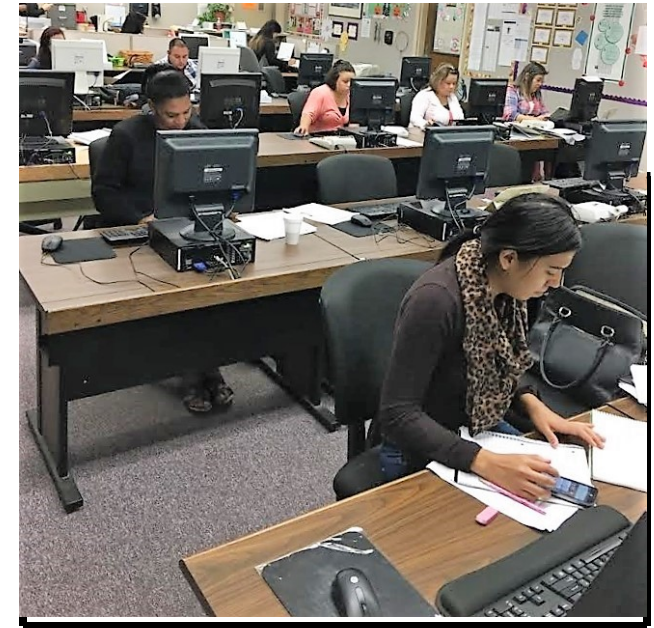
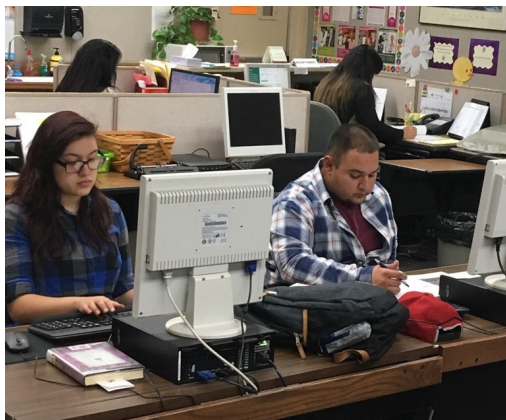
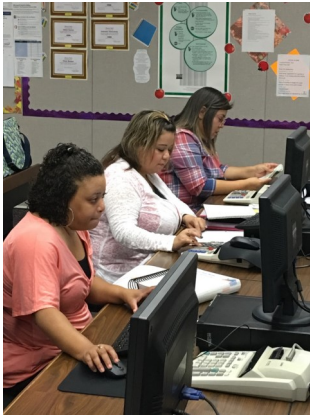


Office Occupations



Tulare Adult School
575 W. Maple Ave.
Tulare, CA 93274
(559) 686-0225



575 W. Maple Ave. Tulare, CA 93274
(559) 686-0225
tas.tulare.k12.ca.us

Office Occupations Program

The Office Occupations Program provides training in a variety of courses designed to prepare students for the business world.



Median Earnings In California:

Hotel/Motel Desk Clerk: \$26,640
Stock Clerk/Order Filer: \$27,350
File Clerk: \$31,300
Information and Records Clerk: \$31,350
Switchboard Operator: \$33,230
Medical Secretary: \$38,920
Customer Service Representative: \$40,160
Postal Service Clerk: \$52,450
Emergency Services Dispatcher: \$57,140

Information obtained from the
Bureau of Labor Statistics

Course Offerings

Students enrolled in the Office Occupations Program will receive Training in the following areas:

- Keyboarding
- Electronic Calculator 10-Key
- Business Math
- Office Skills
- Windows
- Microsoft Office 2013:
 - ◊ Word
 - ◊ Excel
 - ◊ Access
 - ◊ PowerPoint
 - ◊ Word
- Publisher
- Filing Procedures
- Telephone Etiquette
- Bookkeeping (optional)
- Quickbooks (Available upon request)



Frequently Asked Questions

What are the requirements for enrollment in the Office Occupations Program?

You must:

Be 18 years or older.

Possess a high school diploma or high school equivalency certificate.

Earn a score demonstrating readiness on the intake appraisal or complete the Adult Basic Education coursework and demonstrate readiness to transition into the program.

How long is the program?

The Office Occupations Program is an 18-week program. The final four weeks of the program consist of an externship where students will gain work experience.

How do I sign up?

Call the Tulare Adult School
(559) 686-0225

to schedule a time for orientation.

