



Fontana Unified School District

Every Student Successful | Engaging Schools | Empowered Communities

Finance and Business Pathway

BEGINNING COMPUTER BUSINESS APPLICATIONS (CBA)

CLASS INFORMATION

Start Date: January 19, 2021

Days: Tuesdays and Thursdays

Time: 6:00-8:00 p.m.

Location: Online using Microsoft TEAMS



Students enrolled in this course will be exposed to:

- **Computer Basics** – Learn about the parts of the computer, how to store files, how to access computer software programs, and basic computer terminology. Learn keyboarding basics to increase the speed and accuracy of typing.
- **Microsoft Word** – Learn about the basic tools of Word and practical applications of one of the most popular word processing programs. Step-by-step instruction and projects will ensure students learn how to prepare and format routine documents.
- **Microsoft Excel** – Learn how to plan and design a spreadsheet for data management. Explore the parts of a workbook and learn how to enter, edit, and duplicate data. Learn how to use and insert formulas, format text, and create charts.
- **Microsoft PowerPoint** – Learn how to plan and design high-quality slides for a presentation using graphics, charts, sound, and special effects.

FONTANA ADULT SCHOOL

10755 Oleander Avenue

Fontana, CA 92337

Tel. No. (909) 357-5490



Spring Registration

Monday–Thursday (8:00 a.m. - 5:30 p.m.)

Friday (8:00 a.m. – 4:00 p.m.)

Registration: Begins Now!