

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: ENGL 099 or READ 099 if required by English placement or if required by English 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.

20817	James, R.	TR	08:00 AM-09:05 AM	LB 201	10/22-12/15
	James, R.	TR	09:05 AM-10:10 AM	LB 201	10/22-12/15

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. 54 hours lecture, 36 hours lab. CSU

20096	James, R.	MW	10:20 AM-11:20 AM	LB 201	08/25-12/15
	James, R.	MW	11:20 AM-12:50 PM	LB 201	08/25-12/15
20717	James, R.	TR	10:20 AM-11:20 AM	LB 201	08/25-12/15
	James, R.	TR	11:20 AM-12:50 PM	LB 201	08/25-12/15

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. 36 lecture hours. CSU

20099	James, R.	MW	08:00 AM-10:10 AM	LB 201	10/22-12/15
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Second Eight Weeks

OFF 281 Filing and Records Management 3 Units

An overview of records management which involves practical fundamentals of records management, basic filing principles, procedures, and systems. Emphasis is on non-correspondence records, information storage, and retrieval systems. Management aspects of records retention, disposition, and the operation of a records management program. 54 lecture hours.

21337	James, R.	HRS-ARRG			08/25-12/15
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DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de
Mandatory on-campus orientation Monday, August 27, 2012 at 6:00 p.m. in LB 201.
 Students may be required to take exams on campus.