



## QUICK FACTS

**Median Pay:** \$30,590 per year

**Typical Entry-Level Education:**  
Postsecondary nondegree award

**Work Experience in a Related Occupation:** None

**On-the-job Training:** None

**Job Outlook through 2024:** 23%  
(Much faster than average)

*\*United States Bureau of Labor Statistics*

## MEETING TIMES

**Connect LIVE: In-Person**

**DATES:** Feb. 25 – May 8, 2019

**TIMES:** Monday & Wednesday  
6:00 p.m. – 10:00 p.m.

**PLACE:** NSU

## MEDICAL ADMINISTRATIVE ASSISTANT

*Medical administrative assistants perform clerical work in doctors' and hospital offices. They organize patient files, maintain the front office, file medical records and handle administrative duties.*

This program prepares students to be professional medical administrative assistants dedicated to front office skills in a healthcare setting. Graduates are equipped to answer phones, process bills, communicate with patients, be up-to-date with HIPAA compliance and general office duties. The program goal is to prepare competent entry-level medical administrative assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Completion of this course prepares students for the Medical Administrative Assistant Certification (MAAC) exam through AMCA.

**Tuition:** \$2,435 (Includes Exam) – *Affordable Financing Options Available*

**Total Hours of Instruction:** 80 In-Classroom/80 Internship

**REGISTER TODAY!**  
**(800) 371-2963 ext.112**

**For More Information:** Contact  
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