



MEDICAL ADMINISTRATIVE SPECIALIST



Opportunity starts here

**Get Real.
Learn to Earn
and get real income
from a real career.**

Enroll Now!

727.538.7167 x 2006
Clearwater

727.893.2500 x 2520
St. Petersburg

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.

- Hands-on program taught by industry experienced faculty
- Financial aid available for qualified students
- Small class sizes
- Classes offered On-Campus and Online
- 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 \$15.65 per hour*

DETAILS

- 1050 HRS (Approximately 11 months)
- TUITION – \$3,066
- BOOKS, SUPPLIES, FEES – \$2,442 (Estimated)

SCHEDULE

- > **CLEARWATER CAMPUS**
Mon – Fri | 7:00 am – 12:15 pm
6100 154th Ave N, Clearwater, FL 33760
- > **ST. PETERSBURG CAMPUS**
Mon – Fri | 7:00 am – 12:15 pm
901 34th St S, St. Petersburg, FL 33711



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) | 7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350 | 770.396.3898 or 1.800.917.2081