



ADMINISTRATIVE OFFICE SPECIALIST



Opportunity starts here

**Get Real.
Learn to Earn
and get real income
from a real career.**

Enroll Now!

727.893.2500 x 2520
St. Petersburg

myptc.edu

Refer to www.myptc.edu for specifics on admission requirements, program costs, course content and term starts.

Certificate of Completion awarded once state requirements for program are met.

* O-NET Online Occupational Information Network Data, FL

Mission

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

- Dynamic program taught by industry specialists
- Financial aid available for qualified students
- Classes taught in hybrid format (Partially 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
- Secretaries and Administrative Assistants earn average of \$16.13 per hour*

DETAILS

- 1050 HRS (Approximately 11 months)
- TUITION - \$3,066
- BOOKS, SUPPLIES, FEES - \$1,540 (Estimated)

SCHEDULE

- > **ST. PETERSBURG CAMPUS**
Mon - Thu | 4:00 pm - 9:00 pm
901 34th St S, St. Petersburg, FL 33711



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Accreditation: Council on Occupational Education (COE) | 7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350 | 770.396.3898 or 1.800.917.2081

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