

NATIONAL CITY ADULT SCHOOL

START TRAINING FOR A NEW CAREER



Learn Microsoft Office 2010

- *Microsoft Excel*
- *Microsoft Word*
- *Microsoft PowerPoint*
- *Microsoft Access*
- *Microsoft Outlook*



Computer Basics And Microsoft Office Specialist (MOS) Training

*Our qualified faculty can give you excellent hands-on training in the areas of Keyboarding, and computer Applications
National City Adult School's Computer courses are designed to prepare students for the following careers:*

- *Typists*
- *Office Assistants*
- *General Office clerks*
- *Business Office Secretaries*
- *School Secretaries and School Clerks*
- *Word processors*
- *Proof Readers*

Schedule of Classes:

1:00 - 4:50 P.M. - Monday thru Thursday

5:15 - 9:00 P.M. - Monday thru Thursday

Call (619) 336-9400

Address: 517 Mile of Cars

National City, CA 91915

Instructor: Leticia Riel