



# MYOB COURSE

Statement of Attainment from  
**BSB30415 - Certificate III in Business Administration**

**Don't wait - take advantage of funded training\***

*\*Free to eligible people. Contact Illawarra ITeC to check eligibility*

**Advance your administration  
career today!**

Successful completion of this  
training can provide a pathway to a  
Traineeship in Administration

Learn how to use MYOB software:

BSBFIA301 - Maintain financial records

BSBFIA302 - Process payroll

BSBFIA303 - Process accounts payable  
and receivable

BSBFIA304 - Maintain a general ledger

*Must have basic computer skills!*

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

## **TAKING EXPRESSIONS OF INTEREST**

**Course Details:**

**Commencing early Sept 2017**

Face to Face 3 days per week

Tuesday, Wednesday, Thursday

**Time:**

9:00am – 4:30pm

**Duration:**

5 Weeks

**Address:**

1-5 Miller Street, Coniston



NATIONALLY RECOGNISED  
TRAINING

**FOR MORE DETAILS  
CALL ITeC NOW  
ON 4223 3100**

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

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