### **Study and Career Preparation**

DEPARTMENT OF NURSING, MIDWIFERY & ALLIED HEALTH

# Certificate in Study & Career Preparation Level 4 (City Campus)

#### **Admissions & Enrolment**

As course places are limited, to secure your place in class and get the time best suited to your needs, please complete the Admissions & Enrolment form and make your payment.

Further information about enrolment is available online in the Admissions & Enrolment Guide.

http://www.ara.ac.nz/enrolment or talk with us on 0800 24 24 76.

#### Please note:

- Your place in class is not guaranteed until full fees are paid and identification documents are presented.
- This timetable is produced as a guide; however, details may change from time of printing.
- If a change or cancellation is required after the issue of a receipt, we will endeavour to contact you at the address or telephone number you provided at the time of enrolment.

#### **Contacts**

Drop in to Admissions & Enrolment

**Madras Street Campus** 

Monday to Thursday: 8am – 5pm (8am – 6pm Mon - Thurs during peak enrolment periods)

Friday: 9am - 4.30pm

Phone 0800 24 24 76

Monday to Thursday: 8am – 5pm

Friday: 9am - 4.30pm

Timetable 2017



### NZ2860 New Zealand Certificate in Study and Career Preparation

### Level 4, 60 credits

## Semester 2, 2017 City Campus

Students who identify as Maori or Pasifika are invited to join the whanau learner groups for CSCP400, CSCP401 and CSCP402. If you have any questions about these groups please contact the programme leader, Melissa Barber on 940 8362 or email Melissa.Barber@ara.ac.nz for more information

| Course                | Occurance | Pathway      | LG        | Day | Time          | Dates           | Room   | Notes                                   |
|-----------------------|-----------|--------------|-----------|-----|---------------|-----------------|--|---|
|                       |           |              | LG-A      | Tue | 8 - 10am      | 25 Jul - 14 Nov | V     X206       V     X206, X210       V     X206       V     X206, X210       V     X206       N     X206       N     X310, A136       N     X308       N     X308 |   |
|                       |           |              | LG-A      | Thu | 8 - 10am      | 27 Jul - 16 Nov | X206, X210   |   |
|                       |           |              | LGB       | Tue | 10am - 12pm   | 25 Jul – 14 Nov | X206   |   |
|                       |           |              | LGB       | Thu | 10am - 12pm   | 27 Jul – 16 Nov | X206, X210   |   |
|                       |           |              | LGC       | Tue | 1 - 3pm       | 25 Jul – 14 Nov | X206   |   |
|                       |           |              | LGC       | Thu | 1 - 3pm       | 27 Jul – 16 Nov | X206, X210   |   |
| CSCP400               | 17.52     |              | LGD       | Tue | 5 - 7pm       | 25 Jul – 14 Nov | X206   |   |
| Skills for Academic   | 17-S2     |              | LGD       | Thu | 5 - 7pm       | 27 Jul – 16 Nov | L247, X316   |   |
| Study                 |           |              | LGE       | Wed | 8 - 10am      | 26 Jul – 15 Nov | X206   |   |
| 24 Jul - 1 Dec        |           | All pathways | LGL       | Fri |               |                 |  |   |
| 0.1250 EFTS           |           |              | LGF       | Wed | 10am - 12pm   | 26 Jul – 15 Nov | L248, X206   | Maori and Pasifika learner group        |
| 15 Credits            |           |              | LGF       | Fri | 10am - 12pm   | 28 Jul – 17 Nov | X310, A136   | Maori and Pasifika learner group        |
| Domestic Fee \$766.00 |           |              | LGG       | Wed | 1 - 3pm       | 26 Jul – 15 Nov | X308   | Not open for enrolments - pending       |
|                       |           |              | LGG       | Fri | 1 - 3pm       | 28 Jul – 17 Nov | X308, L248   | Not open for enrolments - pending       |
| 17-S2<br>17 -         | 17-S2 - D |              | Distance* |     |               |                 |  |   |
|                       |           |              |           | Tue |               |                 | X210   | Only for students in Construction,      |
|                       | 17 TA     |              |           | Wed | 10am 12nm     | 16 Oct 1 Doc    | X313   | Architectural Studies, Engineering, BAM |
|                       | 1/ - 14   |              |           | Thu | — 10am - 12pm | 16 Oct - 1 Dec  | X313   | and ICT pathways who are completing     |
|                       |           |              |           | Fri |               |                 | ???  | both CSCP410 and CSCP400                |

