



**ENROLL TODAY!  
START TOMORROW!**



**START YOUR NEW CAREER  
IN MONTHS, NOT YEARS!**

## Business Office Administration CET Salinas

📍 cetweb.edu

📞 831-424-0665

📍 421 Monterey Street  
Salinas, CA 93901

✉ salinas@cet2000.org



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@CETWorks



youtube.com/CETworks

# BUSINESS OFFICE ADMINISTRATION

## Salinas

831-424-0665

421 Monterey Street, Salinas, CA 93901

Financial Aid Available for those who qualify.

### Consumer Information

We strive to provide accurate information about our programs. Enrolled students have risk free 10 day trial period during which they may cancel without penalty or payment. Occupational statistics are national averages and sourced from [www.onetonline.org](http://www.onetonline.org) and the U.S. Bureau of Labor Statistics.

For more information about our graduation rates, the median student debt, and other program and institutional information visit [cetweb.edu](http://cetweb.edu).

### About CET

Founded in 1967, CET is a 501 (c) (3) non-profit organization and is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Ph: 770-396-3898 Fax: 770-396-3790, [www.council.org](http://www.council.org).

CET's main campus and Corporate Headquarters are located in San Jose, CA. Programs may be funded in part by the U.S. DOL-NFJP and private donors. CET is an equal opportunity employer and program. CET utilizes the 711 telecommunication relay services as needed.





**OUR MISSION IS  
YOUR SUCCESS!**

## Say yes to CET Business Office Administration!

Looking for a way to get ahead? CET can help. Get on track to an exciting career in **Business Office Administration**. The increased growth and need to replace workers will require well trained individuals and lead to new opportunities for office administrators with specialized skills.

Our nationally accredited program is designed in collaboration with industry and prepares you for entry level positions in the business industry.

According to onetonline.org, occupations such as office clerks and receptionists have a bright outlook with job growth much faster than average, with a large number of job openings projected in the next ten years.

**OUR HANDS-ON PROGRAM PREPARES YOU TO  
WORK IN BUSINESS OFFICES AND INCLUDES:**

- Internet Fundamentals
- Business Office Procedures
- Business Math & English
- Word Processing & Spreadsheets
- Presentations
- Customer Service Skills

Short Term Programs? ✓

Job Placement Assistance? ✓

Support Services?<sup>1</sup> ✓

Financial Aid Assistance for those who qualify?<sup>2</sup> ✓

Approved for Veterans & other eligible persons?<sup>3</sup> ✓

Training supplies, tools, books and uniforms included in tuition?<sup>4</sup> ✓

10-day trial period?<sup>5</sup> ✓

<sup>1</sup>Support services vary by location and eligibility.<sup>2</sup>No high school diploma or GED, ask about your options. <sup>3</sup>Check with your Admissions Advisor for approval status.<sup>4</sup>Varies by program and subject to change without notice.<sup>5</sup>Students may cancel within 10 days after enrolling without penalty or payment.

### Don't wait!

Enroll today in a short term program for that new career. Call us at **(831) 424-0665** or visit us at **cetweb.edu** to schedule an appointment with an Admissions Advisor and tour our training center. You could be on your way from learning to earning at CET!

### Value and Integrity

At CET, tuition is all inclusive! Your tuition includes books, supplies, uniforms and the skills you will need for that new career. Your tuition will not increase once you enroll in your program! To ensure the program is right for you, you may cancel within the first 10 days of enrollment without penalty or payment. See your Admissions Advisor for more details.




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## Cleaning Service & Maintenance Technician **CET Salinas**

 [cetweb.edu](http://cetweb.edu)

 831-424-0665

 421 Monterey Street  
Salinas, CA 93901

 [salinas@cet2000.org](mailto:salinas@cet2000.org)



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## Cleaning Service & Maintenance Technician

### Salinas

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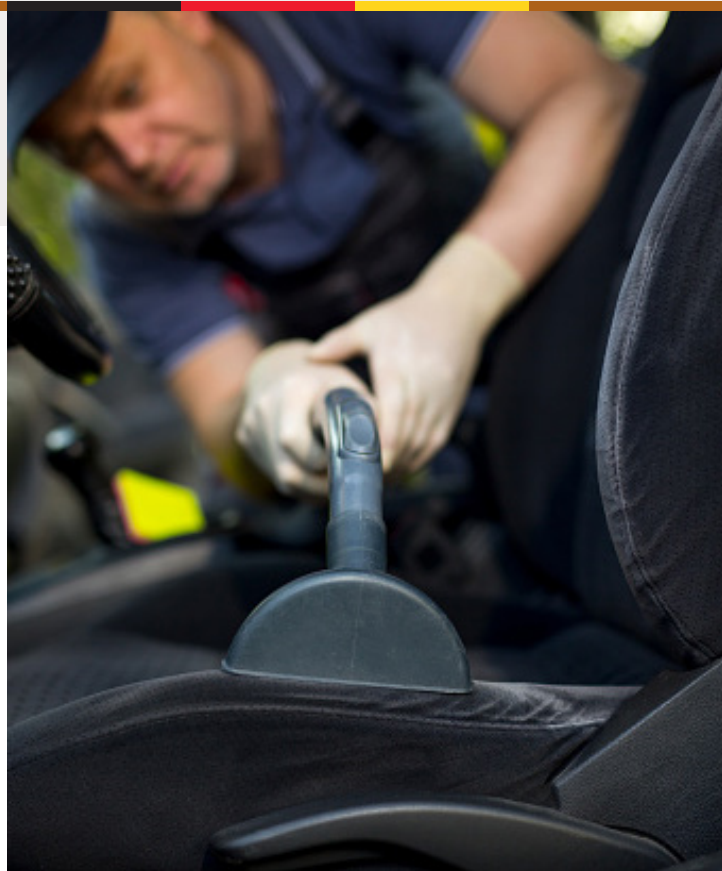
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**OUR MISSION IS  
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## Say yes to CET Cleaning Service & Maintenance Technician!

Looking for a way to get ahead? CET can help. Get on track to an exciting career in **Cleaning & Maintenance**. The increased growth and need to replace workers will require well trained individuals and lead to new opportunities in the maintenance industry for people with specialized skills. The program also prepares you for additional industry certifications

Our nationally accredited program is designed in collaboration with industry and prepares you for entry level positions in the commercial and residential custodial services industry.

According to onetonline.org, occupations as janitors and cleaners in commercial settings have a bright outlook with job growth much faster than average with a large number of job openings projected in the next ten years.

**OUR HANDS-ON PROGRAM PREPARES YOU TO  
WORK IN CLEANING SERVICES AND INCLUDES:**

- Safety & Building Security
- Mold/Mildew Restoration
- Automotive Detailing
- Pressure Washing
- Chemical Mixing
- Customer Service

Short Term Programs? ✓

Job Placement Assistance? ✓

Support Services?<sup>1</sup> ✓

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