**VISALIA ADULT SCHOOL** 

# **OFFICE TECHNICIAN II**

# **REGISTRATION OPENS 6/2/2025**

#### **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) Fee: \$350
- Keyboarding
- Employability skills
- Optional externship opportunities

#### **CLASS SCHEDULE**

Monday - Friday 8:30am - 10:30am



Scan OR Code to Pre-Register

August 18, 2025 - December 17, 2025 Dates and times are subject to change

#### **REQUIREMENTS:**

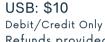
- Pre-Register online: vas.vusd.org
- CTE placement test score of 235 or higher
- Official High School Transcript Diploma or Equivalent
- CASAS Pre and Post Assessment
- Mandatory and on-time first day of class attendance or will be dropped

### **CONTACT US:**

559-730-7646



vas.vusd.org



COST:

Registration

Refunds provided if requested prior to the 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



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