CHEMISTRY 051  (UC-CSU) 5.00 UNITS

FUNDAMENTALS OF CHEMISTRY I

0406 lec 8:00am-10:05am Th OW, F P H7 101
& lab 1:20pm-4:30pm Th PAEZ, O A H8 119
0407 lec 8:00am-10:05am Th OW, F P H7 101
& lab 1:20pm-4:30pm Th ZHOU, E H8 119
0408 lec 1:45pm-3:50pm M W GODJOIAN, G H7 101
& lab 8:50am-12:00pm M W GODJOIAN, G H8 119
0409 lec 1:45pm-3:50pm M W GODJOIAN, G H7 101
& lab 8:50am-12:00pm M W GODJOIAN, G H8 119
0425 lec 1:45pm-3:50pm Th GHAZARIAN, V H7 101
& lab 8:50am-12:00pm Th GHAZARIAN, V H8 119
0426 lec 1:45pm-3:50pm Th GHAZARIAN, V H7 101
& lab 8:50am-12:00pm Th GHAZARIAN, V H8 119

Evening Classes
3232 lec 5:45pm-10:00pm Th HO, N N H7 101
& lab 6:50pm-10:00pm Th STAFF H8 117
& lab 6:50pm-10:00pm Th ADEVA, A D H8 119

CHEMISTRY 065  (UC-CSU) 4.00 UNITS

INTRODUCTORY GENERAL CHEMISTRY

Prerequisite: Satisfactory completion of MATH 115.
Advisory: MATH 125.
0410 lec 9:00am-10:25am M W VALVERDE, V H7 101
& lab 1:20pm-4:30pm M CARPENTER, R L H8 117
& lab 1:05 hrs TBA VALVERDE, V H7 101
0411 lec 9:00am-10:25am M W VALVERDE, V H7 101
& lab 1:20pm-4:30pm W KHUH, A T H8 117
& lab 1:05 hrs TBA VALVERDE, V H7 101
0414 lec 10:35am-12:00pm Th ADZHAYAN, G H7 101
& lab 1:20pm-4:30pm T TUAN, F J H8 117
& lab 1:05 hrs TBA ADZHAYAN, G H7 101
0415 lec 10:35am-12:00pm Th ADZHAYAN, G H7 101
& lab 1:20pm-4:30pm Th VALDEZ, C M H8 117
& lab 1:05 hrs TBA ADZHAYAN, G H7 101

lec 3:30pm-4:55pm M W VALVERDE, V G8 122
& lab 1:20pm-4:30pm T VALVERDE, V H8 101
& lab 1:05 hrs TBA VALVERDE, V H8 101

Evening Classes
3234 lec 6:50pm-10:00pm Th WANG, M H7 101
& lab 6:50pm-10:00pm T JABALAMELI, A H8 119
& lab 1:05 hrs TBA WANG, M E7 228
3235 lec 6:50pm-10:00pm Th WANG, M H7 101
& lab 6:50pm-10:00pm T ZUNAL, H A H8 117
& lab 1:05 hrs TBA WANG, M E7 228

CHEMISTRY 101  (UC-CSU) 5.00 UNITS

GENERAL CHEMISTRY I

Prerequisite: MATH 125 and satisfactory completion of CHEM 65 or acceptable level of skill as demonstrated in the Chemistry Placement Process.
0418 lec 7:15am-8:40am M W KHUH, A T G6 122
& lab 8:50am-10:55am M KHUH, A T H8 117
& lab 8:50am-10:55am W KHUH, A T H8 117
0420 lec 10:35am-12:00pm M W GHAZARIAN, V H7 101
& lab 1:20pm-3:25pm M W GHAZARIAN, V H8 101
& lab 1:20pm-3:25pm W GHAZARIAN, V H8 101
0422 lec 10:35am-12:00pm M W GHAZARIAN, V H7 101
& lab 7:45am-9:50am T KHUH, A T H8 117
& lab 7:45am-12:00pm Th KHUH, A T H8 117

Evening Classes
3239 lec 4:45pm-7:55pm M RIVERA-FIQUEROA, A H7 101
& lab 7:55pm-10:00pm M STAFF H8 101
& lab 5:45pm-10:00pm W RIVERA-FIQUEROA, A H8 101

CHEMISTRY 102  (UC-CSU) 5.00 UNITS

GENERAL CHEMISTRY II

Prerequisite: Satisfactory completion of CHEM 101.
0423 lec 7:15am-8:40am M W OW, F P H7 101
& lab 7:55am-10:00am T STAFF H8 101
& lab 7:45am-12:00pm Th VILLA, S T H8 101
0424 lec 7:15am-8:40am M W OW, F P H7 101
& lab 8:50am-10:55am M OW, F P H8 101
& lab 8:50am-10:55am W OW, F P H8 101

Evening Classes
3237 lec 4:45pm-7:55pm T VALVERDE, V G8 104
& lab 7:55pm-10:00pm T VALVERDE, V H8 101
& lab 5:45pm-10:00pm Th VALVERDE, V H8 101

