

CINEMA 385 -**DIRECTED STUDY - CINEMA (CSU) - 3.00 UNITS**

Prerequisite: Approval of project. Enrollment in Cinema program.

NOTE: UC CREDIT FOR INDEPENDENT STUDY/DIRECTED STUDY COURSES NUMBERED 185, 285, AND 385 IN ANY DEPARTMENT IS NOT AUTOMATIC, CREDIT IS CONTINGENT ON UC CAMPUS EVALUATION AFTER APPLICATION AND ADMISSION. THESE UNITS SHOULD NOT BE USED TOWARD THE CALCULATION OF THE MINIMUM 60 UNITS NEEDED FOR ADMISSION TO THE UC.

Allows student to pursue Directed Study in cinema on a contract basis under the direction of supervising instructor.

Evening Classes

3135 3 hrs 10 mins TBA RODRIGUEZ, A CC 10

FOR COOPERATIVE EDUCATION, WORK EXPERIENCE, AND INTERNSHIPS, SEE LISTING UNDER COOPERATIVE EDUCATION.

Computer Applications Office Technologies

**COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 001 -
COMPUTER KEYBOARDING I - 3.00 UNITS**

Prerequisite: None.

This course instructs students in proper keyboarding techniques to accomplish mastery of the computer keyboard by touch. Students will develop speed and accuracy and produce basic business documents such as business letters, reports, and tables using word processing software.

1493	LEC	10:15-11:15	M W	JENNINGS, A H	BJ 101
&	LAB	11:20-12:45	M W	JENNINGS, A H	BJ 101
1499	LEC	1:00- 2:05	M W	JENNINGS, A H	BJ 111
&	LAB	2:05- 3:30	M W	JENNINGS, A H	BJ 111
1490	LEC	1:00- 1:55	T Th	POLLYEA, S B	BJ 111
&	LAB	1:55- 3:25	T Th	POLLYEA, S B	BJ 111

Evening Classes

3102	LEC	6:45- 7:45	M W	SAMBRANO, R	BJ 111
&	LAB	7:45- 9:10	M W	SAMBRANO, R	BJ 111

**COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 002 -
COMPUTER KEYBOARDING II (CSU) - 3.00 UNITS**

Prerequisite: None.

The course provides a thorough training in keyboarding skills and emphasizes formatting various kinds of business correspondence including business letters, envelopes, reports, business forms, and tables of increasing complexity. Continued emphasis is placed on keyboarding techniques, improving speed/accuracy on timed writings, and developing proofreading skills. Required for CAOT certificates and AA Degree.

7006	LEC	Online		JERRY, G S	INTERNET
&	LAB	Online		JERRY, G S	INTERNET
To obtain login information and more information on this class, please go to the LAVC Virtual Valley website at the following link: www.lavc.edu/virtualvalley .					
1498	LEC	9:40-10:45	M W	MCINTOSH, A U	BJ 109
&	LAB	10:45-12:10	M W	MCINTOSH, AU	BJ 109

**COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 009 -
COMPUTER KEYBOARDING IMPROVEMENT (CSU) - 1.00 UNITS Rpt 1**

Prerequisite: None.

Class is taught on an individualized basis. Improve keyboarding speed and accuracy through corrective drills, exercises, and timed writings.

1525	11:20-12:45	T	JENNINGS, A H	BJ 111
&	1 hr 25 mins	TBA	JENNINGS, A H	BJ 109

**COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 031 -
BUSINESS ENGLISH (CSU) - 3.00 UNITS**

(Same as Business 31)

Prerequisite: None. Required for all incoming CAOT majors. Recommended for Business majors.

Instruction in the mechanics of English. The course covers punctuation, sentence structure, paragraph writing, word usage, sentence construction, paragraph development and effective development of English communication skills.

Required for CAOT Certificates and AA Degree.

7064	Online	JENNINGS, A H	INTERNET
To obtain login information and more information on this class, please go to the LAVC Virtual Valley website at the following link: www.lavc.edu/virtualvalley .			

7084	Online	JENNINGS, A H	INTERNET
To obtain login information and more information on this class, please go to the LAVC Virtual Valley website at the following link: www.lavc.edu/virtualvalley .			

**COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 032 -
BUSINESS COMMUNICATIONS (CSU) - 3.00 UNITS**

(Same as Business 32)

Prerequisite: None. Recommended: for all CAOT and Business majors.

