

East Los Angeles College

Computer Applications and Office Technologies



WINTER 2012

Classes begin: January 3

Classes end: February 5

CAOT 1—3.00 Units

Computer Keyboarding 1

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

Sec. 0506

lec 8:00 a.m.-10:00 a.m.	MTWTh	PAREDES, G	E7 415
& lab 10:00 a.m.-12:35 p.m.	MTWTh	PAREDES, G	E7 415

CAOT 82—3.00 Units Rpt 2 (CSU)

Microcomputer Software Survey In The Office

Advisory: CAOT 1 or 62

This course provides hands-on training in the introduction to the basic concepts and functions of the Microsoft Office Suite including Word (word processing), Excel (spreadsheet), Access (database), and PowerPoint (presentation graphics).

Note: CAOT 82 plus CAOT 35 have been articulated with CSULA to be equivalent to CIS 100.

Note: Office 2010 used for assignments.

Sec. 0507

10:55 a.m.-12:45 p.m.	MTWTh	FRISE, D P	E7 406
lab 12:45 p.m.-1:35 p.m.	MTWTh	FRISE, D P	E7 406
& lab 7:05 hrs TBA		FRISE, D P	E7 406

CAOT 085—3.00 Units Rpt 2 (CSU)

Microcomputer Office Applications: Spreadsheet

Advisory: CAOT 1 or 62

This course teaches office spreadsheet applications using the PC and a spreadsheet program. Students learn to create, edit, format and print worksheets. Emphasis is on preparing computerized worksheets by inserting formulas and functions to analyze data and simplifying office accounting procedures.

Note: Excel 2010 used for assignments.

Evening Classes

Sec. 3329

6:50 p.m.-8:50 p.m.	MTWTh	FRISE, D P	E7 406
& LAB 8:50 p.m.-9:55 p.m.	MTWTh	FRISE, D P	E7 406
& LAB 7:05 hrs TBA		FRISE, D P	E7 406



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