



East Los Angeles College 1301 Avenida Cesar Chavez Monterey Park, CA 91754

[www.online.elac.edu](http://www.online.elac.edu)

# CAOT and LOGTIC Online Courses

## Learn in the comfort of your own home!

**Fall 2010**  
**Classes Begin: August 30**  
**Classes End: December 19**



### **CAOT 1 Online—Section 1408**

#### **Beginning Keyboarding—3 UNITS**

This online beginning course will provide training in proper keyboard techniques and use of the computer. Microsoft Word will be used to produce letters, envelopes, tables, memorandums and reports.

### **CAOT 32 Online— Section 1402**

#### **Business Communications—3 UNITS**

This online course will provide the principles of business writing, stressing logical thought and critical evaluation of communication. Topics include the writing of all types of business letters, memos and reports.

### **CAOT 39 Online— Section 1450**

#### **Word Processing: Keyboarding and Operations—3 UNITS**

This online course will develop a comprehensive working knowledge of Microsoft Word 2007 to prepare, manage, and produce professional documents and information processing tasks.

### **CAOT 82 Online—Section 1409**

#### **Microsoft Office 2007—3 UNITS**

This online course will introduce students to the Microsoft Office Suite and will cover the basic fundamental operations of Word 2007, Excel 2007, Access 2007, and PowerPoint 2007.

### **CAOT 85 Online— Section 1410**

#### **Microsoft Excel 2007—3 UNITS**

This online course teaches the use of office spreadsheet applications using Microsoft Excel 2007.

### **CAOT 133 Online— Section 9604**

#### **How To Succeed in an Online Course—1 UNIT**

This online course is intended for students wishing to enroll for the first time in an online class. It covers the basic navigation of the online environment including how to post to forums, take quizzes, submit assignments, and other common online skills focusing on, but not limited to, **Etudes**, as well as the **soft skills needed to be successful in an online environment**.

### **CAOT 145 Online— Section 1506 (8 Week Class—Starts 8/30/2010, Ends 10/22/2010)**

#### **Section 1554 (8 Week Class—Starts 10/25/2010, Ends 12/19/2010)**

#### **ePortfolio—1 UNIT**

This online course is a basic first course in planning and designing an electronic portfolio that can be used throughout the student's program of study in any field. Students should be comfortable using a computer and have experience using Microsoft Word and the Internet. Students digitally store resumes, cover letters, images of projects or activities, narration, and hobbies, etc., and upload to the Internet. No prior web design experience is necessary to complete the course. This electronic portfolio can be used in job search to promote the skills and accomplishments of students.

### **LOGTIC 101 Online— Section 1504**

#### **Introduction to Logistics in the Nontraditional Office—1 UNIT**

This online course explores the concepts of logistics in the nontraditional office setting. The emphasis is on state-of-the-art logistics technologies, procedures, and terminology relevant to the mobile workforce, worksite environment, and the virtual office environment. Topics include handheld devices used in inventory and tracking, GIS (Geographic Information Systems) used in distribution, GPS (Global Positioning Satellites) used in transportation, and a survey of the logistics/warehousing industry as well as job opportunities and careers.

### **LOGTIC 102 Online— Section 1505**

#### **Business Terminology for Logistics—2 UNITS**

This online course is designed to introduce standard warehousing terminology with applications throughout the manufacturing, wholesale, retail and logistics industries.

### **LOGTIC 103 Online— Section 1555 (8 Week Class—Starts 10/25/2010, Ends 12/17/2010)**

#### **Records Management for Logistics—2 UNITS**

This online course is designed to introduce core records management principles, procedures, and office skills relating to inventory record-keeping. Learn the standard terminology, practice, and computer technology that are used to maintain and share inventory records.

*The Computer Applications and Office Technologies Department is located in the Technology Center, E7-420*

*For further information, please contact Mrs. E. Shibata at (323) 265-8954 or E-mail: [shibatay@elac.edu](mailto:shibatay@elac.edu).*