

ADMINISTRATIVE ASSISTANT I														
Period	MONDAY		TUESDAY		WEDNESDAY		THURSDAY	FRIDAY						
8:00-8:25 AM	Information Technology Essentials 106-145-1C2-24404 Staff Room 1506		Word Processing Applications 106-146-1C1-24405 Staff Room 1508		Information Technology Essentials 106-145-1C2-24404 Staff Room 1506		Word Processing Applications 106-146-1C1-24405 Staff Room 1508		Business Filing 106-129-1C1-24390 Staff Room 1506					
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	Office Professionalism 106-181-1C3-26918 P. DeGarmo Room 1508				Office Professionalism 106-181-1C3-26918 P. DeGarmo Room 1508		Intro to Office Careers 106-157-1C2-24473 P. DeGarmo Room 1508		Intro to College Math 804-106-1C7-26771 Staff Room 1523					
11:00-11:25 AM														
11:30-11:50 PM														
12:00-12:25 PM	Keyboarding 106-140-2C1-24399 P. DeGarmo Room 1508	Skillbuilding 106-143-3C3-24471 P. DeGarmo Room 1508	Keyboarding 106-140-2C1-24399 P. DeGarmo Room 1508	Skillbuilding 106-143-3C3-24471 P. DeGarmo Room 1508	Keyboarding 106-140-2C1-24399 P. DeGarmo Room 1508	Skillbuilding 106-143-3C3-24471 P. DeGarmo Room 1508	Activity Period							
12:30-12:50 PM														
1:00-1:25 PM			Oral/Interpersonal Communications 801-196-1C9-24701 K. Carl Room 1302				Oral/Interpersonal Communications 801-196-1C9-24701 K. Carl Room 1302							
1:30-1:50 PM	Keyboarding Applications 106-131-1C4-24468 Staff Room 1508										Keyboarding Applications 106-131-1C4-24468 Staff Room 1508			
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														

ADMINISTRATIVE ASSISTANT NIGHT								
Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY		FRIDAY		
5:00-5:25 PM			Intro to Office Careers 106-157-1C1-26914 Staff Room 1508					
5:30-5:50 PM								
6:00-6:25 PM	Information Technology Essentials 106-145-1C1-25502 Staff Room 1508	Word Processing Applications 106-146-1C2-26224 Staff Room 1506 Tuesday and Thursday	Office Professionalism 106-180-1C4-26920 Staff Room 1508	Keyboarding 106-140-1C2-24400	Word Processing Applications 106-146-1C2-26224 Staff Room 1506 Tuesday and Thursday			
6:30-6:50 PM							Skillbuilding 106-143-1C2-24402 Room 1508	
7:00-7:25 PM							6:00 - 7:50 p.m.	
7:30-7:50 PM				Keyboarding Applications 106-131-1C3-24393 Room 1508				
8:00-8:25 PM				5:30 - 9:50 p.m. Staff- Stacked Thursday only				
8:30-8:50 PM								
9:00-9:25 PM								
9:30-9:50 PM								

ADMINISTRATIVE ASSISTANT III					
Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:25 AM	Specialized Software Applications 106-164-1C1-24408 P. DaGarmo Room 1508	Integrated Office Applications 106-137-1C1-24398 Staff Room 1506	Specialized Software Applications 106-164-1C1-24408 P. DaGarmo Room 1508	Integrated Office Applications 106-137-1C1-24398 Staff Room 1506	Office Accounting 101-102-1C2-24450 Staff Room 2501A
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	Race Ethnic & Diversity Studies 809-172-1C1-24737 R. Jan Room 1104	Psychology of HR 809-199-1C2-25590 Staff Room 2230	Race Ethnic & Diversity Studies 809-172-1C1-24737 R. Jan Room 1104	Psychology of HR 809-199-1C2-25590 Staff Room 2230	
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 102-160-1C2-24369 Cooper Room 1514	Business Databases 106-156-1C1-24472 P. DeGarmo Room 1508	Elective: Business Law 102-160-1C2-24369 Cooper Room 1514	Business Databases 106-156-1C1-24472 P. DeGarmo Room 1508	Optional Office Accounting 101-102-1C1-26894 Staff Room 2501A
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					
4:30-4:25 PM					
4:30-4:50 PM					

Monroe Campus Office Specialist						
Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
8:00-8:25 AM	Info Tech Essentials 106-145-1M1-26912 Staff Room 302 Full Semester		Info Tech Essentials 106-145-1M1-26912 Staff Room 302 Full Semester			
8:30-8:50 AM						
9:00-9:25 AM						
9:30-9:50 AM						
10:00-10:25 AM	* Keyboarding Apps 106-131-1M1-26888 10:00- 12:25 Full Semester Keyboarding 106-140-2M1-26889 10:00 - 11:50 1st Qtr Skillbuilding 106-143-3M1-26911 2nd Qtr Farris Room 302 (Flex Lab)		* Keyboarding Apps 106-131-1M1-26888 10:00- 12:25 Full Semester Keyboarding 106-140-2M1-26889 10:00 - 11:50 1st Qtr Skillbuilding 106-143-3M1-26911 2nd Qtr Farris Room 302 (Flex Lab)			
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						
1:30-1:50 PM	Intro to Office Careers 106-157-1M1-26915 Staff Room 413		Office Professionalism 106-181-1M1-26919 Staff Room 301			
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						

	Monroe Campus Office Specialist				
Period	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
5:00-5:25 PM					
5:30-5:50 PM					
6:00-6:25 PM	Business Law 102-160-1M1-24368 Staff Room 309	Intro to MS Office 103-106-1M1-24370 Staff Room 306			
6:30-6:50 PM					
7:00-7:25 PM					
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					