

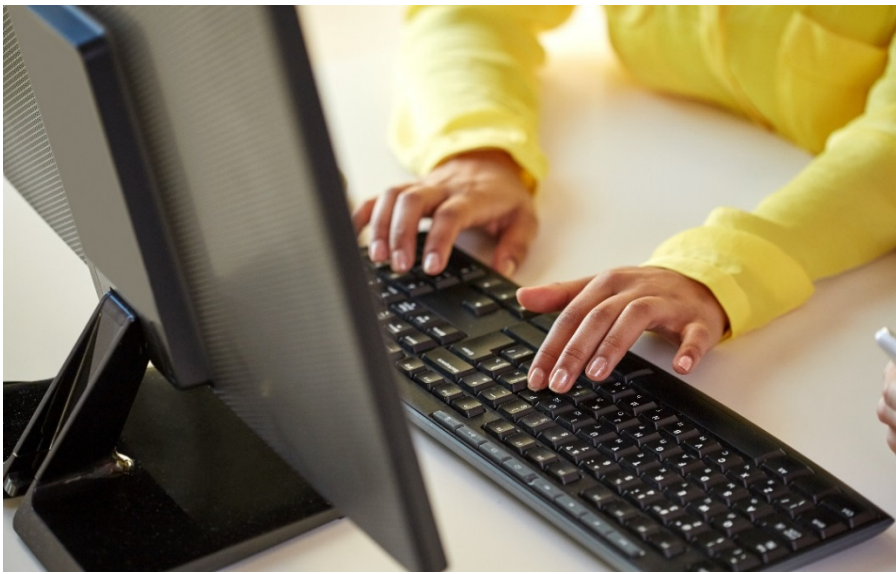
BUSINESS AND FINANCE

Computer Operations

EVANS COMMUNITY ADULT SCHOOL

717 North Figueroa Street, Los Angeles, CA 90012

(213) 613-7900 EvansLA.org



Computer Operations/1, 2, 3, 4, 5

CLASS TIMES:

Monday-Friday

8:00 am – 10:00 am

10:15 am – 12:15 pm

Monday-Thursday

6:00 pm – 8:45 pm

Saturday

8:00 am – 12:15 pm

COURSE FEE:

\$90 each course

A sequence of five courses designed for business computer operations.

- 1. Foundations** (90 Hours): This competency-based course is the first in a sequence of five designed for computer operations. Emphasis is placed on the computer and its parts, computer operating systems, word processing, file management, internet applications, e-mail, computer ethics and security and virus and spyware protection.
- 2. Applications** (90 Hours): Emphasis is placed on the techniques for word processing and electronic spreadsheets.
- 3. Database Management** (90 Hours): Emphasis is placed on basic filing, alphabetic indexing, cross-referencing techniques for on-file documents, application of system commands for file maintenance, and the creation, documentation, and protection of functional data files.
- 4. Presentations** (90 Hours): Emphasis is placed on the different types of presentation graphics software, understanding the parts of the PowerPoint screen, navigating an existing presentation, creating a new presentation using the basic principles of design and tips to maximize the effect and utility of the presentation.
- 5. IC³ Certification** (90 Hours): Provides students with technical instruction and practical experience in fulfilling the requirements of the Internet and Computing Core Certificate (IC³) Program, a global training and certification program for students and employees who want to excel in a digital world. IC³ Certification consists of three core certification exams: Computing Fundamentals, Key Applications, and Living On-Line.

The competencies in these courses are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

U.S. Department of Labor Job Outlook: Employment of secretaries and administrative assistants is projected to grow 3 percent from 2014 to 2024.



Los Angeles Unified School District/Division of Adult and Career Education. All educational and vocational opportunities are available without regard to race, color, nation origin, sex or disability. A lack of English language skills will not be a barrier to admission and participation in educational and vocational programs. Classes failing to meet the minimum class size will be closed according to Division policy.

