

BUSINESS ON THE BEACHES

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Business Administration courses at Northern Beaches range from entry-level to executive level. You can learn how to find your files, create a brochure, petty cash to trial balance and Payroll, MYOB, track data using spreadsheets, give a presentation, business and report writing, records management, Outlook and Calendar and much more!

Areas of Study

- ☞ Computing
- ☞ Administration
- ☞ Bookkeeping/Financial
- ☞ Communication

Software

- ☞ Word processing (Word)
- ☞ Spreadsheets (Excel)
- ☞ MYOB
- ☞ Outlook email and calendar
- ☞ PowerPoint presentations
- ☞ Publisher Desktop publishing
- ☞ Access databases

Diverse Range of Services

- ☞ Workplace assessment and Recognition of prior learning
- ☞ Skill gap assessing and training
- ☞ Traineeships – existing workers and new trainees (Govt incentives)
- ☞ Face to face classes
- ☞ Flexible delivery
- ☞ Workplace training
- ☞ Online study

More Information - Contact Margaret at Northern Beaches TAFE



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