

(NATIONALLY RECOGNISED)

### **Produce complex desktop business documents (BSBITU404A)**

**Source:** Certificate IV in Business (BSB40207)

**Course Description:** This unit describes the performance outcomes, skills and knowledge required to design and produce complex desktop published documents.

**Underpinning Skills:** BSBITU303A – Design and produce text documents

**Qualification Issued:** Statement of Attainment

**Study Materials Supplied:** BSBITU404A 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 am to 12.00 noon and  
1.00 till 4.00pm

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