

(NATIONALLY RECOGNISED)

## **Design and produce business documents (BSBITU306A)**

**Source:** Certificate III in Business Administration (BSB30407)

**Course Description:** This unit describes the performance outcomes, skills and knowledge required to design and produce various business documents and publications. It includes selecting and using a range of functions on a variety of computer applications.

**Underpinning Skills:** None

**Qualification Issued:** Statement of Attainment

**Study Materials Supplied:** BSBITU306A Workbook

**Course Delivery:** This unit is taught on an independent learning basis, where students work at their own rate through a computerised typing tutor. A facilitator is available during the class to give personal assistance when needed.

### **Full-time/Part-time Study**

<i>Length of Course:</i>	Up to 10 sessions 1 Session = 3 hours
<i>Total Course Hours:</i>	30 hours <b>(Can be completed over 5 days or up to 10 weeks)</b>
<i>Available:</i>	Monday to Friday from 9.00 to 12.00 and 1.00 till 4.00
<i>Additional Materials:</i>	None

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