

Administrative and Office Support Spring 2012 Schedule

Modular 1

January 17 – February 9, 2012

BCA-207-MEP01 (103134) Powerpoint/Outlook	Muscatine Community College	Monday, Tuesday, Wednesday, Thursday 9:20AM - 11:20AM Gaekle Hall, Room 202	J. Fasse	2.00
ADM-155-MLL01 (103106) Essentials of Bus English I	Muscatine Community College	Monday, Tuesday, Wednesday, Thursday 9:20AM - 11:20AM Gaekle Hall, Room 202A	Jill Holler	2.00
BCA-106-MEP01 (103122) Windows Operating System	Muscatine Community College	Monday, Tuesday, Wednesday, Thursday 12:50AM-1:50PM Gaekle Hall, Room 202	A. Price	1.00
ADM-105-MEP01 (103101) Intro to Keyboarding	Muscatine Community College	Monday, Tuesday, Wednesday, Thursday 2:00PM – 3:00PM Gaekle Hall, Room 202A	A. Price	1.00
ADM-270-MLL01 (103114) Intro to Speech Recog Software	Muscatine Community College	Monday, Tuesday, Wednesday, Thursday 2:00PM – 3:00PM Gaekle Hall, Room 202	J. Fasse	1.00

Modular 2

February 13 – March 8, 2012

ACC-109-MLL01 (103088) Intro to Accounting	Muscatine Community College	Monday, Tuesday, Wednesday, Thursday 9:20AM-11:20AM Gaekle Hall, Room 202	J. Fasse	2.00
ADM-156-MLL01 (103107) Essentials of Bus English II	Muscatine Community College	Monday, Tuesday, Wednesday, Thursday 9:20AM-11:20AM Gaekle Hall, Room 202A	Jill Holler	2.00
BCA-129-MEP01 (103124) Basic Word Processing	Muscatine Community College	Monday, Tuesday, Wednesday, Thursday 12:50PM - 2:50PM Gaekle Hall, Room 202A	A. Price	2.00
BCA-147-MEP01 (103130) Basic Spreadsheets	Muscatine Community College	Monday, Tuesday, Wednesday, Thursday 12:50PM - 2:50PM Gaekle Hall, Room 202	J. Fasse	2.00

Modular 3

March 19 – April 12, 2012

ACC-110-MLL01 (103091) Intro to Accounting II	Muscatine Community College	Monday, Tuesday, Wednesday, Thursday 9:20AM-11:20AM Gaekle Hall, Room 202	J. Fasse	2.00
ADM-158-MLL01 (103108) Effective Business Writing	Muscatine Community College	Monday, Tuesday, Wednesday, Thursday 9:20AM-11:20AM Gaekle Hall, Room 202A	Staff	2.00
BCA-130-MEP01 (103127) Advanced Word Processing	Muscatine Community College	Monday, Tuesday, Wednesday, Thursday 12:50PM - 2:50PM Gaekle Hall, Room 202A	A. Price	2.00
BCA-148-MEP01 (103133) Advanced Spreadsheets	Muscatine Community College	Monday, Tuesday, Wednesday, Thursday 12:50PM - 2:50PM Gaekle Hall, Room 202	J. Fasse	2.00

ADM-257-MLL01 (103112) Professionalism in the Wkpl	Muscatine Community College	Monday & Wednesday 5:30PM - 09:30PM Gaekle Hall, Room 202	Staff	2.00
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Modular 4

April 16 – May 10, 2012

BCA-220-MEP01 103135) Integrated Computer Bus Apps	Muscatine Community College	Monday, Tuesday, Wednesday, Thursday 9:20AM-11:20AM Gaekle Hall, Room 202	J. Fasse	2.00
ADM-122-MEP01 (103103) Document Formatting	Muscatine Community College	Monday, Tuesday, Wednesday, Thursday 12:50PM - 2:50PM Gaekle Hall, Room 202	J. Fasse	2.00

ACC-332-MLL01 (103097) Computer Acct - Quickbooks I	Muscatine Community College	Tuesday, Thursday 05:30PM - 09:30PM Gaekle Hall, Room 202	Staff	2.00
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16 Week Courses

January 17 – May 16, 2012

ADM-255-MLL01 (103110) Business Professionalism II	Muscatine Community College	Friday 9:20AM - 11:20AM Gaekle Hall, Room 202	J. Fasse, A. Henning & A. Price	1.00
ADM-936-MIS02 (103116) Occupational Experience	Muscatine Community College	Cooperative Education Days to be Announced, Times to be Announced, Room to be Announced	J. Fasse	3.00
ADM-149-DEC01 (XXXXX) Transcription		Online		2.00