 NOEL-BOWEN ALEXANDRA		C04 Business English 1 ENGL1211 NOEL-BOWEN ALEXANDRA
Fr	Work Ethics LFSK1311 STOUTE Adrian				Computer Information Processing 1 COMP 1411 C07 LEWIS Donna			C01 Office Administration 1 OFAD 1111 LEWIS Donna



OFFICE ADMINISTRATION Diploma BSDOA2

Samuel Jackman Prescod Institute of Technology, St. Michael

	1 9:00 - 10:05	Morning Break 10:05 - 10:15	2 10:15 - 11:20	3 11:20 - 12:25	4 12:25 - 13:30	5 13:30 - 14:35	Aternoon Break 14:35 - 14:45	6 14:45 - 15:50
Mo						Information Systems for Business 1 COMP1511 MCCOLLIN Jane		C07 Information Systems for Business 1 COMP1511 MCCOLLIN Jane
Tu	C03 Business Communications 1 COSK2211 NOEL-BOWEN ALEXANDRA		C03 Business Communications 1 COSK2211 NOEL-BOWEN ALEXANDRA		C06 Economics 1 ECON1111 KING Simone			C07 Information Systems for Business 1 COMP1511 MCCOLLIN Jane
We	Work Ethics LFSK1311 HARVEY Martin Ian				Organizational Behaviour 1 MGMT1211 C01 SMITH Michelle			C07 Information Systems for Business 1 COMP1511 MCCOLLIN Jane
Th					Economics 1 ECON1111 C03 KING Simone			
Fr	C06 Organizational Behaviour 1 MGMT1211 SMITH Michelle		C06 Management 1 MGMT1111 SMITH Michelle					



ACCOUNTS TECHNOLOGY Certificate BSCAT

Samuel Jackman Prescod Institute of Technology, St. Michael

	1 9:00 - 10:05	Morning Break 10:05 - 10:15	2 10:15 - 11:20	3 11:20 - 12:25	4 12:25 - 13:30	5 13:30 - 14:35	Aternoon Break 14:35 - 14:45	6 14:45 - 15:50
Mo	C06 Business English 1 ENGL1211 NOEL-BOWEN ALEXANDRA		C07 Computer Information Processing 1 COMP 1411 MARSHALL Shauna	C04 Accounting 1 OFAD 1111 KING Simone		C01 Office Administration 1 OFAD 1111 LEWIS Donna / GIBSON Warren		C01 Office Administration 1 OFAD 1111 LEWIS Donna / GIBSON Warren
Tu	Accounting 1 OFAD 1111 KING Simone				C01 Office Administration 1 OFAD 1111 LEWIS Donna / GIBSON Warren			
We	C06 Business English 1 ENGL1211 NOEL-BOWEN ALEXANDRA		C06 Business English 1 ENGL1211 NOEL-BOWEN ALEXANDRA	C07 Computer Information Processing 1 COMP 1411 MARSHALL Shauna		C03 Calculations for Business 1 BMAT1211 WARD Wade		C03 Calculations for Business 1 BMAT1211 WARD Wade
Th				C07 Computer Information Processing 1 COMP 1411 MARSHALL Shauna		ANNEX 4A Occupational Health Safety and Welfare OHSW1111 CAVE Anderson		ANNEX 4A Occupational Health Safety and Welfare OHSW1111 CAVE Anderson
Fr			C03 Calculations for Business 1 BMAT1211 WARD Wade		Accounting 1 OFAD 1111 C04 KING Simone			



ACCOUNTS TECHNOLOGY Diploma BSDAT

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Mo				C05 Financial Accounting 1 ACCT2311 WARD Wade		C06 Economics 1 ECON1111 KING Simone		C06 Economics 1 ECON1111 KING Simone
Tu			C05 Managerial & Cost Accounting 1 ACCT2411 WARD Wade			C05 Management 1 MGMT1111 SMITH Michelle		C05 Management 1 MGMT1111 SMITH Michelle
We	C05 Financial Accounting 1 ACCT2311 WARD Wade		C05 Managerial & Cost Accounting 1 ACCT2411 WARD Wade					
Th	C06 Business Communications 1 COSK2211 NOEL-BOWEN ALEXANDRA		C06 Business Communications 1 COSK2211 NOEL-BOWEN ALEXANDRA	C06 Management 1 MGMT1111 SMITH Michelle		C05 Managerial & Cost Accounting 1 ACCT2411 WARD Wade		C03 Economics 1 ECON1111 KING Simone
Fr	C07 Computerised Accounting & Finance 1 ACCT2511 KING Simone		C07 Computerised Accounting & Finance 1 ACCT2511 KING Simone		C07 Financial Accounting 1 ACCT2311 WARD Wade			C03 Work Ethics LFSK1311 HARVEY Martin Ian