

**Liberty Adult Education Community Center** is a partner with the **East Bay Works Career Center** which is located on our campus. They offer a spectrum of free resources and services, such as:

- ◆ Access to computers, fax and phones
- ◆ Skills assessment, career counseling and workshops
- ◆ Online resume postings and job referrals
- ◆ On-site employment recruitment
- ◆ Internships and on-the-job training
- ◆ Education and training resources
- ◆ Child care, transportation, health care and other community resource information

For additional information, call 1-925-634-2195.

Liberty Adult School provides vocational training for **CalWORKS** clients in cooperation with Employment and Human Services and the Employment Development Department. If you are already a **CalWORKS** client, please contact your case worker to inquire about training.

Call Debbie Norgaard, our **Adult Education Coordinator**, for vocational or education counseling at 634-2565 x1073.



*“BE ALL YOU CAN BE”*



**Liberty Adult Community Education**

929 Second Street  
Brentwood, CA 94513  
Phone: 925-634-2565  
[www.libertyadulthood.org](http://www.libertyadulthood.org)

**Liberty Adult Community Education**

**Business Certifications**



**WASC Accredited**

*“We Make It Happen”*

# Business Certifications Available

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## 20 Weeks

### **GENERAL OFFICE SUPPORT**

Business English  
Business Math  
Customer Relations, Business Ethics and  
Business Machines  
Keyboarding, 35 wpm  
MS Office Essentials  
Records Management

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## 20 Weeks

### **MICROSOFT OFFICE BUSINESS SUITE**

Access (Beginning and Intermediate)  
Computer Concepts and Windows  
Excel Levels 1 and 2  
Keyboarding, 35 wpm  
Outlook  
PowerPoint Level 1  
Word Levels 1 and 2

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## 25 Weeks

### **ADVANCED MICROSOFT OFFICE SPECIALIST**

Access (Advanced)  
Excel (Advanced)  
Keyboarding, 40 wpm  
Outlook  
PowerPoint (Beginning through Advanced)  
Word (Advanced)

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## 25 Weeks

### **ADMINISTRATIVE ASSISTANT**

Business English  
Business Math  
Computer Concepts and Windows  
Customer Relations, Business Ethics and  
Business Machines  
Excel (Beginning through Advanced)  
Keyboarding, 45 wpm  
Outlook  
PowerPoint Level 1  
Records Management  
Word (Beginning and Intermediate)

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## 30 Weeks

### **ACCOUNTING ASSISTANT**

Accounting I and II  
Business Math  
Business English  
Computer Concepts and Windows  
Customer Relations, Business Ethics and  
Business Machines  
Excel (Beginning through Advanced)  
Keyboarding, 35 wpm  
QuickBooks Pro Levels 1 and 2  
Records Management  
Ten-Key, 200 spm  
Word (Beginning and Intermediate)

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## 35 Weeks

### **EXECUTIVE ADMINISTRATIVE ASSISTANT**

Access (Beginning through Advanced)  
Business English  
Business Math  
Customer Relations, Business Ethics and  
Business Machines  
Excel (Beginning through Advanced)  
Keyboarding, 55 wpm  
Outlook  
PowerPoint (Beginning through Advanced)  
Proofreading and Editing  
QuickBooks Level 1  
Records Management  
Ten-Key 200 spm  
Word (Beginning through Advanced)

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