



# MEDICAL ADMINISTRATIVE SPECIALIST



- Hands-on program taught by industry experienced faculty
- Financial aid available for qualified students
- Small class sizes
- Classes offered On-Campus, Hybrid and Distance
- Gain the skills and knowledge needed to work as a Medical Administrative Specialist
- Earn Medical Administrative Assistant Certification (CMAA)
- Microsoft® Office Specialist (MOS) Certifications – Word, Excel, PowerPoint
- Medical Secretaries earn an average of \$17.55 per hour\*

## DETAILS

- **1050 HRS** (Approximately 12 months)
- **TUITION – \$3,066**
- **BOOKS, SUPPLIES, FEES – \$2,257** (Estimated)

## SCHEDULE

### CLEARWATER CAMPUS

6100 154TH AVE N,  
CLEARWATER, FL 33760  
MON – FRI | 7:00 AM – 12:15 PM

# Build A Future You Control.

***Training Makes It Work.***

**ENROLL NOW!**  
**727.538.7167 X 2082**  
Clearwater Campus

**myptc.edu**

Refer to [www.myptc.edu](http://www.myptc.edu) for specifics on admission requirements, program costs, course content and term starts.

Certificate of Completion awarded once state requirements for program are met.

\* O-NET Online Occupational Information Network Data, FL

### Mission

*Provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.*



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Accreditation: Council on Occupational Education (COE) | [www.council.org](http://www.council.org) | 1.800.917.2081

Cognia Global Commission | [www.cognia.org](http://www.cognia.org) | 1.888.413.3669 (US) | 1.678.392.2285 (Intl)

