

FALL 2025

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)
- Keyboarding
- Employability skills
- Optional externship opportunities

## CLASS SCHEDULE

Monday - Friday

8:30am - 10:30am

August 18, 2025 - December 17, 2025

Dates and times are subject to change

## REQUIREMENTS:

- Pre-Register online: [vas.vusd.org](https://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](https://vas.vusd.org)



3110 E. Houston Ave  
Visalia, CA 93292



Visalia Adult School  
[vas.vusd.org](https://vas.vusd.org)



## COST:

Registration

Fee: \$350

USB: \$10

Debit/Credit Only  
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

