VIRTUAL OFFICE HOURS		
Program or Division	Business Administration Technology	
Instructor Name:	Lois Robinson	
Course	Day(s) of the week	Time
BUS 100-Intro to Business	Monday/Tuesday	7:50-9:05am
BUS 105-Customer Service	Monday/Tuesday	9:10-10:25am
BUS 105 (DE)-Customer Service	Monday/Tuesday	7:50-9:05am
BUS 245-Accounting with QuickBooks	Monday/Tuesday	12:35-1:50pm
OAD 103-Intermediate Keyboarding	Monday/Tuesday	7:50-9:05am
OAD 125-Word Processing	Wednesday/Thursday	9:10-10:25am
OAD 126-Advanced Word Processing	Wednesday/Thursday	9:10-10:25am
OAD 136-Adv Fin Recordkeeping	Wednesday/Thursday	10:30-11:45am
OAD 200-Machine Transcription	Wednesday/Thursday	12:35-1:50pm
OAD 218 (DE)-Office Procedures	Wednesday/Thursday	7:50-9:05am
OAD 232-The Computerized Office	Monday/Tuesday	10:30-11:45am
OAD 240-Certified Admin Asst Review	Wednesday/Thursday	12:35-1:50pm
OAD 245-Data Entry	Wednesday/Thursday	12:35-1:50pm
Contact Information: lrobinson@rstc.edu		