

Computer Operations



A sequence of five courses designed for business computer operations.

1. Foundations: 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. *90 Hours*

2. Applications: Emphasis is placed on the techniques for word processing and electronic spreadsheets. *90 Hours*

3. Database Management: 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. *90 Hours*

4. Presentations: 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. *90 Hours*

5. IC3 Certification: 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. *90 Hours*

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, national 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

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

CLASSTIMES:

Venice Skills Center

MTWThF

10:45 am-12:45 pm

Emerson ALC

MTWTh

9:00 am-11:30 am

6:00 pm-8:30 pm

Venice CAS

MTWTh

6:15 pm-9:00 pm

COURSE FEE:

\$90 each course

Free for High School Students

LOCATIONS:

Venice Skills Center

611 5th Avenue, Venice, CA 90291

Emerson Adult Learning Center

8810 Emerson Ave

Los Angeles, CA 90045

(310) 258-2021

Venice Community Adult School

13000 Venice Blvd,

Los Angeles, CA 90066

(310) 577-4230

VENICE SKILLS CENTER

611 5th Ave, Venice, CA 90291

310-664-5888

VeniceSkills.org

