

## BUSINESS CERTIFICATION PRGRAMS:

Completion of one of our programs can lead to a career in many fields. Basic to Advanced administrative skills are widely sought by employers.

- ◆ **General Office Support:**  
Entry level positions are generally available in many industries and our program provides the necessary skills.
- ◆ **Microsoft Office Business Suite:**  
provides skills focused on using Microsoft Office Programs: Word, Excel, PowerPoint, Access, Outlook and basic computer skills.
- ◆ **Advanced Microsoft Office Specialist:** takes your skills learned from Microsoft Office Business Suite to a higher level of competency.
- ◆ **Business Information Worker:**  
For those who wish to work in a position that has greater responsibility, this program offers a full range of excellent computer, math, English, and customer relations courses necessary to be successful in this type of position.
- ◆ **Executive Administrative Assistant:**  
Should you wish to work with executives and higher management personnel, the Business Information Worker program along with this program provides additional course work in Access and QuickBooks.
- ◆ **Accounting Assistant:**  
is geared toward those wishing to work in the accounting field or in other positions that require accounting skills as well as administrative skills.

**To enroll in a program,  
please call  
(925) 634-2565**



*“BE ALL YOU CAN BE”*



## Liberty Adult Community Education Center

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

## Liberty Adult Community Education Center



**Career Technical  
Education  
( CTE )  
Business Office Academy**

## Business Certification Programs

**WASC  
Accredited**

**“We Make It Happen”**

# Business Certifications Available

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## 20 Weeks

### **GENERAL OFFICE SUPPORT**

Customer Relations for the 21st Century  
Workplace Math  
English for the Workplace  
MS Office Core Skills  
Records Management  
Keyboarding: 35 WPM

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## 20 Weeks

### **MICROSOFT OFFICE BUSINESS SUITE**

Computer Concepts and Windows  
MS Office Complete  
Outlook  
Keyboarding: 35 WPM

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## 25 Weeks

### **ADVANCED MICROSOFT OFFICE SPECIALIST**

Word: Advanced  
Excel: Advanced  
PowerPoint: (Beginning - Advanced)  
Access: (Beginning - Advanced)  
Outlook  
Keyboarding: 40 WPM

## Career Connections:

### **Employment Readiness Certificate Program**

This all-encompassing 6-week certificate program will train and prepare you to compete in the 21st Century work seekers market.



## 25 Weeks

### **BUSINESS INFORMATION WORKER**

Customer Relations for the 21st Century  
Workplace Math  
English for the Workplace  
Computer Concepts and Windows  
Word: (Beginning - Intermediate)  
Excel: (Beginning - Intermediate)  
PowerPoint: (Beginning - Intermediate)  
Outlook  
Records Management  
Keyboarding: 40 WPM

## 30 Weeks

### **ACCOUNTING ASSISTANT**

Customer Relations for the 21st Century  
Workplace Math  
English for the Workplace  
Computer Concepts and Windows  
Word: (Beginning - Intermediate)  
Excel: (Beginning - Advanced)  
Accounting: I and II  
QuickBooks: (Beginning - Advanced)  
Keyboarding: 35 WPM  
Ten-Key: 200 SPM

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## 35 Weeks

### **EXECUTIVE ADMINISTRATIVE ASSISTANT**

Customer Relations for the 21st Century  
Workplace Math  
English for the Workplace  
Word: (Beginning - Advanced)  
Excel: (Beginning - Advanced)  
PowerPoint: (Beginning - Advanced)  
Access: (Beginning - Advanced)  
Outlook  
QuickBooks: (Beginning - Intermediate)  
Proofreading and Editing  
Records Management  
Keyboarding: 50 WPM  
Ten-Key: 200 SPM