

Secretarial & Administration Course

October 2022

Day	Time	Dates															
Monday	17:30-20:30	24.10.2022 3 HOURS	31.10.2022 3 HOURS	07.11.2022 3 HOURS	14.11.2022 3 HOURS	21.11.2022 3 HOURS	28.11.2022 3 HOURS	05.12.2022 3 HOURS	12.12.2022 3 HOURS	09.01.2023 3 HOURS	16.01.2023 3 HOURS	23.01.2023 3 HOURS	30.01.2023 3 HOURS	06.02.2023 3 HOURS	13.02.2023 3 HOURS		
Wednesday	17:30-20:30	26.10.2022 2 HOURS	02.11.2022 3 HOURS	09.11.2022 3 HOURS	16.11.2022 3 HOURS	23.11.2022 3 HOURS	30.11.2022 3 HOURS	07.12.2022 3 HOURS	14.12.2022 3 HOURS	11.01.2023 3 HOURS	18.01.2023 3 HOURS	25.01.2023 3 HOURS	01.02.2023 3 HOURS	08.02.2023 3 HOURS	15.02.2023 3 HOURS	22.02.2023 3 HOURS	01.03.2023 3 HOURS

Modules
Health & Safety
Office Automation
GDPR Workshop
Office Procedures
Effective Business English
Communication Skills
Customer Service Level 1 & 2
Book Keeping & Accounts Level 1 & 2