

## Timetable: CERTIFICATE 3 OFFICE ADMINISTRATION BSCOA3

Home classroom:

Samuel Jackman Prescod Institute of Technology, St. Michael

Class teacher:

	<b>1</b> 9:00 - 10:05	Morning Break 10:05 - 10:15	<b>2</b> 10:15 - 11:20	<b>3</b> 11:20 - 12:25	<b>4</b> 12:25 - 13:30	<b>5</b> 13:30 - 14:35	Afternoon Break 14:35 - 14:45	<b>6</b> 14:45 - 15:50	Subjects	Count
Monday	C03 Group 1 Calculations for Business 2 BMAT1221 WARD Wade		C03 Group 1 Calculations for Business 2 BMAT1221 WARD Wade	C07  Computer Information Processing 2 COMP1421  SMITH Michelle					Occupational Health Safety and Welfare OHSW1111	2
	C04 Group 2 Accounting 1 - ELECTIVE ACCT 1111 KING Simone		C04 Group 2 Accounting 1 - ELECTIVE ACCT 1111 KING Simone						Business English 2 ENGL1221	2
Tuesday				C03 Group 1 Calculations for Business 2 BMAT1221 WARD Wade		C01  Office Administration 2 OFAD 1121  LEWIS Donna			Office Administration 2 OFAD 1121	3
	HE27  Occupational Health Safety and Welfare OHSW1111  INNISS Patricia		HE27  Occupational Health Safety and Welfare OHSW1111  INNISS Patricia	C06  Business Studies 2 BSTU 1121  GIBSON Warren		C03  Business English 2 ENGL1221  NOEL-BOWEN Alexandra		C03  Business English 2 ENGL1221  NOEL-BOWEN Alexandra	Business Studies 2 BSTU 1121	5
Thursday				C07  Computer Information Processing 2 COMP1421  SMITH Michelle					Computer Information Processing 2 COMP1421	3
Friday	C01  Office Administration 2 OFAD 1121  LEWIS Donna		C01  Office Administration 2 OFAD 1121  LEWIS Donna		C06  Business Studies 2 BSTU 1121  GIBSON Warren				Accounting 1 - ELECTIVE ACCT 1111	*3
					Business Studies 2 BSTU 1121  GIBSON Warren			C03 Group 2 Accounting 1 - ELECTIVE ACCT 1111 KING Simone	Calculations for Business 2 BMAT1221	*3
									<b>Lessons/week</b>	<b>18</b>

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# Timetable: DIPLOMA 1 OFFICE ADMINISTRATION BSDOA1

Home classroom:

Class teacher:

Samuel Jackman Prescod Institute of Technology, St. Michael

	<b>1</b> 9:00 - 10:05	Morning Break 10:05 - 10:15	<b>2</b> 10:15 - 11:20	<b>3</b> 11:20 - 12:25	<b>4</b> 12:25 - 13:30	<b>5</b> 13:30 - 14:35	Afternoon Break 14:35 - 14:45	<b>6</b> 14:45 - 15:50	Subjects	Count
Monday	C06  Marketing 1 MKTG2111  MARSHALL Shauna		C06  Marketing 1 MKTG2111  MARSHALL Shauna	C06  Business Communications 2 COSK2221  NOEL-BOWEN Alexandra		C07  Information Systems for Business 2 COMP1521  MARSHALL Shauna		C07  Information Systems for Business 2 COMP1521  MARSHALL Shauna	Occupational Health Safety and Welfare OHSW1111	2
									Work Ethics LFSK1111	1
									Information Systems for Business 2 COMP1521	3
									Business Communications 2 COSK2221	3
									Marketing 1 MKTG2111	3
									Human Resources Management 1 MGMT2311	3
									Business Law BLAW1111	3
									Records Management MGMT2411	2
Tuesday	C06  Marketing 1 MKTG2111  MARSHALL Shauna		C04  Human Resources Management 1 MGMT2311  SMITH Michelle							
Wednesday	C06  Human Resources Management 1 MGMT2311  SMITH Michelle		C06  Human Resources Management 1 MGMT2311  SMITH Michelle		C05  Records Management MGMT2411  KING Simone			C01  Work Ethics LFSK1111  KING Simone		
Thursday	C06  Business Law BLAW1111  GIBSON Warren		C06  Business Law BLAW1111  GIBSON Warren		ANNEX 4A  Occupational Health Safety and Welfare OHSW1111  CAVE A			ANNEX 4A  Occupational Health Safety and Welfare OHSW1111  CAVE A		
Friday	C05  Business Law BLAW1111  GIBSON Warren			C07  Information Systems for Business 2 COMP1521  MARSHALL Shauna	C03  Business Communications 2 COSK2221  NOEL-BOWEN Alexandra					
									Lessons/week	20

