

|          | 09:00AM   | 10:00AM | 10:00AM  | 11:00AM | 11:00AM  | 12:00PM | 12:00PM   | 01:00PM | 01:00PM  | 02:00PM  | 02:00PM | 03:00PM   | 03:00PM | 04:00PM |
|----------|---|---------|--|---------|--|---------|---|---------|--|--|---------|---|---------|---------|
| Mo       | Orientation, Wk 11<br><b>Online Student Orientation opens mid-July and closes September 6, 2021. Instructions will be sent by email.</b>  |         |  |         |  |         |   |         |  |  |         |   |         |         |
| Tue      | Orientation, Wk 11<br><b>Program Specific Orientations are scheduled for September 7 and 8, 2021. Instructions will be provided in the Online Student Orientation.</b>  |         |  |         |  |         |   |         |  |  |         |   |         |         |
| We       | Orientation, Wk 11<br><b>Program Specific Orientations are scheduled for September 7 and 8, 2021. Instructions will be provided in the Online Student Orientation.</b>  |         |  |         |  |         |   |         |  |  |         |   |         |         |
| Thursday | Lecture, 09:00AM-10:20AM, Wk 11<br>Courses: 2021 - 20 - ART 1310 TH 21 (Communications); 2021 - 20 - ART 1310 TP 21 (Communications)<br>Academic: <i>Wolanski-McGirr, Lisa</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                      |         | Lecture, 10:30AM-11:50AM, Wk 11<br>Courses: 2021 - 20 - MGT 1674 TH 21 (MS Powerpoint and Publisher); 2021 - 20 - MGT 1674 TP 21 (MS Powerpoint and Publisher)<br>Academic: <i>Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |  |         |   |         | Lecture, 01:00PM-02:50PM, Wk 11<br>Courses: 2021 - 20 - MGT 1715 TH 21 (Computer Concepts); 2021 - 20 - MGT 1715 TP 21 (Computer Concepts)<br>Academic: <i>Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |  |         | Lecture, 03:00PM-03:50PM, Wk 11<br>Courses: 2021 - 20 - MGT 1603 TH 21 (Introduction to Keyboarding); 2021 - 20 - MGT 1603 TP 21 (Introduction to Keyboarding)<br>Academic: <i>Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |         |
| Friday   | Lecture, 09:00AM-09:50AM, Wk 11<br>Courses: 2021 - 20 - MGT 1603 TH 21 (Introduction to Keyboarding); 2021 - 20 - MGT 1603 TP 21 (Introduction to Keyboarding)<br>Academic: <i>Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         | Lecture, 10:00AM-10:50AM, Wk 11<br>Courses: 2021 - 20 - MGT 1012 TH 21 (Basic Accounting 1); 2021 - 20 - MGT 1012 TP 21 (Basic Accounting 1)<br>Academic: <i>Grandy, Jason</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                 |         | Lecture, 11:00AM-11:50AM, Wk 11<br>Courses: 2021 - 20 - ART 1310 TH 21 (Communications); 2021 - 20 - ART 1310 TP 21 (Communications)<br>Academic: <i>Wolanski-McGirr, Lisa</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         | Lecture, 01:00PM-01:50PM, Wk 11<br>Courses: 2021 - 20 - MGT 1603 TH 21 (Introduction to Keyboarding); 2021 - 20 - MGT 1603 TP 21 (Introduction to Keyboarding)<br>Academic: <i>Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |  | Lecture, 02:00PM-02:50PM, Wk 11<br>Course: 2021 - 20 - MGT 1632 TH 21 (MS Word)<br>Academic: <i>Hartman, Jacklyn</i><br>Room: THOMP - ONLIN (Online) |         | Lecture, 03:00PM-03:50PM, Wk 11<br>Courses: 2021 - 20 - MGT 1803 TH 21 (Filing & Records Management); 2021 - 20 - MGT 1803 TP 21 (Filing & Records Management)<br>Academic: <i>Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)      |         |         |

## Program Year timetable - Office Assistant Certificate - Accounting - Thompson, OACATH (Wks 12-17, 13/09/2021 - 18/10/2021)

|           | 09:00AM   | 10:00AM | 10:00AM  | 11:00AM | 11:00AM  | 12:00PM | 12:00PM | 01:00PM | 01:00PM   | 02:00PM | 02:00PM  | 03:00PM   | 03:00PM  | 04:00PM |
|-----------|---|---------|--|---------|--|---------|---------|---------|---|---------|--|---|--|---------|
