

■ COMPUTER INFORMATION TECHNOLOGY ■

CIT 035 THE INTERNET - BRIEF

Units: 1.50, May Be Taken Once for Credit

Recommended Preparation: CIT-105

Introduces the use of browsers and email to explore online resources and communicate electronically. Familiarity with a PC and Microsoft Windows is assumed.

77234 10:30AM-12:50PM MW M. Nikodem CCC-304
10/18/10-12/08/10

CCC [This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.](#)

CIT 098A MICROSOFT WINDOWS WORKSHOP

Units: 0.50, May Be Taken Once for Credit

Designed for students desiring to quickly acquire the fundamental skills necessary to manage some of the basic features of the Windows operating system. Offered pass/no-pass only. Units do not apply to the associate degree.

77241 08:00AM-10:00AM TTH V. Jadaon UCEN-309
08/31/10-09/09/10

[This class meets in the Dr. Dianne G. Van Hook University Center located on the south end of the Valencia campus.](#) Allow plenty of passing time between classes.

CIT 098B MICROSOFT WORD WORKSHOP

Units: 0.50, May Be Taken Once for Credit

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic documents using Microsoft Word. Offered pass/no-pass only. Units do not apply to the associate degree.

77242 08:00AM-10:00AM TTH R. Roscigno UCEN-309
09/14/10-09/23/10

[This class meets in the Dr. Dianne G. Van Hook University Center located on the south end of the Valencia campus.](#) Allow plenty of passing time between classes.

CIT 098C MICROSOFT EXCEL WORKSHOP

Units: 0.50, May Be Taken Once for Credit

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic spreadsheets using Excel. Offered pass/no-pass only. Units do not apply to the associate degree.

77243 08:00AM-10:00AM TTH V. Jadaon UCEN-309
09/28/10-10/07/10

[This class meets in the Dr. Dianne G. Van Hook University Center located on the south end of the Valencia campus.](#) Allow plenty of passing time between classes.

CIT 098D MICROSOFT ACCESS WORKSHOP

Units: 0.50, May Be Taken Once for Credit

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple relational databases using Microsoft Access. Offered pass/no-pass only. Units do not apply to the associate degree.

77244 08:00AM-10:00AM TTH R. Roscigno UCEN-309
10/12/10-10/21/10

[This class meets in the Dr. Dianne G. Van Hook University Center located on the south end of the Valencia campus.](#) Allow plenty of passing time between classes.

CIT 098E MICROSOFT POWERPOINT WORKSHOP

Units: 0.50, May Be Taken Once for Credit

Designed for students desiring to quickly acquire the basic skills necessary to create and modify simple electronic presentations for group audiences using PowerPoint. Offered pass/no-pass only. Units do not apply to the associate degree.

77245 08:00AM-10:00AM TTH R. Roscigno UCEN-309
10/26/10-11/04/10

[This class meets in the Dr. Dianne G. Van Hook University Center located on the south end of the Valencia campus.](#) Allow plenty of passing time between classes.

CIT 101 INTRODUCTION TO COMPUTERS

Units: 3.00 - UC:CSU, May Be Taken Once for Credit

Overview of computers, including their history, usage, technology, and terminology, as well as their impact on society, ethics, and organizational settings. Provides an introduction to system hardware, networks, telecommunications, operating systems, and popular production software, including spreadsheet, database, word processing, presentation software, Internet, and email applications.

77251 10:30AM-12:55PM TTH V. Jadaon HSLH-304

CIT 105 MICROSOFT WINDOWS

Units: 3.00 - CSU, May Be Taken Once for Credit

Presents in-depth study of the Windows graphical user interface, including file management, windows manipulation, desktop customization, multitasking, data search, use of Windows accessories, Object-Linking and Embedding (OLE), and troubleshooting.

77255 10:30AM-12:55PM MW V. Jadaon HSLH-304

77236 01:15PM-03:40PM TTH S. El Helbawy CCC-304

CCC [This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.](#)

CIT 110 KEYBOARDING AND DOCUMENT PROCESSING

Units: 3.00 - CSU, May Be Taken Once for Credit

Develops a mastery of the computer keyboard by touch and proficiency in producing business letters, reports, tables, memos, and other documents using Microsoft Word.

77256 10:30AM-12:55PM MW K. Clements Knapp MENH-338

77237 10:30AM-12:55PM TTH S. El Helbawy CCC-304

CCC [This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.](#)



Please Drive Carefully!
On-Campus speed limit
is no more than 15 mph!

