

East Los Angeles Skills Center



Division of Adult and Career Education

LAUSD

East Los Angeles Skills Center

3921 Selig Pl.

Los Angeles, CA 90033

Phone: (323) 224-5970

Hours of Operation

Monday - Friday

7:30 a.m. - 4:00 p.m.

Saturdays

8:00 a.m. - 12:15 p.m.

www.eastlaskillscenter.org

**Empowering
Students**

COMPUTER OPERATOR



- **Salary Range:**
\$25,600 - \$60,780
- **10 Year Outlook:**
+2% (245,100 jobs)
- **Career Titles:**
Administrative Secretary, Clerk Typist, Department Secretary, Office Assistant, Secretary, Staff Assistant

What Computer Operators Do:

- Use computers for various applications, such as database management, spreadsheets, presentations and word processing.
- Generate graphs, charts and graphics to convey information.
- Create, maintain, and enter information into databases.
- Generate and transcribe reports using computer software.

Monday-Friday
8:00 am – 10:00 am
10:30 am – 12:30 pm

Saturdays
8:00 am – 12:15 pm

Course Fees

Computer Op 1: \$100*

Computer Op 2: \$100*

Computer Op 3: \$100*

Computer Op 4: \$100*

*See reverse for program cost estimate.

- **Update Your Skills and Join The Workforce!**
- **Earn High School Elective Credits!**
- **Learn Keyboarding and Computer Skills**
- **One Computer per person**
- **Classes open to ESL students**
- **Work at your own pace**
- **Individualized Instruction**

All educational and vocational opportunities are offered without regard to race, color, national origin, sex or handicap. A lack of English language skills will not be a barrier to admission and participation in educational and vocational programs.

COMPUTER OPERATOR

Program Cost Estimate:

Computer Operator 1 Registration	\$100
Student ID	\$10
Textbook	\$100
Class Materials	\$20
Approximate Total Cost for CO 1 Course	<u>\$230</u>
Total Due at Registration	<u>\$110</u>
Computer Operator 2 Registration	\$100
Total Due at Registration	<u>\$100</u>
Computer Operator 3 Registration	\$100
Total Due at Registration	<u>\$100</u>
Computer Operator 4 Registration	\$100
Total Due at Registration	<u>\$100</u>
Approximate Total Cost for CO Program	<u>\$530</u>

NOTE: The costs, requirements and class schedules are subject to change without prior notice.