

# TASL<sup>★</sup>

TETRO ADMINISTRATIVE SERVICES LTD

*“Improve Your Business Skills.  
Enhance Your Career Prospects.”*

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*Office Hours: 11 am – 3 pm, Mon to Fri*

*Offering:*

- Office Administration Training
- Keyboarding
- Microsoft Office Suite
  - *Word, Excel, Outlook, PowerPoint*
- Business Correspondence
- Tutoring
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Maximum class size: 6 participants

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**EVENING AND SATURDAY CLASSES**