

Clovis Adult Education

"Improving Lives Through Education"

Career Technical Education

ADMINISTRATIVE ASSISTANT



Earning Potential 2018:

Annual Median wage in Fresno County
\$35,570 or \$17.00 per hour (entry level)

**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:

18 years of age or older

Government issued I.D.

Accredited High School Diploma/HSE®

Passing TABE test at 7.0

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 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.*