Emphasizes the concepts of effective written and oral communication in business. Develops the ability to write effective business memorandums, letters, e-mails and short reports. Develops the ability to create and present oral presentations. Required for CAOT certificates and AA degree.

8251	9:40-11:05	T Th	PAKES, J D	BJ 101
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Evening Classes

5099	6:45- 9:55	W	SIEGEL CLARK, J S	BJ 101
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**COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 037 -
SECRETARIAL ACCOUNTING - 3.00 UNITS**

Prerequisite: None.

This course provides a detailed study of the principles and practices of bookkeeping. It includes double entry bookkeeping, trial balance, worksheets, bank reconciliations, and financial statements. Required for CAOT AA degree. Fulfills CAOT certificate requirements.

Evening Classes

3295	6:45- 9:55	T	FUKUDA, I A	BJ 107
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**COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 043 -
OFFICE PROCEDURES - 3.00 UNITS Rpt 2**

Prerequisites: CAOT 2.

This course covers the concepts and procedures used in the automated/electronic office. Human relations skills, job interviewing techniques and strategies, attitude, personality, communication skills, reinforcement of keyboarding, business English, records management skills, and professional ethics needed for success in the automated/electronic office environment will be included.

Fulfills certificate requirements.

1534	9:00-12:10	F	GREEN, V A	BJ 101
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COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 047 - APPLIED OFFICE PRACTICE (CSU) - 2.00 UNITS Rpt 3*Prerequisite: None.*

Students work six hours a week in an office on campus and will obtain practical experience in a business environment utilizing keyboarding and computer skills. Fulfills CAOT certificates and AA degree requirements.

1500 5 hrs 25 mins TBA JENNINGS, A H BJ 101

Note: Students must meet with the instructor Tuesday, September 7, 2010, at 1 pm in BJ 104 for orientation.

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 078 - MICROCOMPUTER ACCOUNTING APPLICATIONS FOR THE ELECTRONIC OFFICE (CSU) - 3.00 UNITS*Prerequisite: CAOT 37 or Accounting 21 or Accounting 1.*

This course acquaints students with the use of the computer for accounting applications. Students receive hands-on experience in analyzing business transactions, keeping records, preparing financial statements, and generating financial management reports using an accounting software package such as QuickBooks.

1658 LEC 8:30- 9:35 Sat NAULT, W H BJ 101

& LAB 9:35- 1:50 Sat NAULT, W H BJ 101

NOTE: QuickBook Pro 2010 will be used.

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 082 - MICROCOMPUTER SOFTWARE SURVEY IN THE OFFICE (CSU) - 3.00 UNITS*Prerequisite: None.*

This course provides hands-on experience using personal computers and the Windows operating system. It includes an overview of Windows and an introduction to Microsoft Office 2007, including Word, Excel, Access, and PowerPoint.

Required for CAOT AA Degree. Fulfills Certificate requirements.

7008 LEC Online SACHS, S M INTERNET

& LAB Online SACHS, S M INTERNET

To obtain login information and more information on this class, please go to the LAVC Virtual Valley website at the following link: www.lavc.edu/virtualvalley.

7081 LEC Online INGRAM-COTTON, B P INTERNET

& LAB Online INGRAM-COTTON, B P INTERNET

To obtain login information and more information on this class, please go to the LAVC Virtual Valley website at the following link: www.lavc.edu/virtualvalley.

1641 LEC 9:40-10:10 T Th MADRID, E W BJ 109

& LAB 10:10-12:15 T Th MADRID, E W BJ 109

Evening Classes

7406 LEC 4:00- 5:05 W SACHS, S M BJ 109

& LAB 5:05- 6:35 W SACHS, S M BJ 109

& LAB Online SACHS, S M INTERNET

To obtain login information and more information on this class, please go to the LAVC Virtual Valley website at the following link: www.lavc.edu/virtualvalley.

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 084 - MICROCOMPUTER OFFICE APPLICATIONS: WORD PROCESSING (CSU) - 3.00 UNITS Rpt 2*Prerequisite: None.*

Prepares students to become proficient in the use of Microsoft Word 2007. Develops skill and knowledge in word processing software including hands-on training creating various types of business documents, mail merge, graphics, and other applications. Fulfills CAOT AA degree and certificate requirements.

