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 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.

| 21002 | James, R. | TR | 08:00 AM-10:10 AM | LB 201 | 10/25-12/18 |

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

| 20141 | James, R. | MW | 10:20 AM-12:50 PM | LB 201 | 08/28-12/18 |
| 20869 | James, R. | TR | 10:20 AM-12:50 PM | LB 201 | 08/28-12/18 |

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

| 20146 | James, R. | MW | 08:00 AM-10:10 AM | LB 201 | 10/25-12/18 |

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.

| 21158 | James, R. | HRS-ARRG | | | 08/28-12/18 |

DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de Mandatory on-campus orientation/Blackboard/CCC Confer/software usage Monday, August 30, 2010 at 6:00-7:00PM in LB 201

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

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