

BUSINESS OCCUPATIONS



Business Office Courses

General Clerk/

AUTOMATED OFFICE PROCEDURES.....21-10-69

This course includes training for the modern electronic office of today, communication and telephone skills, mail processing, sorting and filing, business ethics, stress management, time management, working in a multi-cultural society, employability skills, career planning skills, and more. **(This class offers internship opportunities. See General Clerk/Basic Skills.)**

Length of Course: 10 weeks days / 20 weeks evenings.

(Day class begins: Sept. 7 & Nov. 8.)

1509/10	M-F 10:30 a.m. -12:30 p.m.	10 wks Rosen	301	\$45
1511	TTh 6:15 p.m. - 9:00 p.m.	20 wks Kowderduck	104	\$45

General Clerk/Basic Skills.

OFFICE INTERNSHIP PROGRAM.....21-01-57

This course provides the opportunity for students to gain ON-THE-JOB TRAINING that provides a smooth transition from the classroom to the world of work. Included are employment techniques and job search skills, communication and interpersonal skills, customer service, records management, telephone techniques, business ethics/attitudes and more. This class is also beneficial for those who are returning to the work force. Classes meet on campus and at an internship site.

(No Charge to W.V.O.C. students.)

Prerequisites: Type 35 wpm, Automated Office Procedures and Computer Literacy. Students should meet employment-level competency in written and oral communications and computational skills.

Length of Course: 200 hours. Days and hours to be arranged by instructors.

1512	M-F Various	Dorsey	205	\$30
1513	M-F Various	Fisher	25/26	\$30

General Clerk/BUSINESS MATHEMATICS.....21-10-68

This course reviews basic math skills and how to use math in the business environment. It includes preparation of purchase orders and invoices, monthly and semi-monthly payroll, investments, interest and discount computations, auditing invoices and solving many other business problems. Learn to solve everyday business problems on a calculator and increase calculator operation speed and accuracy.

Length of Course: 10 weeks days / 20 weeks evenings & Saturdays.

10-week class begins: Sept. 7 and Nov. 8, 2004

0730	M-F 1:15 p.m.- 3:15 p.m.	10 wks Menashe (FORUM)	303	\$40
1514	TTh 6:15 p.m.- 9:30 p.m.	20 wks Pilloud	305	\$40
1515	Sat 8:00 a.m.-12:15 p.m.	20 wks Pilloud	305	\$40

Office Assistant (Off Campus).....FORUM

Provides training in keyboarding, computer applications (Microsoft Word), medical terminology, automated office procedures--filing, telephone techniques, and customer services skills. An internship, for qualified students, is included in this course.

Location: Northeast San Fernando Valley Worksource Center

Registration is on site. 11623 Glenoaks Blvd. Pacoima, CA 91331

0732	M-F 8:30 a.m.- 3:15 p.m.	20 wks Parish/Fisher (FORUM)	\$25
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Computer Classes

10-week Classes begin Sept. 7, and Nov. 8, 2004

Computer Operator/Literacy (Windows 98, 2000, NT or XP).....21-01-55

This course provides an introduction to the Microsoft Windows Operating System only. Topics include performing basic mouse operations, understanding keyboard shortcuts, starting an application and creating folders. Other topics include working on the Windows desktop and file management using Windows Explorer (98, 2000, NT or XP). **(This class offers internship opportunities. See General Clerk/Basic Skills.)**

Length of Course: 10 weeks days/20 weeks, evenings & Sat.

1516/17	M-F 8:15 a.m.-10:15 a.m.	10 wks Mayfield	303	\$60
1518/19	M-F 8:15 a.m.-10:15 a.m.	10 wks Elfand	203	\$60
1520/21	M-F 10:30 a.m.-12:30 p.m.	10 wks Elfand	203	\$60
1522/23	M-F 1:15 p.m.- 3:15 p.m.	10 wks Rosen	203	\$60
1524	MW 3:30 p.m.- 5:30 p.m.	20 wks Rosen	203	\$60
1525	TTh 3:30 p.m.- 5:30 p.m.	20 wks Rosen	203	\$60
1526	MW 6:15 p.m.- 9:30 p.m.	20 wks Hernandez	213	\$60
1527	Sat 8:00 a.m.-12:15 p.m.	20 wks Rosen	213	\$60
1528	Sat 8:00 a.m.-12:15 p.m.	20 wks Watterson	307	\$60

4

Computer Operator Literacy/Introduction to the Internet.....21-10-78

This course is designed to accommodate beginners, as well as experienced users. The course prepares students to utilize the functions of the Internet. Areas of instruction include: History of the Internet, Internet connections, Internet Service Providers (ISP's), Browsers, E-Mail, Internet Viruses, the use of the World Wide Web, Search Engines, News Groups, Online Voice and Video, File Transfer Protocol (FTP), Internet Applications, Creating a Web Page, and Program Updates.