| Course                        | Occurance | Pathway                     | LG  | Day                                   | Time        | Dates                             | Room       | Notes                             |
|-------------------------------|-----------|-----------------------------|-----|---------------------------------------|-------------|-----------------------------------|------------|-----------------------------------|
|                               |           |                             | LGA | Tue                                   | 8 - 10am    | 25 Jul – 14 Nov                   | S364, S457 |                                   |
|                               |           |                             | LUA | Thu                                   | 8 - 10am    | 27 Jul – 16 Nov                   | S364, S457 |                                   |
|                               |           |                             | LGC | Tue                                   | 10am - 12pm | 27 Jul – 14 Nov                   | S364, S457 | Maori and Pasifika learner group  |
|                               |           |                             | LGC | Thu                                   | 10am - 12pm | 27 Jul – 16 Nov                   | S364, S457 | Maori and Pasifika learner group  |
|                               |           |                             | LGE | Tue                                   | 1 - 3pm     | 25 Jul – 14 Nov                   | S364, S457 |                                   |
| CSCP401                       | 17-S2     |                             | LGL | Thu                                   | 1 - 3pm     | 27 Jul – 16 Nov                   | S364, S457 |                                   |
| Essentials of                 |           | PreHealth,                  | LGG | Tue                                   | 3 - 5pm     | 25 Jul - 14 Nov                   | S364, S457 | Not open for enrolments - pending |
| Human Body and                |           | Applied Science             | 100 | Thu                                   | 3 - 5pm     | 27 Jul – 16 Nov                   | S364, S457 | Not open for enrolments - pending |
| Microbial Science             |           | &                           | LGB | Wed                                   | 8 - 10am    | 26 Jul – 15 Nov                   | S364, S457 |                                   |
| 24 Jul - 1 Dec<br>0.1250 EFTS |           | Medical Imaging<br>Pathways | LGB | Fri                                   | 8 - 10am    | 28 Jul – 17 Nov                   | S364, S457 |                                   |
| 15 Credits                    |           | Tatriways                   | LGD | Wed                                   | 10am - 12pm | 26 Jul – 15 Nov                   | S364, S457 |                                   |
| Domestic Fee \$879.00         |           |                             | LGD | Fri                                   | 10am - 12pm | 28 Jul – 17 Nov                   | S364, S457 |                                   |
|                               |           |                             | LGF | Wed                                   | 1 - 3pm     | 26 Jul – 15 Nov                   | S364, S457 |                                   |
|                               |           |                             | LGF | Fri                                   | 1 - 3pm     | 28 Jul – 17 Nov                   | S364, S457 |                                   |
|                               |           |                             | LGH | Wed                                   | 3 - 5pm     | 26 Jul – 15 Nov                   | S364, S457 | Not open for enrolments - pending |
|                               |           |                             | LGH | · · · · · · · · · · · · · · · · · · · | S364, S457  | Not open for enrolments - pending |            |                                   |
|                               | 17-S2 - D | 17-S2 - D                   | Dis | tance                                 |             |                                   |            |                                   |

