

# 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 PC to equip you for the workplace, or you can use the course as a stepping stone towards an NVQ qualification.*

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

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**Starting Wed 3rd June 2015 for five weeks**

**1.00pm – 3.00pm, Cadbury Heath Library**

To book a FREE place, please ring 01454 865943 or email [community.learning@southglos.gov.uk](mailto:community.learning@southglos.gov.uk)

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