

(NATIONALLY RECOGNISED)

Produce simple word processed documents (BSBITU201A)

Source: Certificate II in Business (BSB20107)

Course Description: This unit covers preparation and production of short routine letters, notes, memos and records using word processing software.

Underpinning Skills: BSBITU101A – Operate a personal computer

Qualification Issued: Statement of Attainment

Study Materials Supplied: BSBITU201A 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