

Clovis Adult Education

"Improving Lives Through Education"

Career Technical Education

ADMINISTRATIVE ASSISTANT



Earning Potential 2017:

Annual Median wage in Fresno County
\$30,312 or \$14.15 per hour

**Above information available at www.workforce-connection.com*

Program Requirements:

Approximate Time:

6-8 months/875 hours

Approximate cost:

\$2,750.00 including books

Pre-requisites:

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 Pro 2015
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 Monday and Wednesday
mornings at 9:00 am, in the Administration Building.*