Prerequisites: Computer Operator/Literacy (21-01-55) or passing score on the Computer Operator/Literacy Challenge Test. (See test schedule on page 14)

Length of the Course: 10 weeks.

1529/30	MW 6:15 p.m.- 9:30 p.m.	10 wks Roe	307	\$45
1531/32	TTh 6:15 p.m.- 9:30 p.m.	10 wks Watterson	307	\$45

Computer Operator/Software Applications

(Survey of Microsoft Office).....21-10-70

This course provides an introduction to Microsoft Word, Excel, and PowerPoint. Students will learn the fundamentals of each program.

This course covers only an introduction to the Microsoft Office Suite.

Prerequisites: Type 35 wpm (typing test is given on the first day of class) and proof of Computer Operator/Literacy class completion or passing of Literacy Challenge Test. (See test schedule on page 14.)

Length of the Course: 10 weeks days/20 weeks evenings & Sat.

1533/34	M-F 8:15 a.m.- 10:15 a.m.	10 wks Galvan	307	\$60
0733/49	M-F 8:15 a.m.- 10:15 a.m.	10 wks Shajari (FORUM)	211	\$60
1535/36	M-F 10:30 a.m.- 12:30 p.m.	10 wks Galvan	307	\$60
0734/35	M-F 1:15 p.m.- 3:15 p.m.	10 wks Shajari (FORUM)	211	\$60
0731	MW 6:15 p.m.- 9:30 p.m.	20 wks Johnson (FORUM)	302	\$60
0750	TTh 6:15 p.m.- 9:30 p.m.	20 wks Johnson (FORUM)	302	\$60
1539	Sat 8:00 a.m.- 12:15 p.m.	20 wks Dao	302	\$60

Computer Operator/Integrated Applications.....21-10-72

This course will teach Access (database) software and how to integrate the various programs in the Microsoft Suite. Trouble-shooting techniques and an introduction to the internet and the use of a scanner are also included.

Prerequisites: Type 40 wpm (typing test is given on the first day of class); proficiency in Word, Excel, and PowerPoint; and proof of passing of Software Applications class or Challenge Test. (See test schedule on page 14.)

Length of Course: 10 weeks days /20 wks. Saturdays.

0737/46	M-F 10:30 a.m.-12:30 a.m.	10 wks Shajari (FORUM)	211	\$60
0731	MW 6:15 p.m.- 9:30 p.m.	20 wks Johnson (FORUM)	302	\$60
0750	TTh 6:15 p.m.- 9:30 p.m.	20 wks Johnson (FORUM)	302	\$60
0736	Sat 8:00 a.m.-12:15 p.m.	20 wks Shajari (FORUM)	211	\$60

Computer Operator/Word Processing Software/Supplemental (Advanced Word).....21-05-84

Microsoft word is a powerful word processing program. This course discusses intermediate as well as advanced Word topics such as: style, templates, wizards, columns, tables, formatting techniques, macros, watermarks, various document types, document organization, and Mail Merge. This course also prepares students for the Microsoft Office User Specialist (MOUS) exam (Expert Level).

Prerequisites: Applies to all Advanced Classes: passing of Software Applications class or Challenge Test. (See test schedule on page 14.)

Length of Course: 10 weeks.

1540/41	M-F 10:30 a.m.-12:30 p.m.	10 wks Dao	201	\$60
1542/43	M-F 1:15 p.m.- 3:15 p.m.	10 wks Galvan	307	\$60

Computer Operator/Spreadsheet (Supplemental)

(Advanced Excel).....21-04-74

This course discusses intermediate and advanced Excel topics. It also prepares students for the Microsoft Office User Specialist (MOUS) exam.

0733/49	M-F 8:15 a.m.-10:15 a.m.	10 wks Shajari (FORUM)	211	\$60
0736	Sat 8:00 a.m.-12:15 p.m.	20 wks Shajari (FORUM)	211	\$60

Computer Operator/Database Management (Supplemental) (Advanced Access).....21-13-83

This course discusses intermediate and advanced Microsoft Access topics. It also prepares students for the Microsoft Office User Specialist (MOUS) exam.

0737/46	M-F 10:30 a.m.-12:30 p.m.	10 wks Shajari (FORUM)	211	\$60
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Computer Operator/Presentation Program

(Advanced PowerPoint).....21-05-84

This course discusses intermediate and advanced PowerPoint topics. It also prepares students for the Microsoft Office User Specialist exam.

0734/35	M-F 1:15 a.m.-3:15 a.m.	10 wks Shajari (FORUM)	211	\$60
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