



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

Business Office Administration CET Santa Maria

📍 cetweb.edu

📞 805-928-1737

📍 509 W. Morrison Avenue
Santa Maria, CA 93458

✉️ santamaria@cet2000.org



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BUSINESS OFFICE ADMINISTRATION

Santa Maria

805-928-1737

509 W. Morrison Avenue , Santa Maria, CA 93458

Approved To Train Veterans!

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 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.

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.

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? ¹	✓
Financial Aid Assistance for those who qualify? ²	✓
Approved for Veterans & other eligible persons? ³	✓
Training supplies, tools, books and uniforms included in tuition? ⁴	✓
10-day trial period? ⁵	✓
<small>¹Support services vary by location and eligibility.²No high school diploma or GED, ask about your options. ³Check with your Admissions Advisor for approval status. ⁴Varies by program and subject to change without notice. ⁵Students may cancel within 10 days after enrolling without penalty or payment.</small>	

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Value and Integrity

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Green Building Construction Skills CET Santa Maria

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Say yes to CET Green Building Construction!

Looking for a way to get ahead? CET can help. Get on track to an exciting career with **Green Building Construction Skills**. The increased growth and need to replace workers will require well trained individuals and lead to new opportunities in the construction industry, especially those with specialized “green” skills.

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

According to onetonline.org, occupations in construction such as electrical and carpenter helpers 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 THE CONSTRUCTION INDUSTRY WITH:**

- Construction Math
- Rough Carpentry
- Electrical Skills I & II
- Plumbing Skills I & II
- Exterior & Interior Finishes
- Basic Photovoltaics

Short Term Programs? ✓

Job Placement Assistance? ✓

Support Services?¹ ✓

Financial Aid Assistance for those who qualify?² ✓

Approved for Veterans & other eligible persons?³ ✓

Training supplies, tools, books and uniforms included in tuition?⁴ ✓

10-day trial period?⁵ ✓

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

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Value and Integrity

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Medical Assistant CET Santa Maria

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MEDICAL ASSISTANT

Santa Maria

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Say yes to CET Medical Assistant!

Looking for a way to get ahead? CET can help. Get on track to an exciting career as a **Medical Assistant**. The increased growth and need to replace workers will require well trained individuals and lead to new opportunities in health care for people with specialized skills.

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

According to onetonline.org, occupations such as medical assistants and medical secretaries 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 MEDICAL OFFICES AND INCLUDES:**

- Clerical Procedures
- Anatomy & Physiology I & II
- Clinical Lab Practicum Level I & II
- Pharmacology
- Handling Medical Emergencies
- Externship

Short Term Programs? ✓

Job Placement Assistance? ✓

Support Services?¹ ✓

Financial Aid Assistance for those who qualify?² ✓

Approved for Veterans & other eligible persons?³ ✓

Training supplies, tools, books and uniforms included in tuition?⁴ ✓

10-day trial period?⁵ ✓

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Truck Driver CET Santa Maria

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TRUCK DRIVER Santa Maria

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Say yes to CET Truck Driver!

Looking for a way to get ahead? CET can help. Get on track to an exciting career as a **Truck Driver**. The increased growth and need to replace workers will require well trained individuals and lead to new opportunities in the transportation industry for people with specialized skills.

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

According to onetonline.org, heavy and tractor-trailer truck driving occupations will experience 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 THE TRUCKING INDUSTRY INCLUDING:

- Basic Operation
- Safe Operating Procedures
- Advanced Operating Procedures
- Vehicle Maintenance
- Non-Vehicle Activities
- State License Preparation

Short Term Programs? ✓

Job Placement Assistance? ✓

Support Services?¹ ✓

Financial Aid Assistance for those who qualify?² ✓

Approved for Veterans & other eligible persons?³ ✓

Training supplies, tools, books and uniforms included in tuition?⁴ ✓

10-day trial period?⁵ ✓

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