

Medical Office Administrative Assistant

PROGRAM OVERVIEW

600-HOUR PROGRAM
MONDAY-THURSDAY
5:30 PM - 9:30 PM
CLASS SIZE LIMITED TO 17 STUDENTS
INCLUDES
590 HOURS OF INSTRUCTIONAL TIME
10 HOURS OFFSITE OBSERVATION EXPERIENCE
HANDS-ON PRACTICE WITH MEDICAL OFFICE SOFTWARE
TEXTBOOKS
UNIFORM (SCRUBS)
CERTIFICATION EXAM FEES
BASIC COMPUTER SKILLS
JOB PLACEMENT ASSISTANCE AVAILABLE

COST

\$5,995

Financial Aid Available

Alumni Discount Available (\$250)

Veterans Benefits Available

Prices Subject to Change

CERTIFICATIONS

Medical Administrative Assistant Certificate
(CMAA)

Certified Electronic Health

Record Specialist Certificate (CEHRS)

Certified Billing and Coding

Specialist Certification (CBCS)

CPR Certification

Job Outlook for Secretaries & Administrative Assistants Job Outlook According to the Bureau of Labor Statistics

(CIP 51.0710) Employment of medical secretaries is projected to grow 11% or higher from 2020 to 2030. Employment growth will be driven by rapid growth of the healthcare and social assistance industries. An anticipated increase in the use of medical services by an aging population will require many additional secretaries. The median annual wage for medical secretaries was \$17.07 hourly or \$35,500 annually in January 2022. In Ohio, jobs in the Medical Administration field are expected to grow by 11% in the year 2028.

11%

Job Growth from
2020 to 2030

Medina County Career Center
Adult Education division is
accredited by the Commission
of the Council on Occupational
Education, 7840 Roswell Road
Building 300, Suite 325, Atlanta
GA 30350, Telephone 770-
396-3898 / FAX 770-396-3790

Rev. 2/23

\$35,500

Median Annual Wage



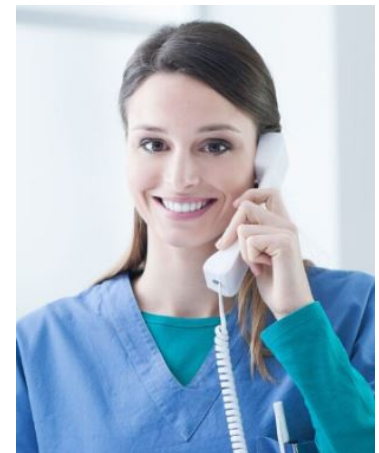
FOR SESSION DATES AND TO REGISTER

CALL 330-725-8461 x155

VISIT US ONLINE AT

MCJVS.AXSTUDENT.COM

OR SCAN THE QR CODE BELOW



For information about the educational debt, earnings, and completion rates of students who attended this program visit our website at https://mcjvs.edu/ge_programs/medicaladmin.html

OUR MISSION

We are a learning community providing students with a competitive advantage through career technical education and academic excellence.