

CIS Department Meeting
July 29, 2014

In attendance: Jeff James, Pam Peters, Teresa Roberson and Stephen Chandler.

We discussed and developed the CIS schedule for the spring semester.

We also discussed that Jeff and Stephen need a printer for their office on the Shoals campus.

Cc: Ed Carter
Adriana Wuotto
April Cookson



**Northwest-Shoals
Community College**

Business Division

Humphrey Lee, Ed.D.
President

MEMO

TO: Joan Baltes, Stephen Chandler, Paul Hogan, Jeff James, Tywana McClinton,
Pam Peters, Teresa Roberson, Desiree South

FROM: Edwin Carter

DATE: July 18, 2014

SUBJECT: Spring 2015 Schedule

Please review the enclosed schedule and make the necessary changes for the Spring semester of 2015. Make changes in red and return to the division office by Wednesday, August 6, 2014. The CIS department should submit schedules to Teresa Roberson. **"Banner" will generate CRN's (section) numbers.** Thank you.



Ed

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
51107	ABR157	AUTO PLASTIC REPAIRS	CHARUHAS DEMETRIOU	TBA	M THRU F		3	
NOTE: DUAL ENROLLMENT MUSCLE SHOALS CENTER TECHNOLOGY								
11152	ABR181A	SPECIAL TOPICS IN AUTO BODY	REID ERIC	05:00P 07:00P	MONDAY	104 000	1	
11108	ABR224	AUTOMOTIVE ELECTRICAL COMPONEN	REID ERIC	08:00A 12:00P 01:00P 02:00P	WED WED	104 000	3	
51108	ABR224	AUTOMOTIVE ELECTRICAL COMPONEN	CHARUHAS DEMETRIOU	TBA	M THRU F		3	
NOTE: DUAL ENROLLMENT MUSCLE SHOALS CENTER TECHNOLOGY								

AIR COND/REFRIGERATION TECH

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
11201	ACR113	REFRIG PIPING PRACTICES	CORSBIE RANDY	08:00A 11:30A 12:00P 01:30P	TUESDAY TUESDAY	102 000 102 000	3	
11251	ACR113	REFRIG PIPING PRACTICES	CORSBIE RANDY	05:30P 10:30P	MONDAY	102 000	3	
11203	ACR122	HVACR ELECTRICAL CIRCUITS	CORSBIE RANDY	08:00A 11:30A 12:00P 01:30P	MONDAY MONDAY	102 000 102 000	3	
11202	ACR123	HVACR ELECTRICAL COMPONE	CORSBIE RANDY	08:00A 11:30A 12:00P 01:30P	THURSDAY THURSDAY	102 000 102 000	3	
11252	ACR123	HVACR ELECTRICAL COMPONE	TERRY RICK	05:30P 10:30P	TUESDAY	102 000	3	
11253	ACR130	COMP ASSIS HVAC TROUBLESH	CORSBIE RANDY	TBA	TBA		1	
11254	ACR181	SPECIAL TOPICS IN AC/REF I	CORSBIE RANDY	04:00P 05:30P	M & T	102 000	3	
11255	ACR203	COMMERCIAL REFRIGERATION	CORSBIE RANDY	05:30P 10:30P	WED	102 000	3	
11256	ACR210	TROUBLESHOOTING HVACR	TERRY RICK	05:30P 10:30P	THURSDAY	102 000	3	

ACCOUNTING TECHNOLOGY

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
11404	ACT114	INTRO TO ACT DATABASE RES	HOGAN PAUL	TBA	TBA	112 103	3	

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE	
11401	ACT141	BASIC ACCOUNTING PRINCIPL	HOGAN PAUL	08:00A 09:15A	M & W	112 103	3	DE APPROVE	
11402	ACT142	ADVANCED ACCOUNTING PRINC	HOGAN PAUL	09:30A 10:45A	M & W	112 103	3	ACT141 DE APPROVE	
21401	ACT249	PAYROLL ACCOUNTING	HOGAN PAUL	TBA	TBA		3	DE APPROVE	
		NOTE: DISTANCE EDUCATION COURSE.							
11403	ACT253	INDIVIDUAL INCOME TAX	HOGAN PAUL	11:00A 12:15P	M & W	112 103	3		

