

I-BEST Class Schedule - First Quarter Winter 2008 Calendar

Monday:		Tuesday:		Wednesday:		Thursday:		Friday:	
9		9		9		9		9	ABE Support Class 9:00-9:50 34-109
10	Keyboarding (CIS 101/102) 10:00-10:50 34-100	10	Keyboarding (CIS 101/102) 10:00-10:50 34-100	10	Keyboarding (CIS 101/102) 10:00-10:50 34-100	10	Keyboarding (CIS 101/102) 10:00-10:50 34-100	10	Keyboarding (CIS 101/102) 10:00-10:50 34-100
11	Intro to Office (CIS 108) 11:00-11:50 34-128	11	ABE Support Class 11:00-11:50 34-109	11	Intro to Office (CIS 108) 11:00-11:50 34-128	11	ABE Support Class 11:00-11:50 34-109	11	Intro to Office (CIS 108) 11:00-11:50 34-128
12	ABE Support Class 12:00-12:50 34-109	12		12		12		12	
1		1	Human Dimension in the Workplace (CIS 109) 1:15-2:30 34-130	1	Filing (CIS 105) 1:15-3:05 34-130	1	Human Dimension in the Workplace (CIS 109) 1:15-2:30 34-130	1	
2		2		2		2		2	
3		3		3		3		3	

IBEST Certificate Program Office Clerk/Customer Service Specialist

Office Clerk/Customer Service Specialist		36-credit certificate	
<i>1st quarter</i>	<i>2nd Quarter</i>	<i>3rd Quarter</i>	
CIS 108 Intro to Office 3	CIS 103 Keyboarding 2	CIS 104 Keyboarding 2	
CIS 101, 102 Keyboard'g 2+2	CIS 106 Bus Eng 5	CIS 110 Internet 2	
CIS 105 Filing 2	CIS 115 Outlook 2	CIS 171 Office Procedures 3	
CIS 109 Human Dimension 3	CIS 136 Word Process'g I 4	CIS 150 Formatting I 4	
<i>12 credits</i>	<i>13 credits</i>	<i>11 credits</i>	
<p>The both ABE and CIS teachers will overlap in these classes half time for extra support. There is an extra five (5) hours per week of basic skill instruction is also scheduled in the afternoon on Monday and Friday (may change based on student schedules). This time is for extra support in the CIS classes, working on GED tests and other skills.</p>			