



Business Technology

2698 North Brawley Avenue, Fresno CA 93722

(559) 276-5230

Class Schedule

Monday through Thursday

9:00 AM — 12:00 PM

This is a semester long course

Class Description

Students will learn :

- Effective communication skills
- Business messages, reports and proposals
- Oral presentation skills
- Business etiquette
- Resume writing
- Google Applications; Sheets, Docs, Slides and Forms
- Microsoft Office; Excel, Word, Powerpoint and Outlook*

*Student has option to obtain certification for Microsoft Office Specialist through Certiport for a fee.

Certification

Microsoft Office Specialist certifications available for MOS 20136, 2016 or 365/2019:

- Word/Word Expert
- Excel/Excel Expert
- PowerPoint
- Access
- Outlook

\$100—One exam voucher

\$120—One exam voucher w/ retake

\$160— One exam voucher w/retake and Practice Test

Steps to Enroll:

1. View our orientation:

- Scan the QR Code



- Or type in the link below

tinyurl.com/centraladult

2. Complete online registration via the links in the orientation

3. Begin class, students will start at the beginning of the week.

For more information, contact:

Central Learning Adult School Site

(559) 276-5230