CHEMISTRY 201  (UC-CSU) 4.00 UNITS

QUANTITATIVE ANALYSIS I

Prerequisite: Satisfactory completion of CHEM 102.
0432 lec 7:15am-8:40am Th GODJOIAN, G G6 112
& lab 8:50am-12:00pm Th GODJOIAN, G H8 103

CHEMISTRY 211  (UC-CSU) 5.00 UNITS

ORGANIC CHEMISTRY FOR SCIENCE MAJORS I

Prerequisite: Satisfactory completion of CHEM 102.
0427 lec 10:35am-12:00pm M W TAPIA, B E C2 5A

CHICANO STUDIES 002  (UC-CSU) 3.00 UNITS

THE MEXICAN-AMERICAN IN CONTEMPORARY SOCIETY

0436 lec 7:25am-8:50am Th BERMUDEZ, N C2 5B
0438 lec 9:00am-10:25am Th LOPEZ, F B2 103
0459 lec 10:35am-12:00pm M W TAPIA, B E C2 5A

lec 1:45pm-4:55pm Th STAFF B2 102
This is part of the Adelante Program.
To enroll, students must see a counselor in B2 107.

Evening Classes
3250 lec 6:50pm-10:00pm M CHAVEZ, L C2 5A
3265 lec 3:30pm-6:40pm M BERMUDEZ, N C2 5B
8009 lec 12:10pm-1:35pm M W LOPEZ, F *SGEC 118
8010 lec 9:00am-10:25m M W LOPEZ, F *SGEC 125
*South Gate Educational Center
2340 Firestone Blvd., South Gate, CA 90280

CHICANO STUDIES 003  (UC-CSU) 3.00 UNITS

SOCIOLOGY AND PSYCHOLOGY OF THE LATIN AMERICAN

0444 lec 1:45pm-3:10pm T Th TAPIA, B E C2 5A
6017 lec 10:35am-12:00pm T Th TAPIA, B E *SGEC 118
*South Gate Educational Center
2340 Firestone Blvd., South Gate, CA 90280

CHICANO STUDIES 007  (UC-CSU) 3.00 UNITS

THE MEXICAN-AMERICAN IN THE HISTORY OF THE UNITED STATES I

Note: Chicano Studies 7 and Chicano Studies 8 can either be taken in sequence or independently.
0437 lec 9:00am-10:25am M W ROMO, M R C2 5B
0440 lec 7:25am-8:50am M W GUTIERREZ, G C2 5A
0441 lec 9:00am-10:25am Th GUTIERREZ, G B2 105
0443 lec 1:45pm-3:10pm M W GUTIERREZ, G C2 7A
0448 lec 12:10pm-1:35pm M W ROMO, M R C2 7C
0460 lec 9:00am-12:10pm S ROVERO-HERRERA, A C2 5A
Evening Classes
3252 lec 6:50pm-10:00pm T BRICENO, G C2 5A
6018 lec 6:50pm-10:00pm M MUNGARAY, J L *SGEC 125
*South Gate Educational Center
2340 Firestone Blvd., South Gate, CA 90280
When Brittany graduated from Schurr High School, she followed her sister to ELAC because she liked the fact it was close to home and less expensive than a university. She found her true passion when she enrolled in science classes. Brittany applied for several scholarships and is considering transferring to University of California, Irvine or Occidental for pre-med courses.

“I want to be a doctor and volunteering at Children’s Hospital has encouraged me to consider pediatrics,” Brittany says. “My ELAC professors have given me the courage to pursue a career in medicine because they are always urging me on and helping me to succeed. Thanks to MESA and the Tutoring Center I don’t feel like I am alone. I’ve done really well in demanding science classes thanks to professors like Dr. Rivera who is always encouraging me to try something new.”
CHILD DEVELOPMENT 002  
**EARLY CHILDHOOD: PRINCIPLES AND PRACTICES**  
(CSU) 3.00 UNITS

Advisory: Child Development 1.

0473 lec 9:00am-12:10pm T MCLAUGHLIN, R M F7 116
6562 lec 3:20pm-6:30pm T RIVAS, M R #RC 6

CHILD DEVELOPMENT 003  
**CREATIVE EXPERIENCES FOR CHILDREN I**  
(CSU) 3.00 UNITS

Advisory: Child Development 1.

Note: A $15 materials fee is required for all CD 3, 4 and 15.

0475 lec 9:00am-12:10pm F WILBUR, L S F7 116
#1853 lec 9:00am-4:25pm S CASTANEDA, D F7 116

CHILD DEVELOPMENT 004  
**CREATIVE EXPERIENCES FOR CHILDREN II**  
(CSU) 3.00 UNITS

Advisory: Child Development 1.

Note: A $15 materials fee is required for all CD 3, 4 and 15.

0471 lec 9:00am-12:10pm F SORIANO, M G5 109
#1802 lec 9:00am-4:25pm S MONTEROSO, D G5 109

CHILD DEVELOPMENT 010  
**CHILD HEALTH**  
(CSU) 3.00 UNITS

Note: An approximate fee of up to $50.00 for First Aid and CPR certificate is required.

