

# Clovis Adult Education

*"Improving Lives Through Education"*

## Career Technical Education

### MEDICAL ASSISTANT - FRONT OFFICE



#### Certificate Program Skills

**Business Communications**

**Ofc. Records Information Management**

**Office Accounting**

*(pre-req. for QuickBooks)*

**QuickBooks 2018**

**Professional Employment Preparation**

**Keyboarding 55 wpm**

**Microsoft Office Professional Suite**

*Welcome to computer basics (Windows 10)*

*Word 2016*

*Excel 2016*

*Access 2016*

*Outlook 2016*

*PowerPoint 2016*

**Medical Terminology**

*(pre-requisite for Medical Coding)*

**Medical Coding**

#### 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](http://www.caljobs.ca.gov)*

#### Program Requirements:

##### Approximate Time:

8 months/1042 hours

##### Approximate cost:

\$3,405.00 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 and Thursdays at 2:00 pm. Call 559-327-2853 to schedule an appointment*

