

**Get** back on **Track!**  
Fully Funded Courses

## COURSE OUTLINE

### Digital Skills for the Office

Digital skills for business; general office skills e.g. invoicing, petty cash claims, financial income and expenditure.



Accredited by Agored Cymru. You will be awarded learning credits and a certificate.



**10 Weeks**  
**2 hours per week**

Your tutor will advise you on the next step and what further courses and training you will need to achieve your goals.

Contact the Centre on the number below to reserve a place on the next available course.

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