ART CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE	
15001	ART100	ART APPRECIATION	JOHNSON DEBORAH	02:30P 03:45P	M & W	115 101	3	DE APPROVE	
15002	ART100	ART APPRECIATION	JOHNSON DEBORAH	11:00A 12:15P	M & W	115 101	3	DE APPROVE	
15003	ART100	ART APPRECIATION	FREDERICK JAN	02:30P 03:45P	T & TH	115 101	3	DE APPROVE	
25001	ART100	ART APPRECIATION	FREDERICK JAN	TBA	TBA		3	DE APPROVE	
		NOTE: DISTANCE EDUCATION COURSE.							
25002	ART100	ART APPRECIATION	FREDERICK JAN	TBA	TBA		3	DE APPROVE	
		NOTE: DISTANCE EDUCATION COURSE.							
35001	ART100	ART APPRECIATION	FREDERICK JAN	09:30A 10:45A	T & TH	310 026	3	DE APPROVE	
15004	ART113	DRAWING I	JOHNSON DEBORAH	09:30A 10:45A	M & W	115 102	3		
		NOTE: ADDITIONAL LAB TIME.							
35005	ART113	DRAWING I	FREDERICK JAN	11:00A 12:15P	T & TH	310 026	3		
15005	ART114	DRAWING II	JOHNSON DEBORAH	09:30A 10:45A	M & W	115 102	3	ART113	
		NOTE: ADDITIONAL LAB TIME.							
35006	ART114	DRAWING II	FREDERICK JAN	11:00A 12:15P	T & TH	310 026	3	ART113	
15007	ART127	THREE-DIMENSIONAL COMPOSI	FREDERICK JAN	11:00A 12:15P	M & W	115 102	3		
		NOTE: ADDITIONAL LAB TBA.							
15008	ART133	CERAMICS I	FREDERICK JAN	01:00P 02:15P	M & W	115 102	3		
		NOTE: ADDITIONAL LAB TBA.							

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
15258	BIO201	HUMAN ANATOMY & PHYSIO I	COX HEATHER	07:30P 10:00P	T & TH	123 109	4	
35219	BIO201	HUMAN ANATOMY & PHYSIO I	ALLS JOE	09:30A 10:45A 11:00A 01:00P	M & W MONDAY	303 011 303 011	4	
35220	BIO201	HUMAN ANATOMY & PHYSIO I	SMITH CHES	09:30A 12:00P	T & TH	305 106	4	
35221	BIO201	HUMAN ANATOMY & PHYSIO I	SMITH CHES	12:45P 03:15P	T & TH	305 106	4	
15236	BIO202	HUMAN ANATOMY & PHYSIO II	SMITH CHES	08:00A 10:00A 10:15A 12:15P	M W F M & W	123 103 123 124	4	BIO201
NOTE: CLASS MEETS SECOND MINI TERM.								
15238	BIO202	HUMAN ANATOMY & PHYSIO II	COONEY JOE	09:30A 10:45A 10:45A 12:45P	T & TH THURSDAY	123 103 123 124	4	BIO201
15239	BIO202	HUMAN ANATOMY & PHYSIO II	WHITEKILLER ROBIN	12:45P 02:00P 02:00P 04:00P	T & TH TUESDAY	123 103 123 124	4	BIO201
15262	BIO202	HUMAN ANATOMY & PHYSIO II	COONEY JOE	05:00P 07:30P	T & TH	123 103	4	BIO201
35225	BIO202	HUMAN ANATOMY & PHYSIO II	ALLS JOE	02:15P 03:30P 11:00A 01:00P	M & W WED	303 011 303 011	4	BIO201
15241	BIO220	GENERAL MICROBIOLOGY	JOHNSON HEATHER	01:00P 02:00P 02:00P 04:00P	T & TH T & TH	123 109 123 130	4	
15264	BIO220	GENERAL MICROBIOLOGY	SWINEA REBECCA	05:00P 08:00P	M & W	121 147	4	
35230	BIO220	GENERAL MICROBIOLOGY	JOHNSON HEATHER	02:30P 05:30P	M & W	303 017	4	
BUSINESS								
CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
15301	BUS215	BUSINESS COMMUNICATION	MCCLINTON TYWANA	12:45P 02:00P	M & W	112 106	3	
15303	BUS241	PRINCIPLES ACCOUNTING I	HOGAN PAUL	08:00A 09:15A	T & TH	112 103	3	DE APPROVE
15304	BUS242	PRINCIPLES OF ACCOUNT. II	HOGAN PAUL	09:30A 10:45A	T & TH	112 103	3	BUS241 DE APPROVE
15351	BUS242	PRINCIPLES OF ACCOUNT. II	HOGAN PAUL	05:30P 06:45P	T & TH	112 103	3	BUS241 DE APPROVE

