

Clovis Adult Education

"Improving Lives Through Education"

Career Technical Education

ADMINISTRATIVE ASSISTANT



Earning Potential 2017:

Annual Median wage in California \$39,235 or \$18.86 per hour, Fresno County \$33,914 or \$16.30 per hour

Job Outlook for 2017:

Jobs for Administrative Assistants are expected to increase by 2 percent between 2012 and 2022.

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

Program Requirements:

Approximate Time:

8 months/875 hours

Approximate cost:

\$2,750.00 including books

Pre-requisites:

*Accredited High School Diploma/GED®/HSE
Passing TABE test at 7.0*

Certificate Program Skills

Business Communications
Ofc. Records Information Management
Office Accounting (*pre-req. for QuickBooks*)
QuickBooks Pro 2018
Professional Employment Preparation
Keyboarding 55 wpm
Microsoft Office Professional Suite

Welcome to the World of Computers
Word 2016
Excel 2016
Access 2016
Outlook 2016
PowerPoint 2016

*Please join us at one of our
Testing, Orientation and Registration (TOR) meetings.
They are scheduled for most Wednesday
mornings at 9:00 am, in the Administration Building.*

