

Clovis Adult Education

"Improving Lives Through Education"

Career Technical Education

MEDICAL ASSISTANT - FRONT OFFICE



Earning Potential 2022:

Annual median wage in Fresno County

\$33,280 or \$16.00 per hour

Annual entry level wage in Fresno County

\$31,200 or \$15.00 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*

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

(pre-requisite for Practice Medical Office Skills)

Practical Medical Office Skills

Program Requirements:

Approximate Time:

8 months/964 hours

Approximate cost:

\$3,875.00 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

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