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
35302	BUS242	PRINCIPLES OF ACCOUNT. II	JAMES JEFF	11:00A 12:15P	T & TH	302 309	3	BUS241 DE APPROVE
25301	BUS263	LEGAL & SOCIAL ENV OF BUS	PETERS PAM	TBA	TBA		3	DE APPROVE
NOTE: DISTANCE EDUCATION COURSE.								
15306	BUS271	BUSINESS STATISTICS I	JAMES JEFF	12:45P 02:00P	M & W	112 108	3	DE APPROVE
25302	BUS271	BUSINESS STATISTICS I	JAMES JEFF	TBA	TBA		3	DE APPROVE
NOTE: DISTANCE EDUCATION COURSE.								
35304	BUS271	BUSINESS STATISTICS I	JAMES JEFF	12:45P 02:00P	T & TH	302 309	3	DE APPROVE
15353	BUS275	PRINCIPLES OF MANAGEMENT	MCCLINTON TYWANA	05:30P 06:45P	M & W	112 107	3	DE APPROVE
35305	BUS275	PRINCIPLES OF MANAGEMENT	PETERS PAM	02:15P 03:30P	TUESDAY	302 309	3	DE APPROVE
NOTE: THIS IS A BLENDED COURSE.								
15307	BUS279	SMALL BUSINESS MANAGEMENT	MCCLINTON TYWANA	08:00A 09:15A	M & W	112 107	3	BUS241

CABINETMAKING

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
11501	CAB110	BASIC SAFETY AND EQUIPMENT	HARDY CHARLES	TBA	TBA		3	
11551	CAB110	BASIC SAFETY AND EQUIPMENT	BLAKE RICHARD	04:00P 09:00P	THURSDAY	109 000	3	
11508	CAB141	WOODFINISHING	HARDY CHARLES	TBA	M THRU F		3	
11515	CAB193	CO-OP	HARDY CHARLES	TBA	TBA		3	
11509	CAB204	CABINETMAKING & MILLWORK	HARDY CHARLES	TBA	M T W TH		3	
11516	CAB291	CO-OP	STAFF	TBA	TBA		5	

CARPENTRY

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
11502	CAR111	CONSTRUCTION BASICS	HARDY CHARLES	08:00A 11:00A	FRIDAY	109 000	3	
51011	CAR111	CONSTRUCTION BASICS	RETFERFORD JOEL P.	TBA	M THRU F		3	

NOTE: DUAL ENROLLMENT MUSCLE SHOALS CENTER TECHNOLOGY

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
15453	CHM105	INTRO TO ORGANIC CHEMISTR	NICHOLS DAVID	05:00P 08:00P	M & W	123 101	4	CHM104
15405	CHM111	COLLEGE CHEMISTRY I	SOCKWELL CRAIG	11:00A 12:15P 12:30P 03:30P	T & TH THURSDAY	123 101 123 102	4	MTH100
15407	CHM111	COLLEGE CHEMISTRY I	SOCKWELL CRAIG	08:00A 09:15A 08:00A 11:00A	M & W FRIDAY	123 101 123 102	4	MTH100
15409	CHM112	COLLEGE CHEMISTRY II	SOCKWELL CRAIG	08:00A 10:55A	T & TH	123 101	4	CHM111
35405	CHM112	COLLEGE CHEMISTRY II	MURPHY MIKE	11:00A 12:15P 12:45P 03:45P	T & TH TUESDAY	303 009 303 010	4	CHM111
15411	CHM222	ORGANIC CHEMISTRY II	CHORON JEFFERY	12:45P 03:40P	T & TH	123 101	4	CHM221
15413	CHM250	DIRECTED STUDIES IN CHEM	SOCKWELL CRAIG	TBA	TBA		1	

