

# It's Never Too Late...

to become an office assistant!



## Register Today for Office Occupations

For more information or to register visit [www.tulareadultschool.net](http://www.tulareadultschool.net)



### Course Includes:

- Office Procedures & Technology
- Keyboarding
- Filing
- Telephone Etiquette
- Microsoft Office Suite
- 10 Key Calculator

### Program Hours

8:00 AM - 11:00 AM

OR

11:30 AM - 2:30 PM

Monday - Friday

Classes start in August & January



**Only \$275  
to register**



### Contact Us

(559) 686-0225 | 575 W Maple Ave Tulare, CA | [www.tulareadultschool.net](http://www.tulareadultschool.net)

