

Administrative Professional (Night II)					
Period	night	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4:00-4:25 PM					
4:30-4:50 PM					
5:00-5:25 PM					
5:30-5:50 PM					
6:00-6:25 PM	Business Spreadsheets 106-159-1C2-38367 Staff Room 1506	Business Writing & Document Formatting 106-133-1C3-38363 Staff Room 1502	Administrative Office Procedures 106-153-1C3-38366 Staff Room 1506	Business Writing & Document Formatting 106-133-1C3-38363 Staff Room 1502	
6:30-6:50 PM					
7:00-7:25 PM					
7:30-7:50 PM					
8:00-8:25 PM		Business Presentation/Taining 106-165-1C1-38368 Staff Room 1502		Business Presentation/Taining 106-165-1C1-38368 Staff Room 1502	
8:30-8:50 PM					
9:00-9:25 PM					
9:30-9:50 PM					

Option: Intro to Desktop Publishing 106-155-1C3-38461 Staff Room 1505 3 Credits Thursday 6:00 - 8:50 p.m.

Administrative Professional (Night I)					
Period	night	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4:00-4:25 PM					
4:30-4:50 PM					
5:00-5:25 PM					
5:30-5:50 PM					
6:00-6:25 PM	Information Technology Essentials 106-145-1C5-38364 Staff Room 1508	Word Processing Applications 106-146-1C5-38365 Staff Room 1508	Intro to Office Admin Careers 106-157-1C3-37452 Staff Room 1508	Word Processing Applications 106-146-1C5-38365 Staff Room 1508	
6:30-6:50 PM					
7:00-7:25 PM			Office Professionalism 106-181-1C7-38371 Staff Room 1508		
7:30-7:50 PM					
8:00-8:25 PM					
8:30-8:50 PM					
9:00-9:25 PM					
9:30-9:50 PM					

Option: Intro to Desktop Publishing 106-155-1C3-38461 Staff Room 1505 3 Credits Thursday 6:00 - 8:50 p.m.

Administrative Professional IV					
Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:25 AM	Intro to Desktop Publishing 106-155-1C2-34693 P. DeGarmo Room 1508	Transcription Technologies 106-130-1C1-34684 P. DeGarmo Room 1508	Intro to Desktop Publishing 106-155-1C2-34693 P. DeGarmo Room 1508	Transcription Technologies 106-130-1C1-34684 P. DeGarmo Room 1508	Intro to Ethics 809-166-1C7-35783 D. Gile Room 1523
8:30-8:50 AM					
9:00-9:25 AM					
9:30-9:50 AM					
10:00-10:25 AM	Administrative Office Projects 106-160-1C1-34696 P. DeGarmo Room 1508	Intro to Sociology 809-196-1CG-34915 G. Hoffarth Room 1525	Administrative Office Projects 106-160-1C1-34696 P. DeGarmo Room 1508	Intro to Sociology 809-196-1CG-34915 G. Hoffarth Room 1525	
10:30-10:50 AM					
11:00-11:25 AM					
11:30-11:50 PM					
12:00-12:25 PM				Activity Period	
12:30-12:50 PM					
1:00-1:25 PM					Elective: Business Law 102-106-1C6-36019 Staff Room 1514
1:30-1:50 PM					
2:00-2:25 PM					
2:30-2:50 PM					
3:00-3:25 PM					
3:30-3:50 PM					

Supervised Occupational Experience - AA 106-158-111-38403 DeGarmo On-Line

Administrative Professional II and Business Technology Certificate					
Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:25 AM					
8:30-8:50 AM	Psychology of Human Relations 809-199 Staff Room	Business Writing & Document Formatting 106-133-1C2-34687 Staff Room 1506	Psychology of Human Relations 809-199 Staff Room	Business Writing & Document Formatting 106-133-1C2-34687 Staff Room 1506	
9:00-9:25 AM					
9:30-9:50 AM					
10:00-10:25 AM	Business Spreadsheets 106-159-1C1-34695 Staff Room 1505	Business Presentations/Training 106-165-1C2-34698 Staff Room 1508	Business Spreadsheets 106-159-1C1-34695 Staff Room 1505	Business Presentations/Training 106-165-1C2-34698 Staff Room 1508	
10:30-10:50 AM					
11:00-11:25 AM					
11:30-11:50 PM					
12:00-12:25 PM				Activity Period	
12:30-12:50 PM					
1:00-1:25 PM	Written Communications 801-195-1CK-37521 Staff Room	Administrative Office Procedures 106-153-1C1-34691 P. DeGarmo Room 1508	Written Communications 801-195-1CK-37521 Staff Room	Administrative Office Procedures 106-153-1C1-34691 P. DeGarmo Room 1508	
1:30-1:50 PM					
2:00-2:25 PM					
2:30-2:50 PM					
3:00-3:25 PM					
3:30-3:50 PM					
4:00-4:25 PM					
4:30-4:50 PM					
5:00-5:25 PM					
5:30-5:50 PM					

Administrative Professional I																		
Period	MONDAY		TUESDAY		WEDNESDAY		THURSDAY	FRIDAY										
8:00-8:25 AM	Oral Communications 801-196-1CW-34967 Staff Room 1300		Keyboarding Applications 106-131-1C6-34685 Staff Room 2618		Oral Communications 801-196-1CW-34967 Staff Room 1300		Keyboarding Applications 106-131-1C6-34685 Staff Room 2618		Oral Communications 801-196-1CW-34967 Staff Room 1300									
8:30-8:50 AM																		
9:00-9:25 AM																		
9:30-9:50 AM																		
10:00-10:25 AM																		
10:30-10:50 AM	Information Technology Essentials 106-145-1C4-35754 Staff Room 1506		Word Processing Applications 106-146-1C4-37450 Staff Room 1506		Office Professionalism 106-181-1C5-38369 Staff Room 2501B		Administrative Assistant Fundamentals 106-157-1C4-37453 P. DeGarmo Room 2501A		Intro to College Math 804-106 Staff Room									
11:00-11:25 AM																		
11:30-11:50 PM																		
12:00-12:25 PM											Keyboarding 106-140-2C5-34734 P. DeGarmo Room 1508 1st Qtr	Skillbuilding 106-143-3C5-34744 P. DeGarmo Room 1508 2nd Qtr	Keyboarding 106-140-2C5-34734 P. DeGarmo Room 1508	Skillbuilding 106-143-3C5-34744 P. DeGarmo Room 1508	Keyboarding 106-140-2C5-34734 P. DeGarmo Room 1508 1st Qtr	Skillbuilding 106-143-3C5-34744 P. DeGarmo Room 1508 2nd Qtr	Activity Period	
12:30-12:50 PM																		
1:00-1:25 PM																		
1:30-1:50 PM																		
2:00-2:25 PM																		
2:30-2:50 PM	Information Technology Essentials 106-145-1C4-35754 Staff Room 1506		Word Processing Applications 106-146-1C4-37450 Staff Room 1506		Information Technology Essentials 106-145-1C4-35754 Staff Room 1506		Word Processing Applications 106-146-1C4-37450 Staff Room 1506											
3:00-3:25 PM																		
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