



Spring 2026
Visalia Adult School

OFFICE TECHNICIAN I

REGISTRATION OPENS: NOVEMBER 3, 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

March 17, 2026 - May 28, 2026

Dates and Times are subject to change

REQUIREMENTS

- Pre-Register Online: vas.vusd.org
- CASAS Pre and Post Assessment in class
- 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

📞 559-730-7646

🌐 vas.vusd.org

📍 3110 E. Houston Ave
Visalia, CA 93292



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