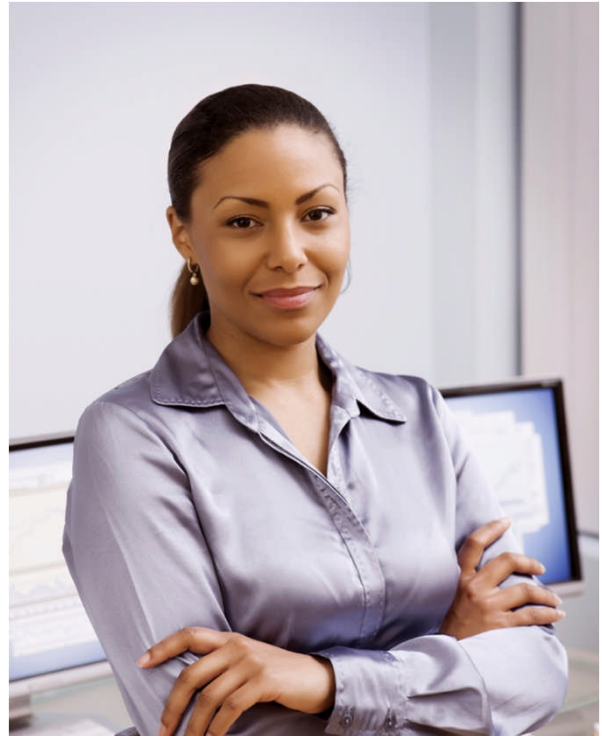


Advanced Office Specialist

- Microsoft Word Advanced
- Microsoft Excel Advanced
- Employability Skills

Prerequisites: Using Word & Using Excel or equivalent skills



20 Days - 9:30 am to 2:30 pm

Qualifies for Full Government Funding

- FL Licensed Vocational Program
- Workforce Board Approved
- Small classes
- Certified Instructors
- Individual assistance
- Free shuttle bus service



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