

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:

CLEARWATER CAMPUS

6100 154th Avenue North,
Clearwater, FL 33760

Mon.-Fri. 7 am-12:15 pm

ST. PETERSBURG CAMPUS

901 34th Street South,
St. Petersburg, FL 33711

Hybrid Program

Mon. & Wed. Online

Tue. & Thur. 4 pm-9pm

CALL TODAY TO REGISTER!

Clearwater Campus
727-538-7167

Ext. 2020

St. Petersburg Campus
727-893-2500

Ext. 2520

Refer to www.myptc.edu for specific admission requirements and course content.