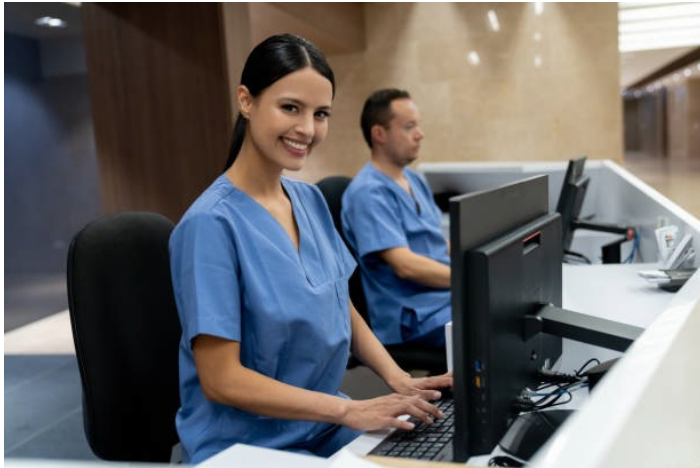


Clovis Adult Education

"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 total annual average

openings are anticipated with an

estimated average of 58 openings a year

between 2014 to 2024

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

Certificate Program Skills

Business Communications

Ofc. Records Information Management

Office Accounting

(pre-req. for QuickBooks)

QuickBooks 2021

Professional Employment Preparation

Keyboarding 55 wpm

Microsoft Office Professional Suite

2019 & 365

Welcome to computer basics (Windows 10)

Word 2019 & 365

Excel 2019 & 365

Access 2019 & 365

Outlook 2019 & 365

PowerPoint 2019 & 365

Medical Terminology

(pre-requisite for Medical Coding)

Medical Coding

Program Requirements:

Approximate Time:

8 months/1042 hours

Approximate cost:

\$3,389.00 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 Tuesdays at 1:00 pm. Call 559-327-2853 to schedule an appointment

