

**COMS 250 PROCESS OF COMMUNICATION**

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

Examines the range of theoretical approaches to the field of communication studies in contexts such as interpersonal, small group, gender, intercultural, mass media, and organizational communication.

81993 - T. Stokes Rice -  
07/11/11-08/13/11

**ONLINE CLASS:** For class information, see  
[www.canyons.edu/distancelearning](http://www.canyons.edu/distancelearning).

## ■ COMPUTER INFORMATION TECHNOLOGY ■

**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.

81956 07:50AM-10:15AM MTWTH V. Jadaon HSLH-304  
06/13/11-08/04/11

**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.

81961 10:30AM-12:55PM MTWTH R. Roscigno CCC-304  
06/13/11-08/04/11

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

81960 - M. Lipman -  
06/13/11-08/06/11

**ONLINE CLASS:** For class information, see  
[www.canyons.edu/distancelearning](http://www.canyons.edu/distancelearning).

**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.

81958 10:30AM-12:55PM MTWTH V. Jadaon HSLH-304  
06/13/11-08/04/11

## ■ 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.

81888 01:00PM-05:00PM MTWTH P. Hilliard TWSH-108  
06/13/11-08/04/11

**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.

81892 08:00AM-12:00PM MTWTH P. Hilliard TWSH-105  
06/13/11-08/04/11

**CWE 188CPNT COOPERATIVE WORK EXPERIENCE EDUCATION COMPUTER NETWORKING**

Units: 1.00-4.00 - CSU, Unlimited Repeats

Provides students with the opportunity to apply knowledge and skills gained from college courses in an actual work setting. The work experience may be paid or unpaid. For more information about earning elective units for ongoing work experience or applying for an internship, visit [www.canyons.edu/cwee](http://www.canyons.edu/cwee). Maximum 8 units per term and 16 total units.

82028 - S. Wright STCN-123

## ■ COUNSELING ■

**COUNS 010 CAREER EXPLORATION**

Units: 1.00 - Not transferable, May Be Taken Once for Credit

Equips students with the skills to select a career path.

81910 10:30AM-12:00PM TTH K. Brown HSLH-305  
07/12/11-08/11/11

**COUNS 070 DISTANCE LEARNING AND STRATEGIES FOR SUCCESS**

Units: 1.00 - Not transferable, May Be Taken Once for Credit

Provides students with the skills necessary to be a successful online student. Offered pass/no-pass only.

81911 - C. Richter -  
07/11/11-08/13/11

**ONLINE CLASS:** For class information, see  
[www.canyons.edu/distancelearning](http://www.canyons.edu/distancelearning).