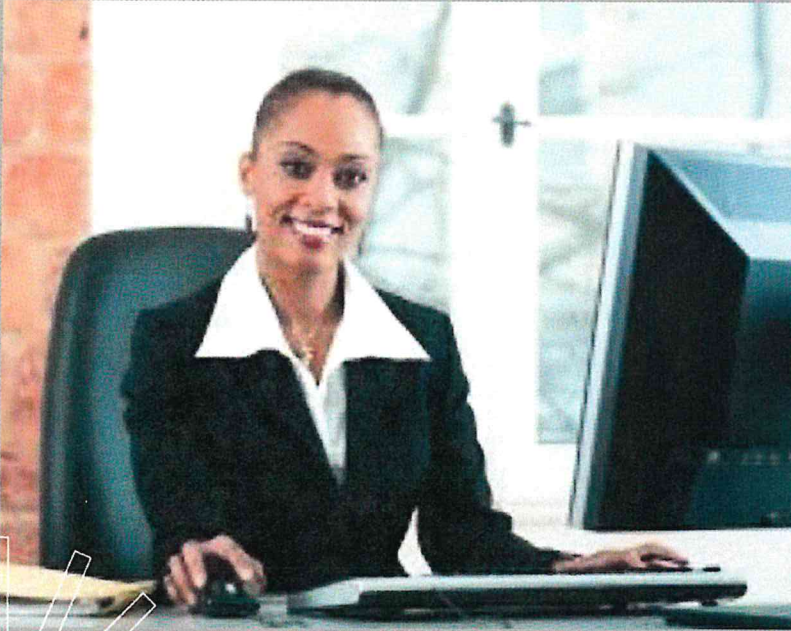


# BASIC OFFICE SKILLS CLASS

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



DATES:  
SEPTEMBER 5, 2023  
-OCTOBER 14, 2023  
(6 WEEKS)

TUESDAYS & SATURDAYS

TIME:  
8:30AM-11:00AM

## IN PERSON AND VIRTUAL

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

