

OFFICE TECHNICIAN II

REGISTRATION OPENS: NOVEMBER 2, 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

CLASS SCHEDULE

Monday – Friday

8:30am – 12:30pm

January 12, 2027 – May 28, 2027

DATES AND TIMES ARE SUBJECT TO CHANGE

APPROXIMATE COSTS

Registration Fee: \$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



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
- COAAP Assessment in class
- Mandatory and on-time first day of class attendance or will be dropped

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