| Monday    | Lecture, 09:00AM-09:50AM, Wks 12-15, 17<br>Courses: 2021 - 20 - MGT 1603 TH 21 (Introduction to Keyboarding); 2021 - 20 - MGT 1603 TP 21 (Introduction to Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         | Lecture, 10:00AM-11:50AM, Wks 12-15, 17<br>Courses: 2021 - 20 - MGT 1012 TH 21 (Basic Accounting 1); 2021 - 20 - MGT 1012 TP 21 (Basic Accounting 1)<br><i>Academic: Grandy, Jason</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)             |         |  |         |         |         | Lecture, 01:00PM-02:50PM, Wks 12-15, 17<br>Course: 2021 - 20 - MGT 1632 TH 21 (MS Word)<br><i>Academic: Hartman, Jacklyn</i><br>Room: THOMP - ONLIN (Online)  |         |  | Lecture, 03:00PM-03:50PM, Wks 12-15, 17<br>Courses: 2021 - 20 - MGT 1603 TH 21 (Introduction to Keyboarding); 2021 - 20 - MGT 1603 TP 21 (Introduction to Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |  |         |
| Tuesday   | Lecture, 09:00AM-10:20AM, Wks 12-17<br>Courses: 2021 - 20 - ART 1310 TH 21 (Communications); 2021 - 20 - ART 1310 TP 21 (Communications)<br><i>Academic: Wolanski-McGirr, Lisa</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                          |         | Lecture, 10:30AM-11:50AM, Wks 12-17<br>Courses: 2021 - 20 - MGT 1674 TH 21 (MS Powerpoint and Publisher); 2021 - 20 - MGT 1674 TP 21 (MS Powerpoint and Publisher)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |  |         |         |         | Lecture, 01:00PM-02:50PM, Wks 12-17<br>Courses: 2021 - 20 - MGT 1803 TH 21 (Filing & Records Management); 2021 - 20 - MGT 1803 TP 21 (Filing & Records Management)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)      |         |  | Lecture, 03:00PM-03:50PM, Wks 12-17<br>Courses: 2021 - 20 - MGT 1603 TH 21 (Introduction to Keyboarding); 2021 - 20 - MGT 1603 TP 21 (Introduction to Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)     |  |         |
| Wednesday | Lecture, 09:00AM-09:50AM, Wks 12-17<br>Courses: 2021 - 20 - MGT 1603 TH 21 (Introduction to Keyboarding); 2021 - 20 - MGT 1603 TP 21 (Introduction to Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)     |         | Lecture, 10:00AM-11:50AM, Wks 12-17<br>Courses: 2021 - 20 - MGT 1012 TH 21 (Basic Accounting 1); 2021 - 20 - MGT 1012 TP 21 (Basic Accounting 1)<br><i>Academic: Grandy, Jason</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                 |         |  |         |         |         | Lecture, 01:00PM-01:50PM, Wks 12-17<br>Courses: 2021 - 20 - MGT 1603 TH 21 (Introduction to Keyboarding); 2021 - 20 - MGT 1603 TP 21 (Introduction to Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |  | Lecture, 02:00PM-03:50PM, Wks 12-17<br>Course: 2021 - 20 - MGT 1632 TH 21 (MS Word)<br><i>Academic: Hartman, Jacklyn</i><br>Room: THOMP - ONLIN (Online)  |  |         |
| Thursday  | Lecture, 09:00AM-10:20AM, Wks 12-17<br>Courses: 2021 - 20 - ART 1310 TH 21 (Communications); 2021 - 20 - ART 1310 TP 21 (Communications)<br><i>Academic: Wolanski-McGirr, Lisa</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                          |         | Lecture, 10:30AM-11:50AM, Wks 12-17<br>Courses: 2021 - 20 - MGT 1674 TH 21 (MS Powerpoint and Publisher); 2021 - 20 - MGT 1674 TP 21 (MS Powerpoint and Publisher)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |  |         |         |         | Lecture, 01:00PM-02:50PM, Wks 12-17<br>Courses: 2021 - 20 - MGT 1715 TH 21 (Computer Concepts); 2021 - 20 - MGT 1715 TP 21 (Computer Concepts)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                          |         |  | Lecture, 03:00PM-03:50PM, Wks 12-17<br>Courses: 2021 - 20 - MGT 1603 TH 21 (Introduction to Keyboarding); 2021 - 20 - MGT 1603 TP 21 (Introduction to Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)     |  |         |
