

CLOVIS ADULT EDUCATION

ONLY 16-WEEKS

OFFICE ASSISTANT

Gain essential office skills and earn your Office Assistant certificate in just 4 months (400 hours).. Master MS Word, Excel, Outlook, office procedures, and more—fast-track your career and become a valuable asset to any employer.



ACCOUNTING

ONLY 8-WEEKS

Learn key financial concepts and gain the skills to manage your money effectively. Perfect for beginners or anyone looking to refresh their knowledge

QUICKBOOKS

Streamline your financial management with QuickBooks. Learn to manage accounts, generate reports, and process payroll efficiently. Gain the practical skills to boost your business operations with confidence.

KEYBOARD CERTIFICATE



Improve your typing skills at your own pace! This 8-week course offers flexible Monday-Friday scheduling and unlimited visits during registration. Focus on building speed and accuracy using a computer program

AUTO I



In this 5-week course, learn how cars work, develop hands-on maintenance skills, and explore careers in the automotive industry, earn an OSHA 10- hour

**REGISTER ONLINE
NOW!**

**CLOVISADULT.CUSD.COM
(559)327-2853**

CULINARY



In just 4 weeks, gain hands-on training in culinary techniques, menu planning, nutrition and sanitation, earn a ServSafe Certificate.

