

Schedule of Classes and Office Hours

Instructor: Lori Ford

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Office Number: M306

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM	Comp Concepts & Apps 8:00-9:20 M305	Office	Comp Concepts & Apps 8:00-9:20 M305	Office	
8:15 AM					
8:30 AM					
8:45 AM					
9:00 AM					
9:15 AM	Office		Office		
9:30 AM					
9:45 AM					
10:00 AM					
10:15 AM					
10:30 AM					
10:45 AM					
11:00 AM	Lunch 12:00-1:00	Lunch 12:30 - 1:00	Lunch 12:00-1:00	Lunch 12:30 - 1:00	
11:15 AM					
11:30 AM					
11:45 AM	Comp Concepts & Apps 1:00-2:20 M305	Virtual Office Hours Might be in my office	Comp Concepts & Apps 1:00-2:20 M305		
12:00 PM					
12:15 PM					
12:30 PM					
12:45 PM					
1:00 PM	Might be in my office				
1:15 PM					
1:30 PM	Online/Arrangement Courses: Formatting, Medical Office Applications, Business Office Applications				
1:45 PM	Courses by Arrangement: Office Internship (By appointment)				
2:00 PM					
2:15 PM					
2:30 PM					
2:45 PM					
3:00 PM					
3:15 PM					
3:30 PM					
3:45 PM					
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.