



**Evans
Community
Adult School**



**FREE
CLASS**

Computer Operations

Class Time
Monday-Thursday
6:00 PM-8:00 PM

**90-Hours
per
Course**

HYBRID
**(2 DAYS IN-PERSON,
2 DAYS ONLINE)**



▶▶ 1 Foundations

- Computer, its parts, and operating systems
- Word processing, file management
- Internet applications, e-mail
- Computer ethics
- Security, virus, and spyware protection

▶▶ 2 Applications

- Word processing techniques
- Electronic spreadsheets

▶▶ 3 Database Management

- Basic filing, alphabetic indexing
- Cross-referencing techniques for on-file documents
- Application of system commands for file maintenance
- Creation, documentation, protection of functional data files

▶▶ 4 Presentations

- Different types of presentation graphics software
- Understanding PowerPoint parts
- Navigating an existing presentation
- Creating a new presentation using basic principles of design
- Tips of maximize the effect and utility of the presentation

▶▶ 5 IC³ Certification

- Technical instruction and practical experience in fulfilling requirements of Internet and Computing Core Certificate (IC³) Program, global training, and certification program for students to excel digitally
- IC³ Certification three core certification exams: Computing Fundamentals, Key Applications, and Living On-Line

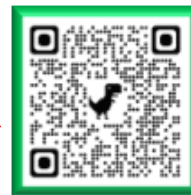
COHORT START DATES:

10/23/23

02/12/24

05/13/24

**SCAN
HERE** ▶▶▶▶



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www.evansla.org

All educational and vocational opportunities are offered without regard to race, color, national origin, sex or disability.

