

**TO: Workforce Investment Board**

**DATE: 5/13/10**

**FROM: Executive Committee**

For Discussion

For Action

For Information

**SUBJECT: Merced Adult School Computer Literacy Labs**

**PROPOSED MOTION(S):** Ratify the Executive Committee's decision to approve the Department of Workforce Investment (WI) to partner with Merced Adult School to provide Computer Literacy Labs at the Castle Learning Center and Merced East Campus to serve Workforce Investment Act (WIA)/American Recovery and Reinvestment Act (ARRA) eligible participants in the amount not to exceed \$38,187.22 for the Castle Learning Center Lab, \$25,233.39 for the Merced East Campus Lab, for the period July 1, 2010 to June 30, 2011.

**DISCUSSION:** On July 9, 2009, the WIB approved a partnership with Merced Adult School to serve Workforce Investment Act (WIA)/American Recovery and Reinvestment Act (ARRA) eligible participants at the Castle Learning Center for the period July 1, 2009 through June 30, 2010.

For the Year July 1, 2010 through June 30, 2011, WI is proposing that the contract be renewed for services at the Castle Learning Center and the Merced East Campus. The cost of the training for this second year is considerably lower due to books, supplies, and software being purchased in the first year.

This contract will provide instruction/supplies needed for the following courses:

- a) **Basic Business Skills – 60 hours of training in typing/keyboarding, office procedures, proofreading, business communication, filing 10-key, and computer literacy.**
- b) **Record Keeping I and II – 60 hours each module. Module I includes entering, verifying and filing data, keeping and analyzing budgets, credit records, cash receipts, checking accounts, petty cash. Module II includes stock records, purchasing, accounts payables, financial statements and payroll.**
- c) **Record-Keeping I and II – 60 hours each module. Accounting I: simple debits and credits through the accounting cycle, accounting for service and merchandising, some automated Excel and QuickBooks applications. Accounting II: accounting for a corporation, special journals, payroll records, taxes, business transactions, inventory systems to include automated accounting using Excel and QuickBooks.**
- d) **QuickBooks I and II – 30 hours each module. QuickBooks I: introduction to software and accounting principles, customer and vendor transactions and creation of customer files. QuickBooks II: creating and maintaining main and sub-accounts of physical inventory, payroll accounts, banking and credit card accounts.**

- e) **Using Computers in Medical Office – 90 hours learning medical terminology, keyboarding skills and Microsoft Office 2003 in medical office setting (Windows, Word, Excel, PowerPoint, and Internet).**
- f) **MS Word I, II, and III – 30 hours each module. Content shall include word processing, formatting, tables, columns, merging, macros, and desktop publishing.**
- g) **MS Excel I, II and III – 30 hours each module. Content: creating, formatting, enhancing and saving worksheets, creating charts and graphs, using databases and templates.**
- h) **MS Access I, II, and III – 30 hours each module. Content includes creating and working with databases, querying, creating, maintaining and updating forms and reports, creating macros, and links to other applications.**
- i) **MS PowerPoint – 30 hours each module. Content includes principles of presentation, design creation, and executions, creating slides, outlines, speaker notes, and animation.**
- j) **MS Publisher – 30 hour course in creating business cards, flyers, brochures, signs, announcements, and cards for all occasions.**
- k) **MS Outlook – 30 hour course for using calendaring, contacts, email management, organizational tools, meeting tasks, file attachments and signature tasks.**

**The total cost for the Computer Literacy Labs shall not exceed \$63,420.61.**

**ATTACHMENT(S): Proposal available at meeting**