| Friday    | Lecture, 09:00AM-09:50AM, Wks 12-17<br>Courses: 2021 - 20 - MGT 1603 TH 21 (Introduction to Keyboarding); 2021 - 20 - MGT 1603 TP 21 (Introduction to Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)     |         | Lecture, 10:00AM-10:50AM, Wks 12-17<br>Courses: 2021 - 20 - MGT 1012 TH 21 (Basic Accounting 1); 2021 - 20 - MGT 1012 TP 21 (Basic Accounting 1)<br><i>Academic: Grandy, Jason</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                 |         | Lecture, 11:00AM-11:50AM, Wks 12-17<br>Courses: 2021 - 20 - ART 1310 TH 21 (Communications); 2021 - 20 - ART 1310 TP 21 (Communications)<br><i>Academic: Wolanski-McGirr, Lisa</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |         |         | Lecture, 01:00PM-01:50PM, Wks 12-17<br>Courses: 2021 - 20 - MGT 1603 TH 21 (Introduction to Keyboarding); 2021 - 20 - MGT 1603 TP 21 (Introduction to Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         | Lecture, 02:00PM-02:50PM, Wks 12-17<br>Course: 2021 - 20 - MGT 1632 TH 21 (MS Word)<br><i>Academic: Hartman, Jacklyn</i><br>Room: THOMP - ONLIN (Online) |   | Lecture, 03:00PM-03:50PM, Wks 12-17<br>Courses: 2021 - 20 - MGT 1803 TH 21 (Filing & Records Management); 2021 - 20 - MGT 1803 TP 21 (Filing & Records Management)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |

## Program Year timetable - Office Assistant Certificate - Accounting - Thompson, OACATH (Wk 18, wk starting 25/10/2021)

|           | 09:00AM  | 10:00AM | 10:00AM  | 11:00AM | 11:00AM  | 12:00PM | 12:00PM | 01:00PM | 01:00PM  | 02:00PM | 02:00PM | 03:00PM  | 03:00PM   | 04:00PM  |  |
|-----------|--|---------|--|---------|--|---------|---------|---------|--|---------|---------|--|---|--|--|
| Monday    | Lecture, 09:00AM-09:50AM, Wk 18<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)            |         | Lecture, 10:00AM-11:50AM, Wk 18<br>Courses: 2021 - 20 - MGT 1012 TH 21 (Basic Accounting 1); 2021 - 20 - MGT 1012 TP 21 (Basic Accounting 1)<br><i>Academic: Grandy, Jason</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                 |         |  |         |         |         | Lecture, 01:00PM-02:50PM, Wk 18<br>Course: 2021 - 20 - MGT 1632 TH 21 (MS Word)<br><i>Academic: Hartman, Jacklyn</i><br>Room: THOMP - ONLIN (Online)   |         |         |  | Lecture, 03:00PM-03:50PM, Wk 18<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |  |  |
| Tuesday   | Lecture, 09:00AM-10:20AM, Wk 18<br>Courses: 2021 - 20 - ART 1310 TH 21 (Communications); 2021 - 20 - ART 1310 TP 21 (Communications)<br><i>Academic: Wolanski-McGirr, Lisa</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         | Lecture, 10:30AM-11:50AM, Wk 18<br>Courses: 2021 - 20 - MGT 1674 TH 21 (MS Powerpoint and Publisher); 2021 - 20 - MGT 1674 TP 21 (MS Powerpoint and Publisher)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |  |         |         |         | Lecture, 01:00PM-02:50PM, Wk 18<br>Courses: 2021 - 20 - MGT 1803 TH 21 (Filing & Records Management); 2021 - 20 - MGT 1803 TP 21 (Filing & Records Management)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |         |  | Lecture, 03:00PM-03:50PM, Wk 18<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |  |  |
| Wednesday | Lecture, 09:00AM-09:50AM, Wk 18<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)            |         | Lecture, 10:00AM-11:50AM, Wk 18<br>Courses: 2021 - 20 - MGT 1012 TH 21 (Basic Accounting 1); 2021 - 20 - MGT 1012 TP 21 (Basic Accounting 1)<br><i>Academic: Grandy, Jason</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                 |         |  |         |         |         | Lecture, 01:00PM-01:50PM, Wk 18<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                            |         |         | Lecture, 02:00PM-03:50PM, Wk 18<br>Course: 2021 - 20 - MGT 1632 TH 21 (MS Word)<br><i>Academic: Hartman, Jacklyn</i><br>Room: THOMP - ONLIN (Online) |   |  |  |
