



Illawarra

ITeC

Free + SKILLSET

Business Administration (Essential Skills)

This skillset is ideal for those who have the fundamental skills in digital device operations and would like to advance their skills to an intermediate level .



Digitally design and develop text-based documents using advanced features of word processing applications



Use digital communications in a workplace context such as email, instant messaging to communicate with co-workers and customers.



This course is **FREE** under the NSW Government's "Skilling for Recovery" initiative for eligible participants.

Course Start: Monday 31st of May

Duration: 4 weeks (2 days per week Mon and Fri + 2 days self study)

Time: 9.00am – 3.00pm

Completion: Monday 28th June 2021

Taking enrolments NOW

Don't Delay

Places are limited!

This Business Administration Skillset will give you the opportunity to gain some skills in the following:

- BSBITU313 Design and produce digital text documents
- BSBITU213 Use digital technologies to communicate remotely

***Eligibility: Must meet Smart and Skilled Eligibility Requirements and be in ONE of the following categories**

- Aged 16 - 24 years regardless of employment status
- Recipient of Commonwealth Government welfare benefit and their dependants
- An unemployed person
- An employed person who is expected to become unemployed as defined by the department

Call ITeC Today on 4223 3100 for enrolment details.

The Illawarra ITeC Ltd

Registered Training

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