

Computer Operator - Foundations

- Learn the basic computer operation and keyboarding.
- Learn the computer and its parts, keyboarding, operating system (Windows XP).
- Microsoft Office 2007 Applications.
- Learn the basic of the Internet: internet browsers, search engines, e-mail.
- Security, virus and spyware protection.
- All levels: beginners to advanced.



**Open Enrollment.
Join at any time.**

Park La Brea
350 S. Fuller Ave., Tower 35,
Los Angeles, 90036

Monday & Wednesday,
9:00 - 11:00 am
Tuesday & Thursday,
9:00 am - 12:00 pm

Computer Hall - Reg. Fee: \$20.00,
Class Fee: \$23.00, Student Body
Card: \$2.00

Plummer Park
7377 Santa Monica Blvd.,
Los Angeles 90046

Internet and E-mail
Monday & Wednesday,
9:00 am - 12:15 pm
Tuesday & Thursday,
9:00 am - 12:15 pm

Microsoft Office Intermediate
Tuesday & Thursday,
12:30 pm - 3:45 pm
Computer Open Lab.
Friday, 9:00 am - 12:00 pm

Fairfax High School Campus
7850 Melrose Ave.,
Los Angeles 90046

Monday & Wednesday,
3:15 pm - 5:45 pm
Tuesday & Thursday,
6:00 pm - 9:15 pm

Reg. Fee: \$20.00,
Class Fee: \$23.00,
Student Body Card: \$2.00

Classes Start Monday, September 13, 2010

**Questions? Call (323) 370-1040 or (310) 914-3565
or go to our website at westsideadultschool.org**

Westside Community Adult School

Division of Adult and Career Education • Los Angeles Unified School District

