

# Vocational Training & Resource Center

(Ha Kaak Hás Ka Hídí “Our Uncle’s House”)

3239 Hospital Drive \* Juneau, AK 99801

## DISTANCE EDUCATION

### MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM

### CAREER DIPLOMA AWARDED UPON COMPLETION

Can be completed in as little as 16 weeks

**Now Open For Registration!**

Select from one of the following start dates:

November 14, 2011

December 12, 2011, or

January 3, 2012

**Cost:** \$798 (no tax)

**Prerequisite:** A High School Diploma or GED is required to enroll

**Obtain a Promising Career in the Medical Field:** As a Medical Administrative Assistant, you will learn medical terminology, managing and updating patient records, and general office procedures, as well as knowledge of law, ethics, and confidentiality in Allied Health, Electronic Medical Recordkeeping, and Basic Pharmacology.

While this is an independent study program, you don't have to go it alone. You'll have, from Penn Foster Career School, unlimited, toll-free instructional support and other services, as well as *local* support from the Distance Education Delivery Program Facilitator at the Vocational Training & Resource Center (VTRC).

### ~ Career Services Assistance Also Available ~

Distance education courses are offered by Central Council of the Tlingit and Haida Indian Tribes of Alaska's (CCTHITA) Vocational Training & Resource Center (VTRC).

#### All Courses are Open to the Public

For more information, please contact the Vocational Training & Resource Center:

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Website: www.vtrc.org

*CCTHITA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. This project received \$546,000 (100% of total cost) from a Congressional Earmark grant from the U.S. Department of Labor's Employment and Training Administration.*