7402 LEC 1:00- 2:30 Th JERRY, G S BJ 109

& LEC Online JERRY, G S INTERNET

& LAB Online JERRY, G S INTERNET

To obtain login information and more information on this class, please go to the LAVC Virtual Valley website at the following link: www.lavc.edu/virtualvalley.

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 085 - MICROCOMPUTER OFFICE APPLICATIONS: SPREADSHEET (CSU) - 3.00 UNITS*Prerequisite: None.*

This course provides a detailed study of business applications using Microsoft Excel 2007 or a similar software. Topics include the commands, formats, and functions of Excel with emphasis on its use as a problem solving and financial analysis tool. Fulfills CAOT AA degree and Certificate requirements.

7047 LEC Online SACHS, S M INTERNET

& LAB Online SACHS, S M INTERNET

To obtain login information and more information on this class, please go to the LAVC Virtual Valley website at the following link: www.lavc.edu/virtualvalley.

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 086 - MICROCOMPUTER OFFICE APPLICATIONS: DATABASE (CSU) - 3.00 UNITS*Prerequisite: None.*

Database office applications using Microsoft Access 2007 or a similar database software. Coverage will include database and records design, file creation and maintenance, formatting and printing on-screen data representations and reports.

Evening Classes

3286 LEC 6:45- 7:15 T Th SACHS, S M BJ 109

& LAB 7:15- 9:20 T Th SACHS, S M BJ 109

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 092 - COMPUTER WINDOWS APPLICATION (CSU) - 2.00 UNITS*Prerequisite: None. Recommended: CAOT 1 or Basic Keyboarding Skills.*

This course prepares students to work efficiently within the Microsoft Windows operating system. Topics include windows desktop, help, file and folder management, accessing applications and communicating, and customizing a computer using the control panel.

Evening Classes

3282 LEC 6:45- 7:50 T STAFF BJ 101

& LAB 7:50- 9:55 T STAFF BJ 101

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 097 - INTRODUCTION TO THE INTERNET FOR CAOT - 3.00 UNITS Rpt 1*Prerequisite: None.*

Provides an overview of the use of the Internet for the office professional. Covers exchanging mail, searching for information, retrieving files, using a web browser and creating a web page. Fulfills CAOT AA degree and certificate requirements.

1507 LEC 9:00-11:05 Sat RAHNI, M BJ 109

& LAB 11:05- 2:15 Sat RAHNI, M BJ 109

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 108 - PRESENTATION DESIGN FOR THE OFFICE (CSU) - 2.00 UNITS*Prerequisite: None.*

This course provides an overview of presentation design software. Students learn to use templates, outlines, clip art, and documents to create presentations, electronic slide shows and websites.

1508 LEC 1:00- 1:30 T Th PAKES, J D BJ 101

& LAB 1:30- 2:35 T Th PAKES, J D BJ 101

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 123 - WEB APPLICATIONS FOR THE OFFICE PROFESSIONAL - 3.00 UNITS*Prerequisite: None.*

Instruction in creating Web pages for business applications by using dimensions of time, sound, motion, and authoring tools. Software such as Dreamweaver, Flash and Fireworks will be used.

Evening Classes

3299	LEC	5:40- 7:50	Th	CLARK, G B	BJ 101
&	LAB	7:50-10:00	Th	CLARK, G B	BJ 101

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 124 - INTRODUCTION TO IMAGE CREATION FOR THE OFFICE PROFESSIONAL - 3.00 UNITS Rpt 1*Prerequisite: None. Recommended: CAOT 97.*

This course will cover importing, correcting, and manipulating images using Adobe Photoshop CS4 or a similar software. The course includes scanning, planning, and modifying images that can be used for a variety of business applications.

Evening Classes

3300	LEC	5:40- 7:50	M	EL KHOURY, N R	BJ 101
&	LAB	7:50-10:00	M	EL KHOURY, N R	BJ 101

COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 185 - DIRECTED STUDY - COMPUTER APPLICATIONS OFFICE TECHNOLOGY - 1.00 UNITS Rpt 1*Prerequisite: CAOT major and approved project.*

Enables students to pursue Directed Study in CAOT under the guidance of a supervising instructor. Enroll with permission of instructor.

