

FREE MEDICAL ADMINISTRATIVE ASSISTANT CLASSES

CLASSES
BEGIN ON
SEPTEMBER
14TH

Interested in working in a medical office or supporting
healthcare professionals?
Join our Medical Assistant Admin Class to gain access to:
Improving Your Communication Skills
Customer Service Skills
CPR Certification

Medical Administrative Assistant Certification

YOU MUST HAVE A VALID U.S. ID.
MUST HAVE A HIGH SCHOOL DIPLOMA/GED.
MUST NOT HAVE A 4-YEAR DEGREE IN THE U.S.

7-WEEK
COURSE

Class Duration: September 14th - October 29th

Week #1 (Orientation)	September 14 th - 17 th 12:30 - 3:30 PM	In-Person: Monday - Thursday
Week #2 - 7	September 21 st - October 29 th 12:30 - 4:30 PM	Virtual: Tuesday & Wednesday In-Person: Thursday
Mandatory In-Person Trainings: Customer Service Training - Monday, September 28 th , 12:30 - 4:30 PM CPR Training - Monday, October 19 th , 12:30 - 4:30 PM		

STEP ONE: PRE-REGISTER BY
SCANNING THE QR CODE OR
VISITING IRVINGISD.NET/AEL

STEP TWO: ATTEND REGISTRATION:
METROCREST SERVICES
1145 N JOSEY LN
CARROLLTON, TX 75006
SEPTEMBER 10TH 1:30 - 3:30 PM



FOR MORE INFORMATION

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