COMPUTER SCIENCE

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
15500	CIS096	INTRO TO COMPUTERS	CHANDLER STEPHEN Staff	08:00A 09:15A 12:45-2	T & TH mw	112 112	3	
15501	CIS146	MICROCOMPUTER APPLICATION	ROBERSON TERESA	08:00A 09:15A	M & W	112 112	3	DE APPROVE
15502	CIS146	MICROCOMPUTER APPLICATION	ROBERSON TERESA	09:30A 10:45A	M & W	112 112	3	DE APPROVE
15503	CIS146	MICROCOMPUTER APPLICATION	ROBERSON TERESA	11:00A 12:15P	M & W	112 112	3	DE APPROVE
15550	CIS146	MICROCOMPUTER APPLICATION	CHANDLER STEPHEN Staff	05:30P 06:45P	T & TH	112 112	3	DE APPROVE
15551	CIS146	MICROCOMPUTER APPLICATION	GRIGSBY LINDA Staff	05:30P 06:45P	M & W	112 112	3	DE APPROVE
25501	CIS146	MICROCOMPUTER APPLICATION	ROBERSON TERESA	TBA	TBA		3	DE APPROVE
NOTE: DISTANCE EDUCATION COURSE. OFFICE 2010 REQUIRED.								
25502	CIS146	MICROCOMPUTER APPLICATION	ROBERSON TERESA	TBA	TBA		3	DE APPROVE
NOTE: DISTANCE EDUCATION COURSE. OFFICE 2010 REQUIRED 9:30-10:45								
35501	CIS146	MICROCOMPUTER APPLICATION	JAMES JEFF	08:00A 09:15A	M & W	302 108	3	DE APPROVE
35503	CIS146	MICROCOMPUTER APPLICATION	JAMES JEFF	09:30A 10:45A	T & TH	302 108	3	DE APPROVE

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
35550	CIS146	MICROCOMPUTER APPLICATION	MURPHY MELODY	05:30P 06:45P	M & W	302 108	3	DE APPROVE

25503	CIS147	ADV MICROCOMPUTER APPLICATION	ROBERSON TERESA	TBA	TBA		3	CIS146 DE APPROVE
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NOTE: DISTANCE EDUCATION COURSE.

25506	CIS148	POST ADV MICROCOMPUTER	CHANDLER STEPHEN	TBA	TBA		3	CIS147 <i>Delete</i> DE APPROVE
25500	CIS150	INTRO TO COMPUTER LOGIC/PRO	CHANDLER STEPHEN	TBA	TBA		3	DE APPROVE

NOTE: THIS IS A DISTANCE EDUCATION COURSE.

15511	CIS151	GRAPHIC FOR THE WW WEB	CHANDLER STEPHEN	12:45P 02:00P	T & TH	112 112	3	
25504	CIS191	INTRO TO COMPUTER SCIENCE	CHANDLER STEPHEN	TBA	TBA		3	MTH100 <i>Delete</i> DE APPROVE

NOTE: DISTANCE EDUCATION COURSE.

25507	CIS205	CONTROL LANG & UTIL APP	CHANDLER STEPHEN	TBA	TBA		3	DE APPROVE <i>Delete</i>
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15505	CIS209	ADV WEB DEVELOPMENT	CHANDLER STEPHEN	02:15P 03:30P	T & TH	112 112	3	
15504	CIS212	VISUAL BASIC	CHANDLER STEPHEN	11:00A 12:15P	T & TH	112 112	3	

NOTE: VIDEO CONFERENCE COURSE.

35504	CIS212	VISUAL BASIC	CHANDLER STEPHEN	11:00A 12:15P	T & TH	302 108	3	
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15552	CIS249	MICROCOMPUTER OPERATING SYSTEM	GRIGSBY LINDA	07:00P 08:15P	M & W	112 113	3	DE APPROVE <i>Delete</i>
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25505	CIS255	JAVA PROGRAMMING	CHANDLER STEPHEN	3:45-5	M THRU F	112 112	3	CIS130
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15510	CIS269	HARDWARE SUPPORT	CHANDLER STEPHEN	09:30-10:45	T & TH	112 104	3	
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15506	CIS284	CIS INTERNSHIP	CHANDLER STEPHEN	TBA	TBA		3	
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15507	CIS299	DIR STUDIES IN COMP SCI	CHANDLER STEPHEN	TBA	TBA		3	
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NOTE: BY PERMISSION OF CIS DEPARTMENT.

