

BASIC OFFICE SKILLS CLASS

*Are you interested in working in an office?
In this course you can learn schedule appointments, time
management, create flyers, typing and much more.*



DATES:
OCTOBER 4, 2022-
NOVEMBER 10, 2022

TUESDAYS & THURSDAYS

TIME:
5:00PM-7:30PM

FOR MORE INFORMATION OR TO REGISTER
PLEASE CONTACT
GONZALES ADULT SCHOOL AT:
(831) 675-1081 OR (831) 290-0105
650 ELKO ST
GONZALES, CA 93926