1650	1 hr 05 mins	TBA	JENNINGS, A H	BJ 101
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COMPUTER APPLICATIONS OFFICE TECHNOLOGIES 385 - DIRECTED STUDY - COMPUTER APPLICATIONS OFFICE TECHNOLOGY - 3.00 UNITS*Prerequisite: CAOT major and approved project.*

Enables students to pursue Directed Study in CAOT under the guidance of a supervising instructor. Enroll with permission of instructor.

1739	3 hrs 10 mins	TBA	JENNINGS, A H	BJ 102C
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Computer Science- Information Technology

COMPUTER SCIENCE-INFORMATION TECHNOLOGY 800 - PRACTICAL PC (CSU) - 1.00 UNITS*Prerequisite: None.*

Learn to buy and use a PC. Organizing and protecting files, browsing the Internet and sending e-mail with attachments will be covered. file compression, downloading and the use of application programs will be introduced. This course is for anyone needing a start with a computer.

1218	LEC	12:50- 1:50	W	FRANCO, P W	BJ 105
&	LAB	1:50- 2:45	W	FRANCO, P W	BJ 105

COMPUTER SCIENCE-INFORMATION TECHNOLOGY 801 - INTRODUCTION TO COMPUTERS AND THEIR USES (UC:CSU) - 3.00 UNITS*Prerequisite: None.*

Designed for non-majors; majors see CSIT 802. Overview of computers and information processing. Students will survey PC principles, word processing, spreadsheets, communications and database applications, as well as hardware components, files, programming languages, and operating systems (description) Microsoft Office 2007 will be used.

Note: For general introductory course, see CSIT 830, or CSIT 800

7045 Online SEFIANI, S INTERNET
To obtain login information and more information on this class, please go to the LAVC Virtual Valley website at the following link: www.lavc.edu/virtualvalley.

7046 Online SEFIANI, S INTERNET
To obtain login information and more information on this class, please go to the LAVC Virtual Valley website at the following link: www.lavc.edu/virtualvalley.

7091 Online SEFIANI, S INTERNET
To obtain login information and more information on this class, please go to the LAVC Virtual Valley website at the following link: www.lavc.edu/virtualvalley.

1206	8:00-11:10	Sat	ROBINSON, L A	E 107
1211	1:00- 4:10	T	KIM, J C	E 115

Evening Classes

3448	3:30- 6:40	W	HERRINGTON, S	BJ 105
7418	6:45- 7:50	M	BITAR, E	BJ 105

& Online BITAR, E INTERNET
To obtain login information and more information on this class, please go to the LAVC Virtual Valley website at the following link: www.lavc.edu/virtualvalley.

COMPUTER SCIENCE-INFORMATION TECHNOLOGY 802 - INTRODUCTION TO COMPUTER SCIENCE (UC:CSU) - 5.00 UNITS*Prerequisite: None.*

Introduction to the design, development, and implementation of computer programs using a high-level programming language. The course provides an introduction to both structured, procedural programming and object-oriented programming techniques.

This section will use a subset of C++. Designed for Computer Science majors.

Note: (SI) Supplemental Instruction has sections in this discipline.

1688	LEC	1:00- 3:05	M W	SEFIANI, S	E 107
&	LAB	3:05- 4:00	M W	SEFIANI, S	E 107
1687	LEC	1:00- 3:05	T Th	SCHNEIDER, D	E 101
&	LAB	3:05- 4:00	T Th	SCHNEIDER, D	E 101

Evening Classes

3285	LEC	6:45- 8:50	M W	KENT, J A	E 107
&	LAB	8:50- 9:45	M W	KENT, J A	E 107
3103	LEC	6:45- 8:50	T Th	SCHNEIDER, D	E 101
&	LAB	8:50- 9:45	T Th	SCHNEIDER, D	E 101

COMPUTER SCIENCE-INFORMATION TECHNOLOGY 808 - PROGRAMMING IN VISUAL BASIC (UC:CSU) - 3.00 UNITS*Prerequisite: CSIT 802, or the combination of CSIT 806 and CSIT 807.*

This course teaches the development of programs and program modules for Windows applications. It provides an introduction to programming using an event driven programming language.

Microsoft's Visual Basic.NET will be used.

Evening Classes

3278	LEC	5:45- 7:50	T	AGAZARYAN, Z	E 107
&	LAB	7:50- 9:55	T	AGAZARYAN, Z	E 107