

(NATIONALLY RECOGNISED)

Produce text from audio transcription (BSBADM303B)

Source: Certificate III in Business (BSB30107)

Course Description: This unit describes the performance outcomes, skills and knowledge required to transcribe from an audio source using keyboarding techniques and to produce accurate texts.

Underpinning Skills: A typing speed of at least 40 wpm

Qualification Issued: Statement of Attainment

Study Materials Supplied: BSBADM303B Workbook and Dictaphone

Course Delivery: This unit is taught on an independent learning basis, where students work at their own rate through a 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:

6 sessions

1 session = 3 hours

Total Course = 18 hours

(Can be completed over 3 days or up to 10 weeks)

Available:

Monday to Friday from 9.00 to 12.00 and 1.00 till 4.00

Additional Materials:

None

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