

MICROSOFT OFFICE 2016 WORD 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

Visit www.myptc.edu today, to learn more about all the programs and courses available from Pinellas Technical College



BIS BUSINESS & INDUSTRY SERVICES

Mission

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

- Prepare your path to success
- 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	Wed	Oct 16	Word Level 1	CLW
2019	Thu	Oct 17	Word Level 2	CLW
2019	Mon	Oct 21	Word Level 1	CLW
2019	Mon	Nov 11	Word Level 2	CLW



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