

ADMINISTRATIVE OFFICE SPECIALIST

TOM P. HANEY
TECHNICAL
COLLEGE

In today's business environment the demand for administrative professionals is steadily increasing.

Finish the Program in 10 months/2 Semesters

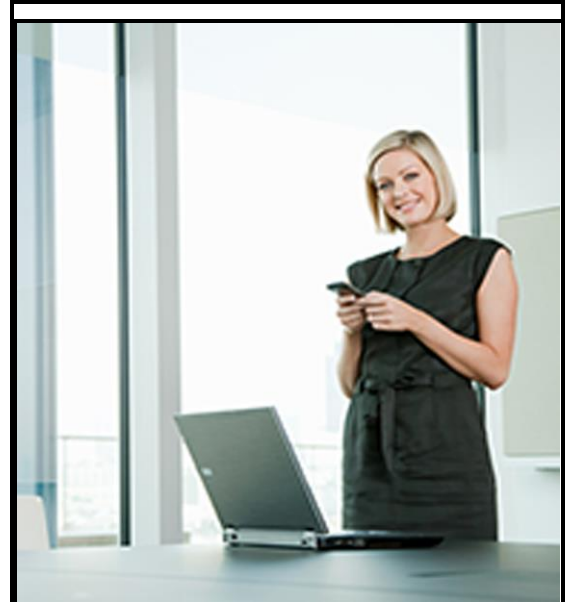
Classes: Mon – Fri, 7:45 a.m. - 2:30 p.m.

Career Paths:

- ✓ Administrative Assistant
- ✓ Office Manager
- ✓ Information Clerk
- ✓ Executive Assistant
- ✓ Administrative Support Assistant
- ✓ Administrative Technician

Program Content:

- ✓ Windows 10, Microsoft Office, and Google
- ✓ Office Procedures
- ✓ Ethics in the Workplace
- ✓ Keyboarding and Transcription
- ✓ Computer Essentials
- ✓ Desktop Publishing
- ✓ Project Planning
- ✓ QuickBooks
- ✓ Customer Service
- ✓ Employability Skills
- ✓ Work-Based Training with Industry Leaders



Earn certifications from:



- PowerPoint
- Excel
- Word



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Haney.edu



YOUR CAREER STARTS HERE!

