

Clovis Adult Education

"Improving Lives Through Education"

Career Technical Education

MEDICAL ASSISTANT FRONT OFFICE



Certificate Program Skills

Business Communications

Ofc. Records Information Management

Office Accounting

(pre-req. for QuickBooks)

QuickBooks 2018

Professional Employment Preparation

Keyboarding 55 wpm

Microsoft Office Professional Suite

Welcome to the World of Computers

Word 2016

Excel 2016

Access 2016

Outlook 2016

PowerPoint 2016

Medical Terminology

(pre-requisite for Medical Billing & Medical Coding)

Medical Coding

Medical Billing

Revised 3-11-19

Earning Potential 2018:

Annual Median wage in Fresno County
\$35,570 or \$17.00 per hour (entry level)

Job Outlook for 2017:

Jobs for Medical Secretaries are expected to
increase by 22% between 2016 and 2026

**Above information available at www.caljobs.ca.gov*

Program Requirements:

Approximate Time:

8 months/1000 hours

Approximate cost:

\$3,550.00 including books

Pre-requisites:

18 years of age or older

Government issued I.D.

Accredited High School Diploma/HSE®

Passing TABE test at 7.0



*Please join us at one of our
Testing, Orientation and Registration (TOR) meetings.
They are scheduled for most Wednesday
mornings at 9:00 am, in the Administration Building.*

Fully Accredited by