| Course                    | Occurance   | Pathway         | LG                            | Day        | Time        | Dates           | Room            | Notes                             |                                   |         |                 |      |                                   |
|---------------------------|-------------|-----------------|-------------------------------|------------|-------------|-----------------|-----------------|-----------------------------------|-----------------------------------|---------|-----------------|------|-----------------------------------|
|                           |             |                 | LGA                           | Tue        | 8- 10am     | 25 Jul – 14 Nov | S656            |                                   |                                   |         |                 |      |                                   |
|                           |             |                 | LGA                           | Thu        | 8 - 10am    | 27 Jul – 16 Nov | S656            |                                   |                                   |         |                 |      |                                   |
|                           |             |                 | LGC                           | Tue        | 10am - 12pm | 25 Jul – 14 Nov | S656            |                                   |                                   |         |                 |      |                                   |
|                           |             |                 | LGC                           | Thu        | 10am - 12pm | 27 Jul – 16 Nov | S656            |                                   |                                   |         |                 |      |                                   |
|                           |             |                 | LGE                           | Tue        | 1 - 3pm     | 25 Jul – 14 Nov | S656            | Maori and Pasifika learner group  |                                   |         |                 |      |                                   |
| CSCP402                   | 17-S2       |                 | LGE                           | Thu        | 1 - 3pm     | 27 Jul – 16 Nov | S656            | Maori and Pasifika learner group  |                                   |         |                 |      |                                   |
| Essentials of Cell        |             | PreHealth.      | PreHealth,<br>Applied Science | PreHealth. | PreHealth.  | PreHealth,      | PreHealth,      | LGG                               | Tue                               | 3 - 5pm | 25 Jul – 14 Nov | S656 | Not open for enrolments - pending |
| Biology and               |             | 17.52           |                               | LGG        | Thu         | 3 - 5pm         | 27 Jul – 16 Nov | S656                              | Not open for enrolments - pending |         |                 |      |                                   |
| Chemistry                 |             | &               | LGB                           | Wed        | 8 - 10am    | 26 Jul – 15 Nov | S656            |                                   |                                   |         |                 |      |                                   |
| 24 Jul - 1 Dec            |             | Medical Imaging | LGB                           | Fri        | 8 - 10am    | 28 Jul – 17 Nov | S656            |                                   |                                   |         |                 |      |                                   |
| 0.1250 EFTS<br>15 Credits |             | Pathways        | LGD                           | Wed        | 10am - 12pm | 26 Jul – 15 Nov | S656            |                                   |                                   |         |                 |      |                                   |
| Domestic Fee \$879.00     |             |                 | LGD                           | Fri        | 10am - 12pm | 28 Jul – 17 Nov | S656            |                                   |                                   |         |                 |      |                                   |
|                           |             |                 | LGF                           | Wed        | 1 - 3pm     | 26 Jul – 15 Nov | S656            |                                   |                                   |         |                 |      |                                   |
|                           | 17 - S2 - D |                 |                               | LGF        | Fri         | 1 - 3pm         | 28 Jul – 17 Nov | S656                              |                                   |         |                 |      |                                   |
|                           |             |                 | LGH                           | Wed        | 3 - 5pm     | 26 Jul – 15 Nov | S656            | Not open for enrolments - pending |                                   |         |                 |      |                                   |
|                           |             |                 | LGH                           | Fri        | 3 - 5pm     | 28 Jul – 17 Nov | S656            | Not open for enrolments - pending |                                   |         |                 |      |                                   |
|                           |             | Dist            | ance*                         |            |             |                 |                 |                                   |                                   |         |                 |      |                                   |

| Course                              | Occurance | Pathway                      | LG   | Day | Time        | Dates            | Room | Notes  |
|-------------------------------------|-----------|------------------------------|------|-----|-------------|------------------|------|--|
|                                     |           |                              | 1CA  | Tue | 10am - 12pm | 25 Jul – 14 Nov  | S460 |  |
| CSCP403                             |           |                              | LGA  | Thu | 10am - 12pm | 27 Jul – 16 Nov  | S460 | Optional course for students in Health                   |
| Health and                          |           |                              | 1.00 | Tue | 1 - 3pm     | 25 Jul – 14 Nov  | S460 | Pathway who have met requirements in a prescribed course |
| Interpersonal                       |           | 0 1 .                        | LGB  | Thu | 1 - 3pm     | 27 Jul – 16 Nov  | S460 | ·  |
| Relationships in                    |           | Optional for -<br>PreHealth, |      |     |             | 27 03.7 23 103.7 |      |  |
| Aotearoa / New                      | 17-S2     | Medical Imaging              |      |     |             |                  |      |  |
| Zealand                             |           | Pathways                     |      |     |             |                  |      |  |
| 24 Jul - 1 Dec                      |           | ,                            |      |     |             |                  |      |  |
| 0.1250 EFTS                         |           |                              |      |     |             |                  |      |  |
| 15 Credits<br>Domestic Fee \$766.00 |           |                              |      |     |             |                  |      |  |