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# Timetable: CERTIFICATE 1 OFFICE ADMINISTRATION BSCOA1

Home classroom:

Class teacher:

Samuel Jackman Prescod Institute of Technology, St. Michael

	<b>1</b> 9:00 - 10:05	Morning Break 10:05 - 10:15	<b>2</b> 10:15 - 11:20	<b>3</b> 11:20 - 12:25	<b>4</b> 12:25 - 13:30	<b>5</b> 13:30 - 14:35	Afternoon Break 14:35 - 14:45	<b>6</b> 14:45 - 15:50	Subjects	Count
Monday									Work Ethics LFSK1311	1
									Business English 2 ENGL1221	2
									Office Administration 2 OFAD 1121	3
									Business Studies 2 BSTU 1121	3
									Computer Information Processing 2 COMP1421	3
									Accounting 1 - ELECTIVE ACCT 1111	1
									Calculations for Business 2 BMAT1221	3
									Accounting 1 ACCT1111	2
Tuesday	C01  Accounting 1 - ELECTIVE ACCT 1111  WARD Wade		C07  Computer Information Processing 2 COMP1421  MARSHALL Shauna			C03  Work Ethics LFSK1311  MARSHALL Shauna				
Wednesday	C01  Office Administration 2 OFAD 1121  LEWIS Donna			C06  Business Studies 2 BSTU 1121  GIBSON Warren		Calculations for Business 2 BMAT1221  WARD Wade		Calculations for Business 2 BMAT1221  WARD Wade		
Thursday	C04  Accounting 1 ACCT 1111  WARD Wade		C04  Accounting 1 ACCT 1111  WARD Wade		C01  Office Administration 2 OFAD 1121  LEWIS Donna			C07  Computer Information Processing 2 COMP1421  MARSHALL Shauna		
Friday	C03  Business English 2 ENGL1221  NOEL-BOWEN Alexandra		C03  Business English 2 ENGL1221  NOEL-BOWEN Alexandra		C06  Business Studies 2 BSTU 1121  GIBSON Warren			C04  Calculations for Business 2 BMAT1221  WARD Wade		
									<b>Lessons/week</b>	<b>18</b>

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# Timetable: CERTIFICATE 2 OFFICE ADMINISTRATION BSCOA2

Home classroom:

Class teacher:

