



Merced Union High School District

A Relevant Education for All

Staff:

InstructorSylvia Bullock

Para-ProfessionalSharon Hoffmann

Para-ProfessionalChee Xiong



Computer Lab

Class Days and Times

Days: Monday – Thursday

Hours: 8:00 am – 4:30 pm

Fees: \$75 Per Module

Evenings: Tuesday & Thursday (Free)

Hours: 6:00–9:00 pm



Merced Adult School
50 East 20th Street
Merced, Ca.. 95340
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mas.muhsd.org
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Merced Adult School

Where Learning Has No Age Limit



Computer and Office Technology Classes:

- ◆ Career Foundation
- ◆ Basic Finance
- ◆ Clerical/Microsoft Office Specialist
- ◆ Accounting
- ◆ Google
- ◆ Workforce Essentials

New Evening Course!!!



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Computer and Office Technologies

Career Foundation:

- ◆ Basic Keyboarding
- ◆ 10-Key Calculator
- ◆ Filing
- ◆ Office Skills
- ◆ Business Skills
- ◆ Business Math
- ◆ English
- ◆ Computer Literacy
- ◆ MS Word Processing
- ◆ Front Office Duties

Basic Finance:

- ◆ Basic Math
- ◆ Banking
- ◆ Inventory
- ◆ Payroll
- ◆ Excel Spreadsheets
- ◆ QuickBooks

Clerical/Microsoft Office Specialist:

- ◆ Welcome to the World of Computers
- ◆ Word 2010
- ◆ Excel 2010
- ◆ Access 2010
- ◆ PowerPoint 2010
- ◆ Outlook 2010
- ◆ MOS Certification



Google Basic:

- ◆ Google Drive
- ◆ Google Docs
- ◆ Google Sheets
- ◆ Google Slides
- ◆ Google Forms
- ◆ Google Drawings



Workforce Essentials:

- ◆ Basic Keyboarding
- ◆ Business Skills
- ◆ Business Math
 - ◆ Banking
 - ◆ Payroll
 - ◆ 10-Key Calculator
- ◆ Google Basics
- ◆ Introduction to Word
- ◆ Excel
- ◆ QuickBooks (see instructor)

*Free!
New Evening
Course!!!*



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