| Course                        | Occurance | Pathway              | LG   | Day   | Time    | Dates           | Room       | Notes |
|-------------------------------|-----------|----------------------|------|-------|---------|-----------------|------------|-------|
| CSCP404                       |           |                      | LGA  | Tue   | 1 - 3pm | 25 Jul – 14 Nov | O303, X202 |       |
| Applied Maths                 | 17.52     | Applied Science      |      | Thu   | 1 - 3pm | 27 Jul – 16 Nov | X202       |       |
| 24 Jul - 1 Dec<br>0.1250 EFTS | 17-S2     | , Medical<br>Imaging | 1.60 | Tue   | 1 - 3pm | 25 Jul – 14 Nov | L249, X204 |       |
| 15 Credits                    |           | Pathways             | LGB  | Thu   | 1 - 3pm | 27 Jul – 16 Nov | L249, X202 |       |
| Domestic Fee \$766.00         | 17-S2-D   |                      | Dist | ance* |         |                 |            |       |

| Course                | Occurance | Pathway     | LG | Day | Time    | Dates           | Room | Notes |
|-----------------------|-----------|-------------|----|-----|---------|-----------------|------|-------|
| CSCP405               |           |             |    | Tue | 3 - 5pm | 25 Jul – 14 Nov | X202 |       |
| Algebraic Maths       |           |             |    | Thu | 3 - 5pm | 27 Jul – 16 Nov | X202 |       |
| 24 Jul - 1 Dec        | 17-S2     | Engineering |    |     |         |                 |      |       |
| 0.1250 EFTS           | 17 32     | Pathway     |    |     |         |                 |      |       |
| 15 Credits            |           |             |    |     |         |                 |      |       |
| Domestic Fee \$766.00 |           |             |    |     |         |                 |      |       |

| Course                | Occurance | Pathway     | LG | Day | Time    | Dates           | Room        | Notes |
|-----------------------|-----------|-------------|----|-----|---------|-----------------|-------------|-------|
| CSCP406               |           |             |    | Mon | 1 - 3pm | 24 Jul - 13 Nov | C217 / K323 |       |
| Engineering Physics   |           |             |    | Fri | 1 - 3pm | 28 Jul - 17 Nov | C217 / K323 |       |
| 24 Jul - 1 Dec        | 17-S2     | Engineering |    |     |         |                 |             |       |
| 0.1250 EFTS           | 17 32     | Pathway     |    |     |         |                 |             |       |
| 15 Credits            |           |             |    |     |         |                 |             |       |
| Domestic Fee \$879.00 |           |             |    |     |         |                 |             |       |

| Course  | Occurance        | Pathway                | LG  | Day         | Time            | Dates           | Room                                    | Notes                              |
|---|------------------|------------------------|-----|-------------|-----------------|-----------------|---|------------------------------------|
|   | Construction and | Construction           |     | Tue         | 10am - 12pm     | 25 Jul – 26 Sep | X308                                    | Only for students in Construction, |
| CSCP410                                       |                  |                        | Wed | 10am - 12pm | 26 Jul – 27 Sep | X308            | Architectural Studies, Engineering, BAM |                                    |
| English for Tertiary Study<br>24 Jul - 29 Sep |                  | Architectural Studies, | Thu | 10am - 12pm | 27 Jul – 28 Sep | X308            | and ICT pathways who are completing     |                                    |
| 0.1250 EFTS                                   | 17-S2            | Engineering,           |     | Fri         | 10am - 12pm     | 28 Jul – 29 Sep | X308, X210                              | both CSCP410 and CSCP400           |
| 15 Credits                                    |                  | Applied                |     |             |                 |                 |   |                                    |
| Domestic Fee \$766.00                         |                  | Management             |     |             |                 |                 |   |                                    |
|   |                  | Pathways               |     |             |                 |                 |   |                                    |

