

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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Computer Information Systems

CIS 099 Introduction to Windows and PCs 2 Units

Strongly recommended: ENGL 099 or READ 099 if required by English placement or if required by English level.
 This course covers computer literacy concepts. It provides an introduction to the personal computer via the Windows operating systems. The course prepares students to operate a computer using the Windows graphical user interface. It is designed for students with no previous computer experience. 36 lecture hours.

31704	Gerfen, T.	MW	08:00 AM-09:00 AM	IS 108	02/19-06/15
31706	Mustain, J.	TR	10:20 AM-11:15 AM	IS 110	02/19-06/15

Strongly recommended: ENGL 099 or READ 099 if required by English placement or if required by English level.
 This course covers computer literacy concepts. It provides an introduction to the personal computer via the Windows operating systems. The course prepares students to operate a computer using the Windows graphical user interface. It is designed for students with no previous computer experience. 36 lecture hours.

31705	Mustain, J.	TR	09:15 AM-10:10 AM	IS 110	02/19-06/15
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CIS 107 Information Systems & Applications 4 Units

Strongly recommended: CIS 099. Also, ENGL 099 or READ 099 if required by English placement or if required by English level.
 Strongly recommended: Knowledge of MS Windows.
 This course covers essential concepts of information technology. Topics include computer hardware, software, programming concepts, network/Internet technologies, ethics and emerging technologies. 72 lecture hours. CSU UC

31709	Flores, R.	TR	11:30 AM-01:35 PM	IS 110	02/19-06/15
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Strongly recommended: CIS 099. Also, ENGL 099 or READ 099 if required by English placement or if required by English level.
 Strongly recommended: Knowledge of MS Windows.
 This course covers essential concepts of information technology. Topics include computer hardware, software, programming concepts, network/Internet technologies, ethics and emerging technologies. 72 lecture hours. CSU UC

31707	Flores, R.	MW	11:30 AM-01:35 PM	IS 110	02/19-06/15
31708	Solis, R.	TR	09:15 AM-11:20 AM	IS 108	02/19-06/15
31710	Flores, R.	HRS-ARRG			02/19-06/15

DISTANCE EDUCATION CLASS. After registering go to www.citruscollege.edu/ Students Required to take exams on Campus.

CIS 130 Microcomputer Applications I 4 Units

Strongly recommended: CIS 099 or CIS 107. Also, ENGL 099 or READ 099 if required by English placement or if required by English level.
 Students will use the personal computer to learn an office suite, such as Microsoft Office, that includes word processing, electronic spreadsheets, database management systems, multimedia/presentation graphics, and personal information management. Prepares students to take the Microsoft Office User Specialist certification exams. 72 lecture hours. CSU UC

31713	Mustain, J.	MW	11:30 AM-01:35 PM	IS 108	02/19-06/15
31714	Mustain, J.	TR	11:30 AM-01:35 PM	IS 108	02/19-06/15
31715	Mustain, J.	W	06:00 PM-10:15 PM	IS 110	02/19-06/15
31716	Solis, R.	HRS-ARRG			02/19-06/15

DISTANCE EDUCATION CLASS. After registering go to www.citruscollege.edu/ SECOND EIGHT WEEKS.

CIS 150 Web Development (Dreamweaver) 3 Units

Strongly recommended: CIS 105. Also, ENGL 099 or READ 099 if required by English placement or if required by English level.
 This course is part of a series exploring the Macromedia Suite (Dreamweaver, Flash, Fireworks). This course introduces the basic features of Dreamweaver. Topics include: the Dreamweaver interface, the CSS, HTML integration, images, tables, forms, and layers. 54 lecture hours.

31718	Flores, R.	HRS-ARRG			02/19-06/15
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DISTANCE EDUCATION CLASS. After registering go to www.citruscollege.edu/ Students required to take exams on Campus.

CIS 162 Electronic Spreadsheets 3 Units

Strongly recommended: ENGL 099 or READ 099 if required by English placement or if required by English level.
 This course provides comprehensive instruction in the use of spreadsheet software to create, edit, store, retrieve, and print spreadsheets and charts. Topics include completing calculations, making decisions, organizing and graphing data, developing professional looking reports, publishing organized data to the Web, and accessing real-time data from Web sites. 54 lecture hours. CSU

CIS 230 Microcomputer Applications II 4 Units

Strongly recommended: CIS 130.
 A second course in the use of microcomputers for personal and professional productivity. Students will use the personal computer to learn Microsoft Office (i.e., Word, Excel, Access, & PowerPoint) at an advanced level. Covers the advantages of using integrated software over a single application. 72 lecture hours. CSU

31720	Solis, R.	HRS-ARRG			04/22-06/15
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DISTANCE EDUCATION CLASS. After registering go to www.citruscollege.edu/ SECOND EIGHT WEEKS.