0476 lec 9:00am-12:10pm W THOMPSON, B F7 115
0477 lec 9:00am-12:10pm F THOMPSON, B F7 115

CHILD DEVELOPMENT 011  
**CHILD, FAMILY AND COMMUNITY**  
(CSU) 3.00 UNITS

Advisory: Satisfactory completion of Child Development 1.

0479 lec 10:35am-12:00pm M W GONZALEZ, E F7 113

CHILD DEVELOPMENT 022  
**PRACTICUM IN CHILD DEVELOPMENT I**  
(CSU) 4.00 UNITS

Prerequisites: All of the following: Child Development 1, 2, 3, 4, 10, 11 and 34. Note: Tuberculosis clearance is required. You must be working at an approved site or will be placed at an approved site. Application must be made to the department (ADD CARD ONLY). The Child, Family and Education Department maintains a list of approved sites. Students work can be evaluated only if done at an approved site. You must do lecture and 6.5 hrs per week lab. If a site placement is needed, you must leave Monday and Wednesday open.

4404 lec 2:05 hrs TBA BENAVIDES, J R F7 120
& lab 6:30 hrs TBA BENAVIDES, J R F7 120
4405 lec 2:05 hrs TBA WILBUR, L S F7 116
& lab 6:30 hrs TBA WILBUR, L S F7 116

CHILD DEVELOPMENT 023  
**PRACTICUM IN CHILD DEVELOPMENT II**  
(CSU) 4.00 UNITS

Prerequisites: Child Development 22 and 42. Note: Tuberculosis clearance is required. Fingerprints may be required. You must do lecture and 6.5 hrs of lab per week.

Note: To qualify for this course. You must be working at an approved site. Application must be made to the department (ADD CARD ONLY). The Child, Family and Education Department maintains a list of approved sites. Students work can be evaluated only if done at an approved site. If a site placement is needed, you must leave open Tuesday and Thursday or Monday and Wednesday, 9:00 - 12:00pm open.

CHILD DEVELOPMENT 030  
**INFANT AND TODDLER STUDIES I**  
(CSU) 3.00 UNITS

Prerequisite: Child Development 1.

Note: Tuberculosis clearance may be required.

0481 lec 9:00am-10:25am M W JUAREZ, M M F7 110

CHILD DEVELOPMENT 034  
**OBSERVING AND RECORDING CHILDREN’S BEHAVIOR**  
(CSU) 3.00 UNITS

Prerequisite: Child Development 1. Advisory: Child Development 2.

Note: Tuberculosis clearance may be required.
CHILD DEVELOPMENT 038  (CSU) 3.00 UNITS
ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS I
Prerequisite: All of the following: Child Development 1, 2, 3, 10, 11, and 4.
1808 lec  9:00am-4:25pm  S  CHELSTROM, A  F7 113
(8 Week Class - Starts 9/3/2011, Ends 10/22/2011)
Evening Classes
3305 lec  6:50pm-10:00pm  W  STAFF  F7 110

CHILD DEVELOPMENT 039  (CSU) 3.00 UNITS
ADMINISTRATION & SUPERVISION OF EARLY CHILDHOOD PROGRAMS II
Prerequisite: Child Development 38.
Evening Classes
3298 lec  6:50pm-10:00pm  T  URIBE, M  F7 115

CHILD DEVELOPMENT 042  (CSU) 3.00 UNITS
TEACHING IN A DIVERSE SOCIETY
0485 lec  9:00am-12:10pm  Th  RIVAS, M R  F7 110
3300 lec  3:30pm-6:40pm  W  RIVAS, M R  F7 110
Evening Classes
3299 lec  6:50pm-10:00pm  M  JIMENEZ, L I  F7 120

CHILD DEVELOPMENT 044  (CSU) 3.00 UNITS
EARLY INTERVENTION FOR CHILDREN WITH SPECIAL NEEDS
0480 lec  12:10pm-3:20pm  W  MENDIOLA, A R  F7 110

CHILD DEVELOPMENT 045  (CSU) 3.00 UNITS
PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS
Recommended: Child Development 1.
Note: Tuberculosis clearance may be required.
3302 lec  3:30pm-6:40pm  Th  HUEZO, C  F7 113

CHILD DEVELOPMENT 065  (CSU) 2.00 UNITS
ADULT SUPERVISION/EARLY CHILDHOOD MENTORING
Prerequisite: Child Development 39.
7790 lec  9:00am-2:50pm  S  PALACIO, J F  #RC 5
(6 Week Class - Starts 10/29/2011, Ends 12/10/2011)
#Rosemead Center
2444 Del Mar Avenue, Rosemead, CA 91770

CHILD DEVELOPMENT 185  (CSU) 1.00 UNITS Rpt 2
DIRECTED STUDY - CHILD DEVELOPMENT
0482  1.05 hrs TBA  WILBUR, L S  TBA TBA

CHILD DEVELOPMENT 931  (CSU) 3.00 UNITS Rpt 3
COOPERATIVE EDUCATION - CHILD DEVELOPMENT
9010  See COOPERATIVE EDUCATION FOR MORE DETAIL