| Course                            | Occurance | Pathway   | LG   | Day   | Time          | Dates   | Room | Notes                             |
|-----------------------------------|-----------|-----------|------|-------|---------------|---|------|-----------------------------------|
|                                   |           |           | LGA  | Wed   | 8 - 10am      | 26 Jul – 15 Nov   | X202 |                                   |
|                                   |           |           | LGA  | Fri   | 8 - 10am      | 28 Jul – 17 Nov   | X202 |                                   |
|                                   |           |           | LGB  | Wed   | 8 - 10am      | 26 Jul – 15 Nov   | X204 |                                   |
| CCCD204                           | culations |           | LGB  | Fri   | 8 - 10am      | 28 Jul – 17 Nov   | X204 |                                   |
| CSCP304  Mastering Calculations   |           |           | LGC  | Wed   | 10am - 12pm   | 26 Jul – 15 Nov   | X202 |                                   |
| 24 Jul - 1 Dec                    | 17-S2     | PreHealth | LGC  | Fri   | 10am - 12pm   | am       26 Jul – 15 Nov       X202         am       28 Jul – 17 Nov       X204         am       26 Jul – 15 Nov       X204         am       28 Jul – 17 Nov       X204         2pm       26 Jul – 15 Nov       X202         2pm       28 Jul – 17 Nov       X202         2pm       26 Jul – 15 Nov       X204         2pm       28 Jul – 17 Nov       X204         2pm       26 Jul – 15 Nov       N211         Not open for enrolments - pending         2pm       28 Jul – 17 Nov       S454         Not open for enrolments - pending |      |                                   |
| 0.1250 EFTS                       |           | Pathway   | LGD  | Wed   | 10am - 12pm   | 26 Jul – 15 Nov   | X204 |                                   |
| 15 Credits  Domestic Fee \$766.00 |           |           | LGD  | Fri   | 10am - 12pm   | 28 Jul – 17 Nov   | X204 |                                   |
| Domestic Fee \$766.00             |           |           | LGE  | Wed   | 10am - 12pm   | 26 Jul – 15 Nov   | N211 | Not open for enrolments - pending |
|                                   |           |           | LGE  | Fri   | 10am - 12pm   | 28 Jul – 17 Nov   | S454 | Not open for enrolments - pending |
|                                   |           |           | LGF  | Thu   | 5.30 - 8.30pm | 27 Jul – 16 Nov   | X202 |                                   |
|                                   | 17-S2-D   |           | Dist | ance* |               |   |      |                                   |

| Course                | Occurance | Pathway       | LG | Day | Time    | Dates           | Room | Notes |
|-----------------------|-----------|---------------|----|-----|---------|-----------------|------|-------|
| CSCP305               |           |               |    | Tue | 3 - 5pm | 25 Jul – 14 Nov | X204 |       |
| Measurement and       |           | Construction  |    | Thu | 5 - 7pm | 27 Jul – 16 Nov | A134 |       |
| Algebra               |           | and           |    |     |         |                 |      |       |
| 24 Jul - 1 Dec        | 17-S2     | Architectural |    |     |         |                 |      |       |
| 0.1250 EFTS           |           | Studies       |    |     |         |                 |      |       |
| 15 Credits            |           | Pathway       |    |     |         |                 |      |       |
| Domestic Fee \$766.00 |           |               |    |     |         |                 |      |       |

| Course                | Occurance | Pathway       | LG | Day | Time    | Dates           | Room | Notes |
|-----------------------|-----------|---------------|----|-----|---------|-----------------|------|-------|
| DCCI400               |           |               |    | Mon | 1 - 4pm | 25 Jul - 20 Nov | C140 |       |
| Construction Industry |           | Construction  |    |     |         |                 |      |       |
| Environ.              |           | and           |    |     |         |                 |      |       |
| 24 Jul - 1 Dec        | 17-S2     | Architectural |    |     |         |                 |      |       |
| 0.1250 EFTS           |           | Studies       |    |     |         |                 |      |       |
| 15 Credits            |           | Pathway       |    |     |         |                 |      |       |
| Domestic Fee \$845.00 |           |               |    |     |         |                 |      |       |

| Course  | Occurance | Pathway  | LG | Day | Time    | Dates           | Room | Notes |
|---|-----------|--|----|-----|---------|-----------------|------|-------|
| DCMS400   |           |  |    | Thu | 1 - 4pm | 27 Jul - 23 Nov | C218 |       |
| Materials and Structural Principles 24 Jul - 1 Dec 0.1250 EFTS 15 Credits Domestic Fee \$845.00 | 17-S2     | Construction<br>and<br>Architectural<br>Studies<br>Pathway |    |     |         |                 |      |       |

