

## ADMINISTRATIVE OFFICE SPECIALIST



It's time to prepare for your exciting new career

### **Tuition \$3,066**

Approximate cost of additional fees, books, equipment during the course of the program \$1,441

- Dynamic program taught by industry specialists
- Affordable 11 month program
- Classes offered on campus and online
- Earn certification as a Microsoft Office Specialist
- Gain skills in Microsoft Word, Excel, PowerPoint, Outlook, QuickBooks Financial Software, Digital Design and Desktop Publishing
- On-the-job training opportunities available

When state requirements for the program are met, a certificate of completion is awarded.

### **Class Schedule:**

#### **ST. PETERSBURG CAMPUS**

901 34th Street South,  
St. Petersburg, FL 33711  
Mon.-Thur. 4:00 pm-9:00  
pm

### **CALL TODAY TO REGISTER!**

St. Petersburg Campus

**727-893-2500**

**Ext. 2520**

Refer to [www.myptc.edu](http://www.myptc.edu) for  
specific admission requirements  
and course content.