



PROFESSIONAL OFFICE ASSISTANT TRAINING PROGRAM

START BUILDING YOUR FUTURE TODAY!

Step into the world of professional front office support with our dynamic 8-week Office Assistant Program—now updated to serve the dual demands of **School Administrative Offices and Medical/Dental Front Desk** environments. This hands-on course equips students with foundational office administration skills using the Microsoft Office Suite (**Word, Excel, Outlook, and PowerPoint**) while integrating real-world simulations, industry-specific terminology, and front desk professionalism training.

Students will gain the confidence and skillset to manage reception duties, schedule appointments, process forms, handle sensitive information, and communicate effectively in a school office or healthcare front desk setting.

Note: Completion of a High School Diploma or High School Equivalency is preferred and often required for employment.

Visit Us Or Call
For More Info

Scan QR Code
For More CTE
Pathways



How To Get Started

- ✓ CTE Orientation
- ✓ Computers in the Workplace (BT377) Estimated Cost \$15 FCC
**MAY BE CHALLENGED
- ✓ MS Office Applications Course
** FREE- \$0.00
- ✓ Business Communication Course
** FREE- \$0.00
- ✓ Internship - 120 Hours
** FREE- \$0.00

Scan QR Code
To Signup For
CTE Orientation



Program Length

- Program can be completed in 24 - 28 weeks
- Each course is approximately 8 weeks



Website:
www.fas.edu



Phone Number:
(559) 457-6000



FRESNO
ADULT SCHOOL

Fresno Unified School District

REGISTRATION:

Monday - Thursday 8:30AM - 5:30PM

Friday 8:30AM - 12:00PM

2500 Stanislaus St. Fresno CA 93721