



Fall 2026  
Visalia Adult School

# OFFICE TECHNICIAN I

**REGISTRATION OPENS: JUNE 1, 2026**

In this class students will learn about:

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

## Schedule

Monday – Thursday 1:30pm – 3:30pm

August 24<sup>th</sup>, 2026 – October 16<sup>th</sup>, 2026

or

October 19<sup>th</sup>, 2026 – December 16<sup>th</sup>, 2026

**\*\*Dates and Times are subject to change**

## Requirements

- Pre-Register Online: [vas.vusd.org](http://vas.vusd.org)
- CASAS Pre and Post Assessment in class
- Basic Computer Skills
- COAAP Assessment in class

Mandatory and on-time first day of class 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: \$265**

Credit/Debit only

Refunds provided if requested **prior** to the first day of class



Scan QR Code to Pre-Register



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

## Contact Us

559-730-7646

[vas.vusd.org](http://vas.vusd.org)

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