

(NATIONALLY RECOGNISED)

Design databases (BSBITA401A)

Source: Certificate IV in Business Administration (BSB40507)

Course Description: This unit covers the use of database software to complete business tasks and produce useable complex documents.

Underpinning Skills: BSBITU301A – Create and use databases

Qualification Issued: Statement of Attainment

Study Materials Supplied: BSBITA401A – Design databases Workbook

Course Delivery: This unit is taught on an independent learning basis, where students work at their own rate through a workbook and series of structured exercises. A facilitator is available during the class to give personal assistance when needed.

Full-time/Part-time Study

Length of Course:

Up to 8 sessions

1 Session = 3 hours

Total Course = 24 hours

(Can be completed over 4 days or up to 10 weeks)

Available:

Monday to Friday from 9.00 to 12.00 and 1.00 till 4.00

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