2026-2027
BUSINESS, MANAGEMENT & ADMINISTRATION
MEDICAL ADMINISTRATIVE SPECIALIST





PROGRAM LENGTH
1050 Hours (approx. 10 months full-time
or 20 months part-time)

PROGRAM OFFERED
August, January & June

DELIVERY METHOD
Traditional: 100% classroom-based
Distance: 100% of required instructional hours via distance education

DAYS & TIMES
Monday - Friday | 7:05 a.m. - 1:50 p.m. (full-time) | 7:05 a.m. - 10:05 p.m. (part-time)
Distance: with mandatory virtual weekly labs
Distance: Monday, Tuesday, Wednesday, Friday | Virtual Labs - Thursday | 5:30 p.m. - 8:30 p.m.

COURSE CONTENT

Students will be prepared for employment as medical secretaries, medical office clerks, medical insurance secretaries, medical records clerks, and medical administrative specialists or to provide supplemental training for persons previously or currently employed in these occupations. The program prepares students to perform medical office duties utilizing knowledge of medical terminology and medical office procedures; to transcribe medical documents; to perform medical office functions using specialized medical scheduling/billing software; to produce quality work using advanced features of business software applications; to research job opportunities; and to produce high quality employment portfolios and job seeking documents.

After successfully completing the program, the student will be able to performmedical office activities and will have developed skills in key boarding, records management, communications, human relations, transcription, computer applications, and decision making.

ADDITIONAL SKILLS COVERED:

- Business Fundamentals
- Communication Skills
- Document Preparation
- Employability Skills
- Insurance and Billing
- Keyboarding Speed & Accuracy Development
- Medical Office Procedures
- Medical Terminology
- Medical Transcription
- Medical Office Simulation Software
- Portfolio

ADMISSION REQUIREMENTS:

- 16 Years of Age or Older
- Attend an ATC Program Information Session
- Basic Skills Testing or Exemption
- Meet with Program Counselor/ Advisor

CAREER IN A YEAR
FLORIDA'S PUBLIC TECHNICAL COLLEGE SYSTEM

ENROLL in this **FAST TRACK** Program for a **CAREER** in a **YEAR**

For more **INFORMATION** call **754.321.5200** or visit **AtlanticTechnicalCollege.edu**

Atlantic Technical College & Technical High School | 754.321.5100
4700 Coconut Creek Parkway, Coconut Creek, FL 33063

Arthur Ashe, Jr. Campus | 754.322.2800
1701 NW 23rd Avenue, Fort Lauderdale, FL 33311

MEDICAL ADMINISTRATIVE SPECIALIST

B070300 (1050 HOURS)	IN-STATE FEES	OUT-OF-STATE FEES
TUITION	$2,940	$11,760
LAB FEE	$210	$210
BASIC SKILLS TEST	$15	$15
REGISTRATION FEE (non–refundable fee)	$100	$100
ANNUAL STUDENT ACTIVITY FEE	$20	$20
*TUITION & FEES	$3,285	$12,105

*Tuition and fees are subject to change based on program length.
There may be additional costs associated with books, uniforms, special tools, equipment, and other related items.

YOUR ACTION STEPS

STEP 1 | Attend an ATC Program Information Session
STEP 2 | Reply to Follow-up Email
STEP 3 | Secure Funding Source
STEP 4 | Registration, Payment, and Enrollment
STEP 5 | Purchase Books & Supplies

POSSIBLE JOB TITLES

- Medical Secretary
- Medical Office Clerk
- Medical Records Clerk
- Medical Administrative Specialist

Job Outlook

FLORIDA COMMERCE

For information regarding **Medical Administrative Specialist** salaries/wages, visit **FloridaJobs.org**

GET STARTED TODAY





GET THERE with Atlantic Technical College

THE MISSION OF ATLANTIC TECHNICAL COLLEGE & TECHNICAL HIGH SCHOOL
is to promote excellence in academic, career and technical studies in order to prepare students to enter and remain competitive in a global workforce.

INDUSTRY CERTIFICATION & STATE CREDENTIAL EXAMS:

Students will be prepared to take an approved state and/or nationally recognized industry certification or licensure exam in their field of study. Exam costs are additional; however, you may qualify for reimbursement of your exam cost(s) upon passing. See your program counselor/advisor for more information.

COLLEGE CREDIT TRANSFER OPPORTUNITY CREDENTIAL EXAMS:

Upon completion of the program, you may be eligible to receive FREE associate degree transfer credits from Broward College or another state college. To learn more and determine eligibility, visit browardtechnicalcolleges.com/articulation-agreement/, scroll to the career cluster photos, click Business, Management & Administration, or contact your program counselor/advisor. Additional college credit may be awarded with the attainment of industry certifications.

BOOKS/SUPPLIES:

For a list of books and prices go to atlantictechnicalcollege.edu/bookstore-price-list/ or visit the bookstore on campus.
Additional supply information can be found in the syllabus located on the web page for this program.

ATC Social Media

Follow us on:

Established 1915 BROWARD County Public Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com. **BrowardSchools.com**

11052026_MKT