

(NATIONALLY RECOGNISED)

Create electronic presentations (BSBITU302A)

Source: Certificate III in Business Administration (BSB30407)

Course Description: This unit describes the performance outcomes, skills and knowledge required to design and produce electronic presentations for speakers, for self access and for online access.

Underpinning Skills: BSBITU101A – Operate a personal computer

Qualification Issued: Statement of Attainment

Study Materials Supplied: BSBITU302A 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. Distance education students have access to assistance by telephone and e-mail, or by posting their assessment work to the College.

Full-time/Part-time Study

Length of Course:

Up to 7 sessions

1 session = 3 hours

Total Course = 21 hours

(Can be completed over 3.5 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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