

El Monte Rosemead Adult School  
10807 Ramona Blvd., El Monte, CA 91731  
(626.258.5800)

STUDENT NAME: \_\_\_\_\_

ID# \_\_\_\_\_

**BE A TECHNOLOGY SPECIALIST!**

**START YOUR NEW CAREER**

**ENROLL NOW FOR OUR NEW CTE CLASS:**

# **OFFICE SYSTEMS & TECHNOLOGIES**

**Class begins on January 7, 2020**



**Tuesday/Thursdays**

**5:30 p.m.-9:00 p.m.**

**Class will cover the following:**

- Computing Fundamentals
  - Classifying & Evaluating Computers
  - Software Management
  - Data & Hardware Protection
  - Networking fundamentals
  - Computer Safety and Ethics
  - IC3 certification Preparation
  - Computer Operating Systems
  - Career opportunities in the industry
  - Computer Troubleshooting
  - Key Microsoft Applications Review
  - Exploring the Internet
  - Technology and society web content
- (Costs do not include textbook)

**(Class Code: 61016.13) \*Cost - \$50.00**