



2022 - 2023 Office Administration & Employment Training - Monthly Calendar

2022					
Week	Monday	Tuesday	Wednesday	Thursday	Friday
Orientation Week Week #1 Sept 5 - 9	NO CLASS LABOUR DAY SEPTEMBER 5, 2022	NEC STUDENT ORIENTATION			
Week #2 Sept 12 - 16	Course Overviews Book Pickups Student & Instructor Introductions Set up Technology Moodle, Teams, MS Outlook, Communication Tools, Prepare for Studies Course Outlines, Program Calendar & Course Evaluations Techniques and Tools for Success	10:00 am - 12:30 pm MS Word OAET 121 Teresa - Lab	10:00 am - 12:30 pm Bus Math & Excel OAET 135 Teresa - Lab	10:00 am - 12:30 pm Interpersonal Relations OAET 150 Teresa - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
Week #3 Sept 19 - 23	NO CLASS QUEEN ELIZABETH FUNERAL SEPTEMBER 19, 2022	10:00 am - 12:30 pm MS Word OAET 121 Teresa - Lab	10:00 am - 12:30 pm Bus Math & Excel OAET 135 Teresa - Lab	10:00 am - 12:30 pm Interpersonal Relations OAET 150 Teresa - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
Week #4 Sept 26 - 30	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Teresa - Lab	Welcoming Ceremony / MS Word Student Participation Required SEPTEMBER 27, 2022 10 am - 1 pm / 1 - 3:30 pm	10:00 am - 12:30 pm Bus Math & Excel OAET 135 Teresa - Lab	10:00 am - 12:30 pm Interpersonal Relations OAET 150 Christine - Lab	NO CLASS NATIONAL DAY FOR TRUTH AND RECONCILIATION SEPTEMBER 30, 2022
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Teresa - Lab	1:00 pm - 3:30 pm MS Word OAET 121 Teresa - Lab	1:00 pm - 3:30 pm Bus Math & Excel OAET 135 Teresa - Lab	1:00 pm - 3:30 pm Interpersonal Relations OAET 150 Christine - Lab	



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Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week #5 Oct 3 - 7	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Natella - Lab	10:00 am - 12:30 pm MS Word OAET 121 Teresa - Lab	10:00 am - 12:30 pm Bus Math & Excel OAET 135 Cameron - Lab	10:00 am - 12:30 pm Interpersonal Relations OAET 150 Christine - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Natella - Lab	1:00 pm - 3:30 pm MS Word OAET 121 Teresa - Lab	1:00 pm - 3:30 pm Bus Math & Excel OAET 135 Cameron - Lab	1:00 pm - 3:30 pm Interpersonal Relations OAET 150 Christine - Lab	1:00 pm - 3:30 pm Administrative Procedures OAET 155 Teresa - Lab
Week #6 Oct 10 - 14	NO CLASS THANKSGIVING HOLIDAY OCTOBER 10, 2022	10:00 am - 12:30 pm MS Word OAET 121 Cameron - Lab	10:00 am - 12:30 pm Bus Math & Excel OAET 135 Cameron - Lab	10:00 am - 12:30 pm Interpersonal Relations OAET 150 Christine - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
		1:00 pm - 3:30 pm MS Word OAET 121 Cameron - Lab	1:00 pm - 3:30 pm Bus Math & Excel OAET 135 Cameron - Lab	1:00 pm - 3:30 pm Interpersonal Relations OAET 150 Christine - Lab	1:00 pm - 3:30 pm Administrative Procedures OAET 155 Teresa - Lab
Week #7 Oct 17 - 21	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Natella - Lab	10:00 am - 12:30 pm MS Word OAET 121 Cameron - Lab	10:00 am - 12:30 pm Bus Math & Excel OAET 135 Cameron - Lab	10:00 am - 12:30 pm Interpersonal Relations OAET 150 Christine - Lab	NO CLASS STAFF PD DAY OCTOBER 21, 2022
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Natella - Lab	1:00 pm - 3:30 pm MS Word OAET 121 Cameron - Lab	1:00 pm - 3:30 pm Bus Math & Excel OAET 135 Cameron - Lab	1:00 pm - 3:30 pm Interpersonal Relations OAET 150 Christine - Lab	
Week #8 Oct 24 - 28	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Natella - Lab	10:00 am - 12:30 pm MS Word OAET 121 Cameron - Lab	10:00 am - 12:30 pm Bus Math & Excel OAET 135 Cameron - Lab	10:00 am - 12:30 pm Interpersonal Relations OAET 150 Christine - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Natella - Lab	1:00 pm - 3:30 pm MS Word OAET 121 Cameron - Lab	1:00 pm - 3:30 pm Bus Math & Excel OAET 135 Cameron - Lab	1:00 pm - 3:30 pm Interpersonal Relations OAET 150 Christine - Lab	1:00 pm - 3:30 pm Administrative Procedures OAET 155 Teresa - Lab



