

JANUARY 2019

Economic Development Corporation

The City of Hondo Economic Development Corporation



EDC Highlights

CMAA

South Texas Regional Training Center Annex

South Texas Regional Training Annex, is roughly fifty-two percent (52%) complete! Please keep your fingers cross for NO more rain. Tentative completion time frame is May/June 2019, With a 2019 August Fall class start date. Classes being offered will be Welding and HVAC.





Certified Medical Administrative Assistant

STRTC to host Certified Medical Administrative Assistant

As A Certified Medical Administrative Assistant, you'll keep healthcare offices running efficiently and effectively. This 139-hour class is designed to prepare individuals for an entry level career in a variety of health care settings including private medical practices, hospitals, clinics, and public health departments. By becoming a Certified Medical Administrative Assistant (CMAA), you'll have the recognized credentials healthcare employers are searching for.

As a Certified Medical Administrative Assistant you may perform some or all of the following tasks: Review and answer practice correspondence, operate computer systems to accomplish office tasks, answer telephone calls, schedule appointments, greet patients, update and maintain patient files, coordinate operation reports such as time and attendance as well other practice specific information.

START DATE:

February 18, 2019

CERTIFYING AGENCY:

National Healthcare Association (NHA)

ADMISSION REQUIREMENTS:

1. Minimum 18 years of Age
2. High School transcript or its equivalent

SWTJC/AEL students will get the GED Credential simultaneously

FEES:

Contact Workforce Solution Alamo to see if you qualify for any assistance (830) 426-8111

TUITION DUE AT REGISTRATION

Tuition:	\$1500.00
CMAA Study Guide and Practice Online Practice test:	\$69.00
CMAA Certification Exam:	\$117.00

LOCATION:

Classes to be held in Hondo, Texas at South Texas Regional Training Center
402 Carter Street
Hondo, Texas 78861
(830) 741-8319

**For More Information Contact: SWTJC Workforce at
(830) 758-4124**