

**TO: Workforce Investment Board**

**DATE: 7/09/09**

**FROM: Executive Committee**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Computer Literacy Labs 09/10 – Merced Adult School**

**PROPOSED MOTION(S): Concur with the Executive Committee’s recommendation to approve Computer Literacy Labs through Merced Adult School to serve Workforce Investment Act (WIA)/American Recovery and Reinvestment Act (ARRA) eligible participants at the Castle Learning Center and East Campus locations for the period July 1, 2009 through June 30, 2010, at a cost not to exceed \$129,715.75.**

**DISCUSSION: The Merced Adult School will staff two (2) Computer Literacy Labs beginning July 1, 2009. The labs have 11 separate training modules in the areas of Basic Business Skills, Record Keeping, Accounting, QuickBooks, Computer Use in Medical Offices, and Microsoft applications (Excel, Word, Access, PowerPoint, Publisher, and Outlook). The amount of time for each module is either 30 or 60 hours.**

- **The Castle Learning Center lab will have 23 computer stations.**
- **The Merced Adult School’s East Campus lab will have 28 computer stations.**

**The policy guidance and direction regarding the ARRA funding for activities authorized under WIA is provided by Training and Employment Guidance Letter (TEGL) 14-08. This TEGL provides an emphasis on serving low-income, displaced and underskilled adults and disconnected youth by providing training services to include occupational skills training. The computer literacy labs are an effort to address feedback from local Merced County businesses regarding the need to create a computer literate workforce.**

**ATTACHMENT(S): None**