

## Schedule of Classes and Office Hours

Instructor: Lori Ford

Phone Number: 620.820.1242

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Office Number: M306

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
8:15 AM					
8:30 AM	Office	Office	Office	Office	
8:45 AM					
9:00 AM					
9:15 AM					
9:30 AM					
9:45 AM	Comp Concepts & Apps 9:30-10:20 M305		Comp Concepts & Apps 9:30-10:20 M305		
10:00 AM					
10:15 AM					
10:30 AM					
10:45 AM					
11:00 AM	office	Computer Info Systems 11:00-12:20 p.m. M305	office	Computer Info Systems 11:00-12:20 p.m. M305	
11:15 AM					
11:30 AM	Lunch 11:30-12:30		Lunch 11:30-12:30		
11:45 AM					
12:00 PM	office	Lunch 12:30 - 1:00	office	Lunch 12:30 - 1:00	
12:15 PM					
12:30 PM	Comp Concepts & Apps 1:00-2:20 M305	Might be in my office	Comp Concepts & Apps 1:00-2:20 M305	Might be in my office	
1:00 PM					
1:15 PM					
1:30 PM					
1:45 PM					
2:00 PM	office		office		
2:15 PM					
2:30 PM					
2:45 PM					
3:00 PM	Online Courses: Word Processing, Office Procedures, Business English				
3:15 PM					
3:30 PM					
3:45 PM	Courses by Arrangement: Office Internship (By appointment)				
6:00 PM					
7:00 PM					
8:00 PM					

Number indicates rooms in which classes are held.

☑ Appointments for conferences should be made when possible.