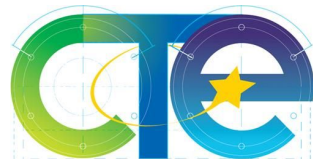




# BREVARD PUBLIC SCHOOLS CAREER & TECHNICAL EDUCATION



## Administrative Office Specialist

## CERTIFICATES

*Microsoft Office Bundle  
(subject to change)*

### PROGRAM HIGHLIGHTS

Here are just some of the skills students will possess after successfully completing the program:

- **Understand the use of technology in an administrative office environment.**
- **Experience with using various office software applications**
- **Knowledge of appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.**
- **Perform budgeting and accounting procedures and make purchase recommendations.**
- **Organize and conduct meetings**
- **Plan and arrange business functions**
- **Access and maintain digital resources**

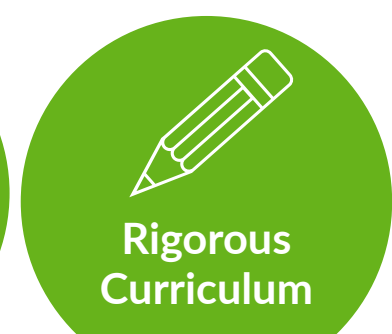
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