



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 and an Administrative Specialist
- Earn Medical Administrative Assistant Certification (CMAA)
- Microsoft® Office Specialist (MOS) Certifications – Word, Excel, PowerPoint, and Outlook
- Medical Secretaries earn an average of \$17.55 per hour*

Build A Future You Control.

Training Makes It Work.

ENROLL NOW!

727.538.7167 x 2006

727.538.7167 x 2082

Clearwater

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

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.



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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)

