

Take Your Life to the Next Level!

#LevelUpYourCareer



Level Up Your Career as an Administrative & Office Professional

Get Certified in 10 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: \$38,850** (\$18.68/hr.) Source: onetonline.org

Cohort Date(s)	Class Days	Class Time
Jan. 24th, 2023 - Apr. 6th, 2023	Tuesdays, Wednesdays, Thursdays	6:00PM - 9:00PM
Mar. 28th, 2023 - Jun. 1st, 2023		
May 9th, 2023 - Jul. 18th, 2023		

Ready for the Next Level? Register Now for 2023!

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