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Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week #9 Oct 31 - Nov 4	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Natella - Lab	10:00 am - 12:30 pm MS Word OAET 121 Cameron - Lab	10:00 am - 12:30 pm Bus Math & Excel OAET 135 Cameron - Lab	10:00 am - 12:30 pm Interpersonal Relations OAET 150 Christine - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Natella - Lab	1:00 pm - 3:30 pm MS Word OAET 121 Cameron - Lab	1:00 pm - 3:30 pm Bus Math & Excel OAET 135 Cameron - Lab	1:00 pm - 3:30 pm Interpersonal Relations OAET 150 Christine - Lab	1:00 pm - 3:30 pm Administrative Procedures OAET 155 Teresa - Lab
Week #10 Nov 7 - 11	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Natella - Lab	10:00 am - 12:30 pm MS Word OAET 121 Cameron - Lab	10:00 am - 12:30 pm Bus Math & Excel OAET 135 Cameron - Lab	10:00 am - 12:30 pm Interpersonal Relations OAET 150 Christine - Lab	NO CLASS REMEMBRANCE DAY HOLIDAY NOVEMBER 11, 2022
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Natella - Lab	1:00 pm - 3:30 pm MS Word OAET 121 Cameron - Lab	1:00 pm - 3:30 pm Bus Math & Excel OAET 135 Cameron - Lab	1:00 pm - 3:30 pm Interpersonal Relations OAET 150 Christine - Lab	
Week #11 Nov 14 - 18	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Natella - Lab	10:00 am - 12:30 pm MS Word OAET 121 Cameron - Lab	10:00 am - 12:30 pm Bus Math & Excel OAET 135 Cameron - Lab	10:00 am - 12:30 pm Interpersonal Relations OAET 150 Christine - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Natella - Lab	1:00 pm - 3:30 pm MS Word OAET 121 Cameron - Lab	1:00 pm - 3:30 pm Bus Math & Excel OAET 135 Cameron - Lab	1:00 pm - 3:30 pm Interpersonal Relations OAET 150 Christine - Lab	1:00 pm - 3:30 pm Administrative Procedures OAET 155 Teresa - Lab
Week #12 Nov 21 - 25	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Natella - Lab	10:00 am - 12:30 pm MS Word OAET 121 Cameron - Lab	10:00 am - 12:30 pm Bus Math & Excel OAET 135 Cameron - Lab	10:00 am - 12:30 pm Interpersonal Relations OAET 150 Christine - Lab	NO CLASS STAFF PD DAY NOVEMBER 25, 2022
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Natella - Lab	1:00 pm - 3:30 pm MS Word OAET 121 Cameron - Lab	1:00 pm - 3:30 pm Bus Math & Excel OAET 135 Cameron - Lab	1:00 pm - 3:30 pm Interpersonal Relations OAET 150 Christine - Lab	



