

# Computer Operator - Foundations

- Learn basic computer operation and keyboarding.
- Learn the computer and its parts, keyboarding, operating system (Windows XP).
- Microsoft Office 2007 Applications.
- Learn the basics 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

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 - Thursday,  
3:15 pm - 5:45 pm

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



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

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