| Thursday  | Lecture, 09:00AM-10:20AM, Wk 18<br>Courses: 2021 - 20 - ART 1310 TH 21 (Communications); 2021 - 20 - ART 1310 TP 21 (Communications)<br><i>Academic: Wolanski-McGirr, Lisa</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         | Lecture, 10:30AM-11:50AM, Wk 18<br>Courses: 2021 - 20 - MGT 1674 TH 21 (MS Powerpoint and Publisher); 2021 - 20 - MGT 1674 TP 21 (MS Powerpoint and Publisher)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |  |         |         |         | Lecture, 01:00PM-02:50PM, Wk 18<br>Courses: 2021 - 20 - MGT 1715 TH 21 (Computer Concepts); 2021 - 20 - MGT 1715 TP 21 (Computer Concepts)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                     |         |         |  | Lecture, 03:00PM-03:50PM, Wk 18<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |  |  |
| Friday    | Lecture, 09:00AM-09:50AM, Wk 18<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)            |         | Lecture, 10:00AM-10:50AM, Wk 18<br>Courses: 2021 - 20 - MGT 1012 TH 21 (Basic Accounting 1); 2021 - 20 - MGT 1012 TP 21 (Basic Accounting 1)<br><i>Academic: Grandy, Jason</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                 |         | Lecture, 11:00AM-11:50AM, Wk 18<br>Courses: 2021 - 20 - ART 1310 TH 21 (Communications); 2021 - 20 - ART 1310 TP 21 (Communications)<br><i>Academic: Wolanski-McGirr, Lisa</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |         |         | Lecture, 01:00PM-01:50PM, Wk 18<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                            |         |         | Lecture, 02:00PM-02:50PM, Wk 18<br>Course: 2021 - 20 - MGT 1632 TH 21 (MS Word)<br><i>Academic: Hartman, Jacklyn</i><br>Room: THOMP - ONLIN (Online) |   | Lecture, 03:00PM-03:50PM, Wk 18<br>Courses: 2021 - 20 - MGT 1803 TH 21 (Filing & Records Management); 2021 - 20 - MGT 1803 TP 21 (Filing & Records Management)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |  |

## Program Year timetable - Office Assistant Certificate - Accounting - Thompson, OACATH (Wk 19, wk starting 01/11/2021)

|           | 08:00AM  | 09:00AM  | 10:00AM  | 11:00AM  | 12:00PM | 01:00PM  | 02:00PM  | 03:00PM  | 04:00PM |
|-----------|--|--|--|--|---------|--|--|--|---------|
| Mon       | Lecture, 08:30AM-04:30PM, Wk 19<br>Course: 2021 - 20 - ABS 1001 TH 3 (Waskawimakanwa Mecimwacisihawina)<br><i>Academic: Leaske, Pearly</i><br>Room: THOMP - ONLIN (Online) |  |  |  |         |  |  |  |         |
| Tue       | Lecture, 08:30AM-04:30PM, Wk 19<br>Course: 2021 - 20 - ABS 1001 TH 3 (Waskawimakanwa Mecimwacisihawina)<br><i>Academic: Leaske, Pearly</i><br>Room: THOMP - ONLIN (Online) |  |  |  |         |  |  |  |         |
| Wednesday |  | Lecture, 09:00AM-09:50AM, Wk 19<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)            | Lecture, 10:00AM-11:50AM, Wk 19<br>Courses: 2021 - 20 - MGT 1012 TH 21 (Basic Accounting 1); 2021 - 20 - MGT 1012 TP 21 (Basic Accounting 1)<br><i>Academic: Grandy, Jason</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                 |  |         | Lecture, 01:00PM-01:50PM, Wk 19<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)        | Lecture, 02:00PM-03:50PM, Wk 19<br>Course: 2021 - 20 - MGT 1632 TH 21 (MS Word)<br><i>Academic: Hartman, Jacklyn</i><br>Room: THOMP - ONLIN (Online) |  |         |
| Thursday  |  | Lecture, 09:00AM-10:20AM, Wk 19<br>Courses: 2021 - 20 - ART 1310 TH 21 (Communications); 2021 - 20 - ART 1310 TP 21 (Communications)<br><i>Academic: Wolanski-McGirr, Lisa</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) | Lecture, 10:30AM-11:50AM, Wk 19<br>Courses: 2021 - 20 - MGT 1674 TH 21 (MS Powerpoint and Publisher); 2021 - 20 - MGT 1674 TP 21 (MS Powerpoint and Publisher)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |  |         | Lecture, 01:00PM-02:50PM, Wk 19<br>Courses: 2021 - 20 - MGT 1715 TH 21 (Computer Concepts); 2021 - 20 - MGT 1715 TP 21 (Computer Concepts)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |  | Lecture, 03:00PM-03:50PM, Wk 19<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                            |         |
