



# MICROSOFT OFFICE 2016 EXCEL LEVEL 1 & 2



Opportunity starts here

## Increase Your Skills, Increase Your Income.

### Enroll Now!

727.893.2500 x 2655

St. Petersburg

Preregistration required

## myptc.edu

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### BIS BUSINESS & INDUSTRY SERVICES

#### Mission

Provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.

- Success with Worksheets
- Industry Standard Microsoft Office 2016
- Course Levels are 1, 2, & 3 (with increasing complexity)
- Certificate of Completion issued after each course

#### DETAILS

- 8 HRS - 8-hour day (+ 30-minute break)
- COST - \$80.09 (Full payment is collected the first class)
- TEXTBOOK - Included
- PRE-REQUISITE - No pre-requisite

#### SCHEDULE

##### > CLEARWATER CAMPUS

8:00 am - 4:00 pm

6100 154th Ave N, Clearwater, FL 33760

Building 7, Room 49F

#### SESSIONS

2019	Mon	Oct 28	Excel Level 1	CLW
2019	Wed	Oct 30	Excel Level 2	CLW
2019	Wed	Nov 06	Excel Level 1	CLW
2019	Wed	Nov 13	Excel Level 2	CLW



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