

COMPUTER SOFTWARE TRAINING PROGRAM

The Los Angeles County **Computer Software Training Program** is designed to help you upgrade your computer skills and enhance your productivity. There are four modules in this program. Every module is prefaced with a review of computer fundamentals and the functions and features of Microsoft Windows XP. County employees who are performing competently or better at their jobs and who can type at least 25 net WPM may participate in this program. The four modules include:

MICROSOFT WORD

This 24-hour workshop teaches you how to use Microsoft Word to create documents of all kinds – letters, memos, faxes, reports, contracts, resumes, news-letters, books and many others. With this course, you can acquire the basic skills and concepts necessary to create, format, modify and print any type of document.

MICROSOFT EXCEL

This 24-hour workshop teaches you how to accomplish a variety of tasks with Microsoft Excel. Learn how to use Microsoft Excel to organize, calculate, tabulate and analyze data. The tasks you can do with Excel range from preparing simple invoices, budgets, to creating graphs and charts, or managing complex ledgers.

MICROSOFT ACCESS

This workshop teaches you in 27 hours the basic concepts of relational database management using Microsoft Access. Learn how to manage large amounts of data. Use Microsoft Access to perform data management tasks such as storing, searching, filtering, and querying databases, and creating reports within database systems. Learn how to create tables, input and manipulate information, and to create queries to locate specific records or groups of records. Learn how to design forms and reports to present data in a customized format.

MICROSOFT POWERPOINT

In this 24-hour workshop, you will learn to use Microsoft PowerPoint in creating sets of slides that you can present electronically as slide shows, or print as handouts. You can blend your Word documents, Excel spreadsheets and other Microsoft objects with slides that you create using PowerPoint.

LOGISTICS

This is a voluntary skill-development program intended to be taken during regular work hours. Participants may select one workshop or any combination of workshops. Workshops may be taken in any order. Each session has three hours of classroom activities. Sessions are scheduled twice a week either on Mondays and Wednesdays, or Tuesdays and Thursdays either in the morning or in the afternoon. All workshops offered are at the beginning level. Participants will receive a certificate of completion for each workshop completed successfully.

There is no cost for registration, textbooks, handouts, and materials. The cost to your department will be to allow you to attend the program during work hours. Enrollment requires prior management approval. This training program is sponsored by the Los Angeles County Learning Academy.

www.losangelescountyacademy.org



Gloria Molina
First District

Mark Ridley-Thomas
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

Lisa M. Garrett
Acting Director of Personnel

"To Enrich Lives Through Effective And Caring Service"

The Los Angeles County Learning Academy

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Please type or print clearly. Incomplete or illegible applications will not be processed.

Employee Number	Last Name	First Name	MI
Work Phone	Extension	Fax Number	Email Address
Dept. Number	Department Name	Division Name	
Work Address		City	Zip

Please check the workshop(s) you would like to attend:

- Microsoft Word (24 Hrs)
- Microsoft Excel (24 Hrs)
- Microsoft Access (27 Hrs)
- Microsoft PowerPoint (24 Hrs)

You may select one workshop or any combination of workshops. Workshops may be taken in any order.

Geographical Survey

The Learning Academy will make reasonable effort to place you in your location of choice. Please indicate all the possible locations where you can attend classes:

- Mid-Wilshire Area
- San Fernando Valley
- South Bay Area
- East LA Area

Required Authorization: (Please type or print clearly.)

Supervisor's Name	Supervisor's Signature	Date
Supervisor's Work Phone Number	Supervisor's Email Address	
Manager's Name	Manager's Signature	Date
Training Coordinator's Name	Training Coordinator's Signature	Date