



# 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](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.

- Hands-on program taught by industry experienced faculty
- Financial aid available for qualified students
- Small class sizes
- Classes offered On-Campus and Distance. Hybrid offered at SP only
- 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 \$16.18 per hour\*

#### DETAILS

- 1050 HRS (Approximately 11 months)
- TUITION – \$3,066
- BOOKS, SUPPLIES, FEES – \$2,370 (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



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Accreditation: Council on Occupational Education (COE) | 7840 Roswell Road, Building 300 Suite 325, Atlanta, GA 30350 | 770.396.3898 or 1.800.917.2081