

Division of Adult and Career Education

COMPUTER ESSENTIALS

**100% ONLINE
TRAINING**

LEARN FROM HOME

- **OPERATING SYSTEMS**
- **WORD PROCESSING**
- **SPREADSHEETS**
- **PRESENTATIONS**
- **MICROSOFT DIGITAL LITERACY CERTIFICATE**

**To Enroll Now visit:
wearedace.org/enroll**



#WEAREDACE | wearedace.org/enroll

The Computer Essentials course can help you earn CTE credits to meet high school graduation requirements (also fulfills the DACE computer literacy requirements).

Approved: Joseph Stark 
Executive Director, Division of Adult and Career Education



11 Convenient Locations Across Los Angeles

Contact Us

- 1 Abram Friedman Occupational Center** | ☎ (213) 241-4789
Navigator | Dan Homer
✉ daniel.homer@lausd.net ☎ (424) 394-1796
- 2 East LA Occupational Center** | ☎ (213) 241-4790
Navigator | Paul Kratzer (*Habla Español*)
✉ pak91441@lausd.net ☎ (323) 723-2238
Navigator | Olivia Romo (*Habla Español*)
✉ olivia.romo@lausd.net ☎ (818) 400-3723
- 3 Evans Community Adult School** | ☎ (213) 241-4792
Navigator | Eleanor Comegys
✉ eec2513@lausd.net ☎ (805) 876-4166
- 4 Harbor Occupational Center** | ☎ (213) 241-4793
Navigator | Gildga Pollard
✉ gwp0498@lausd.net ☎ (424) 703-4484
- 5 Los Angeles Technology Center** | ☎ (213) 241-4794
Navigator | Mark Lawrence (*Habla Español*)
✉ mark.lawrence@lausd.net ☎ (818) 724-9606
- 6 Maxine Waters E.P.C.** | ☎ (213) 241-4795
Navigator | Adrienne Hutchinson
✉ adrienne.hutchinson@lausd.net ☎ (323) 445-0231
- 7 North Valley Occupational Center** | ☎ (213) 241-4796
Navigator | John Alvarez
✉ jta3552@lausd.net ☎ (818) 305-4828
- 8 Slawson Southeast Occupational Center** | ☎ (213) 241-4797
Navigator | Eduardo Bedoy (*Habla Español*)
✉ exb81411@lausd.net ☎ (213) 349-1580
- 9 Venice Skills Center** | ☎ (213) 241-4798
Navigator | Anne Allaire
✉ anne.burke@lausd.net ☎ (424) 234-9390
- 10 West Valley Occupational Center** | ☎ (213) 241-4799
Navigator | Joshua David
✉ jpd3529@lausd.net ☎ (818) 538-4024

Let us
Help You
Find Your New Career!



Offerings

College & Career Readiness

The Adult Basic Education (ABE) program provides opportunities for students to build foundational skills in reading, writing, and math (grades 0-9).

High School Diploma

The Adult Secondary Education (ASE) program is a competency-based high school program that provides opportunities for students to develop and pursue an individualized pathway to college and career readiness.

Citizenship

The Citizenship Preparation program provides opportunities for students to acquire the civic knowledge and language skills needed to become naturalized citizens of the United States.

Career Technical Education (CTE)

The CTE program provides over 175 courses in 15 separate Industry sectors giving students 28 district career pathway options.

English as a Second Language (ESL)

The ESL program provides non-native English speaking adults with the opportunity to acquire English language skills to attain their academic, career and civic goals, and support the academic achievement of K-12 children.

Apprenticeship

LAUSD acts as the Local Education Agency for the largest number of apprenticeship programs in California with 61 trades, 30 individual program sponsors and four new programs under development.