



Fontana Unified School District

Every Student Successful | Engaging Schools | Empowered Communities

Finance and Business Pathway

INTERMEDIATE 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 software usage, such as, formatting, backing up, and file management. How to access computer software programs and using correct computer terminology. Learn advanced keyboarding techniques to increase the speed and accuracy of typing.
- **Microsoft Word** – Learn advanced skills of Word and practical applications of one of the most popular word processing programs. Step-by-step instruction on formatting tables, creating and applying styles, working with SmartArt, using multi-level list, and performing various merging tasks.
- **Microsoft Excel** – Learn advanced skills in planning and designing a spreadsheet for data management. Apply technical skills to create advanced use of formulas, charts, and graphs.
- **Microsoft PowerPoint** – Learn advanced skills to create, edit, and enhance presentations and slideshows, such as, applying slide transitions and animations.

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!