COSMETOLOGY INSTRUCTOR TRAININ

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
11730	CIT211	TEACHING & CURRICULUM DEV	BANKSTON CALLIE	08:00A 12:30P 01:00P 04:00P	M & W M & W	115 108 115 108	3	

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
11919	DDT231	ADVANCED CAD	HUBKA MIKE	08:00A 12:30P	TUESDAY	105 105	3	
11920	DDT236	DESIGN PROJECT	HUBKA MIKE	07:30A 12:00P	FRIDAY	105 105	3	
11954	DDT236	DESIGN PROJECT	STAFF	05:00P 10:00P	WED	105 105	3	

ECONOMICS

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
15801	EC0231	PRIN OF MACROECONOMICS	BALTES JOAN	11:00A 12:15P	T & TH	112 106	3	DE APPROVE
		NOTE: HONOR'S DESIGNATION						
25801	EC0231	PRIN OF MACROECONOMICS	BALTES JOAN	TBA	TBA		3	DE APPROVE
15802	EC0232	PRIN OF MICROECONOMICS	BALTES JOAN	09:30A 10:45A	T & TH	112 106	3	DE APPROVE
		NOTE: HONOR'S DESIGNATION						
15851	EC0232	PRIN OF MICROECONOMICS	BALTES JOAN	05:30P 06:45P	T & TH	112 106	3	DE APPROVE
25802	EC0232	PRIN OF MICROECONOMICS	BALTES JOAN	TBA	TBA		3	DE APPROVE
		NOTE: DISTANCE EDUCATION COURSE.						
35802	EC0232	PRIN OF MICROECONOMICS	BALTES JOAN	09:30A 10:45A	T & TH	306 L13	3	DE APPROVE
		NOTE: VIDEO CONFERENCE COURSE.						

ELECTRICAL TECHNOLOGY

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
12001	ELT109	AC FUNDAMENTALS	MORRIS RAY	08:00A 11:30A	M & W	102 000	3	
12051	ELT109	AC FUNDAMENTALS	ROBISON HAROLD	05:00P 08:30P	T & TH	102 000	3	
12052	ELT117	AC/DC MACHINES	RYAN DAVID	05:00P 08:30P	M & W	102 000	3	
12002	ELT118	COMMERCIAL/INDUSTRIAL WIRING I	MORRIS RAY	12:15P 03:45P	M & W	102 000	3	
12003	ELT209	MOTOR CONTROL I	MORRIS RAY	08:00A 11:30A	T & TH	102 000	3	
12053	ELT209	MOTOR CONTROL I	SUGGS JEFF	07:00P 10:30P	M & W	102 000	3	

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
39409	NUR204	ROLE TRANS FOR THE RN	SMITH SHELIA	02:00P 04:00P	MONDAY	307 002	4	

