

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 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	08:20 AM-09:50 AM	LB 201	08/23-12/14
	James, R.	MW	10:00 AM-10:50 AM	LB 201	08/23-12/14

OFF 120 Microsoft Excel 3 Units

An Excel worksheets and workbooks course to include: formatting, calculating sums, formulas, charts, enhancing the worksheet, and making decisions using the IF function, completing financial functions, data lists, large workbooks using templates, using advanced sorting and filtering, creating charts, diagrams, and templates, creating PivotTable, PivotChart reports, and auditing worksheets, using data analysis, solver, and scenario features, using macros, and Visual Basic for applications, external data, database functions, side-by-side tables, and collaborating with others and preparing a workbook for distribution. 54 lecture hours, 18 lab hours. CSU

20099	James, R.	TR	08:20 AM-09:45 AM	LB 201	08/23-12/14
	James, R.	R	09:55 AM-10:45 AM	LB 201	08/23-12/14

OFF 260 Computer Keyboarding and Document Processing 3 Units

Strongly recommended: ENGL 099 or READ 099 if required by English placement or if required by English 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

21627	James, R.	MW	11:30 AM-01:00 PM	LB 201	08/23-12/14
	James, R.	MW	01:10 PM-02:00 PM	LB 201	08/23-12/14

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.	TR	11:30 AM-12:55 PM	LB 201	08/23-12/14
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OFF 285 Administrative Office Procedures 3 Units

This is a course in office procedures and protocol for the person preparing for an office career. It emphasizes continuous self-evaluation and self-development in the areas of basic office skills, professional responsibilities, communication, and human relations. 54 lecture hours.

21628	James, R.	HRS-ARRG			08/23-12/14
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DISTANCE EDUCATION CLASS

After registering go to www.citruscollege.edu/de

Mandatory Orientation:

August 26, 6:00pm - 7:00pm LB201

OFF 294 Microsoft Word 3 Units

Word processing concepts with topics to include: creating and editing text and printing office documents such as, letters from templates, research papers, resume, mail merge, and newsletters. Creating mailing labels, using styles and creating multi-level lists and charts. Using mark-up tools, building reusable documents, advance table features, creating mass mailings, creating standardized forms, working with long documents, embedding, linking objects using Macros, and integrating Word with PowerPoint. This course will also include proofreading and editing skills. 54 lecture hours, 18 lab hours.

21629	James, R.	HRS-ARRG			08/23-12/14
	James, R.	T	01:00 PM-02:05 PM	LB 201	08/23-12/14

DISTANCE EDUCATION HYBRID CLASS

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