

**LOS ANGELES CITY COLLEGE**  
VOC ED 003 CE, Workplace Computing for LEP (Basic Computer Skills)

**Section # ...**  
**Semester/Term ...**

**Class Meeting Time/Days (break mins):** ... (... min break)

**Start Date: ..., End Date: ...**

**Classroom/Site Location: ...**

**Instructor:** Prof. Vania Yalamova

**Textbook/Materials:** Provided in class

**Course Description:** *Fundamentals of computer hardware, software, and the internet for computer novices at the work place, introducing basic computer components and functions including hardware, operating systems, software applications, (e.g. word processing, spreadsheets, email) and web browsers to access information on the world wide web. The focus of this course is to prepare limited-English proficient students to be competitive in securing employment, as well as retaining a job once they have acquired a job.*

**Student Learning Outcomes:**

<b>Course # and Title</b>	<b>SLO 1</b>	<b>SLO 2</b>
VOC ED 003 CE Workplace Computing for LEP	The student will create and save a word processing document.	The student will be able to employ formatting and editing techniques using Microsoft Office Applications.

**Course Objectives:** Participation in this open-entry noncredit course will help you learn skills that are important at the work place and will make you more competitive in today's workforce. More detailed course objectives are listed in the course schedule.

**Grades:** This is a noncredit course. There is no grade issued.

**Certificate Information:** This course is part of the following LACC Noncredit Skills Certificates of Competency and Completion—*Retail Sales and Customer Service Skills Certificate of Completion*. Please contact the Workforce office for more information.

Also, if you attend more than 70% of the course sessions, you will be issued a certificate of completion for this course alone.

**Special needs:**

Any student who feels she/he may need an academic accommodation based on the impact of a disability should contact the Office of Special Services (OSS) at 323-953-4000, ext. 2270 or visit their office in room SSV 100.

**Class rules**

**Attendance--** All students attending class must be properly enrolled and must sign in and out at the beginning and end of each class meeting.

**Cell Phone Policy:**

1. Students may not use their cell phones to accept or make calls while in class.
2. If cell phones and pagers are brought to class, they must be turned to "silent" or vibration mode.
3. Students who do not adhere to this policy will be asked to leave the class for the day.

**Note:** If you have any concerns about the course or instructor, please contact the following:

1. Your instructor, Vania Yalamova, email: [YalamoVG@lahc.edu](mailto:YalamoVG@lahc.edu)
2. LA City College Noncredit Success Academies (323) 953-4000, ext. 2230
  - a. Program Coordinator: Nelines Colon-Paladini [paladin@lacitycollege.edu](mailto:paladin@lacitycollege.edu) / ext. 2232
  - b. Assistant Dean: Angelica Ramirez- [ramirea@lacitycollege.edu](mailto:ramirea@lacitycollege.edu) / ext. 2588

## Important Dates

**Days College Closed:**

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## Course Schedule

*A brief outline of course topics follows.*

Session #	COURSE CONTENT AND SCOPE - <b>Lecture:</b> Outline the topics included in the lecture portion of the course ( <i>Outline reflects course description, all topics covered in class</i> ).	Hours per topic	COURSE OBJECTIVES - <b>Lecture:</b> Upon successful completion of this course, the student will be able to..( <i>Use action verbs - see Bloom's Taxonomy for 'action verbs requiring cognitive outcomes.'</i> )
1	Introduction to Computer Concepts	1	Define what a computer is. Define computer hardware and software.
2	Introduction to the Windows Operating System	2	Explain mouse and keyboard use and the various screen elements of the Windows operating system. Introduce proper operation procedures (e.g., start/restart/stop the computer, open/close applications, etc.).
3-5	Introduction to File Management	3	Describe the different types of file storage, file paths, and file organization.
6-7	Introduction to the Internet	2	Define common Internet terms and popular uses of the Internet (e.g., online search engines, typing tutors, etc.). Define common Internet threats and security tools.
8-10	Internet Services	4	Explain, write and demonstrate email and social media basic usage. Describe the process of downloading and file attachment.
11-14	Word Processing Basics	3	Define common screen elements, menu options, editing techniques, text and page formatting, and document handling.
15	Spreadsheet Basics	3	Define common worksheet terms, menu options, editing techniques, text and page formatting, formulas for basic math operations, and document handling.