

New—Just Released!

LEVEL TWO TRAINING

MEDICAL OFFICE SPECIALIST

Completing this Program will make you well qualified for a medical office front desk or records management position. You will be proficient in using a leading Practice Management Software program, Medisoft, to efficiently manage business tasks of a typical medical office.

- ◆ Medical Office Procedures
- ◆ Computers in the Medical Office
- ◆ Patient Billing
- ◆ Electronic Health Records and HIPAA Compliance

Times: 9:30 am to 2:30 pm weekdays

Total Training Days: 32



biztech

LEARNING CENTERS

Contact: Ken Stumpf

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1051 Cephas Drive
Clearwater, FL 33765
www.biztech.us

FREE SHUTTLE SERVICE FROM:

In Saint Petersburg -

Center of Hope
401 15th Street North

Salvation Army
1400 4th Street South

PTEC, South
3480 8th Avenue South

CVS Pharmacy
5405 49th Street North
(corner of 49th St. & 54th Ave. N.)

CERTIPORT®

Authorized Testing Center

Microsoft®
IT Academy
Program Member



Build A New Future



You Can Trust Us With Your Goals

LEVEL ONE TRAINING

BASIC

BASIC is for novice computer users who want to quickly learn the computer skills that local employers are requiring. BASIC will give you the skills to start a new profession in today's business offices in a wide variety of industries.

- ◆ Introduction to the PC
- ◆ Microsoft Windows
- ◆ Microsoft Word
- ◆ Microsoft Excel
- ◆ Microsoft Outlook
- ◆ Customer Service & Phone Skills
- ◆ Basic Typing & Data Entry
- ◆ Internet Use for Business
- ◆ How to Write the Perfect Resume
- ◆ Interviewing Techniques

Classes start every week

Times: 9:30 am to 2:30 pm weekdays

Total Training Days: 25



TYPES OF JOBS

Following is a small sample of job titles you will be *well qualified* to fill in just a few short weeks:

- ◆ Data Entry Clerk
- ◆ Office Assistant
- ◆ Order Entry Clerk
- ◆ Sales Assistant
- ◆ Front Desk Clerk
- ◆ Dispatcher
- ◆ Service Coordinator
- ◆ Office Support
- ◆ Receptionist
- ◆ Administrative Assistant
- ◆ Secretary
- ◆ Sales Administrator
- ◆ Customer Service Rep
- ◆ Inventory/Parts Clerk

Our placement rates, as reported to the Florida Commission for Independent Education:

2005 to 2006 - 93% hired

2006 to 2007 - 97% hired

2007 to 2008 - 71% hired



**Florida Licensed
Vocational Training**

Your Training Might be Paid for by the Government...

If you currently receive benefits from Unemployment, Vocational Rehabilitation, Children & Family Services or another agency, you **MAY** be entitled to educational benefits which will cover the cost of any of our Vocational Programs.

LEVEL TWO TRAINING

ADVANCED OFFICE SPECIALIST

This is an intensive program designed to provide you with an internationally recognized credential as an expert user of Microsoft business software. You will be well prepared to pass your Microsoft Office Specialist exams in Word and Excel - and that will help you step up to a new level in your business career.



BOOKKEEPING SPECIALIST

You will receive extensive training on *QuickBooks*, *Florida Notary Public* certification and other business finance skills as well as today's most popular spreadsheet application, Microsoft Excel. These skills will allow an entry level student or an advanced bookkeeper to have the confidence to win the right job.



DESKTOP SUPPORT TECHNICIAN

Imagine being the expert that your colleagues or customers call to help them solve all of their PC or software problems. Becoming that expert is a challenge and takes real dedication and an interest in technology and customer service.

