



**VISALIA ADULT SCHOOL
SPRING 2025**

OFFICE SKILLS I

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Code to Pre-
Register



Registration opens November 4, 2024



CLASS SCHEDULE

Monday and Wednesday
1:30pm - 3:30pm
January 22, 2025 - May 21, 2025
Dates and Times are subject to change

CLASS DESCRIPTION:

- Learn about Google Suites
- Keyboarding
- Learn how to get and maintain a job

REQUIREMENTS

- Pre-Register Online: vas.vusd.org
- CASAS Pre and Post Assessment
- Basic Computer Skills
- COAAP Assessment
- Mandatory first day of class attendance or will be dropped

JOB INDUSTRY OUTLOOK

- Career opportunities in this field are expected to grow up to 15% through 2030 in the Tulare County region.

*According to the State of California Employment Development Department



Upon successful completion of the program, students will receive a Certificate of Completion



COST

Registration Fee: \$200
Credit/Debit Only
No refunds after first day of class



Visalia Adult School

(559) 730-7646

vas.vusd.org

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