



GET WHERE YOU WANT TO GO!

Keys to Success

(BSBITU201A - Produce simple word documents)

(BSBITU202A - Create & use spreadsheets)

Course Outline

This is a self paced course for participants new to the business environment or anyone needing basic I.T. skills. This course is a combination of accredited training and practical skills such as emailing, searching the web and using Microsoft programs such as Word and Excel.

Course Delivery

Start date: when you are ready to start

Session times: In your own time

Course fee: \$225

Venue: NovaSkill Coffs Harbour

Address: 24 Moonee St Coffs Harbour NSW 2450

How do I start?

1. Contact your local NovaSkill branch.
2. Gain course and/or information session details
3. Complete the enrolment process

Contact Details

NovaSkill Coffs Harbour

Address: 24 Moonee St Coffs Harbour NSW 2450

P: 6601 7000 F: 6651 4225

E: coffsect@novaskill.com.au

★ **GET STARTED** ★

on your Career Path with NovaSkill

★ **GET QUALIFIED** ★

with NovaSkill Training Solutions

★ **GET STAFFED** ★

with NovaSkill Apprentices & Trainees

Contact your local NovaSkill branch for further details...

Adamstown Tel. 02 4906 6800
Ballina Tel. 02 6600 3000
Central Coast Tel. 02 4351 5200
Coffs Harbour Tel. 02 6601 7000
Newcastle Tel. 02 4906 6700

Nambucca Heads Tel. 02 6568 9013
Port Macquarie Tel. 02 6500 1100
Singleton Tel. 02 6571 5306
Tweed Heads Tel. 07 5523 0431
or email us at mail@novaskill.com.au



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