

Adult & Community Education Caldicot



- **Looking for a new challenge?**
- **Looking to upgrade your current skills or qualifications?**
- **Or do you just need a change in direction?**

Secretarial Skills Course

starts on

Monday, 28th November, 2.30pm-4.30pm

This qualification is suitable if you:

- Are new to the skills and knowledge required of text processing operators.
- Are studying in preparation for employment in text processing and administrative-related job roles.
- Are already employed in such roles and wish to develop your knowledge and expertise in this area.

Tel 01291 426852 or email

**chrispostle@monmouthshire.gov.uk for
more information. Concessions are available.**