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Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week #13 Nov 28 - Dec 2	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Natella - Lab	10:00 am - 12:30 pm Computer Applications OAET 133 Cameron - Lab	10:00 am - 12:30 pm Access OAET 160 Cameron - Lab	10:00 am - 12:30 pm Interpersonal Relations OAET 150 Christine - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Natella - Lab	1:00 pm - 3:30 pm Computer Applications OAET 133 Cameron - Lab	1:00 pm - 3:30 pm Access OAET 160 Cameron - Lab	1:00 pm - 3:30 pm Interpersonal Relations OAET 150 Christine - Lab	1:00 pm - 3:30 pm Administrative Procedures OAET 155 Teresa - Lab
Week #14 Dec 5 - 9	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Natella - Lab	*9:00 am - 11:00 am Computer Applications OAET 133 Winter Gathering Instructor/Student Participation Required DECEMBER 6, 2022 11 am - 1 pm	10:00 am - 12:30 pm Access OAET 160 Cameron - Lab	10:00 am - 12:30 pm Job Search OAET 180 Teresa - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Natella - Lab	1:00 pm - 3:30 pm Computer Applications OAET 133 Cameron - Lab	1:00 pm - 3:30 pm Access OAET 160 Cameron - Lab	1:00 pm - 3:30 pm Job Search OAET 180 Teresa - Lab	1:00 pm - 3:30 pm Administrative Procedures OAET 155 Teresa - Lab
Week #15 Dec 12 - 16	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Natella - Lab	10:00 am - 12:30 pm Computer Applications OAET 133 Cameron - Lab	10:00 am - 12:30 pm Access OAET 160 Cameron - Lab	10:00 am - 12:30 pm Job Search OAET 180 Teresa - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Natella - Lab	1:00 pm - 3:30 pm Computer Applications OAET 133 Cameron - Lab	1:00 pm - 3:30 pm Access OAET 160 Cameron - Lab	1:00 pm - 3:30 pm Job Search OAET 180 Teresa - Lab	1:00 pm - 3:30 pm Administrative Procedures OAET 155 Teresa - Lab

WINTER BREAK

December 19, 2022 - January 2, 2023



2022 - 2023 Office Administration & Employment Training - Monthly Calendar

2023					
Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week #16 Jan 2 - 6	NO CLASS NEW YEAR'S DAY HOLIDAY JANUARY 2, 2023	10:00 am - 12:30 pm Computer Applications OAET 133 Cameron - Lab	10:00 am - 12:30 pm Access OAET 160 Cameron - Lab	10:00 am - 12:30 pm Job Search OAET 180 Teresa - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
		1:00 pm - 3:30 pm Computer Applications OAET 133 Cameron - Lab	1:00 pm - 3:30 pm Access OAET 160 Cameron - Lab	1:00 pm - 3:30 pm Job Search OAET 180 Teresa - Lab	1:00 pm - 3:30 pm Administrative Procedures OAET 155 Teresa - Lab
Week #17 Jan 9 - 13	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Natella - Lab	10:00 am - 12:30 pm Computer Applications OAET 133 Cameron - Lab	10:00 am - 12:30 pm Access OAET 160 Cameron - Lab	10:00 am - 12:30 pm Job Search OAET 180 Teresa - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Natella - Lab	1:00 pm - 3:30 pm Computer Applications OAET 133 Cameron - Lab	1:00 pm - 3:30 pm Access OAET 160 Cameron - Lab	1:00 pm - 3:30 pm Job Search OAET 180 Teresa - Lab	1:00 pm - 3:30 pm Administrative Procedures OAET 155 Teresa - Lab
Week #18 Jan 16 - 20	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Natella - Lab	Welcoming Ceremony Student Participation Required JANUARY 17, 2023 10 am - 1 pm	10:00 am - 12:30 pm Access OAET 160 Cameron - Lab	10:00 am - 12:30 pm Job Search OAET 180 Teresa - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Natella - Lab	1:00 pm - 3:30 pm Computer Applications OAET 133 Cameron - Lab	1:00 pm - 3:30 pm Access OAET 160 Cameron - Lab	1:00 pm - 3:30 pm Job Search OAET 180 Teresa - Lab	1:00 pm - 3:30 pm Administrative Procedures OAET 155 Teresa - Lab
Week #19 Jan 23 - 27	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Natella - Lab	10:00 am - 12:30 pm Computer Applications OAET 133 Cameron - Lab	10:00 am - 12:30 pm Access OAET 160 Cameron - Lab	10:00 am - 12:30 pm Job Search OAET 180 Teresa - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Natella - Lab	1:00 pm - 3:30 pm Computer Applications OAET 133 Cameron - Lab	1:00 pm - 3:30 pm Access OAET 160 Cameron - Lab	1:00 pm - 3:30 pm Job Search OAET 180 Teresa - Lab	1:00 pm - 3:30 pm Administrative Procedures OAET 155 Teresa - Lab



