

(NATIONALLY RECOGNISED)

Write simple documents (BSBCMN318A)

Source: Certificate III in Business Administration (BSB30201)

Course Description: This unit covers the skills and knowledge required to plan, draft and review a basic document before writing the final version. Basic business documents may be prepared for print or electronic communication and include memos, letters, faxes, forms, email messages and summaries of information for inclusion in reports.

Underpinning Skills: None

Qualification Issued: Statement of Attainment

Study Materials Supplied: Workbook (BSBCMN318A)

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

Length of Course: Up to 6 sessions
1 Session = 3 hours

Total Course Hours: 18 hours
(Can be completed over 53 days or up to 6 weeks)

Available: Monday to Friday from 9.00 to 12.00 and 1.00 till 4.00

Additional Materials: None

10% DISCOUNT APPLIES TO HEALTH CARE & CONCESSION CARD HOLDERS