

MD-335 BUS / OIS SELF-PACED LAB
SPRING 2012 SEMINAR / LECTURE CALENDAR—FIRST TWO WEEKS
January 17-27, 2012

STUDENTS: Refer to your *Course Syllabus* for lectures specific to the course in which you are registered.

	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>
Week 1	January 16	January 17	January 18	January 19	January 20
10:00	HOLIDAY NO CLASSES	CHECK-IN / ORIENTATION	ORIENTATION SEMINAR	SAS*	BEGIN KEYBOARD SEM
11:00		CHECK-IN / ORIENTATION	SAS*	ORIENTATION SEMINAR	ORIENTATION SEMINAR
1:00		CHECK-IN / ORIENTATION	ORIENTATION SEMINAR	DATA ENTRY SEMINAR	SAS* noon-1 pm
2:00		CHECK-IN / ORIENTATION	BEGIN KEYBOARD SEM	KEYBOARDING SEM	1 P.M.
4:00		CHECK-IN / ORIENTATION	SAS*	INTER KEYBOARD SEM	
5:00		CHECK-IN / ORIENTATION	ORIENTATION SEMINAR	SAS*	LAB CLOSED
6:00		CHECK-IN / ORIENTATION	SAS*	ORIENTATION SEMINAR	
Week 2	January 23	January 24	January 25	January 26	January 27
10:00	SAS*	FILING SEMINAR	ADV KEYBOARD SEMINAR	WORD-1	WORD-1
11:00	INTER KEYBOARD SEM	BEGIN KEYBOARD SEM	DATA ENTRY SEMINAR	FILING SEMINAR	EXCEL-1
1:00	ADV KEYBOARD SEM	KEYBOARDING SEMINAR	INTER KEYBOARD SEM	EXCEL-1	ACCESS-1 noon-1 pm
2:00	MEDICAL TRANS SEM	SAS*	KEYBOARDING SEMINAR	ADV KEYBOARD SEMINAR	1 P.M.
4:00	SAS*	FILING SEMINAR	WORD-5	WORD-8	
5:00	DATA ENTRY SEMINAR	BEGIN KEYBOARD SEM	ADV KEYBOARD SEMINAR	PPT-1	LAB CLOSED
6:00	BEGIN KEYBOARD SEM	WORD-6	FILING SEMINAR	BEGIN KEYBOARD SEM	

***SAS** (*Software Applications Seminar*) is required for all first-time students registered in the following Microsoft Office software classes:
 BUS 170 / 175 / 180 / 185 / OIS 136.1

OIS-101: BEGIN KEYBOARD SEM
 OIS-102: INTER KEYBOARD SEM
 OIS-103: ADV KEYBOARD SEM
 OIS-108: DATA ENTRY SEM

OIS-115: FILING SEMINAR
 OIS-231.1: MEDICAL TRANS SEMINAR
 BUS-165: KEYBOARDING SEMINAR

BUS-171: WORD-6
 OIS-136.2: WORD-5
 OIS-136.3: WORD-8

All Seminars cover beginning course information and the course syllabus; please bring your complete course syllabus and textbook to lectures. ALL lectures scheduled on this calendar are given in the MD-335A lecture room; additional lectures are posted on your course Blackboard site.