

# Clovis Adult Education

*"Improving Lives Through Education"*

## Career Technical Education

### MEDICAL ASSISTANT FRONT OFFICE



#### Earning Potential 2017:

Annual Median wage in California \$38,150 or \$18.34 per hour, Fresno County \$31,632 or \$15.21 per hour

#### Job Outlook for 2017:

Jobs for Medical Secretaries are expected to increase by 3 percent between 2012 and 2022

*\*Above information available at [www.caljobs.ca.gov](http://www.caljobs.ca.gov)*

#### Program Requirements:

##### Approximate Time:

8 months/1000 hours

##### Approximate cost:

\$3,550.00 including books

##### Pre-requisites:

*Accredited High School Diploma/GED®/HSE  
Passing TABE test at 7.0*

#### Certificate Program Skills

##### Business Communications

##### Ofc. Records Information Management

##### Office Accounting

*(pre-req. for QuickBooks)*

##### QuickBooks Pro 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



*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.*

Revised 9/14/18