

Skills for Industry 2 –100% Funding for Microsoft Office Essentials Training

Introducing our latest initiative – a fully funded Microsoft Office Essentials training course

Topics covered include **Getting started with your PC, Excel, Word, PowerPoint, Internet and Email Skills and Social Media**. This course can lead to a nationally recognized qualification - Essential Digital Literacy Skills level 1.

Course Details

- Up to date Microsoft Office packages
- 10 days training—1 day per week
- Hands on, tutor led by experts
- Small classes for individual attention
- **No cost to the business**
- Course runs in Swansea city centre
- Gain a Digital Literacy qualification
- Manuals to take home
- Start date: 7th November 2017
- Suitable for beginners

To be eligible a learner has to

- Live or work in a qualifying county (which are any Welsh counties excluding Cardiff, Vale of Glamorgan, Monmouthshire, Newport or Powys)
- Be in paid employment or registered as self employed
- Complete the relevant company and delegate paperwork

Please email training@computeraidwales.com or phone 01792 610550 for a chat about the course and eligibility criteria. Many other part funded courses are available in a wide range of subjects.

Skills for Industry 2 has been set up to ensure that businesses in south west Wales have the skill set to adapt and embrace change to help them thrive, prosper and grow. This project can:

- Upskill team members
- Tackle skills gaps within a company
- Refresh existing skills



With the support of the European Social Fund, SFI can deliver essential skills activity at **no cost** to your business.



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