



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!

TAKING EXPRESSIONS OF INTEREST NOW!

FOR MORE DETAILS CALL ITeC ON 4223 3100

Course Details:

- Class Based Training
- 3 Days per week

Duration:

Completing December 2017

Address:

1-5 Miller Street, Coniston

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

