



CAOT Online Courses

Learn in the comfort of your own home!

Spring 2012
Classes Begin: February 6
Classes End: June 4



www.online.elac.edu

CAOT 1 Online— Section 1403 **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 35 Online— Section 1450 **Concepts in Information Systems—3 UNITS**

This online course will provide an introduction to the basic concepts of the microcomputer and information system in terms of understanding its components, application software, and systems software.

CAOT 48 Online— Section 1491 **Customer Service—3 UNITS**

This course is designed to raise awareness on dealing effectively with customers and people in the workplace and highlights how an organization can deliver service excellence. Emphasis will be placed on communications, diversity, technology, and customer loyalty issues.

CAOT 82 Online— Section 1413 **Microsoft Office 2010—3 UNITS**

This online course will introduce students to the Microsoft Office Suite and will cover the basic fundamental operations of Word 2010, Excel 2010, Access 2010, and PowerPoint 2010.

CAOT 85 Online— Section 1412 **Microsoft Excel 2010—3 UNITS**

This online course teaches the use of office spreadsheet applications using Microsoft Excel 2010.

CAOT 91 Online— Section 1597 **Advanced Microsoft Word 2010—3 UNITS**

This course reinforces advanced Microsoft Word software skills with the use of a wide variety of business documents. Some of the advanced features emphasized are desktop publishing, graphics, macros, electronic forms, Internet web page design, newsletter layout, advanced tables, outlines, and master documents.

CAOT 133 Online— Section 1503 (5-Week Class - Starts 2/6/2012, Ends 3/09/2012) OR Section 1557 (5-Week Class - Starts 3/12/2012, Ends 4/20/2012) OR Section 1572 (5-Week Class - Starts 4/23/2012, Ends 5/25/2012)

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 1508 (8-Week Class - Starts 2/6/2012, Ends 3/31/2012) **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.

The Computer Applications and Office Technologies Department is located in the Technology Center, E7-420, 4th floor

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