

# 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](http://www.caljobs.ca.gov)*

#### 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 computer basics (Windows 10)*

*Word 2016*

*Excel 2016*

*Access 2016*

*Outlook 2016*

*PowerPoint 2016*

#### Program Requirements:

##### Approximate Time:

8 months/970 hours

##### Approximate cost:

\$2,945.00 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 and Thursdays at 2:00 pm.  
Call 559-327-2853 to schedule an appointment*

