

# BARBADOS COMMUNITY COLLEGE

## DIVISION OF COMMERCE

### Associate Degree in OFFICE ADMINISTRATION & MANAGEMENT (Programme) Year 1 FT Semester 2: January - May 2021

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:50	<b>SPNH 103</b> Span. for the Office 2 <b>YR 1 A</b>  <b>TBA</b>	<b>OADM 104</b> Text Processing 1 <b>YR 1 A</b>  <b>Mrs S Willins</b>	<b>OADM 104</b> Text Processing 1 <b>YR 1 B</b>  <b>Mrs S Willins</b>	<b>CORE 103</b> Practical Mathematics <b>YR 1</b>  <b>TBA</b>	<b>SPNH 103</b> Span. for the Office 2 <b>YR 1 B</b>  <b>TBA</b>
10:00-10:50	<b>SPNH 103</b> Span. for the Office 2 <b>YR 1 A</b>  <b>TBA</b>	<b>OADM 104</b> Text Processing 1 <b>YR 1 A</b>  <b>Mrs S Willins</b>	<b>OADM 104</b> Text Processing 1 <b>YR 1 B</b>  <b>Mrs S Willins</b>	<b>ECON 100</b> Elem. of Microeconomics <b>YR 1</b>  <b>Mr R Haynes</b>	<b>SPNH 103</b> Span. for the Office 2 <b>YR 1 B</b>  <b>TBA</b>
11:00-11:50	<b>SPNH 103</b> Span. for the Office 2 <b>YR 1 A</b>  <b>TBA</b>	<b>OADM 104</b> Text Processing 1 <b>YR 1 A</b>  <b>Mrs S Willins</b>	<b>OADM 104</b> Text Processing 1 <b>YR 1 B</b>  <b>Mrs S Willins</b>	<b>ECON 100</b> Elem. of Microeconomics <b>YR 1</b>  <b>Mr R Haynes</b>	<b>SPNH 103</b> Span. for the Office 2 <b>YR 1 B</b>  <b>TBA</b>
12:00-12:50	L	U	N	C	H
1:00-1:50	<b>ECON 100</b> Elem. of Microeconomics <b>YR 1</b>  <b>Mr R Haynes</b>	<b>ACCT 101</b> Financial Accounting 1 <b>YR 1</b>  <b>Mrs D Crichlow</b>	<b>BUST 201</b> Business Communication <b>YR 1</b>  <b>Mr R Elcock</b>	<b>BUST 100</b> Prin. of Management <b>YR 1</b>  <b>Mr D Scantlebury</b>	
2:00-2:50	<b>CORE 103</b> Practical Mathematics <b>YR 1</b>  <b>TBA</b>	<b>ACCT 101</b> Financial Accounting 1 <b>YR 1</b>  <b>Mrs D Crichlow</b>	<b>BUST 201</b> Business Communication <b>YR 1</b>  <b>Mr R Elcock</b>	<b>BUST 100</b> Prin. of Management <b>YR 1</b>  <b>Mr D Scantlebury</b>	
3:00-3:50	<b>CORE 103</b> Practical Mathematics <b>YR 1</b>  <b>TBA</b>	<b>ACCT 101</b> Financial Accounting 1 <b>YR 1</b>  <b>Mrs D Crichlow</b>	<b>BUST 201</b> Business Communication <b>YR 1</b>  <b>Mr R Elcock</b>	<b>BUST 100</b> Prin. of Management <b>YR 1</b>  <b>Mr D Scantlebury</b>	