

NIACC

INSTRUCTOR: **Jeanne McCurnin**
 OFFICE: MH-206L
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 OFFICE HOURS: See below
 May schedule appointment.

SCHEDULE Spring 2012
 BUSINESS DIVISION

	7:40-8:40	8:50-9:50	10:00-11:00	11:10-12:10	12:20-1:20	1:30-2:30	2:40-3:40
Mon.		OFFICE 9:00-10:00	Comp Bus Appl BCA-215-0002 MH-210A 3 s.h.	Document Format ADM-123-0001 MH-211A 3 s.h.	OFFICE 12:15-1:15		
Tues.		Office Calculators ADM-131-0001 MH-214B 1 s.h. 9:20-10:20	OFFICE 10:30-11:00	Office Calculators ADM-131-0002 MH-214B 1 s.h. 11:10-12:10		Advanced Word Proc BCA-136-0001 MH-211B 12:50-2:20 3 s.h.	
Wed.			Comp Bus Appl BCA-215-0002 MH-210A	Document Format ADM-123-0001 MH-211A	OFFICE 12:15-1:15		
Thur.		Office Calculators ADM-131-0001 MH-214B 9:20-10:20	OFFICE 10:30-11:00	Office Calculators ADM-131-0002 MH-214B 11:10-12:10		Advanced Word Proc BCA-136-0001 MH-211B 12:50-2:20	
Fri.		OFFICE 9:00-10:00	Comp Bus Appl BCA-215-0002 MH-210A	Document Format ADM-123-0001 MH-211A			

2/26/2012

| 7:40 - 9:10 | 9:20 - 10:50 | 11:10 - 12:40 | 12:50 - 2:20

Intro to Keyboarding
 ADM-105-W001
 MH-206L/Web
 Arrg 1 s.h.

Keyboarding Skill Development
 ADM-108-W001
 MH-206L/Web
 Arrg 1 s.h.

Document Formatting
 ADM-123-N001
 MH-211A
 Monday Night
 5:30-8:30
 3 s.h.

Office Calculators
 ADM-131-W0001
 Arrg
 Web
 1 s.h.

Basic Word Proc
 BCA-129-W001
 Arrg
 Web
 2 s.h.

Microsoft Access
 BCA-163-W001
 Arrg
 Web
 1 s.h.