

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

30107 James, R. MW 10:10 AM-12:40 PM LB 201 02/23-06/18

30108 James, R. HRS-ARRG 02/23-06/18

James, R. HRS-ARRG 02/23-06/18

DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de

Mandatory on-campus orientation/Blackboard/CCC Confer/software usage

Thursday, February 24, 2011 at 6:00-7:00PM in LB 201

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. MW 08:30 AM-09:30 AM LB 201 02/23-06/18

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.

31040 James, R. HRS-ARRG 04/25-06/18

DISTANCE EDUCATION CLASS After registering go to www.citruscollege.edu/de

Second 8 weeks

Mandatory on-campus orientation/Blackboard/CCC Confer/software usage

Monday, April 25, 2011 at 6:00-7:00PM in LB 201

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 10:10 AM-12:40 PM LB 201 02/23-06/18