



OT 348 - Today's Receptionist

The many aspects of being a receptionist in today's everchanging world along with some practical skills will be taught in this course.

Where: Kings Canyon Adult School

When: Tuesdays 6:00 - 8:00 PM

Dates: March 14 - May 16

Cost: Free

This is a Reedley College Office Technology (OT) course given through Kings Canyon Adult School. There will be a \$13 health fee. Sign-up at <https://adulthood.kcusd.com> It is under the Academic tab. Then click on "Free Courses."

