

# 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 Certified (MOS)*

*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*