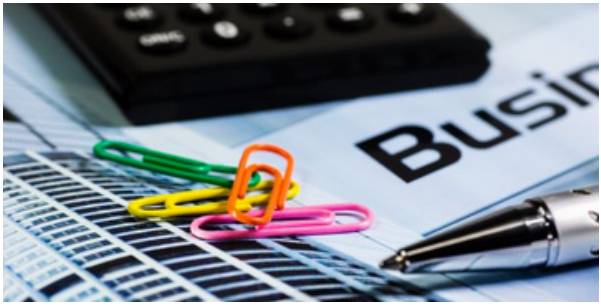
Business Administration Skills

Gain confidence and practical administration skills with this course. Using Microsoft Office applications, prepare business letters and emails, manage appointments, and perform office tasks which are essential in almost every workplace.



A course to develop your skills to:

- Use Microsoft applications
- Develop office and communication skills
- Create business letters and emails
- Manage calendars and appointments

The Commonwealth Department of Education, Skills and Employment endorses this course which counts towards Workforce Australia mutual obligations and points targets, including for Centrelink payment recipients.

Learn Local | Skills for study work and life

Ballarat Neighbourhood Centre

We enrich our community by providing opportunities for you to connect, participate and learn in a safe and inclusive space.

This course is 10 sessions of 3 hours.

As a registered Learn Local, we help you return to study, become work ready, improve your skills or learn something new. We do this by providing education and training programs designed to meet your learning needs. The tuition fees for this training course are funded by the Victorian government ACFE Board. Fees associated with all classes will be advised prior to enrolment.

Find out more about our courses by scanning the QR code to visit our website.

Find us at the
Ballarat South Community Hub

11 Tuppen Drive, Sebastopol

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www.ballaratnc.org.au
PO Box 540W, Ballarat. 3350