

Need **BUSINESS ADMINISTRATION** or **INFORMATION TECHNOLOGY SKILLS**?

INFORMATION TECHNOLOGY

Computing basics

Operate a personal computer

Use business technology

Networking & Administration

Programming

Maintaining computer networks

BUSINESS

Bookkeeping & MYOB

Prepare & Process Financial Business Documents

Maintain Financial Records

Process Accounts Payable and Receivable

Maintain a General Ledger

Payroll – Manual and with MYOB

Manage Finances



For more information, contact your nearest campus.

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