NOTE: SELECTED FRIDAYS FOR TESTING

OFFICE ADMINISTRATION

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
17602	OAD100B	BASIC KEYBOARDING	SWINNEY KAYE	09:30A 10:45A	T & TH	112 111	3	
17604	OAD101	BEGINNING KEYBOARDING	SWINNEY KAYE	11:00A 12:15P	T & TH	112 111	3	
17652	OAD101	BEGINNING KEYBOARDING	BILLINGSLEY TERESA	05:30P 06:45P	T & TH	112 111	3	
37602	OAD101	BEGINNING KEYBOARDING	SHIPMAN LISA	09:30A 10:45A	M & W	302 310	3	
17605	OAD103	INTERMED KEYBOARDING	SWINNEY KAYE	12:45P 02:00P	T & TH	112 111	3	OAD101
17653	OAD103	INTERMED KEYBOARDING	BILLINGSLEY TERESA	05:30P 06:45P	T & TH	112 111	3	OAD101
37603	OAD103	INTERMED KEYBOARDING	SHIPMAN LISA	09:30A 10:45A	M & W	302 310	3	OAD101
17606	OAD104	ADVANCED KEYBOARDING	SWINNEY KAYE	12:45P 02:00P	T & TH	112 111	3	OAD103
37604	OAD104	ADVANCED KEYBOARDING	SHIPMAN LISA	09:30A 10:45A	M & W	302 310	3	OAD103
27601	OAD126	ADVANCED WORD PROCESSING	SOUTH DESIREE	TBA	TBA		3	OAD125 DE APPROVE
		NOTE: DISTANCE EDUCATION COURSE.						
37606	OAD130	ELECTRONIC CALCULATIONS	SHIPMAN LISA	11:00A 12:15P	M & W	302 311	3	
17609	OAD133	BUSINESS COMMUNICATIONS	MCCLINTON TYWANA	12:45P 02:00P	M & W	112 106	3	OAD131
17612	OAD138	RECORDS/INFORMATION MGMT	MCCLINTON TYWANA	09:30A 10:45A	M & W	112 107	3	
27602	OAD211	MEDICAL TERMINOLOGY	SOUTH DESIREE	TBA	TBA		3	DE APPROVE
		NOTE: DISTANCE EDUCATION COURSE.						
27603	OAD211	MEDICAL TERMINOLOGY	SOUTH DESIREE	TBA	TBA		3	DE APPROVE
17615	OAD214	MEDICAL OFFICE PROCEDURES	SOUTH DESIREE	08:00A 10:15A	M & W	112 108	3	OAD101

NOTE: CLASS MEETS FIRST MINI TERM.

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
17660	OAD214	MEDICAL OFFICE PROCEDURES	PEEBLES MEDINA	06:15P 08:30P	T & TH	112 108	3	OAD101
		NOTE: CLASS MEETS FIRST MINI TERM.						
17661	OAD215	HEALTH INFO MANAGEMENT	GARGIS BELINDA	06:30P 07:45P	T & TH		3	
17617	OAD217	OFFICE MANAGEMENT	MCCLINTON TYWANA	09:30A 10:45A	T & TH	112 107	3	
		NOTE: VIDEO CONFERENCE CLASS						
37611	OAD217	OFFICE MANAGEMENT	PETERS PAM	09:30A 10:45A	T & TH	302 209	3	
		NOTE: VIDEO CONFERENCE COURSE.						
17618	OAD218	OFFICE PROCEDURES	MCCLINTON TYWANA	08:00A 09:15A	T & TH	112 107	3	OAD101
17670	OAD231	OFFICE APPLICATIONS	BILLINGSLEY TERESA	07:00P 08:15P	T & TH	112 113	3	
37613	OAD231	OFFICE APPLICATIONS	SHIPMAN LISA	12:45P 02:00P	M & W	302 310	3	
17620	OAD233	TRENDS IN OFFICE TECHNOLO	SOUTH DESIREE	11:00A 12:15P	T & TH	112 113	3	
15623	OAD242	OFFICE INTERNSHIP	SOUTH DESIREE	TBA	TBA		3	
		NOTE: MUST BE APPROVED BY INSTRUCTOR						
17622	OAD242	OFFICE INTERNSHIP	MCCLINTON TYWANA	TBA	TBA		3	
		NOTE: BY PERMISSION OF INSTRUCTOR						
37612	OAD242	OFFICE INTERNSHIP	MCCLINTON TYWANA	TBA	TBA		3	
		NOTE: BY PERMISSION OF INSTRUCTOR						

OUTDOOR LEADERSHIP

CALL	COURSE	COURSE NAME	INSTRUCTOR	TIME	DAYS	LOCATION	CR	PREREQUISITE
11001	ODL121	INTRO TO OUTDOOR LEADERSH	ENGLAND BOB	02:15P 03:30P	M & W	120 126	3	
11002	ODL200	FIELD EXPERIENCE	ENGLAND BOB	TBA	TBA	120 122	3	
11003	ODL221	INTERSHIP	ENGLAND BOB	TBA	TBA		3	
11004	ODL250	WILDERNESS FIRST RESPONDER	ENGLAND BOB	TBA	TBA		3	
11005	ODL260	PRACTICUM IN TEACHING	ENGLAND BOB	TBA	TBA		3	