

A course for all majors!

Computer Applications & Office Technologies

**FALL 2011
8 WEEK ONLINE
BEGINS: AUG. 29
OR OCT. 24**

*Grow your
ePortfolio!*



Section 1506—Online

Lec. 2:05 hrs TBA
Starts 08-29-11; ends 10-21-11

Section 1554—Online

Lec. 2:05 hrs TBA
Starts 10-24-11; ends 12-18-11

CAOT 145 (1 unit)

***ePortfolio—Use it to
achieve your goals!***



The ePortfolio offers students:

- ◆ A place to collect and save your coursework;
- ◆ A chance to showcase your accomplishments and your best school work to family and friends;
- ◆ A tool for creating digital resumes to send to employers;
- ◆ An opportunity to use creativity to represent yourself and your education;
- ◆ A portal that helps you connect your educational goals with your personal experiences; An electronic resource you can use to apply for transfer and financial aid at a 4- year school;
- ◆ A chance to reflect on your education, to make connections between where you are and where you want to be.



For more information about CAOT 145—ePortfolio, call Professor Hsiao at 323-267-3737 or e-mail her at hsiaor@elac.edu

The Computer Applications and Office Technologies Department is located in Building E7-4th Floor.