

SPRING 2025

VISALIA ADULT SCHOOL

OFFICE SKILLS II

REGISTRATION OPENS 11/4/2024

COURSE DESCRIPTION:

This course covers essential job related office skills.

Topics may include:

- Microsoft Office Products (Word, Excel, PowerPoint, Outlook)
- Google Suite (Docs, Slides, Sheets, Forms, Gmail)
- Keyboarding
- Employability skills
- Optional externship opportunities

CLASS SCHEDULE

Monday - Friday

8:30am - 10:30am

January 14, 2025 - May 23, 2025

Dates and times are subject to change

REQUIREMENTS:

- Pre-Register online: vas.vusd.org
- CTE placement test score of 235 or higher
- Official High School Transcript Diploma or Equivalent
- CASAS Pre and Post Assessment
- Mandatory first day of class attendance or will be dropped

CONTACT US:

559-730-7646

vas.vusd.org

3110 E. Houston Ave
Visalia, CA 93292



Visalia Adult School
vas.vusd.org



COST:

Registration

Fee: \$250

USB: \$10

Debit/Credit
Only

No refunds after
first day of class

CERTIFICATIONS:

- Upon successful completion of the course, student will receive Certificate of Completion
- Typing Speed Certificate

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