CHILD DEVELOPMENT 941  (CSU) 4.00 UNITS Rpt 3
COOPERATIVE EDUCATION - CHILD DEVELOPMENT
9011  See COOPERATIVE EDUCATION FOR MORE DETAIL

CHINESE 002  (UC-CSU) 5.00 UNITS
ELEMENTARY CHINESE II
Prerequisite: Chinese 1 or Chinese 22.
0494 lec  12:45pm-3:15pm  M W  CHANG, L  E5 110
3315 lec  3:30pm-6:00pm  M W  LIU, R  E5 110

CHINESE 003  (UC-CSU) 5.00 UNITS
INTERMEDIATE CHINESE I
Prerequisite: Chinese 2.
0496 lec  10:35am-11:45am  MTWTh  CHANG, L  E5 110

CHINESE 008  (UC-CSU) 2.00 UNITS Rpt 1
CONVERSATIONAL CHINESE
(UC credit limit: Maximum credit 2 courses, 4 units)
Prerequisite: Chinese 2.
Evening Classes
3318 lec  4:35pm-6:40pm  F  LIU, R  E5 110

CHINESE 021  (UC-CSU) 3.00 UNITS
FUNDAMENTALS OF CHINESE I
Note: This course is the first half of Chinese 1 (Chinese 21 + Chinese 22 = Chinese 1). Units cannot be earned for both Chinese 21 and Chinese 1. This is a slow-paced course for beginners.
Evening Classes
3316 lec  6:50pm-8:15pm  T Th  LIU, R  E5 110
6552 lec  4:10pm-5:35pm  M W  CHAI, H  #RC 10
#Rosemead Center
2444 Del Mar Avenue, Rosemead, CA 91770

CHINESE 022  (UC-CSU) 3.00 UNITS
FUNDAMENTALS OF CHINESE II
Prerequisite: Chinese 21.
Note: This course is the second half of Chinese 1 (Chinese 21 + Chinese 22 = Chinese 1). Units cannot be earned for both Chinese 22 and Chinese 1. Units will fulfill Area C-2 of CSU General Education Certification.
Evening Classes
3317 lec  6:50pm-8:15pm  M W  LIU, R  E5 110
Agustin plans to parlay his interest in chemistry and biology into a career in medicine. He hopes to transfer to UCLA or Occidental after completing his lower division academic requirements at ELAC. “I am enrolled in the Honors Program, which is a great way to make friends because the same group of students takes many classes together. I’ve had so many excellent teachers that it is hard to name my favorite. Mr. Ku was an inspiration because he is a great lab instructor who was both conceptual and technical. I also loved Professor Gurfield’s Honors English class because she connected literature to the social and political climate of each period and encouraged us to relate them to current events and our personal experiences.”

Agustin works as a tutor in the Learning Resources Lab, “I love to help people understand math and science problems, plus tutoring actually helps me to really learn a subject. ELAC is all about building friendships and getting to know people on a personal level.”

The following online beginning course will provide training in proper keyboard techniques and use of the computer. Microsoft Word 2010 will be used to produce letters, envelopes, tables, memorandums and reports.

This course will teach keyboarding by touch and the fundamental of Word 2010. Enrolling students are expected to have access to a PC with internet and email capabilities. For students without a home computer, the course can be taken at the South Gate Educational Center (Room SG-122), 2340 Firestone Blvd., South Gate, CA 90280, or for those students closer to ELAC’s main campus, in the computer lab located in E7-418 (during scheduled hours). Orientation sessions will be held at the following times for students (enrolled or adding) to learn what the course is about and how it will be conducted.

Wednesday, August 31, 2011
7:00 p.m. – 8:00 p.m.
South Gate Campus, Rm. SG-122

Saturday, September 3, 2011
11:00 a.m. – 12:00 p.m.
ELAC Campus, E7-418

If you cannot attend one of these scheduled orientation sessions, contact the instructor, Elaine Shibata, at shibatey@elac.edu or call (323) 265-8954 for additional information.

CAOT 001
(CSU) 3.00 UNITS

COMPUTER KEYBOARDING I
This course provides basic training in proper keyboard technique and the use of the computer to build speed and accuracy. Correct keying of letters, envelopes, tables, memorandums, and reports is also introduced, as well as proofreading with accuracy.

Note: Word 2010 used for assignments.

CAOT 002
(CSU) 3.00 UNITS

COMPUTER KEYBOARDING II
Advisory: CAOT 1 or 62. This course provides a thorough training in keying business and personal letters, tables, manuscripts, and memorandums on computers using word processing software. Emphasis is placed on keyboarding techniques, improving speed and accuracy on timed writings, and developing proofreading skills.

Note: Entering students should be able to key 30 words a minute.

CAOT 003
(CSU) 3.00 UNITS

COMPUTER KEYBOARDING III
Advisory: CAOT 2. This course provides advanced training in creating decision-making production assignments. Medical and legal office applications are introduced, along with designing and creating office forms and publications for various industries. Continued emphasis is placed on skill building, language arts exercises, speed and accuracy.

