

Note: Course Dates indicate Beginning and Ending Dates

M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=

CRN	Instructor	Days	Time	Room	D	CRN	Instructor	Days	Time	Room	D
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Office Tech & Computer Apps

OFF 057 Computer Keyboarding 1 Units

Strongly recommended: READ 099 if required by reading placement exam or if required by reading level.

This course introduces touch keyboarding using a computer keyboard and is open to students with no previous keying experience. 18 lecture hours, 18 lab hours.

22089 James, R. TR 08:00 AM-10:10 AM LB 201 10/26-12/19
[Second Eight Weeks](#)

OFF 101 Introduction to Microsoft Office Applications 3 Units

Strongly recommended: OFF 057.

Introduction to Windows and Microsoft Office Suite applications. Computer applications include word processing, spreadsheets, database management, presentation graphics, scheduling/time management, and the Internet. This course may be taken two times. 54 hours lecture, 36 hours lab. CSU UC

20282 James, R. MW 10:20 AM-12:50 PM LB 201 08/29-12/19
[Learning Communities/Umoja Class: Requires enrollment in Soc 118 21372.](#)
 21691 James, R. TR 10:20 AM-12:50 PM LB 201 08/29-12/19

OFF 120 Excel Spreadsheet 2 Units

An introduction to Excel worksheets and workbooks. Includes formatting, calculating sums, formulas, charts, enhancing the worksheet, and making decisions using the IF function, completing financial functions, data lists, and large workbooks and using templates. This course may be taken two times. 36 lecture hours. CSU

20290 James, R. MW 08:00 AM-10:10 AM LB 201 10/26-12/19
[Second Eight Weeks](#)

OFF 260 Computer Keyboarding and Document Processing 3 Units

Strongly recommended: READ 099 if required by reading placement exam or if required by reading level.

This course introduces skills and techniques fundamental to touch keyboarding on a microcomputer. This course also introduces document processing of letters, memorandums, reports and tables and is open to students with no previous keying experience. 54 lecture hours, 36 lab hours. CSU

20296 James, R. HRS-ARRG 08/29-12/19
 James, R. HRS-ARRG 08/29-12/19

[DISTANCE EDUCATION CLASS After registering go to \[www.citruscollege.edu/de\]\(http://www.citruscollege.edu/de\) Mandatory on-campus orientation/Blackboard/CCC Confer/software usage Monday, August 31, 2009 at 5:00-6:00PM in LB 201](#)