

# Clovis Adult Education

"Improving Lives Through Education"

## Career Technical Education

### MEDICAL ASSISTANT - FRONT OFFICE



#### Earning Potential 2023:

Annual median wage in Fresno County

\$38,901 or \$18.71 per hour

Annual entry level wage in Fresno County

\$34,738 or \$16.70 per hour

#### Job Outlook for 2022:

Jobs for Medical Secretaries are stable. The projected annual openings are anticipated with an estimated average of 2,460 openings a year between 2018 to 2028

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

#### Certificate Program Skills

**Business Communications**

**Office Procedures**

**Office Accounting** (pre-req. for QuickBooks)

**QuickBooks 2021**

**Pre-employment Preparation**

**Microsoft Office Professional Suite**

**2019 & 365 and Keyboarding**

*Outlook 2019 & 365*

*Welcome to computer basics (Windows 10)*

*Word 2019 & 365*

*Excel 2019 & 365*

*Access 2019 & 365*

*PowerPoint 2019 & 365*

*Keyboarding (55 wpm)*

**Medical Office Terminology**

**Practical Medical Office Skills**

#### Program Requirements:

##### Approximate Time:

8 months/964 hours

##### Approximate cost:

\$4,150.00 including books

##### Pre-requisites:

18 years of age or older

Government issued I.D.

Accredited High School Diploma/HSE®

Pass the TABE test

Call the CTE Business Department for more information at 559-327-2853 or visit us online at <https://clovisadult.cusd.com/BusinessCareers.aspx>