| Friday    |  | Lecture, 09:00AM-09:50AM, Wk 19<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)            | Lecture, 10:00AM-10:50AM, Wk 19<br>Courses: 2021 - 20 - MGT 1012 TH 21 (Basic Accounting 1); 2021 - 20 - MGT 1012 TP 21 (Basic Accounting 1)<br><i>Academic: Grandy, Jason</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                 | Lecture, 11:00AM-11:50AM, Wk 19<br>Courses: 2021 - 20 - ART 1310 TH 21 (Communications); 2021 - 20 - ART 1310 TP 21 (Communications)<br><i>Academic: Wolanski-McGirr, Lisa</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         | Lecture, 01:00PM-01:50PM, Wk 19<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)        | Lecture, 02:00PM-02:50PM, Wk 19<br>Course: 2021 - 20 - MGT 1632 TH 21 (MS Word)<br><i>Academic: Hartman, Jacklyn</i><br>Room: THOMP - ONLIN (Online) | Lecture, 03:00PM-03:50PM, Wk 19<br>Courses: 2021 - 20 - MGT 1803 TH 21 (Filing & Records Management); 2021 - 20 - MGT 1803 TP 21 (Filing & Records Management)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |

|           | 09:00AM  | 10:00AM | 10:00AM  | 11:00AM | 11:00AM  | 12:00PM | 12:00PM | 01:00PM | 01:00PM  | 02:00PM | 02:00PM  | 03:00PM   | 03:00PM  | 04:00PM |
|-----------|--|---------|--|---------|--|---------|---------|---------|--|---------|--|---|--|---------|
| Monday    | Lecture, 09:00AM-09:50AM, Wks 20-24<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)            |         | Lecture, 10:00AM-11:50AM, Wks 20-24<br>Courses: 2021 - 20 - MGT 1012 TH 21 (Basic Accounting 1); 2021 - 20 - MGT 1012 TP 21 (Basic Accounting 1)<br><i>Academic: Grandy, Jason</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                 |         |  |         |         |         | Lecture, 01:00PM-02:50PM, Wks 20-24<br>Course: 2021 - 20 - MGT 1632 TH 21 (MS Word)<br><i>Academic: Hartman, Jacklyn</i><br>Room: THOMP - ONLIN (Online)   |         |  | Lecture, 03:00PM-03:50PM, Wks 20-24<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |  |         |
| Tuesday   | Lecture, 09:00AM-10:20AM, Wks 20-24<br>Courses: 2021 - 20 - ART 1310 TH 21 (Communications); 2021 - 20 - ART 1310 TP 21 (Communications)<br><i>Academic: Wolanski-McGirr, Lisa</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         | Lecture, 10:30AM-11:50AM, Wks 20-24<br>Courses: 2021 - 20 - MGT 1674 TH 21 (MS Powerpoint and Publisher); 2021 - 20 - MGT 1674 TP 21 (MS Powerpoint and Publisher)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |  |         |         |         | Lecture, 01:00PM-02:50PM, Wks 20-24<br>Courses: 2021 - 20 - MGT 1803 TH 21 (Filing & Records Management); 2021 - 20 - MGT 1803 TP 21 (Filing & Records Management)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |  | Lecture, 03:00PM-03:50PM, Wks 20-24<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |  |         |
| Wednesday | Lecture, 09:00AM-09:50AM, Wks 20-24<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)            |         | Lecture, 10:00AM-11:50AM, Wks 20-24<br>Courses: 2021 - 20 - MGT 1012 TH 21 (Basic Accounting 1); 2021 - 20 - MGT 1012 TP 21 (Basic Accounting 1)<br><i>Academic: Grandy, Jason</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                 |         |  |         |         |         | Lecture, 01:00PM-01:50PM, Wks 20-24<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                            |         |  | Lecture, 02:00PM-03:50PM, Wks 20-24<br>Course: 2021 - 20 - MGT 1632 TH 21 (MS Word)<br><i>Academic: Hartman, Jacklyn</i><br>Room: THOMP - ONLIN (Online)  |  |         |
