

Opportunity starts here www.myptc.edu

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.



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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 for specific admission requirements and course content.

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