2022 - 2023 Office Administration & Employment Training - Monthly Calendar

2023					
Week	Monday	Tuesday	Wednesday	Thursday	Friday
Week #20 Jan 30 - Feb 3	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Natella - Lab	10:00 am - 12:30 pm Computer Applications OAET 133 Cameron - Lab	10:00 am - 12:30 pm Access OAET 160 Cameron - Lab	10:00 am - 12:30 pm Job Search OAET 180 Teresa - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Natella - Lab	1:00 pm - 3:30 pm Computer Applications OAET 133 Cameron - Lab	1:00 pm - 3:30 pm Access OAET 160 Cameron - Lab	1:00 pm - 3:30 pm Job Search OAET 180 Teresa - Lab	1:00 pm - 3:30 pm Administrative Procedures OAET 155 Teresa - Lab
Week #21 Feb 6 - 10	10:00 am - 12:30 pm Bus Eng & Communication OAET 145 Natella - Lab	10:00 am - 12:30 pm Computer Applications OAET 133 Cameron - Lab	10:00 am - 12:30 pm Access OAET 160 Cameron - Lab	10:00 am - 12:30 pm Job Search OAET 180 Teresa - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
	1:00 pm - 3:30 pm Bus Eng & Communication OAET 145 Natella - Lab	1:00 pm - 3:30 pm Computer Applications OAET 133 Cameron - Lab	1:00 pm - 3:30 pm Access OAET 160 Cameron - Lab	1:00 pm - 3:30 pm Job Search OAET 180 Teresa - Lab	1:00 pm - 3:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
Week #22 Feb 13 - Feb 17	10:00 am - 12:30 pm Administrative Procedures OAET 155 Teresa - Lab	10:00 am - 12:30 pm Computer Applications OAET 133 Cameron - Lab	10:00 am - 12:30 pm Access OAET 160 Cameron - Lab	10:00 am - 12:30 pm Job Search OAET 180 Teresa - Lab	NO CLASS STAFF PD DAY FEBRUARY 17, 2023
	1:00 pm - 3:30 pm Administrative Procedures OAET 155 Teresa - Lab	1:00 pm - 3:30 pm Computer Applications OAET 133 Cameron - Lab	1:00 pm - 3:30 pm Access OAET 160 Cameron - Lab	1:00 pm - 3:30 pm Job Search OAET 180 Teresa - Lab	
Week #23 Feb 20 - Feb 24	NO CLASS FAMILY HOLIDAY FEBRUARY 20, 2023	10:00 am - 12:30 pm Computer Applications OAET 133 Cameron - Lab	10:00 am - 12:30 pm Access OAET 160 Cameron - Lab	10:00 am - 12:30 pm Job Search OAET 180 Teresa - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
		1:00 pm - 3:30 pm Computer Applications OAET 133 Cameron - Lab	1:00 pm - 3:30 pm Access OAET 160 Cameron - Lab	1:00 pm - 3:30 pm Job Search OAET 180 Teresa - Lab	1:00 pm - 3:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab
Week #24	10:00 am - 12:30 pm Administrative Procedures OAET 155 Teresa - Lab	10:00 am - 12:30 pm Bus Doc & Keyboarding OAET 111 Teresa - Lab	10:00 am - 12:30 pm Access OAET 160 Cameron - Lab	10:00 am - 12:30 pm Administrative Procedures OAET 155 Teresa - Lab	LAST DAY

Feb 27 - Mar 3

1:00 pm - 3:30 pm
Administrative Procedures
OAET 155
Teresa - Lab

1:00 pm - 3:30 pm
Bus Doc & Keyboarding
OAET 111
Teresa - Lab

1:00 pm - 3:30 pm
Access
OAET 160
Cameron - Lab

1:00 pm - 3:30 pm
Administrative Procedures
OAET 155
Teresa - Lab

WE CELEBRATE!

Practicum 4-week Work Experience → March 6 - 31, 2023