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 |
|---|---|---|---|---|---|---|---|---|---|---|---|

## 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

| 30108 | James, R. | MW | 09:15 AM-10:30 AM | LB 201 | 02/19-06/15 |
|---|---|---|---|---|---|
|  | James, R. | MW | 10:40 AM-11:45 AM | LB 201 | 02/19-06/15 |
| 30107 | James, R. | TR | 08:00 AM-09:15 AM | LB 201 | 02/19-06/15 |
|  | James, R. | TR | 09:25 AM-10:30 AM | LB 201 | 02/19-06/15 |

### 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

| 30110 | James, R. | | HRS-ARRG | | 02/19-04/13 |
|---|---|---|---|---|---|

**DISTANCE EDUCATION CLASS  After registering go to www.citruscollege.edu/de**
**Mandatory Orientation on February 19, 2013 at 6:00 p.m. - 7:00 p.m. in LB 201.**
**First 8 weeks**

### OFF 215  Introduction to Microsoft Outlook  2 Units

An introduction to a scheduling and organizing program.  Topics include creating and editing a calendar, contacts, task list, journal, notes, synchronizing personal digital assistant, and communicating with an electronic mail system.  36 lecture hours.

| 31977 | James, R. | T | 01:45 PM-03:50 PM | LB 201 | 02/19-06/15 |
|---|---|---|---|---|---|

### 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

| 30112 | James, R. | TR | 11:00 AM-12:15 PM | LB 201 | 02/19-06/15 |
|---|---|---|---|---|---|
|  | James, R. | TR | 12:25 PM-01:30 PM | LB 201 | 02/19-06/15 |

### 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.

| 31703 | James, R. | | HRS-ARRG | | 02/19-06/15 |
|---|---|---|---|---|---|

**DISTANCE EDUCATION CLASS. After registering to to www.citruscollege.edu/**
**Mandatory Orientation on February 19 at 7:00pm - 8:00pm in LB 201**

### OFF 294  Beginning Microsoft Word  2 Units

An introduction to word processing concepts.  Topics include:  creating and editing text and printing office documents s uch as; letters from templates, research papers, resume, mail merge, and newsletters.  This course will also include proofreading and editing skills.  36 lecture hours.

| 31854 | James, R. | MW | 12:30 PM-01:35 PM | LB 201 | 02/19-06/15 |
|---|---|---|---|---|---|
| 31980 | Miyabe, J. | W | 06:30 PM-08:35 PM | LB 201 | 02/19-06/15 |

Register online at citruscollege.edu/ar   WingSpan Registration Help Desk (626) 914-8833  Admissions and Records office (626

1