

# Computer Operations



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

### CLASSTIMES:

#### Venice Skills Center

MTWThF

8:30 am-10:30 am

10:45 am-12:45 pm

#### Emerson Campus

MTWTh

8:30 am-11:00 am

6:15 pm-8:45 pm

#### Venice Campus

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 Campus

8810 Emerson Ave

Los Angeles, CA 90045

(310) 258-2021

#### Venice HS Campus

13000 Venice Blvd,

Los Angeles, CA 90066

(310) 577-4230

### VENICE SKILLS CENTER

611 5th Ave, Venice, CA 90291

310-664-5888

VeniceSkills.org



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 (IC<sup>3</sup>) Program, a global training and certification program for students and employees who want to excel in a digital world. IC<sup>3</sup> 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