



Free* Short Course

BUSINESS BASICS SKILLSET



FREE* course enrolling Now!

**Eligibility requirements apply contact ITeC for more information*

Take advantage of this FREE online course and gain entry level computer skills that will help your Business Administration skills and employment prospects

Skills covered include:

- BSBITU212 – Create and use spreadsheets
- BSBITU213 – Use digital technologies to communicate remotely
- BSBITU211 – Produce digital text documents

Flexible online delivery
Weekly online workshops
Commences 12th of May
Duration 7 weeks

Note: Students must have access to a computer with Microsoft Office 2016 or 365. Contact ITeC to discuss options if you don't meet the IT requirements

Upon successful completion students will attain a Statement of Attainment in BSB20115 Certificate II in Business

>> **ITeC** <<
Training

Call ITeC on 42 233 100 to enrol TODAY!

E: itec@illawarraitec.com.au P: 02 4223 3100

W: www.illawarraitec.com.au

The Illawarra ITeC Ltd Registered Training Organisation 90185



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