

**BARBADOS COMMUNITY COLLEGE
DIVISION OF COMMERCE**

**Associate Degree in OFFICE ADMINISTRATION & MANAGEMENT (Programme) Year 1 FT
Semester 1: August - December 2020**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:50	SPNH 102 Span. for the Office 1 YR 1 A Language Centre/TBA TBA	OADM 103 Text Processing 1 YR 1 A TCD 205/Face to Face Mrs S Willins	COMP 100 Computer Concepts YR 1 B TCD 205/Face to Face Mrs S Willins	OADM 103 Text Processing 1 YR 1 B TCD 205/Face to Face Mrs S Willins	SPNH 102 Span. for the Office 1 YR 1 B Language Centre/TBA TBA
10:00-10:50	SPNH 102 Span. for the Office 1 YR 1 A Language Centre/TBA TBA	OADM 103 Text Processing 1 YR 1 A TCD 205/Face to Face Mrs S Willins	COMP 100 Computer Concepts YR 1 B TCD 205/Face to Face Mrs S Willins	OADM 103 Text Processing 1 YR 1 B TCD 205/Face to Face Mrs S Willins	SPNH 102 Span. for the Office 1 YR 1 B Language Centre/TBA TBA
11:00-11:50	SPNH 102 Span. for the Office 1 YR 1 A Language Centre/TBA TBA	OADM 103 Text Processing 1 YR 1 A TCD 205/Face to Face Mrs S Willins	COMP 100 Computer Concepts YR 1 B TCD 205/Face to Face Mrs S Willins	OADM 103 Text Processing 1 YR 1 B TCD 205/Face to Face Mrs S Willins	SPNH 102 Span. for the Office 1 YR 1 B Language Centre/TBA TBA
12:00-12:50	L	U	N	C	H
1:00-1:50	COMP 100 Computer Concepts YR 1 A TCD 205/Face to Face Mrs S Willins	ACCT 100 Prin. of Accounting YR 1 TCD 202/Blended Mrs D Crichlow	CORE 100 English & Communication YR 1 TCD 102/Face to Face Mrs D Morris	BLAW 100 Business Law YR 1 TCD 305/Blended Ms S Moore	
2:00-2:50	COMP 100 Computer Concepts YR 1 A TCD 205/Face to Face Mrs S Willins	ACCT 100 Prin. of Accounting YR 1 TCD 202/Blended Mrs D Crichlow	CORE 100 English & Communication YR 1 TCD 102/Face to Face Mrs D Morris	BLAW 100 Business Law YR 1 TCD 305/Blended Ms S Moore	ACCT 100 Prin. of Accounting YR 1 TCD 202/Blended Mrs D Crichlow
3:00-3:50	COMP 100 Computer Concepts YR 1 A TCD 205/Face to Face Mrs S Willins	ACCT 100 Prin. of Accounting YR 1 TCD 202/Blended Mrs D Crichlow	CORE 100 English & Communication YR 1 TCD 102/Face to Face Mrs D Morris	BLAW 100 Business Law YR 1 TCD 305/Blended Ms S Moore	BLAW 100 Business Law YR 1 TCD 202/Blended Ms S Moore