CIT 111 ADVANCED KEYBOARDING AND DOCUMENT PROCESSING

Units: 3.00 - CSU, May Be Taken Once for Credit

Prerequisite: CIT-110

Continues skill building begun in CIT 110, Keyboarding and Document Processing, emphasizing production of a wide range of documents using Microsoft Word as well as continuing to build speed and accuracy and familiarity with MS Word begun in CIT 110.

77257 01:15PM-03:40PM MW K. Clements Knapp MENH-338

CIT 115 BUSINESS ENGLISH

Units: 3.00 - CSU, May Be Taken Once for Credit

Provides an extensive review of proper sentence structure within business documents through exercises with contemporary business themes. Students will create simple business communications focusing on correcting the most common errors of language usage pertaining to modern business correspondence. Lays the foundation for clear and correct business writing and formatting for today's business environment.

77258 08:00AM-10:25AM TTH M. Echavarri HSLH-303

CIT 116 BUSINESS COMMUNICATIONS

Units: 3.00 - CSU, May Be Taken Once for Credit

Training in the development of writing principles and techniques; business vocabulary improvement; practical experience in the composition of correspondence typical of business environments. Additional emphasis on principles of business English. Familiarity with computer keyboarding and the Windows operating system is assumed.

77235 08:00AM-10:25AM MW M. Nikodem CCC-304

CCC This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.

77259 10:30AM-12:55PM TTH M. Echavarri MENH-338

77238 10:40AM-01:10PM S T. Borst CCC-304
08/28/10-10/16/10

HYBRID/PAGE CLASS. On campus meetings (10:40 am - 1:10 pm) on Saturdays, 8/28, 9/11, 9/25, 10/9, 10/16.

CCC This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.

CIT 120 ADMINISTRATIVE OFFICE PROCEDURES

Units: 3.00 - CSU, May Be Taken Once for Credit

Analyze and implement technological and procedural tasks typically encountered by the administrative assistant in the business environment.

77250 06:00PM-08:25PM TTH A. Roberts HSLH-303

CIT 140 SURVEY OF MICROSOFT OFFICE PROGRAMS

Units: 3.00 - CSU, May Be Taken 2 Times

Examines the latest operating systems, Microsoft Office, word processing, spreadsheet analysis, database management, presentation software, and the application of information technologies to organizational settings.

77260 10:30AM-12:55PM TTH M. Lipman HSLH-303

77264 01:15PM-03:40PM MW R. Roscigno HSLH-303

77247 01:30PM-03:55PM MW M. Nikodem UCEN-309
This class meets in the Dr. Dianne G. Van Hook University Center located on the south end of the Valencia campus. Allow plenty of passing time between classes.

77249 01:30PM-03:55PM TTH R. Hall UCEN-309
This class meets in the Dr. Dianne G. Van Hook University Center located on the south end of the Valencia campus. Allow plenty of passing time between classes.

77246 01:30PM-03:55PM TTH R. Roscigno HSLH-303

77239 06:30PM-08:55PM TTH F. De Los Reyes CCC-304
CCC This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.

77262 - M. Lipman -
ONLINE CLASS. For class information, see www.canyons.edu/distancelearning.

77261 - M. Lipman -
ONLINE CLASS. For class information, see www.canyons.edu/distancelearning.

CIT 145 QUICKBOOKS PRO

Units: 3.00 - CSU, May Be Taken Once for Credit

Provides an in-depth introduction to the basics of the popular accounting program QuickBooks Pro, designed to assist in the operation of a small business. Familiarity with the Windows operating system is assumed.

77248 08:00AM-10:25AM MW R. Hall HSLH-303

CIT 150 MICROSOFT WORD I

Units: 3.00 - CSU, May Be Taken Once for Credit

Introduces the latest version of Microsoft Word to create a variety of business documents. Topics include, editing, formatting, mail merging, clip art, WordArt, charts, tables, newsletters, and Web pages. Prepares students for the Microsoft Office Specialist (MOS) certification core exam in Word.

77263 10:30AM-12:55PM MW M. Lipman HSLH-303

CIT 155 MICROSOFT EXCEL I

Units: 3.00 - CSU, May Be Taken Once for Credit

Introduces the latest version of Microsoft Excel, including create, edit, format and print worksheets, formulas and functions, static and dynamic Web pages, construct graphs and build databases that utilize the data table function. Prepares students for the Microsoft Office Specialist (MOS) certification core exam in Excel.

77253 01:15PM-03:40PM MW V. Jadaon HSLH-304

77252 - V. Jadaon -
ONLINE CLASS. For class information, see www.canyons.edu/distancelearning.

Make sure the college has your current email, postal address and phone numbers so we can notify you about changes due to budget issues!

