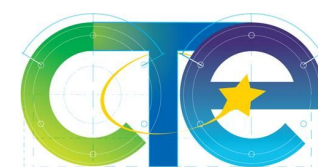




# BREVARD PUBLIC SCHOOLS CAREER & TECHNICAL EDUCATION



## Medical Administrative Specialist

### PROGRAM HIGHLIGHTS

Here are just some of the skills students will possess after successfully completing the program:

- Program located at Heritage High School.
- Knowledge of medical terminology relating to body structure and function.
- Use technology to enhance the effectiveness of communication skills utilizing word processing applications, presentation applications, spreadsheet and database applications.
- Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
- Develop awareness of computer languages and software applications.
- Perform administrative office functions and responsibilities and use of technology to accomplish job objectives and enhance workplace performance.
- Perform medical office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- Perform medical office functions and responsibilities and use of technology to accomplish job objectives and enhance workplace performance.
- Participate in medical office simulated work-based learning experiences.
- Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.

### CERTIFICATES

#### CMAA

*Certified Medical  
Administrative Assistance  
Certification*


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140  
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*Work-Based Learning Specialist*  
*Peter Phillips & Farah Shakoorian*  
*phillips.peter@brevardschools.org 321-633-1000 x11357*  
*shakoorian.farah@brevardschools.org 321-633-1000 X 11238*

[WWW.BREVARDSCHOOLS.ORG/CTE](http://WWW.BREVARDSCHOOLS.ORG/CTE)

2700 JUDGE FRAN JAMIESON WAY VIERA, FLORIDA 32940