| Course                              | Occurance | Pathway                | LG    | Day | Time     | Dates            | Room | Notes |
|-------------------------------------|-----------|------------------------|-------|-----|----------|------------------|------|-------|
| DE3301 Engineering Practice         | 17-S2     | Engineering<br>Pathway | LGCSA | Wed | 8 - 10am | - 26 Jul - 1 Dec | E103 |       |
|                                     |           |                        |       | Thu | 8 - 10am |                  |      |       |
| 24 Jul - 1 Dec                      |           |                        |       | Fri | 8 - 10am |                  |      |       |
| 0.1250 EFTS                         |           |                        | LGCSB | Mon | 3 - 5pm  |                  |      |       |
| 15 Credits<br>Domestic Fee \$742.00 |           |                        |       | Tue | 1 - 3pm  |                  |      |       |
|                                     |           |                        |       | Wed | 1 - 3pm  |                  |      |       |

| Course   | Occurance | Pathway                | LG | Day | Time    | Dates           | Room | Notes |
|--|-----------|------------------------|----|-----|---------|-----------------|------|-------|
| DE4102   | 17-S2-CSA | Engineering<br>Pathway |    | Mon | 5 - 8pm | 24 Jul - 13 Nov | C102 |       |
| Engineering Maths 1                                |           |                        |    | Tue | 5 - 8pm | 25 Jul - 14 Nov | C102 |       |
| 24 Jul - 1 Dec                                     |           |                        |    | Wed | 3 - 5pm | 26 Jul - 15 Nov | C201 |       |
| 0.1250 EFTS<br>15 Credits<br>Domestic Fee \$742.00 |           |                        |    |     |         |                 |      |       |

| Course                | Occurance | Pathway                | LG    | Day | Time       | Dates          | Room | Notes |
|-----------------------|-----------|------------------------|-------|-----|------------|----------------|------|-------|
| DE4103                | 17-S2-CS  | Engineering<br>Pathway | LGCSA | Tue | 1 - 4pm    | 25 Jul - 1 Dec | C111 |       |
| Technical Literacy    |           |                        |       | Fri | 8am - 12pm |                | C112 |       |
| 24 Jul - 1 Dec        |           |                        |       |     |            |                |      |       |
| 0.1250 EFTS           |           |                        |       |     |            |                |      |       |
| 15 Credits            |           |                        |       |     |            |                |      |       |
| Domestic Fee \$742.00 |           |                        |       |     |            |                |      |       |

For most courses in the programme: EXAMINATION WEEK: 20-24 November; ALTERNATIVE ASSESSMENTS/RESITS: 27 Nov - 1 Dec

<sup>\*</sup>All students enrolled into distance/online courses should check their student email address regularly from the start of the semester. All correspondance will be sent via Moodle to student email addresses.

### PERSONAL TIMETABLE

| Institute of Canterbury |
|-------------------------|
| Ara rau, taumata rau    |

Name: Start date:

|            | 36 3   | m 1     | YAY 1 1   | mı ı     | n · 1  |
|------------|--------|---------|-----------|----------|--------|
|            | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8-9am      |        |         |           |          |        |
|            |        |         |           |          |        |
|            |        |         |           |          |        |
|            |        |         |           |          |        |
| 0.40       |        |         |           |          |        |
| 9-10am     |        |         |           |          |        |
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| 40.44      |        |         |           |          |        |
| 10-11am    |        |         |           |          |        |
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| 11am-12pm  |        |         |           |          |        |
| 11am-12pm  |        |         |           |          |        |
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| 12-1pm     |        |         |           |          |        |
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| 1-2pm      |        |         |           |          |        |
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| 2-3pm      |        |         |           |          |        |
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| 0.4        |        |         |           |          |        |
| 3-4pm      |        |         |           |          |        |
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| 4-5pm      |        |         |           |          |        |
| T-9piii    |        |         |           |          |        |
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|            |        |         |           |          |        |
| 5-6pm      |        |         |           | <u> </u> |        |
| F          |        |         |           |          |        |
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|            |        |         |           |          |        |
| 6-7pm      |        |         |           |          |        |
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| <b>-</b> 0 |        |         |           |          |        |
| 7-8pm      |        |         |           |          |        |
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| 0.0        |        |         |           |          |        |
| 8-9pm      |        |         |           |          |        |
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|            | l .    |         |           |          |        |