

C1-2201

Administrative Assistant Certificate Programs

Week 1

	21.Mar	22.Mar	23.Mar	24.Mar	25.Mar
	Cohort 2201	Cohort 2201	Cohort 2201	Cohort 2201	Cohort 2201
8:30	COM1100	MNG1300	MNG1100	COM1100	Team workshop
8:45	Wokplace	Understanding	Nonprofit	Wokplace	
9:00	Communication	Nonprofit Sector	Workplace	Communication	
9:15					
9:30	Break	Break	Break	Break	
9:45	COM1100	MNG1300	MNG1100	COM1100	Break
10:00	Wokplace	Understanding	Nonprofit	Wokplace	
10:15	Communication	Nonprofit Sector	Workplace	Communication	
10:30					
10:45	Break	Break	Break	Break	
11:00	COM1100	MNG1300	MNG1100	COM1100	Mentorship
11:15	Wokplace	Understanding	Nonprofit	Wokplace	
11:30	Communication	Nonprofit Sector	Workplace	Communication	
11:45					
12:00	Lunch	Lunch	Lunch	Lunch	
12:15					
12:30					

Week 2

	28.Mar	29.Mar	30.Mar	31.Mar	1.Nis
	Cohort 2201	Cohort 2201	Cohort 2201	Cohort 2201	Cohort 2201
8:30	COM1110	MNG1100	FIN1100	COM1110	Team workshop
8:45	Frontline Public	Nonprofit	Introduction to	Frontline Public	
9:00	Communication	Workplace	finance	Communication	
9:15					
9:30	Break	Break	Break	Break	
9:45	COM1110	MNG1100	FIN1100	COM1110	Break
10:00	Frontline Public	Nonprofit	Introduction to	Frontline Public	
10:15	Communication	Workplace	finance	Communication	
10:30					
10:45	Break	Break	Break	Break	
11:00	COM1110	MNG1100	FIN1100	COM1110	Mentorship
11:15	Frontline Public	Nonprofit	Introduction to	Frontline Public	
11:30	Communication	Workplace	finance	Communication	
11:45					
12:00	Lunch	Lunch	Lunch	Lunch	
12:15					
12:30					

Week 3					
	4.Nis	5.Nis	6.Nis	8.Nis	9.Nis
	Cohort 2201	Cohort 2201	Cohort 2201	Cohort 2201	Cohort 2201
8:30	MNG1200 Working in Projects	MNG 1330 Public relatios	FIN1100 Introduction to finance	MNG 1330 Public relatios	Team workshop
8:45					
9:00	Break	Break	Break	Break	
9:15					
9:30	MNG1200 Working in Projects	MNG 1330 Public relatios	FIN1100 Introduction to finance	MNG 1330 Public relatios	
9:45					
10:00	Break	Break	Break	Break	
10:15					
10:30	MNG1200 Working in Projects	MNG 1330 Public relatios	FIN1100 Introduction to finance	MNG 1330 Public relatios	
10:45					
11:00	Lunch	Lunch	Lunch	Lunch	
11:15					
11:30	MNG1200 Working in Projects	MNG 1330 Public relatios	FIN1100 Introduction to finance	MNG 1330 Public relatios	Mentorship
11:45					
12:00	Lunch	Lunch	Lunch	Lunch	
12:15					
12:30					

Week 4					
	11.Nis	12.Nis	13.Nis	14.Nis	15.Nis
	Cohort 2201	Cohort 2201	Cohort 2201	Cohort 2201	Cohort 2201
8:30	MNG1200 Working in Projects	GOV1100 Pocilies and Procedures	WRK1100 Workplace Safety and Health	Team workshop	Good Friday (Holiday)
8:45					
9:00	Break	Break	Break		
9:15					
9:30	MNG1200 Working in Projects	GOV1100 Pocilies and Procedures	WRK1100 Workplace Safety and Health		
9:45					
10:00	Break	Break	Break		
10:15					
10:30	MNG1200 Working in Projects	GOV1100 Pocilies and Procedures	WRK1100 Workplace Safety and Health		
10:45					
11:00	Lunch	Lunch	Lunch	Lunch	
11:15					
11:30	MNG1200 Working in Projects	GOV1100 Pocilies and Procedures	WRK1100 Workplace Safety and Health	Mentorship	
11:45					
12:00	Lunch	Lunch	Lunch	Lunch	
12:15					
12:30					

		Week 5				
		18.Nis	19.Nis	20.Nis	21.Nis	22.Nis
		Cohort 2201	Cohort 2201	Cohort 2201	Cohort 2201	Cohort 2201
8:30	Internship					
8:45						
9:00						
9:15						
9:30						
9:45						
10:00						
10:15						
10:30						
10:45						
11:00						
11:15						
11:30						
11:45						
12:00						
12:15						
12:30						
	Courses	C	Instructors			
	COM 1100	6				
	COM 1110	6				
	MNG 1100	6				
	MNG 1200	6				
	MNG 1300	3				
	MNG1330	6				
	FIN 1100	6				
	GOV 1100	3				