

# BARBADOS COMMUNITY COLLEGE

## DIVISION OF COMMERCE

### Associate Degree in OFFICE ADMINISTRATION & MANAGEMENT (Programme) Year 2 FT

#### Semester 2: January - May 2021

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:50	OADM 104 Text Processing 2 YR 2 A  Mrs S Willins	CORE 101 Ethics & Citizenship YR 2  TBA	BUST 200 Human Resource Mgmt YR 2  Mrs K Watson	OADM 201 Office Administration 2 YR 2  Mr R Elcock	GEED 123 CPR & First Aid YR 2  TBA
10:00-10:50	OADM 104 Text Processing 2 YR 2 A  Mrs S Willins	OADM 201 Office Administration 2 YR 2  Mr R Elcock	BUST 200 Human Resource Mgmt YR 2  Mrs K Watson	OADM 204 Internship YR 2  Mrs S Willins	GEED 123 CPR & First Aid YR 2  TBA
11:00-11:50	OADM 104 Text Processing 2 YR 2 A  Mrs S Willins	OADM 201 Office Administration 2 YR 2  Mr R Elcock	BUST 200 Human Resource Mgmt YR 2  Mrs K Watson	OADM 204 Internship YR 2  Mrs S Willins	GEED 123 CPR & First Aid YR 2  TBA
12:00-12:50	L	U	N	C	H
1:00-1:50	OADM 104 Text Processing 2 YR 2 B  Mrs S Willins	OADM 202 M/Computer Applications 2 YR 2 A  Mr L Willins	OADM 202 M/Computer Applications 2 YR 2 B  Mr L Willins	OADM 203 Seminar Presentation YR 2  Mrs S Willins	GEED 194 Substance Abuse YR 2  TBA
2:00-2:50	OADM 104 Text Processing 2 YR 2 B  Mrs S Willins	OADM 202 M/Computer Applications 2 YR 2 A  Mr L Willins	OADM 202 M/Computer Applications 2 YR 2 B  Mr L Willins	CORE 101 Ethics & Citizenship YR 2  TBA	GEED 194 Substance Abuse YR 2  TBA
3:00-3:50	OADM 104 Text Processing 2 YR 2 B  Mrs S Willins	OADM 202 M/Computer Applications 2 YR 2 A  Mr L Willins	OADM 202 M/Computer Applications 2 YR 2 B  Mr L Willins	CORE 101 Ethics & Citizenship YR 2  TBA	GEED 194 Substance Abuse YR 2  TBA