

BE AMBITIOUS

BE EMPLOYED IN BUSINESS ADMINISTRATION – MEDICAL

Statement of Attainment in Practical Computing

COURSE DETAILS

This course empowers you to improve your technology skills and gain confidence in the world of business administration. Advance your career opportunities or build a pathway to your business study goals.

Through a mix of theory and practical coursework, learn to:

- Create and finalise electronic presentations,
- Plan, design and create spreadsheets including adding charts and formulas, and
- Prepare, design and produce word processing documents

COURSE UNITS:

- BSBITU211 Produce digital text documents
- BSBITU212 Create and use spreadsheets
- BSBWOR204 Use business technology

ENROL NOW

Use the link to complete your enrolment

<https://online-enrolments.oneebs.tafensw.edu.au/Enrol/Process/GetStarted/165/10408584>

COURSE

Starts on 5 October 2021

Ends 2 December 2021

Time 9:30am to 2:30pm

Days: Tuesdays and Thursdays

TAFE NSW Liverpool – online classes

This is a fully government subsidised course. Eligibility criteria applies.

JOIN US

FOR MORE INFORMATION
please contact Eva Atkins

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This document is correct at the time of printing: September 2021.
*Terms and conditions may apply.



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