

ABC Technical College



Computer Essential Skills Online (English/Spanish) Course Summary

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Course/Program: **COMPUTER ESSENTIAL SKILLS ONLINE (English/Spanish**

Objective: This course introduces students to the Windows operating system. Students will learn the fundamentals of Windows OS, Microsoft Word, Microsoft PowerPoint and Microsoft Excel. Assignments and projects will be assigned periodically to help support and supplement material covered in class lessons.

There are four 60-hour modules in this course. To complete this course and receive a certificate, students must pass the test given after each module with a grade of “C” or better. No internship or externship is required.

Students will receive a certificate upon successful completion of the training program. Successful completion of the training program consists of passing the test with a “C” or better after each module.

Potential Occupations after Completion: Students will be able to seek entry-level positions on Job title – Customer’s Service Rep, General Office Assistant and Office Filing Clerk, Warehouse Clerk.

The job classification this program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at Detailed Occupational (six-digit) level are 43-4051 Customer Service Representatives, 43-9061 Office Clerks, General and 43-4070 File Clerks

Duration: **240 hours = 16 Weeks**
Class Schedule: Monday – Friday
Time/Language: 10:00 a.m. – 1:00 p.m. – English 10:00 a.m. – 1:00 p.m. – Spanish
 6:00 p.m. – 9:00 p.m. – English 6:00 p.m. – 9:00 p.m. – Spanish

Module	Course	Clock hours
1.	Introduction to Computers & Windows Introduction to Computers Elements of Windows Tools of Windows, Internet& E-mail	60
2.	Microsoft Office Excel Introduction to the Elements of Excel Formulas & Functions, Cell Formats Grammar, Impressions & Graphics Import of Data & Tables	60
3.	Microsoft Office Power Point Introduction to the Elements of Power Point, Work with Slides, Text and Tables, Manipulate Objects, Graphics, Charts, Drawings, Insert Sounds, Animations & Transitions	60
4.	Microsoft Office Word Introduction of the Elements of Word Grammar, Templates, Designs & Tables Master Documents, Headers & Footers Resume Assistance	60

240 HOURS

* Once issued to the student, these fees and equipment are non-refundable and non-returnable