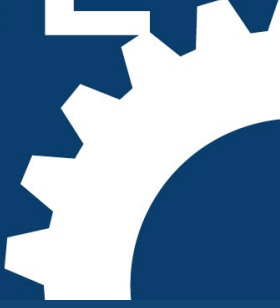




FRESNO ADULT SCHOOL

Fresno Unified School District

CTE



Office Assistant Preparation (self-paced)

Monday - Friday 8:30am-11:30am & 3:00pm-6:00pm

Monday - Thursday 5:15pm-8:15pm

This course focuses on developing the students' computer skills, soft skills, and office skills training needed in the workplace. Internship is included in this pathway. Our computer training includes Microsoft Office Programs.

Office Technology & Leadership for Working Professionals (self-paced)

Monday - Thursday 5:15pm-8:15pm

Are you working in an office or have experience working in an office setting? This course is for you. This is an opportunity to acquire skills that help you stay up to date with technology.

Note: Completion of a High School Diploma or High School Equivalency is preferred and often required for employment.

How do I register?

Complete the registration form online at www.fas.edu and then go to Fresno Adult School for an orientation and assessment.

or

Visit us at Fresno Adult School where you can complete a registration form, orientation and assessment.

Monday-Thursday 8:30am - 5:30pm

Friday 8:30am - 12:00pm



Mask required

Bring your photo ID. Children are not permitted.

Visit www.fas.edu or call (559) 457-6000 for more information