CIT 156 MICROSOFT EXCEL II

Units: 3.00 - CSU, May Be Taken Once for Credit

Prerequisite: CIT-155

Provides a continuation of CIT-155, presenting advanced features of Microsoft Excel, such as what-if analysis with Scenario Manager, data tables, Goal Seek and Solver, summarizing data with PivotTables, generating and editing macros, collaborating with workgroups, and integrating applications. Prepares students for the Microsoft Office Expert (MOS) exam in Excel.

77240 06:30PM-08:55PM MW J. Woodmansee CCC-304
CCC This class meets at the CANYON COUNTRY CAMPUS on Sierra Highway.

CIT 160 MICROSOFT ACCESS I

Units: 3.00 - CSU, May Be Taken Once for Credit

Provides an in-depth introduction to the latest version of Microsoft Access. Familiarity with computer keyboarding and the Windows operating system is assumed.

77254 01:15PM-03:40PM TTH V. Jadaon HSLH-304

CIT 166 DESKTOP PUBLISHING

Units: 3.00 - CSU, May Be Taken Once for Credit

Recommended Preparation: CIT-105

Introduces desktop publishing using Adobe InDesign to create graphically rich layouts, brochures, posters, fliers, and newsletters.

77265 08:00AM-12:50PM S D. Glover HSLH-304

CIT 170 WEBSITE DEVELOPMENT I

Units: 3.00 - CSU, May Be Taken Once for Credit

Create Websites using XHTML coding, including basic through advanced XHTML tags and introductory CSS. Fundamental class in the sequence leading to a certificate in Web development. No authoring software is used in this class. Familiarity with the Internet, a browser, and the Windows operating system is assumed.

77266 01:15PM-03:40PM TTH A. Strozer MENH-338
 77267 04:00PM-06:25PM MW A. Strozer HSLH-304

CIT 171 WEBSITE DEVELOPMENT II

Units: 3.00 - CSU, May Be Taken Once for Credit

Recommended Preparation: CIT-170

Continues studies began in Website Development I using XHTML and advanced CSS coding, including implementation of Java applets, audio, and video elements. Familiarity with XHTML, CSS, the Internet, a browser, and Windows is assumed.

77268 - A. Strozer -

ONLINE CLASS. For class information, see www.canyons.edu/distancelearning.

CIT 173 WEB DEVELOPMENT SOFTWARE: DREAMWEAVER

Units: 3.00 - CSU, May Be Taken Once for Credit

Recommended Preparation: Proficiency with Windows, OS, PC, the Internet, and basic HTML

Explores development of Websites through hands-on training with Macromedia Dreamweaver. Site management, database integration, form validation, and scripted behaviors are among topics covered.

77269 06:30PM-08:55PM MW C. Guzman HSLH-304

CIT 175 WEB DEVELOPMENT SOFTWARE: FLASH

Units: 3.00 - CSU, May Be Taken Once for Credit

Covers implementation of Web-based animation and interactive content using Macromedia Flash and examples of Action Script. Proficiency with Windows and basic HTML is assumed.

77270 06:00PM-08:25PM TTH A. Strozer HSLH-304

■ **COMPUTER NETWORKING** ■

CMPNET 131 VOICE AND DATA CABLING

Units: 4.00 - CSU, May Be Taken Once for Credit

Develops skills in reading network design documentation, determining and purchasing cabling equipment, pulling and mounting cable, managing cable, selecting wiring closets, terminating cable at patch panels, installing jacks, and testing cable. Prepares the student for the BICSI Level 1 Installer Exam.

77277 05:00PM-09:00PM MW Staff -
 77278 05:00PM-09:00PM TTH Staff TWSH-105

CMPNET 132 A+ CERTIFICATION

Units: 4.00 - CSU, May Be Taken Once for Credit

Provides instruction in computer repair and upgrade and prepares students to take the Computing Technology Industry Association (CompTIA) A+ certification.

77279 07:30AM-11:30AM MW Staff TWSH-105
 77280 05:00PM-09:00PM MW Staff TWSH-105

CMPNET 151 CCNA PREP 1

Units: 7.00 - CSU, May Be Taken Once for Credit

Design configuration and maintenance of LANs, including cabling, routing, IP addressing, Cisco supported network technologies and network troubleshooting skills, and preparation for CCNA and Network+ certification.

77281 05:00PM-09:00PM MW P. Coon TWSH-108
 77282 07:30AM-05:00PM S P. Coon TWSH-108

HYBRID CLASS. On campus meetings (7:30 am - 5:00 pm) on Saturdays, 8/28, 9/11, 10/2, 10/23, 11/20 & 12/11.

