



OFFICE TECHNICIAN II

REGISTRATION OPENS JUNE 1, 2026

COURSE DESCRIPTION:

This course covers essential job related office skills.

Topics may include:

- Microsoft Office 365 Products (Word, Excel, PowerPoint)
- QuickBooks
- Google Suite (Docs, Slides, Sheets, Drive, Gmail)
- Keyboarding
- Employability skills
- Optional externship opportunities



Scan QR
 Code to
 Pre-Register



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

CLASS SCHEDULE

August 17, 2026 - December 16, 2026

3 options available (See Below)

Office Technician II
 (Full Course)

Monday - Thursday
 8:30am - 12:30pm

Keyboarding, Microsoft Office 365 Products, Google Suite, QuickBooks, Employability skills, Optional Externship

\$370

Office Technician IIA
 (Half Course)

Monday - Thursday
 8:30am - 10:30am

Keyboarding, Microsoft Office 365 Products, Google Suite, Employability skills

*Not available for CalJOBS sponsorship

\$200

Office Technician IIB
 (Half Course)

Monday - Thursday
 10:45am - 12:30pm

QuickBooks

\$200

DATES AND TIMES ARE SUBJECT TO CHANGE

APPROXIMATE COSTS

Registration Fee: Up to \$370

Textbook Fee: Up to \$300

- Microsoft Office 365 - \$140
- QuickBooks - \$160
- Total Textbook Fee - \$300

USB: \$10

Total Cost: Up to \$680

Debit/Credit Only

Refunds provided if requested prior to the first day of class

CONTACT US



559-730-7646



vas.vusd.org



3110 E. Houston Ave Visalia, CA 93292

CERTIFICATIONS:

- Upon successful completion of the course, student will receive Certificate of Completion
- Prepare students to take the QuickBooks certification exam
- 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