



Fall 2025
Visalia Adult School



OFFICE TECHNICIAN I

REGISTRATION 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

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

CONTACT US

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-  vas.vusd.org
-  3110 E. Houston Ave
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