



Take Your Life to the Next Level!

#LevelUpYourCareer

Level Up Your Career as an Administrative & Office Professional

Get Certified in 12 weeks! Professionals with a specialist credential gain the competitive edge to take their career to the next level.

- Attend **online classes 3 days a week** to be eligible to take the American Society of Administrative Professionals PACE credential exam.
- Workplaces need **Administrative Professionals** with skills in communication, organization, leadership, and technology to coordinate global and remote teams.
- Career opportunities for **secretaries, administrative assistants, receptionists, and clerks** are **expected to grow rapidly** in the next several years and have many job openings. Source: onetonline.org
- The program includes **One-Year Student Membership to ASAP** for valuable career resources, training, networking opportunities, and access to the career center.
- Over 10,000 companies in Texas were hiring** Administrative Assistants in the last 6 months. Source: indeed.com
- Median Salary with Experience: \$37,880** (\$18.21/hr.) Source: onetonline.org

Cohort Date(s)	Class Days	Class Time
Mar. 28th, 2023 - Jun. 15th, 2023	Tuesdays, Wednesdays, Thursdays	6:00PM - 9:00PM
May 9th, 2023 - Jul. 13th, 2023		

Ready for the Next Level? Register Now for 2023!

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