



# ADMINISTRATIVE OFFICE SPECIALIST

**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](http://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 \$16.61 per hour\*

## DETAILS

- 1050 HRS (Approximately 11 months)
- TUITION - \$3,066
- BOOKS, SUPPLIES, FEES - \$1,016 (Estimated)

## SCHEDULE

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



Pinellas County Schools | [www.pcsb.org](http://www.pcsb.org) | The School Board of Pinellas County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, sexual orientation or disability in any of its programs, services or activities.

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

OWI-296-2020-07

