

Clovis Adult Education

"Improving Lives Through Education"

Career Technical Education

ADMINISTRATIVE ASSISTANT



Earning Potential 2020:

Annual median wage in Fresno County
\$39,628 or \$19.05 per hour

Annual entry level wage in Fresno County
\$29,765 or \$14.31 per hour

Job Outlook for 2021:

Jobs for Administrative Assistants are stable. The projected annual openings are anticipated with an estimated average of 5,220 openings a year between 2018 to 2028

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

Certificate Program Skills

Business Communications

Office Procedures

Office Accounting (*pre-req. for QuickBooks*)

QuickBooks 2021

Pre-employment Preparation

**Microsoft Office Professional Suite
2019 & 365 and Keyboarding**

Welcome to computer basics (Windows 10)

Outlook 2019 & 365

Word 2019 & 365

Excel 2019 & 365

Access 2019 & 365

PowerPoint 2019 & 365

Keyboarding (55 wpm)

Program Requirements:

Approximate Time:

8 months/892 hours

Approximate cost:

\$2,780.00 including books

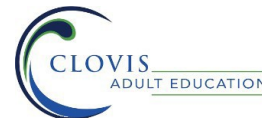
Pre-requisites:

18 years of age or older

Government issued I.D.

Accredited High School Diploma/HSE®

Passing TABE test at 7.0



Fully Accredited by



Please join us at one of our Informational Zoom meetings.
They are scheduled most Mondays at 1:00 pm.
Call 559-327-2853 to schedule an appointment.