

# Clovis Adult Education

*"Improving Lives Through Education"*

## Career Technical Education

### MEDICAL ASSISTANT - FRONT OFFICE



#### Earning Potential 2020:

Annual median wage in Fresno County

\$37,621 or \$18.09 per hour

Annual entry level wage in Fresno County

\$28,874 or \$13.88 per hour

#### Job Outlook for 2021:

Jobs for Medical Secretaries are growing.

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**

*Welcome to computer basics (Windows 10)*

*Outlook 2019 & 365*

*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:

\$3,445.00 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 Informational Zoom meetings. They are scheduled most Mondays at 1:00 pm. Call 559-327-2853 to schedule an appointment*

