



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

HYBRID CLASS

ON CAMPUS:
TUES | THURS - 4:00 PM – 8:00 PM
VIRTUAL SESSIONS:
MON | WED | FRI

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 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.



Pinellas County Schools | www.pcsb.org | *The School Board of Pinellas County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, sexual orientation or disability in any of its programs, services or activities.*

Accreditation: Council on Occupational Education (COE) | www.council.org | 1.800.917.2081

Cognia Global Commission | www.cognia.org | 1.888.413.3669 (US) | 1.678.392.2285 (Intl)

