

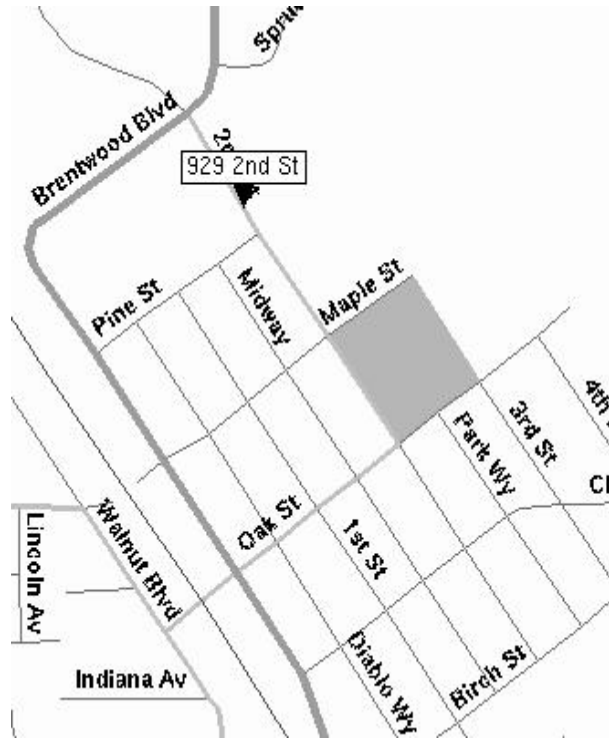
**Liberty Adult Education Community Center** is a partner with the **East Bay Works Career Center** which is located on our campus. They offer a spectrum of free resources and services, such as:

- 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 toll free 1-866-329-6757.

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.



Take HWY 4/Brentwood Blvd. to Second St. The school is located on the corner of Second and Pine Streets.

Liberty Adult  
Community Education Center  
929 Second Street  
Brentwood, CA 94513  
(925) 634-2565  
www.libertyadulthood.org

## Career Preparation

### Liberty Adult Community Education Center

### Business Training Programs



*"We Make It Happen"*

929 Second Street  
Brentwood, CA 94513  
(925) 634-2565

## **Cashier/Retail 20 Weeks**

### ***Cashier/Retail Clerk***

Cash Register/Retail  
Customer Service/Office Machines  
Introduction to Computers  
Math Essentials  
Keyboarding, 30 wpm  
Ten-Key, 120 spm  
English Essentials  
Windows

## **Business 20 Weeks**

### ***Receptionist***

Introduction to Computers  
Windows  
Keyboarding, 30 wpm  
Customer Service/Office Machines  
Business Filing  
English Essentials  
Word Level 1  
Excel Level 1

### ***Microsoft Office Technician***

Introduction to Computers  
Windows  
Excel (Beginning and Intermediate)  
Keyboarding, 40 wpm  
Word/Business Formats (Beginning and Intermediate)  
PowerPoint  
Access

### ***Customer Service Clerk***

Customer Service/Office Machines  
Introduction to Computers  
Keyboarding, 30 wpm  
Computerized Data Entry  
Ten-Key, 120 spm  
Math Essentials

### ***Advanced Microsoft Office Specialist***

Windows  
PowerPoint  
Advanced Excel  
Keyboarding, 45 wpm  
Advanced MS Word: Desktop Publishing  
Access

## **30 Weeks**

### ***Office Assistant***

Introduction to Computers  
Windows  
Keyboarding, 40 wpm  
Ten-Key, 120 spm  
Excel (Beginning and Intermediate)  
Word/Business Formats (Beginning)  
PowerPoint Level 1  
Customer Service/Office Machines  
English Essentials  
Math Essentials  
Business Filing

### ***Accounting Clerk***

Accounting I  
Accounting II  
Windows  
Math Essentials  
English Essentials  
Business Filing  
Introduction to Computers  
Keyboarding, 35 wpm  
Ten-Key, 120 spm  
QuickBooks  
Excel (Beginning and Intermediate)  
Customer Service/Office Machines  
Word/Business Formats (Beginning)

## **40 Weeks**

### ***Administrative Office Assistant***

Introduction to Computers  
Windows  
Excel (Beginning and Intermediate)  
Keyboarding, 50 wpm  
Ten-Key 200 spm  
Math Essentials  
Business Filing  
Word/Business Formats (Beginning and Intermediate)  
PowerPoint  
Access  
Customer Service/Office Machines  
English Essentials  
Business English