Note: Entering student should be able to key 40 words per minute.

CAOT 009
(CSU) 1.00 UNITS Rpt 1

COMPUTER KEYBOARDING IMPROVEMENT
Advisory: CAOT 1 or CAOT 62. This course is designed to improve keyboarding speed and accuracy through timed writings, corrective drills, and production using PCs and special software. Note: This is not a beginning course; ability to key 30 gross words per minute is suggested.
CAOT 023 5.00 UNITS
LEGAL PROCEDURES I
Advisory: CAOT 2.
Evening Classes
3331 lec 6:50pm-9:20pm T Th BEAUDINE, E G E7 418

CAOT 024 5.00 UNITS
LEGAL PROCEDURES II
Advisory: CAOT 2 and 23.
Evening Classes
3332 lec 6:50pm-9:20pm T Th BEAUDINE, E G E7 418

CAOT 031 (CSU) 3.00 UNITS
BUSINESS ENGLISH
0516 lec 12:10pm-3:20pm M SAKODA, C S E7 416
Evening Classes
3332 lec 6:50pm-10:00pm T SHIOTA, J Y E7 416
CAOT 032 (CSU) 3.00 UNITS
BUSINESS COMMUNICATIONS
Advisory: CAOT 1, 31 or 62.
0530 lec 10:35am-12:00pm T Th CROSS, K E7 416

This section of CAOT 32 is conducted online; however, students are required to be present for the on-campus final exam. Also, an oral presentation is required and may be delivered in person or by digital video (in file format acceptable to the instructor). More information about this course will be sent through ELAC’s ACE Email System and through the Student Information System. Please be sure your current email is up to date in the Student Information System and be sure to access your ELAC ACE email account before the first day of classes.

There is no on-campus orientation for this course. For the first day of classes, please access the “Welcome” Announcement on the Etudes course site (https://myetudes.org/portal). For more information before classes begin, email crossk@go.elac.edu and include the course name in the subject line of your email.

1402 3:10 hrs TBA CROSS, K ON LINE
For up-to-date information on this and other online courses, please check the website, http://www.online.elac.edu.

#1869 lec 9:00am-4:25pm S FRISIE, D P E7 416
(#7 Week Class - Starts 10/29/2011, Ends 12/17/2011)

CAOT 033 2.00 UNITS
RECORDS MANAGEMENT AND FILING
0518 lec 12:10pm-2:15pm W SWICEGOOD, M K E7 416
& lab 1:05 hrs TBA SWICEGOOD, M K E7 416
CAOT 034 (CSU) 2.00 UNITS
BUSINESS TERMINOLOGY
1874 lec 12:10pm-2:20pm T Th SHIOTA, J Y E7 416
(9 Week Class - Starts 10/25/2011, Ends 12/15/2011)

CAOT 035 (CSU) 3.00 UNITS
CONCEPTS IN INFORMATION SYSTEMS
Introduction to the basic concepts of the information system, including coverage of the components of the microcomputer and software.
Note: CAOT 35 plus CAOT 82 have been articulated with CSULA to be equivalent to CIS 100.
0520 lec 10:35am-12:00pm M W FRISIE, D P E7 416
Evening Classes
3333 lec 6:50pm-10:00pm T FRISIE, D P E7 404

CAOT 039 3.00 UNITS Rpt 2
WORD PROCESSING: KEYBOARDING AND OPERATIONS
Advisory: CAOT 1 or 62.
Development of a comprehensive working knowledge of Microsoft Word to prepare, manage, and produce professional documents and information-processing tasks.
Note: Word 2010 used for assignments.

1411 2:05 hrs TBA PAREDES, G ON LINE
& 3:10 hrs TBA PAREDES, G ON LINE
For up-to-date information on this and other online courses, please check the website, http://www.online.elac.edu.

CAOT 048 (CSU) 3.00 UNITS
CUSTOMER SERVICE
0528 lec 9:00am-10:25am T Th CROSS, K E7 416
CAOT 062 2.00 UNITS Rpt 3
PERSONAL COMPUTER KEYBOARDING
A beginning course for students who wish to learn the fundamentals of touch keyboarding and apply these fundamentals in the keying of business and personal letters, reports, and memos using PCs and microcomputers.
Note: Note: This course can also be taken for pass/no pass by completing a form at Admissions and selecting this option.
Note: Word 2010 used for assignments.

0521 lec 9:00am-10:05am F WYSZPOLSKI, J J E7 406
& lab 10:05am-12:10pm F WYSZPOLSKI, J J E7 406
0522 lec 10:35am-11:35am M SHIBATA, E Y E7 406
& lab 11:35am-12:00pm M SHIBATA, E Y E7 406
& lab 10:35am-12:00pm W SHIBATA, E Y E7 406
Evening Classes
6029 lec 6:50pm-7:55pm Th SWICEGOOD, M K *SGEC 121
& lab 7:55pm-10:00pm Th SWICEGOOD, M K *SGEC 121
*South Gate Educational Center
2540 Firestone Blvd., South Gate, CA 90280

CAOT 064 (CSU) 1.00 UNITS Rpt 3
COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES LABORATORY
Corequisite: CAOT 1, 2, 3, 7, 9, 31, 32, 33, 34, 41 or 62.
This course is designed to reinforce the lectures presented in all keyboarding classes and CAOT classes that require the use of the lab to provide additional practice and completion of assignments.
Note: Provides additional laboratory time for students enrolled in all CAOT classes listed above.
Note: This course will be offered on a pass/no-pass basis.
0523 lab 2:05 hrs TBA BAITY, B K E7 420

CAOT 082 (CSU) 3.00 UNITS Rpt 2
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.

