

(NATIONALLY RECOGNISED)

## **Design and produce text documents (BSBITU303A)**

**Source:** Certificate III in Business (BSB30107)

**Course Description:** This unit covers the skills and knowledge required to produce various business documents. It includes the skills and knowledge required to select and use a range of functions on a computer application. Previous knowledge of mail merge and tables required.

**Underpinning Skills:** BSBITU201A – Produce simple word processed documents

**Qualification Issued:** Statement of Attainment

**Study Materials Supplied:** BSBITU303A 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 10 sessions

1 session = 3 hours

Total Course = 30 hours

**(Can be completed over 5 days or up to 10 weeks)**

*Available:*

Monday to Friday from 9.00 to 12.00 and 1.00 till 4.00

**10% DISCOUNT APPLIES TO HEALTH CARE & CONCESSION CARD HOLDERS**