Samuel Jackman Prescod Institute of Technology, St. Michael

	<b>1</b> 9:00 - 10:05	Morning Break 10:05 - 10:15	<b>2</b> 10:15 - 11:20	<b>3</b> 11:20 - 12:25	<b>4</b> 12:25 - 13:30	<b>5</b> 13:30 - 14:35	Afternoon Break 14:35 - 14:45	<b>6</b> 14:45 - 15:50	Subjects	Count	
Monday	C03 Group 1 Calculations for Business 2 BMAT1221 WARD Wade		C03 Group 1 Calculations for Business 2 BMAT1221 WARD Wade	C01  Office Administration 2 OFAD 1121  LEWIS Donna		C04  Business Studies 2 BSTU 1121  GIBSON Warren		C04  Business Studies 2 BSTU 1121  GIBSON Warren	Business English 2 ENGL1221	2	
									Office Administration 2 OFAD 1121	3	
	C04 Group 2 Accounting 1 - ELECTIVE ACCT 1111 KING Simone		C04 Group 2 Accounting 1 - ELECTIVE ACCT 1111 KING Simone	C06  Business Studies 2 BSTU 1121  GIBSON Warren		C03 Group 1 Calculations for Business 2 BMAT1221 WARD Wade		C04  Business English 2 ENGL1221  NOEL-BOWEN Alexandra	C04  Business English 2 ENGL1221  NOEL-BOWEN Alexandra	Business Studies 2 BSTU 1121	3
										Computer Information Processing 2 COMP1421	3
										Accounting 1 - ELECTIVE ACCT 1111	*3
Calculations for Business 2 BMAT1221	*3										
Tuesday	C07  Computer Information Processing 2 COMP1421  LEWIS Donna										
Wednesday			C05  Office Administration 2 OFAD 1121  LEWIS Donna								
Thursday											
Friday					C07  Computer Information Processing 2 COMP1421  LEWIS Donna			C03 Group 2 Accounting 1 - ELECTIVE ACCT 1111 KING Simone			
								Lessons/week	14		

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# Timetable: DIPLOMA 2 OFFICE ADMINISTRATION BSDOA2

Home classroom:

Samuel Jackman Prescod Institute of Technology, St. Michael

Class teacher:

	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	Afternoon Break 14:35 - 14:45	6 14:45 - 15:50	Subjects	Count
Monday	C05  Business Law BLAW1111  GIBSON Warren		C05  Business Law BLAW1111  GIBSON Warren		C05  Business Communications 2 COSK2221  NOEL-BOWEN Alexandra	HE27  Occupational Health Safety and Welfare OHSW1111  INNISS Patricia		HE27  Occupational Health Safety and Welfare OHSW1111  INNISS Patricia	Occupational Health Safety and Welfare OHSW1111	2
									Information Systems for Business 2 COMP1521	3
									Business Communications 2 COSK2221	3
									Marketing 1 MKTG2111	3
									Human Resources Management 1 MGMT2311	3
									Business Law BLAW1111	3
Records Management MGMT2411	2									
Tuesday	C03  Business Communications 2 COSK2221  NOEL-BOWEN Alexandra		C03  Business Communications 2 COSK2221  NOEL-BOWEN Alexandra		C07  Information Systems for Business 2 COMP1521  MCCOLLIN Jane					
Wednesday	C04  Records Management MGMT2411  KING Simone		C04  Records Management MGMT2411  KING Simone		C01  Business Law BLAW1111  GIBSON Warren	C07  Information Systems for Business 2 COMP1521  MCCOLLIN Jane				
Thursday	C05  Human Resources Management 1 MGMT2311  SMITH Michelle		C05  Human Resources Management 1 MGMT2311  SMITH Michelle		C05  Marketing 1 MKTG2111  MARSHALL Shauna					
Friday	C06  Marketing 1 MKTG2111  MARSHALL Shauna		C06  Human Resources Management 1 MGMT2311  SMITH Michelle							
									Lessons/week	19

# Timetable: CERTIFICATE ACCOUNTS TECHNOLOGY BSCAT

Home classroom:

Samuel Jackman Prescod Institute of Technology, St. Michael

Class teacher:

