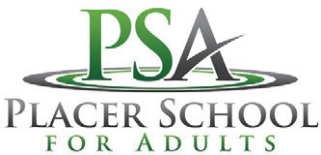


Business Office Professional Certification



Develop Your Skills

Improve and develop your computer skills in the Microsoft Windows 10 and Microsoft Office 2016 desktop applications.

Within the last several years, a new computing model has emerged called The Cloud. In order to be competitive and successful, businesses must now have an online presence and The Cloud has become the platform of choice. Come meet The Cloud and learn how to make it work for you.

Construct an effective resume, write a cover letter, learn about job interview techniques and find appropriate interview apparel.

Discover powerful ways to search for employment (traditional and Web-based), learn about professional networking (LinkedIn) and how to post your resume on job boards where employers can find you.

Basic Computer Skills

- File Management
- Internet
- Web Mail
- Cloud Computing

Microsoft Office 2016

- Word
- Excel
- PowerPoint

Gainful Employment

- Job Search
- Resume Creation
- Dress for Success
- Interviewing Techniques
- Guest Speakers

Business Writing

- Cover Letters
- Business Etiquette
- Composition Strategies

Approximately 150 hours of instruction for \$99.00

390 Finley Street, Auburn CA 95603

530-885-8585

www.placeronline.org

BUSINESS OFFICE PROFESSIONAL CERTIFICATION

3 CLASSES TO CHOOSE FROM

**LEARN THE SKILLS
YOU NEED
TO GET THAT JOB!**

**DISCOVER POWERFUL
WAYS TO SEARCH FOR
EMPLOYMENT**

**LEARN CLOUD
COMPUTING**

**REGISTER ONLINE AT
WWW.PLACERONLINE.ORG**

In Partnership With



BRANDMAN
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Mandatory Orientation - Business Office Professional

1 Session

Placer School for Adults, PSA Rm 629,
located BEHIND 360 Finley St. Auburn

2/1/17

10:00am - 12:00pm
0610900

Wednesday

Dudley Jude
Free

Business Office Professional Certification

8 Weeks

Placer School for Adults, PSA Rm 629,
located BEHIND 360 Finley St. Auburn

2/14/2017 - 4/6/2017

8:30am - 3:30pm
0610600

Tue - Thurs

Dudley Jude
\$99.00

Mandatory Orientation - Business Office Professional

1 Session

Brandman University
400 Sunrise Ave Suite 200, Room 280
Roseville, CA 95661

4/3/2017

1:00 pm - 3:00pm
0610901

Monday

Dudley Jude
Free

Business Office Professional Certification

6 Weeks

Brandman University
400 Sunrise Ave Suite 200, Room 280
Roseville, CA 95661

4/17/2017 - 5/25/2017

10:00am - 4:30pm
0610601

Mon - Thurs

Dudley Jude
\$99.00

Mandatory Orientation - Business Office Professional

1 Session

Brandman University
400 Sunrise Ave Suite 200, Room 280
Roseville, CA 95661

5/26/17

1:00pm - 3:00pm
0610902

Friday

Dudley Jude
Free

Business Office Professional Certification

5 Weeks

Brandman University
400 Sunrise Ave Suite 200, Room 280
Roseville, CA 95661

5/29/17 - 6/29/17

10:00am - 4:30pm
0610602

Mon - Thurs

Dudley Jude
\$99.00