

Classes begin the week of November 1, 2010.

CLASS TITLE	STARTS	DAYS	MEETING TIME	INSTRUCTOR	ROOM	WKS
10-Key, Computerized (open entry as space permits)	11-1-10	MW	8:00 am - 10:00 am	Wheeler	204A	10
	11-1-10	MW	2:30 pm - 4:30 pm	Wheeler	204A	10
	11-2-10	TTH	10:00 am - 12:00 pm	Wheeler	204A	10
	11-3-10	W	6:00 pm - 9:30 pm	Salgado	204A	10
Accounting I (no new enrollment; continuing class)	Continuing class	MW	8:00 am - 12:00 pm	Felix	206	19
		TTH	6:00 pm - 9:30 pm	Salgado	206	19
Automated Accounting I (no new enrollment; continuing class)	Continuing class	MW	6:00 pm - 9:30 pm	Felix	206	19
Business Accounting II (PeachTree) (no new enrollment; continuing class)	Continuing class	MW	12:30 pm - 2:30 pm	Felix	204B	10
Business Math (no new enrollment; continuing class)	Continuing class	MW	8:00 am - 10:00 am	Lazos	207	19
Filing	11-2-10	TTH	8:00 am - 10:00 am	Wheeler	204A	10
	11-2-10	TTH	12:30 pm - 2:30 pm	Wheeler	204A	10
	11-1-10	MW	2:30 pm - 4:30 pm	Sevilla	202	10
Job Preparation	11-1-10	MW	10:00 am - 12:00 pm	Stout	201	10
Keyboarding I (open entry as space permits)	11-1-10	MW	10:00 am - 12:00 pm	Wheeler	204A	10
	11-1-10	MW	12:30 pm - 2:30 pm	Wheeler	204A	10
	11-2-10	TTH	8:00 am - 10:00 am	Felix	204B	10
	11-2-10	TTH	10:00 am - 12:00 pm	Felix	204B	10
	11-2-10	TTH	12:30 pm - 2:30 pm	Sevilla	202	10
	11-2-10	TTH	6:00 pm - 9:30 pm	Muse	204A	10
Keyboarding II (emphasis on speed & accuracy) Pre-req: Keyboarding I (open entry as space permits)	11-1-10	MW	12:30 pm - 2:30 pm	Sevilla	202	10
	11-2-10	TTH	10:00 am - 12:00 pm	Sevilla	202	10
	11-2-10	TTH	6:00 pm - 9:30 pm	Muse	204A	10
	11-3-10	WF	8:00 am - 10:00 am	Sevilla	202	10
Payroll Procedures	11-2-10	TTH	6:00 pm - 9:30 pm	Gener	204B	10
Payroll Procedures I (no new enrollment; continuing class)	Continuing class	TTH	12:30 pm - 4:30 pm	Felix	206	19
Spelling & Vocabulary	11-1-10	MW	10:00 am - 12:00 pm	Sevilla	202	10
	11-2-10	TTH	8:00 am - 10:00 am	Sevilla	202	10
Telephone Techniques / Customer Service	11-1-10	MW	8:00 am - 10:00 am	Stout	201	10
Lab, Business Computer <i>Lab students must be attending regularly scheduled classes and have a permission slip from their instructor to attend.</i>	n/a	MW	2:30 pm - 4:30 pm	Felix	204B	n/a
		F	10:00 am - 11:30 am	Sevilla	202	

Revised on: 10-13-10

First Day Procedure:

Please line up behind the posted sign(s) on the day and time classes are offered. The instructor will meet the line, call roll for pre-registered students, and direct the students into the classroom on the first day only; thereafter, students will report directly to the classroom *after* the department/classroom door has been opened *and* they are called to enter the classroom area.

BE ADVISED THAT SCHEDULE IS SUBJECT TO UNANNOUNCED CHANGES.