



NATIONALLY RECOGNISED
TRAINING

TAKE A LEAP
INTO YOUR
BUSINESS
CAREER

BSB40515 - Certificate IV in Business Administration

Don't wait - take advantage of funded training*

*Contact Illawarra ITeC to check eligibility and fees (fee exemptions may apply)
Payment options also available

Advance your administration
career today!

Gain office software and
administration skills including:

- Advanced word processing
- Create professional business documents and presentations
- Organising meetings and conferences and much more...

Pathway to Diploma and
Advanced Diploma!

**Training Funded under NSW Smart and Skilled.
This training is subsidised by the NSW Government.*

Taking Enrolments Now!

Class based face to face training
3 days per week from 9.00am - 4.30pm
Mondays, Tuesdays and Wednesdays

Information Sessions/Enrolment

Friday 1st December at 1.30pm or
Tuesday 5th December at 1.30pm

You must call ITeC and book into an
information session.

Classes re-commence

Monday 22nd January 2018

Course completion mid July 2018