

BUSINESS CERTIFICATION PRGRAMS:

Completion of one or more of our programs can lead to a successful career in many fields. Basic to Advanced Administrative Office skills are widely sought by employers today. Programs can lead to becoming Microsoft Certified (Microsoft Office Specialist Certification - MOS).

- ◆ **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:**

For those wanting to continue and advance your from MSO Business Suite or those who need advanced level skills in Microsoft Office Business Suite.

- ◆ **Business Information Worker:**

For those who need skills to work in a position with greater responsibility, this program offers a full range of excellent computer, math, English, and customer relations courses necessary to be successful in the workplace.

- ◆ **Medical Administrative Assistant:**

For those who need skills to work in a medical office, duties could include greeting patients, answering phones, scheduling patients, typing correspondence, data entry, or filing.

- ◆ **Accounting Assistant:**

Provides training for those who want to work in the accounting field or in other positions that require accounting and administrative skills.

- ◆ **Executive Administrative Assistant:**

Provides the advanced skills needed to work with executives and upper management personnel, and be successful in the workplace.



“BE ALL YOU CAN BE”



Liberty Adult Education

**To enroll in a program,
please call:**

(925) 634-2565

**929 Second Street
Brentwood, CA 94513
Phone: 925-634-2565
www.libertyadulthood.org**

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**Liberty Adult Education
at the
Community Education Center**



**CTE
Career Technical
Education**

**Business
& Medical
Office Academy
Certification
Programs**

**WASC
Accredited**

“We Make It Happen”

BUSINESS AND MEDICAL OFFICE CERTIFICATION PROGRAMS

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

20 Weeks

MICROSOFT OFFICE BUSINESS SUITE

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

25 Weeks

ADVANCED MICROSOFT OFFICE SPECIALIST

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

25 Weeks

BUSINESS INFORMATION WORKER

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

30 Weeks

MEDICAL ADMINISTRATIVE ASSISTANT

- Customer Relations for the 21st Century
- Workplace Math
- English for the Workplace
- Medical Terminology
- Electronic Health Records using SimChart for the Medical Environment
- MS Office Core
- Outlook
- Medical Office Procedures
- Medical Records Management
- Keyboarding: 35 WPM

30 Weeks

ACCOUNTING ASSISTANT

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

35 Weeks

EXECUTIVE ADMINISTRATIVE ASSISTANT

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