

# UCN\_2023\_24\_PROD

## Program Year timetable - Office Assistant Certificate - General - The Pas, OACGTP (Wk 28, wk starting 2024-01-01)

|                 | 08:00AM | 09:00AM | 10:00AM  | 11:00AM   | 12:00PM | 01:00PM   | 02:00PM  | 03:00PM | 04:00PM |
|-----------------|---------|---------|--|---|---------|---|--|---------|---------|
| <b>Mo</b>       |         |         |  |   |         |   |  |         |         |
| <b>Tue</b>      |         |         |  |   |         |   |  |         |         |
| <b>Wed</b>      |         |         | Lecture, 10:00AM-11:20AM<br>Wk 28, 2024-01-03<br>Course: 2023 - 30 - ART<br>1342 TP 31 (Professional<br>Development)<br><b>Academic: Barr, Kelly</b> | Lecture, 11:30AM-12:50PM<br>Wk 28, 2024-01-03<br>Course: 2023 - 30 - MGT<br>1840 TP 31 (Office<br>Procedures)<br><b>Academic: Barr, Kelly</b> |         |   | Lecture, 02:30PM-04:20PM, Wk 28,<br>2024-01-03<br>Course: 2023 - 30 - MGT 1804 TP<br>31 (Business Correspondence<br>and Document Formatting)<br><b>Academic: Barr, Kelly</b>   |         |         |
| <b>Thursday</b> |         |         |  |   |         | Lecture, 01:<br>30PM-02:20PM,<br>Wk 28, 2024-01-<br>04<br>Course: 2023 -<br>30 - MGT 1620<br>TP 31<br>(Skillbuilding)<br><b>Academic: Barr,<br/>Kelly</b> | Lecture, 02:30PM-04:20PM, Wk 28,<br>2024-01-04<br>Courses: 2023 - 30 - MGT 1849 TH<br>32 (Spreadsheet and Database<br>Management); 2023 - 30 - MGT 1849<br>TP 32 (Spreadsheet and Database<br>Management)<br><b>Academic: Helstrom, Robert</b> |         |         |
| <b>Friday</b>   |         |         |  | Lecture, 11:30AM-12:50PM<br>Wk 28, 2024-01-05<br>Course: 2023 - 30 - MGT<br>1840 TP 31 (Office<br>Procedures)<br><b>Academic: Barr, Kelly</b> |         | Lecture, 01:<br>30PM-02:20PM,<br>Wk 28, 2024-01-<br>05<br>Course: 2023 -<br>30 - MGT 1620<br>TP 31<br>(Skillbuilding)<br><b>Academic: Barr,<br/>Kelly</b> | Lecture, 02:<br>30PM-03:20PM,<br>Wk 28, 2024-01-<br>05<br>Course: 2023 -<br>30 - MGT 1804<br>TP 31<br>(Business<br>Correspondenc<br>e and Document<br>Formatting)<br><b>Academic: Barr,<br/>Kelly</b>  |         |         |

# UCN\_2023\_24\_PROD

## Program Year timetable - Office Assistant Certificate - General - The Pas, OACGTP (Wks 29-42, 2024-01-08 - 2024-04-08)

|               | 08:00AM | 09:00AM | 10:00AM   | 11:00AM  | 12:00PM | 01:00PM  | 02:00PM  | 03:00PM | 04:00PM |
|---------------|---------|---------|---|--|---------|--|--|---------|---------|
| <b>Mon</b>    |         |         | Lecture, 10:00AM-11:20AM, Wks 29-34, 36-39, 42, 2024-01-08 ... 2024-04-08<br>Course: 2023 - 30 - ART 1342 TP 31 (Professional Development)<br>Academic: Barr, Kelly |  |         | Lecture, 01:30PM-02:20PM, Wks 29-34, 36-39, 42, 2024-01-08 ... 2024-04-08<br>Course: 2023 - 30 - MGT 1620 TP 31 (Skillbuilding)<br>Academic: Barr, Kelly | Lecture, 02:30PM-04:20PM, Wks 29-34, 36-39, 42, 2024-01-08 ... 2024-04-08<br>Course: 2023 - 30 - MGT 1804 TP 31 (Business Correspondence and Document Formatting)<br>Academic: Barr, Kelly   |         |         |
| <b>Tue</b>    |         |         |   |  |         | Lecture, 01:30PM-02:20PM, Wks 29-39, 41-42, 2024-01-09 ... 2024-04-09<br>Course: 2023 - 30 - MGT 1620 TP 31 (Skillbuilding)<br>Academic: Barr, Kelly     | Lecture, 02:30PM-04:20PM, Wks 29-39, 41-42, 2024-01-09 ... 2024-04-09<br>Courses: 2023 - 30 - MGT 1849 TH 32 (Spreadsheet and Database Management); 2023 - 30 - MGT 1849 TP 32 (Spreadsheet and Database Management)<br>Academic: Helstrom, Robert |         |         |
| <b>Wed</b>    |         |         | Lecture, 10:00AM-11:20AM, Wks 29-39, 41-42, 2024-01-10 ... 2024-04-10<br>Course: 2023 - 30 - ART 1342 TP 31 (Professional Development)<br>Academic: Barr, Kelly     | Lecture, 11:30AM-12:50PM, Wks 29-39, 41-42, 2024-01-10 ... 2024-04-10<br>Course: 2023 - 30 - MGT 1840 TP 31 (Office Procedures)<br>Academic: Barr, Kelly |         |  | Lecture, 02:30PM-04:20PM, Wks 29-39, 41-42, 2024-01-10 ... 2024-04-10<br>Course: 2023 - 30 - MGT 1804 TP 31 (Business Correspondence and Document Formatting)<br>Academic: Barr, Kelly   |         |         |
| <b>Thu</b>    |         |         |   |  |         | Lecture, 01:30PM-02:20PM, Wks 29-39, 41-42, 2024-01-11 ... 2024-04-11<br>Course: 2023 - 30 - MGT 1620 TP 31 (Skillbuilding)<br>Academic: Barr, Kelly     | Lecture, 02:30PM-04:20PM, Wks 29-39, 41-42, 2024-01-11 ... 2024-04-11<br>Courses: 2023 - 30 - MGT 1849 TH 32 (Spreadsheet and Database Management); 2023 - 30 - MGT 1849 TP 32 (Spreadsheet and Database Management)<br>Academic: Helstrom, Robert |         |         |
| <b>Friday</b> |         |         |   | Lecture, 11:30AM-12:50PM, Wks 29-39, 41-42, 2024-01-12 ... 2024-04-12<br>Course: 2023 - 30 - MGT 1840 TP 31 (Office Procedures)<br>Academic: Barr, Kelly |         | Lecture, 01:30PM-02:20PM, Wks 29-39, 41-42, 2024-01-12 ... 2024-04-12<br>Course: 2023 - 30 - MGT 1620 TP 31 (Skillbuilding)<br>Academic: Barr, Kelly     | Lecture, 02:30PM-03:20PM, Wks 29-39, 41-42, 2024-01-12 ... 2024-04-12<br>Course: 2023 - 30 - MGT 1804 TP 31 (Business Correspondence and Document Formatting)<br>Academic: Barr, Kelly   |         |         |