0526 lec 10:35am-11:40am M W PAREDES, G E7 404
& lab 11:40am-12:00pm M W PAREDES, G E7 404
& lab 2:05 hrs TBA PAREDES, G E7 404
1409 2:05 hrs TBA PAREDES, G ON LINE
& 1:05 hrs TBA PAREDES, G ON LINE
& 2:05 hrs TBA PAREDES, G ON LINE
For up-to-date information on this and other online courses, please check the website, http://www.online.elac.edu.

Evening Classes
6030 lec 6:50pm-8:55pm W YU, M *SGEC 121
& lab 2:05 hrs TBA YU, M *SGEC 121
& lab 8:55pm-10:00pm W YU, M *SGEC 121
*South Gate Educational Center
2540 Firestone Blvd., South Gate, CA 90280
CAOT 085  (CSU) 3.00 UNITS Rpt 1

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
3337  lec 6:50pm-8:55pm  W  FRISÉ, D P  E7 406
&  lab 2:05 hrs TBA  FRISÉ, D P  E7 406
&  lab 8:55pm-10:30pm  W  FRISÉ, D P  E7 406

CAOT 086  (CSU) 3.00 UNITS Rpt 2

MICROCOMPUTER OFFICE APPLICATIONS: DATABASE
Advisory: CAOT 1 or 62.

Note: This course teaches the fundamentals of database creation and management. Students learn to create, edit, format, and print database objects, including tables, forms, reports, queries, and macros. Creating and using PivotTables and PivotCharts and sharing database information with other software applications are also covered.

Note: Access 2010 used for assignments.

Evening Classes
3338  lec 6:50pm-7:55pm  Th  FRISÉ, D P  E7 416
&  lab 2:05 hrs TBA  FRISÉ, D P  E7 416
&  lab 7:35pm-9:30pm  Th  FRISÉ, D P  E7 416

CAOT 091  2.00 UNITS Rpt 2

MICROCOMPUTER OFFICE APPLICATIONS: ADVANCED WORD PROCESSING
Advisory: CAOT 39.

Note: 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.

Note: This course is repeatable for those students who wish to upgrade their skills using more recent versions of the software.

Note: Word 2010 used for assignments.

0524  lec 12:10pm-12:45pm  M W  HSIAO, R L  E7 406
&  lab 12:45pm-1:40pm  M W  HSIAO, R L  E7 406

CAOT 092  (CSU) 2.00 UNITS Rpt 2

COMPUTER WINDOWS APPLICATION
Advisory: CAOT 1 or 62.

Note: This course emphasizes the use of Microsoft Windows 7. Topics covered include working with the Windows 7 Desktop, File and Folder Management, Control Panel, and personalizing the Windows work environment.

1801  lec 9:00am-10:25am  M W  BAITY, B K  E7 404
&  lab 10:25am-1:45pm  M W  BAITY, B K  E7 404
(5 Week Class - Starts 9/22/2011, Ends 10/19/2011)

CAOT 097  3.00 UNITS Rpt 2

INTRODUCTION TO THE INTERNET FOR CAOT
This course provides an overview of the Internet. Students learn to use electronic mail, file transfer protocol, search engines, and Internet browsers. Additionally, students learn to design and create Web pages utilizing HTML.

Evening Classes
3339  lec 6:50pm-8:55pm  M  FRISÉ, D P  E7 406
&  lab 8:55pm-10:00pm  M  FRISÉ, D P  E7 406
&  lab 2:05 hrs TBA  FRISÉ, D P  E7 406

CAOT 109  (CSU) 3.00 UNITS Rpt 1

WEB MULTIMEDIA FOR THE OFFICE
Advisory: CAOT 97.

Provides hands-on implementation skill using multimedia tools to create and maintain Web sites. Overview of multimedia Web design tools using Adobe Dreamweaver CS 4 to incorporate text, sound, graphics, animation, and other multimedia capabilities related to Internet web pages.

0529  lec 9:00am-11:05am  S  TAN, K  E7 406
&  lab 11:05am-12:10pm  S  TAN, K  E7 406
&  lab 2:05 hrs TBA  TAN, K  E7 406

CAOT 110  (CSU) 3.00 UNITS Rpt 1

MICROCOMPUTER OFFICE APPLICATIONS: PRESENTATION DESIGN
Advisory: CAOT 1 or 62.

