

**Illawarra**

**>> ITeC <<**

# Business Office Basics

Basic office and  
computer skills

**BSB20115 - Certificate II in Business**



**Do you want to learn the basics to enable you to work in an office?**

This course will teach you the basics of:

- Word Processing
- Spreadsheet creation and use
- Sending and receiving emails
- Customer service, team work and communication skills
- Using business technology and organising daily activities

This course will not only prepare you for work in an office environment but will also provide skills that can be utilised in your everyday life.

**Cost \$0 - \$1050\***  
**Normally \$3220**

E: [itec@illawarraitec.com.au](mailto:itec@illawarraitec.com.au) P: 02 4223 3100

W: [www.illawarraitec.com.au](http://www.illawarraitec.com.au)

The Illawarra ITeC Ltd Registered Training Organisation 90185

Find Us On



**Hurry  
Call ITeC Today!**

**Course Starts September 2019.**

**Face to Face training 3 days per week + 1 day self study for 12 weeks.**

**Monday - Wednesday  
9.00am - 4.30pm.**

**Venue: Illawarra ITeC  
1-5 Miller Street, Coniston 2500.**

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