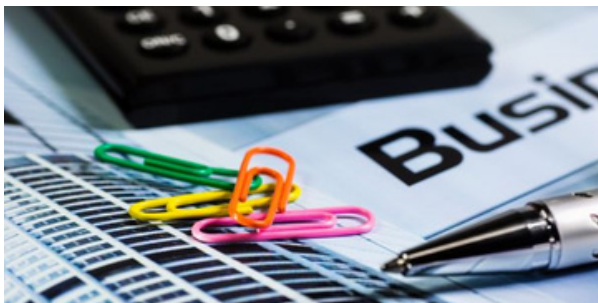




Business Administration Skills

Administration supports all types of industries and allows you to work across all parts of the workforce. Develop your administration skills using Microsoft Applications and learn how to type business letters, emails, touch typing and book appointments.



A course to develop your skills in:

- Using Microsoft applications
- Office Administration
- Creating business letters and emails
- Typing and booking appointments

Ph. 5329 3273

E. reception@ballaratnc.org.au

www.ballaratnc.org.au



Skills for study
work and life

We enrich our community by providing opportunities to connect, participate and learn

Length: 30 hours - 10 weeks

Eligibility: Visit the website for details.

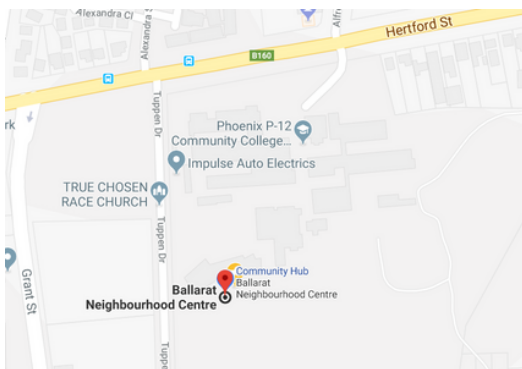
For dates, times, costs and prerequisites refer to the BNC Course Timetable.

Discover Learn Local

We provide education and training programs designed to meet your learning needs. As a registered Learn Local we help you return to study, become work ready, improve your skills or learn something new.

Find us at the Ballarat South Community Hub

11 Tuppen Drive, Sebastopol



**Ballarat Neighbourhood Centre
PO Box 540W, Ballarat. 3350**