

OFFICE SKILLS

FALL COURSE

MON-FRIDAY

8 AM- 3 PM

VISION STATEMENT

A COMMUNITY WHERE EVERY ADULT LEADS A LIFE OF SELF-RELIANCE AND DIGNITY.

MISSION STATEMENT

WE ARE VISALIA ADULT SCHOOL. WE EDUCATE ADULTS. WE CREATE FUTURES.

SCHOOLWIDE LEARNING OUTCOMES

STUDENTS WILL:

ACHIEVE LEARNING GAINS
USE TECHNOLOGY EFFECTIVELY
DEMONSTRATE PERSISTENCE



Visalia Adult School
3110 E. Houston Ave.
Visalia, CA 93292
(559) 730-7646
www.vusd.org/vas

Pre-requisites:

- ✓ CTE Placement Test Score 235 or above
- ✓ High School Diploma

Our Office Skills program meets daily to cover the below subject areas:

- Microsoft Outlook, Publisher, PowerPoint, and QuickBooks
- Keyboarding/Data Entry
- Microsoft Excel 2016
- Microsoft Word 2016
- Employment Readiness including job search techniques, interview and resume writing
- Accounts receivable and accounts payable

COST:

Registration \$250

** Approximate book cost \$300

** Approximate total cost \$550

