



EAST LOS ANGELES COLLEGE
1301 Avenida Cesar Chavez, Monterey Park, CA 91754
Computer Applications & Office Technologies Department

SPRING 2012

Classes Begin: February 6
Classes End: June 4

CAOT 39—3.00 UNITS Rpt 2 Microsoft Word 2010

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

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

Sec. 1413 5:15 hrs TBA ON LINE

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

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

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

Sec. 1412 5:15 hrs TBA ON LINE

CAOT 91—2.00 UNITS Rpt 2 Advanced Microsoft Word 2010

Sec. 1597 2:50 hrs TBA ON LINE

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

Sec. 1817 MW 10:35 a.m. - 12:00 p.m. E7 404
(8 Week Class— Starts 04/10/2012, Ends 06/04/2012)

Sec. 4353 Th 6:50 p.m. - 10:00 p.m. E7 404
(8 Week Class—Starts 04/10/2012, Ends 06/04/2012)

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.

 Microsoft® Office 2010



For more information, contact: **Elaine Shibata**, Chair
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