# **OFFICE TECHNICIAN I**

## **REGISRTATION OPENS: JUNE 2, 2025**

In this class students will learn about.

- Google Suites
- Keyboarding
- · How to get and maintain a job

#### **CLASS SCHEDULE**

Monday - Thursday 1:30pm - 3:00pm October 15, 2025 - December 17, 2025 Dates and Times are subject to change

### **REQUIREMENTS**

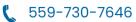
- Pre-Register Online: vas.vusd.org
- CASAS Pre and Post Assessment
- Basic Computer Skills
- COAAP Assessment
- Mandatory and on-time first day of class attendance or will be dropped

### **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

#### **CONTACT US**













#### COST

- Registration Fee: \$250
- Credit/Debit Only
- Refunds
  provided if
  requested prior
  to the first day
  of class

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



Scan QR Code to Pre-Register