

Clovis Adult Education

"Improving Lives Through Education"
Career Technical Education

OFFICE ASSISTANT



Earning Potential 2024:

Annual median wage in Fresno County
\$39,118 or \$18.81 per hour.

Annual entry level wage in Fresno County
\$31,743 or \$15.27 per hour.

Job Outlook for 2024:

Jobs for office clerks are stable. The projected annual openings are anticipated with an estimated average of 9,270 openings per year.

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

Certificate Program Skills:

Office Procedures

Customer Service

Phone Etiquette

Letter & email formatting

Office Safety Standards

Employment Preparation

Resume Building

Time Management

Professionalism

Problem Solving

Computer Basics

Computer basics

Outlook Email

MS Word

MS Excel

Keyboarding

Program Requirements:

Approximate Time:

4 months/400 hours

Approximate cost:

\$1,260.00 including books

Pre-requisites:

-18 years of age or older

-Government issued I.D.

-Accredited High School Diploma/HSE®

-Pass the TABE test

For more information:

Call 559-327-2853 or

visit us online at www.clovisadult.cusd.com

