



**NEW**



**SPRING 2011**  
**Classes Begin: February 7**  
**Classes End: June 6**

**No matter what your career goal is, computer literacy is a plus when applying for a job.**

**Enroll in CAOT (Computer Applications and Office Technologies) classes and get the training that most employers now demand.**

**CAOT 39—3.00 UNITS Rpt 2**  
**Microsoft Word 2010**

Sec. 0522 M 12:10 p.m. - 3:20 p.m. E7 404

**CAOT 91—2.00 UNITS Rpt 2**  
**Advanced Microsoft Word 2010**

Sec. 1713 MW 12:10 p.m. - 1:10 p.m. E7 406  
 + 1 hr TBA E7 406

**CAOT 82—3.00 UNITS Rpt 2 (CSU)**  
**Microcomputer Software Survey In The Office**  
 An overview of Microsoft Office including basic fundamental operations of Windows, Word 2010, Excel 2010, Access 2010, and PowerPoint 2010.

Sec. 0527 TTh 9:00 a.m. - 10:25 a.m. E7 404

**CAOT 109—3.00 UNITS Rpt 1 (CSU)**  
**Web Multimedia For The Office (Dreamweaver CS4)**

Sec. 0532 S 9:00 a.m. - 11:55 a.m. E7 406

**Sec. 1413 5:15 hrs TBA ON LINE**

Sec. 3336 M 6:50 p.m. - 10:00 p.m. E7 406

**CAOT 110—3.00 UNITS Rpt 1 (CSU)**  
**Microsoft PowerPoint 2010 (Presentation Design)**

Sec. 0507 M 12:10 p.m. - 3:20 p.m. E7 416

Sec. 6117 W 6:50 p.m.—10:00 p.m. \*SG 121  
 \*South Gate Educational Center  
 2340 Firestone Blvd., South Gate, CA 90280

**CAOT 85—3.00 UNITS Rpt 2 (CSU)**  
**Microsoft Excel 2010 (Spreadsheet)**

Sec. 0528 S 1:00 p.m. - 4:10 p.m. E7 406

**CAOT 111—2.00 UNITS (CSU)**  
**Microsoft Outlook 2010 (Electronic Communications)**

Sec. 1817 MW 10:35 a.m. - 12:00 p.m. E7 404  
 (10 Week Class— Starts 04/04/2011, Ends 06/06/2011)

**Sec. 1412 5:15 hrs TBA ON LINE**

**Online Orientation Session:**

**Saturday, February 12, 2011 9:00 – 10:00 a.m.**  
**ELAC Campus, Technology Center Rm. E7 415**

Sec. 4353 Th 6:50 p.m. - 10:00 p.m. E7 404  
 (8 Week Class—Starts 04/04/2011, Ends 06/06/2011)

**CAOT 86— 3.00 UNITS Rpt 2 (CSU)**  
**Microsoft Access 2010 (Database)**

Sec. 3344 F 6:00 p.m. - 9:10 p.m. E7 406

For more information, contact: **Elaine Shibata**, Chair  
 Computer Applications and Office Technologies Department  
 EAST LOS ANGELES COLLEGE  
 (323) 265-8954  
 shibatey@elac.edu  
 Technology Building 4th Floor