Spring 2027

OFFICE TECHNICIAN I



REGISTRATION OPENS: November 2, 2026

Our Office Technician I course is an entry-level program that builds foundational computer and workplace skills. The course begins with a COAAP assessment to determine each student's skill level. Students will learn basic computer operations, Google Workspace (Docs, Sheets, Slides), keyboarding, and essential job readiness skills such as communication, professionalism, and workplace expectations.

In this class students will learn about:

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

Schedule

Monday-Thursday

1:30pm - 3:30pm

March 8, 2027 - May 27, 2027

*Dates and Times are subject to change

Requirements

- Pre-Register Online: vas.vusd.org
- Must be at least 18 years old
- 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: Free

*Price subject to change

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

3110 E. Houston Ave
Visalia, CA 93292

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