	<b>1</b> 9:00 - 10:05	Morning Break 10:05 - 10:15	<b>2</b> 10:15 - 11:20	<b>3</b> 11:20 - 12:25	<b>4</b> 12:25 - 13:30	<b>5</b> 13:30 - 14:35	Afternoon Break 14:35 - 14:45	<b>6</b> 14:45 - 15:50	Subjects	Count
Monday	C07  Computer Information Processing 2 COMP1421  SMITH Michelle		C07  Computer Information Processing 2 COMP1421  SMITH Michelle	C04  Accounting 1 ACCT 1111  KING Simone		C04  Business Studies 2 BSTU 1121  GIBSON Warren		C04  Business Studies 2 BSTU 1121  GIBSON Warren	Work Ethics LFSK1111	1
									Business English 2 ENGL1221	2
									Office Administration 2 OFAD 1121	3
									Business Studies 2 BSTU 1121	5
									Computer Information Processing 2 COMP1421	3
									Calculations for Business 2 BMAT1221	6
									Accounting 1 ACCT1111	4
Tuesday	C04  Accounting 1 ACCT 1111  KING Simone		C06  Business Studies 2 BSTU 1121  GIBSON Warren	C01  Office Administration 2 OFAD 1121  LEWIS Donna						
Wednesday	C07  Business English 2 ENGL1221  NOEL-BOWEN Alexandra		C07  Business English 2 ENGL1221  NOEL-BOWEN Alexandra	C07  Computer Information Processing 2 COMP1421  SMITH Michelle		C06 Calculations for Business 2 BMAT1221 WARD Wade  Calculations for Business 2 BMAT1221 WARD Wade		C06 Calculations for Business 2 BMAT1221 WARD Wade  Calculations for Business 2 BMAT1221 WARD Wade		
Thursday	C01  Office Administration 2 OFAD 1121  LEWIS Donna		C01  Office Administration 2 OFAD 1121  LEWIS Donna							
Friday			C04  Work Ethics LFSK1111  MARSHALL Shauna		C05  Accounting 1 ACCT 1111  KING Simone  Business Studies 2 BSTU 1121  GIBSON Warren			Calculations for Business 2 BMAT1221 WARD Wade  C04 Calculations for Business 2 BMAT1221 WARD Wade		
									Lessons/week	24

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# Timetable: DIPLOMA ACCOUNTS TECHNOLOGY BSDAT

Home classroom:

Samuel Jackman Prescod Institute of Technology, St. Michael

Class teacher:

	<b>1</b> 9:00 - 10:05	Morning Break 10:05 - 10:15	<b>2</b> 10:15 - 11:20	<b>3</b> 11:20 - 12:25	<b>4</b> 12:25 - 13:30	<b>5</b> 13:30 - 14:35	Afternoon Break 14:35 - 14:45	<b>6</b> 14:45 - 15:50	Subjects	Count
Monday			C01  Business Communications 2 COSK2221  NOEL-BOWEN Alexandra	C05  Financial Accounting 2 ACCT2321  WARD Wade		HE27  Occupational Health Safety and Welfare OHSW1111  INNISS Patricia		HE27  Occupational Health Safety and Welfare OHSW1111  INNISS Patricia	Occupational Health Safety and Welfare OHSW1111	2
									Business Communications 2 COSK2221	3
									Marketing 1 MKTG2111	3
									Business Law BLAW1111	3
									Financial Accounting 2 ACCT2321	4
									Managerial & Cost Accounting 2 ACCT2421	4
									Computerised Accounting & Finance 2 ACCT2521	2
Tuesday			C05  Managerial & Cost Accounting 2 ACCT2421  WARD Wade		C06  Business Law BLAW1111  GIBSON Warren			C06  Marketing 1 MKTG2111  MARSHALL Shauna		
Wednesday	C03  Financial Accounting 2 ACCT2321  WARD Wade		C01  Managerial & Cost Accounting 2 ACCT2421  WARD Wade		C04  Marketing 1 MKTG2111  MARSHALL Shauna			C04  Marketing 1 MKTG2111  MARSHALL Shauna		
Thursday	C03  Business Communications 2 COSK2221  NOEL-BOWEN Alexandra		C03  Business Communications 2 COSK2221  NOEL-BOWEN Alexandra		C06  Managerial & Cost Accounting 2 ACCT2421  WARD Wade	C04  Business Law BLAW1111  GIBSON Warren				
Friday	C07  Computerised Accounting & Finance 2 ACCT2521  KING Simone		C07  Computerised Accounting & Finance 2 ACCT2521  KING Simone		C04  Financial Accounting 2 ACCT2321  WARD Wade					
									<b>Lessons/week</b>	<b>21</b>