This course is designed to teach the fundamentals of presentation creation, enhancement, and modification. Students learn to create, edit, format, show, and print presentations including the use of PowerPoint templates, outlines, clip art, charts, tables, animation, and sound.

Note: PowerPoint 2010 used for assignments.

CAOT 111  (CSU)  - 2.00 UNITS

MICROCOMPUTER OFFICE APPLICATIONS: ELECTRONIC COMMUNICATIONS
Advisory: CAOT 82.

This course emphasizes the use of Microsoft Outlook for e-mail, calendar and scheduling, and managing contacts. This course provides also a brief introduction to the use of the Microsoft Windows 7 speech recognition feature.

Note: Microsoft Windows used for speech recognition.

1875  lec 9:00am-10:25am  M W  BAITY, B K  E7 404
&  lab 1:30 hrs TBA  BAITY, B K  E7 404

#1862 lec 3:20 hrs TBA  CROSS, K  E7 417
&  lab 1:30 hrs TBA  CROSS, K  E7 417
(5 Week Class - Starts 10/24/2011, Ends 12/14/2011)

CAOT 133  1.00 UNITS

HOW TO SUCCEED IN AN ONLINE COURSE
This course is conducted entirely online. There is no orientation. Enrolled students will receive more information about this course through ELAC’s ACE Email System and through the Student Information System email of record. Please be sure your current email is up to date in the Student Information System and be sure to access your ELAC ACE email account before the first day of classes.

Beginning the first day of the course, students may access the course through the Etudes course site (https://myetudes.org/portal). Please read the Announcements on the Etudes course site for how to proceed. For more information before classes begin, email crossk@go.elac.edu and include the course name in the subject line of your email.

CAOT 140  2.00 UNITS

TECHNOLOGY FOR THE VIRTUAL OFFICE
This course is designed to teach the fundamental use of nontraditional office devices and online technologies. Using Tablet PC, Cell Phone, and PDA handheld devices, students learn to use utilities, adjust settings, and enter, edit, and retrieve information. Office uses of scanners, wireless devices, Voice over Internet Protocol (VoIP) technology, blogs, online social networks, synchronization, and content aggregators are covered.

1877  lec 1:45pm-4:15pm  M W  CROSS, K  E7 417
&  lab 2:05 hrs TBA  CROSS, K  E7 417
(8 Week Class - Starts 10/24/2011, Ends 12/16/2011)
### ePORTFOLIO

This 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.

<table>
<thead>
<tr>
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<th>Description</th>
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<td>ePORTFOLIO</td>
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<td>HSIAO, R L</td>
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</table>

For up-to-date information on this and other online courses, please check the website, http://www.online.elac.edu.

### INTRODUCTION TO LOGISTICS IN THE NONTRADITIONAL OFFICE

This short-term 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. Enrolling students are expected to have access to a PC with Internet and email capabilities. For students without a home computer, the computer lab located at the main campus in E7-418 is available during scheduled hours.

Enrolled students and students wanting to add the course must attend one of the following MANDATORY orientation sessions:

- **Monday, August 29, 2011**
  - 12:00 p.m. – 1:00 p.m.
  - ELAC Campus, Room E7-404

- **Monday, August 29, 2011**
  - 5:30 p.m. – 6:30 p.m.
  - ELAC Campus, Room E7-404

If you cannot possibly attend the orientation session, contact the instructor, Dennis Garcia, at garciad@elac.edu or call (323) 780-6747 for additional information.

<table>
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</table>

### BUSINESS TERMINOLOGY FOR LOGISTICS

This course is designed to introduce standard warehousing terminology with applications throughout the manufacturing, wholesale, retail and logistics industries. Enrolling students are expected to have access to a PC with Internet and email capabilities. For students without a home computer, the computer lab located at the main campus in E7-418 is available during scheduled hours.

Enrolled students and students wanting to add the course must attend one of the following MANDATORY orientation sessions:

- **Tuesday, October 25, 2011**
  - 12:00 p.m. – 1:00 p.m.
  - ELAC Campus, Room E7-404

<table>
<thead>
<tr>
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</table>

For up-to-date information on this and other online courses, please check the website, http://www.online.elac.edu.

### RECORDS MANAGEMENT FOR LOGISTICS

This course introduces core records management principles, procedures, and office skills relating to inventory recordkeeping. The course teaches the standard terminology, practice, and computer technology that is used to maintain and share inventory records. Enrolling students are expected to have access to a PC with Internet and email capabilities. For students without a home computer, the computer lab located at the main campus in E7-418 is available during scheduled hours.

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- **Tuesday, October 25, 2011**
  - 12:00 p.m. – 1:00 p.m.
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For up-to-date information on this and other online courses, please check the website, http://www.online.elac.edu.

