

South Gloucestershire Community Learning

FREE introduction to Office skills

This five week course will cover many aspects of the administrative role, both practically and using a personal computer, to equip you for the workplace; or you can use the course as a stepping stone towards an NVQ qualification

This course is FREE for adults aged 19 and over, with few or no qualifications

Wednesdays, starting 22 April 2015 for five weeks

1pm – 3pm, Cadbury Heath Library

To book a FREE place, please ring 01454 865943 or email community.learning@southglos.gov.uk

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