

Classes begin the week of November 1, 2010.

CLASS TITLE	STARTS	DAYS	MEETING TIME	INSTRUCTOR	ROOM	WKS
Applied Computer Technologies (ACT) Recommended: Keyboarding I	11-2-10	TTH	8:00 am - 10:00 am	Wall	208	10
	11-1-10	MW	12:30 pm - 2:30 pm	Stout	211	10
	11-1-10	M	6:00 pm - 9:30 pm	Shatzen	207	10
	11-3-10	W	6:00 pm - 9:30 pm	Shatzen	207	10
Business Accounting II (QuickBooks 2009) (no new enrollment; continuing class)	Continuing class	TTH	8:00 am - 10:00 am	Lazos	207	10
		T	6:00 pm - 9:30 pm	Lazos	207	10
Design Elements Pre-req: ACT	11-1-10	MW	8:00 am - 10:00 am	Wall	208	10
	11-2-10	TTH	12:30 pm - 2:30 pm	Wall	208	10
	11-2-10	T	6:00 pm - 9:30 pm	Shatzen	208	10
Digital Film Making Recommended: ACT	11-1-10	MW	6:00 pm - 9:30 pm	Giors	211	10
Digital Imaging I (Photoshop CS4) Pre-req: ACT; Design Elements	11-1-10	MW	12:30 pm - 2:30 pm	Wall	208	10
Lab, Computer¹	n/a	T	2:30 pm - 4:30 pm	Lazos	207	n/a
		W	2:30 pm - 4:30 pm	Wall	208	
		F	8:00 am - 3:00 pm	Lazos/Wall	207/8	
MOS - Office Automation Skills Assessment for Microsoft Office Certification	By Appointment		Call Department for further information.	Wall	208	n/a
Office Resources Pre-req: ACT; Design Elements	11-1-10	MW	10:00 am - 12:00 pm	Wall	208	10
	11-4-10	TH	6:00 pm - 9:30 pm	Wall	208	10
Office Technology II - IC³ Certification (Part II may be taken before Part I) Pre-req: ACT	11-2-10	TTH	10:00 am - 12:00 pm	Du	211	10
Office Technology III - IC³ Certification Pre-req: ACT	11-2-10	TTH	12:30 pm - 2:30 pm	Du	211	10
Office Technology I - IC³ Certification Pre-req: ACT	11-4-10	TH	6:00 pm - 9:30 pm	Du	211	10
Office Telephone Systems, introduction to Pre-req: ACT; Recommended: Telephone Techniques	11-2-10	TTH	8:00 am - 10:00 am	Mullen	211	10
Spreadsheets I (MS Excel 2007) Pre-req: ACT	11-2-10	TTH	10:00 am - 12:00 pm	Wall	208	10
	11-2-10	T	6:00 pm - 9:30 pm	Stout	211	10
Spreadsheets II (MS Excel 2007) (no new enrollment; continuing class)	Continuing class	MW	12:30 pm - 2:30 pm	Lazos	207	10
		TH	6:00 pm - 9:30 pm	Truong	207	10
Text/Word Processing I (MS Word 2007) Pre-req: ACT	11-1-10	MW	2:30 pm - 4:30 pm	Lazos	207	10
Text/Word Processing II (MS Word 2007) (no new enrollment; continuing class)	Continuing class	TTH	12:30 pm - 2:30 pm	Lazos	207	10
		W	6:00 pm - 9:30 pm	Galvizo	208	10
Web Page Design II, Pt. 2 (DreamWeaver CS4) (no new enrollment; continuing class)	Continuing class	M	6:00 pm - 9:30 pm	Wall	208	10

Revised on: 10-14-10

¹ Computer Lab is a requirement of many courses. Students **must** be attending regularly scheduled classes and have a permission slip to attend.

First Day Procedure:

Please line up behind the posted sign(s) on the day and time classes are offered. The instructor will meet the line, call roll for pre-registered students, and direct the students into the classroom on the first day only; thereafter, students will report directly to the classroom **after** the department/classroom door has been opened **and** they are called to enter the classroom area.

BE ADVISED THAT SCHEDULE IS SUBJECT TO UNANNOUNCED CHANGES.