| Thursday  | Lecture, 09:00AM-10:20AM, Wks 21-24<br>Courses: 2021 - 20 - ART 1310 TH 21 (Communications); 2021 - 20 - ART 1310 TP 21 (Communications)<br><i>Academic: Wolanski-McGirr, Lisa</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         | Lecture, 10:30AM-11:50AM, Wks 21-24<br>Courses: 2021 - 20 - MGT 1674 TH 21 (MS Powerpoint and Publisher); 2021 - 20 - MGT 1674 TP 21 (MS Powerpoint and Publisher)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |  |         |         |         | Lecture, 01:00PM-02:50PM, Wks 21-24<br>Courses: 2021 - 20 - MGT 1715 TH 21 (Computer Concepts); 2021 - 20 - MGT 1715 TP 21 (Computer Concepts)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                     |         |  | Lecture, 03:00PM-03:50PM, Wks 21-24<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |  |         |
| Friday    | Lecture, 09:00AM-09:50AM, Wks 20-24<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)            |         | Lecture, 10:00AM-10:50AM, Wks 20-24<br>Courses: 2021 - 20 - MGT 1012 TH 21 (Basic Accounting 1); 2021 - 20 - MGT 1012 TP 21 (Basic Accounting 1)<br><i>Academic: Grandy, Jason</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                 |         | Lecture, 11:00AM-11:50AM, Wks 20-24<br>Courses: 2021 - 20 - ART 1310 TH 21 (Communications); 2021 - 20 - ART 1310 TP 21 (Communications)<br><i>Academic: Wolanski-McGirr, Lisa</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |         |         | Lecture, 01:00PM-01:50PM, Wks 21-24<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online)                            |         | Lecture, 02:00PM-02:50PM, Wks 20-24<br>Course: 2021 - 20 - MGT 1632 TH 21 (MS Word)<br><i>Academic: Hartman, Jacklyn</i><br>Room: THOMP - ONLIN (Online) |   | Lecture, 03:00PM-03:50PM, Wks 20-24<br>Courses: 2021 - 20 - MGT 1803 TH 21 (Filing & Records Management); 2021 - 20 - MGT 1803 TP 21 (Filing & Records Management)<br><i>Academic: Barr, Kelly</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |

## Program Year timetable - Office Assistant Certificate - Accounting - Thompson, OACATH (Wk 25, wk starting 13/12/2021)

|           | 09:00AM   | 10:00AM | 10:00AM | 11:00AM | 11:00AM | 12:00PM | 12:00PM | 01:00PM   | 01:00PM | 02:00PM | 02:00PM | 03:00PM | 03:00PM   | 04:00PM |
|-----------|---|---------|---------|---------|---------|---------|---------|---|---------|---------|---------|---------|---|---------|
| Monday    | Lecture, 09:00AM-09:50AM, Wk 25<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |         |         |         |         |         |   |         |         |         |         | Lecture, 03:00PM-03:50PM, Wk 25<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |
| Tuesday   |   |         |         |         |         |         |         |   |         |         |         |         | Lecture, 03:00PM-03:50PM, Wk 25<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |
| Wednesday | Lecture, 09:00AM-09:50AM, Wk 25<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |         |         |         |         |         | Lecture, 01:00PM-01:50PM, Wk 25<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |         |         |         |   |         |
| Thursday  |   |         |         |         |         |         |         |   |         |         |         |         | Lecture, 03:00PM-03:50PM, Wk 25<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |
| Friday    | Lecture, 09:00AM-09:50AM, Wk 25<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |         |         |         |         |         | Lecture, 01:00PM-01:50PM, Wk 25<br>Courses: 2021 - 20 - MGT 1604 TH 21 (Keyboarding); 2021 - 20 - MGT 1604 TP 21 (Keyboarding)<br><i>Academic: Hartman, Jacklyn</i><br>Rooms: THOMP - ONLIN (Online); TPAS - ONLIN (Online) |         |         |         |         |   |         |