### Evening Classes

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<td>#3344 lec</td>
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<td>GARCIA, D D</td>
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</table>

For up-to-date information on this and other online courses, please check the website, http://www.online.elac.edu.
### Computer Science-Information Technology

#### CO SCI 200
**MICROCOMPUTERS IN BUSINESS**
Prerequisite: CO SCI 201.

<table>
<thead>
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<th>Section</th>
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<td>E7 314</td>
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<tr>
<td>1562</td>
<td>3:10 hrs TBA</td>
<td></td>
<td>SU, S</td>
<td>ON LINE</td>
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<tr>
<td></td>
<td>6:30 hrs TBA</td>
<td></td>
<td>SHERAN, H J</td>
<td>ON LINE</td>
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</table>

**Notes:**
- (3) Week Class - Starts 10/24/2011, Ends 12/17/2011
- For up-to-date information on this and other courses, please check the website, http://www.online.elac.edu.

#### CO SCI 201
**INTRODUCTION TO COMPUTERS AND THEIR USES**
Prerequisite: CO SCI 291 programming laboratory.

<table>
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<tr>
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**Notes:**
- For up-to-date information on this and other courses, please check the website, http://www.online.elac.edu.

#### CO SCI 281
**MICROCOMPUTERS IN BUSINESS**
Prerequisite: CO SCI 200.

<table>
<thead>
<tr>
<th>Section</th>
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<th>Days</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
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**Notes:**
- For up-to-date information on this and other courses, please check the website, http://www.online.elac.edu.

### Evening Classes

#### CO SCI 208
**BEGINNING BASIC PROGRAMMING**
Prerequisite: CO SCI 201.

<table>
<thead>
<tr>
<th>Section</th>
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**Notes:**
- For up-to-date information on this and other courses, please check the website, http://www.online.elac.edu.

#### CO SCI 230
**MICROCOMPUTER DATABASE MANAGEMENT**
Prerequisite: CO SCI 201 and 200.

<table>
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<th>Time</th>
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<th>Instructor</th>
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<tbody>
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<td>3356</td>
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**Notes:**
- For up-to-date information on this and other courses, please check the website, http://www.online.elac.edu.

#### CO SCI 233
**TELEPROCESSING SYSTEMS AND PROTOCOLS**
Prerequisite: CO SCI 201.

<table>
<thead>
<tr>
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<th>Time</th>
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**Notes:**
- Including Internet.

#### CO SCI 234
**PROGRAMMING IN C++**
Prerequisite: CO SCI 201.

<table>
<thead>
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<th>Time</th>
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<tbody>
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<td>E7 314</td>
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**Notes:**
- For up-to-date information on this and other courses, please check the website, http://www.online.elac.edu.

#### CO SCI 257
**INTRODUCTION TO WEB PAGE DESIGN**
Prerequisite: CO SCI 201.

<table>
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<th>Section</th>
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**Notes:**
- For up-to-date information on this and other courses, please check the website, http://www.online.elac.edu.

#### CO SCI 281
**COMPUTER NETWORKING I CISCO**
Prerequisite: CO SCI 201.

<table>
<thead>
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<th>Section</th>
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**Notes:**
- For up-to-date information on this and other courses, please check the website, http://www.online.elac.edu.

#### CO SCI 290
**PROGRAMMING IN JAVA**
Prerequisite: CO SCI 201.

<table>
<thead>
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<tbody>
<tr>
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</table>

**Notes:**
- For up-to-date information on this and other courses, please check the website, http://www.online.elac.edu.

#### CO SCI 291
**PROGRAMMING LABORATORY**
Corequisite: Students MUST take this lab if taking CO SCI 201.

**Note:** Students MUST enroll in this lab if taking CO SCI 201.

**Notes:**
- For up-to-date information on this and other courses, please check the website, http://www.online.elac.edu.

#### CO SCI 391
**COOPERATIVE EDUCATION - COMPUTER SCIENCE-INFORMATION TECHNOLOGY**
9015  See COOPERATIVE EDUCATION FOR MORE DETAIL

#### CO SCI 941
**COOPERATIVE EDUCATION - COMPUTER SCIENCE-INFORMATION TECHNOLOGY**
9016  See COOPERATIVE EDUCATION FOR MORE DETAIL
Cooperative Education, Occupational

When Marilyn immigrated to the United States from Guatemala, she had taken classes in accounting and was computer literate but spoke no English. After a year of ESL she became fluent enough to enroll in ELAC’s credit program. After taking several advanced math courses, she decided to change her major to engineering. Marilyn has been selected to participate in the California Connects training program. Microsoft is providing free laptops and train-the-trainer instruction to ELAC science students with the goal of increasing digital literacy in underserved communities.

“Microsoft wants us to train at least two family members to use various computer programs,” Marilyn comments. “I plan to start with my six-year old brother and my 65-year old aunt. I am actually wondering who will learn the fastest. My brother has already experimented with a simple child’s computer. My aunt, on the other hand, has never operated a computer and is a little frightened of it. We must also recruit five community members and help them improve their computer skills.”

When Marilyn immigrated to the United States from Guatemala, she had taken classes in accounting and was computer literate but spoke no English. After a year of ESL she became fluent enough to enroll in ELAC’s credit program. After taking several advanced math courses, she decided to change her major to engineering. Marilyn has been selected to participate in the California Connects training program. Microsoft is providing free laptops and train-the-trainer instruction to ELAC science students with the goal of increasing digital literacy in underserved communities.

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