

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 total annual average openings are anticipated with an estimated average of 88 openings a year between 2014 to 2024

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

Certificate Program Skills

Business Communications
Ofc. Records Information Management
Office Accounting (*pre-req. for QuickBooks*)
QuickBooks 2021
Professional Employment Preparation
Keyboarding 55 wpm
Microsoft Office Professional Suite
2019 & 365
Welcome to computer basics (Windows 10)
Word 2019 & 365
Excel 2019 & 365
Access 2019 & 365
Outlook 2019 & 365
PowerPoint 2019 & 365

Program Requirements:

Approximate Time:

8 months/970 hours

Approximate cost:

\$2,931.00 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



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

