

(NATIONALLY RECOGNISED)

Organise meetings (BSBADM405A)

Source: Certificate IV in Business Administration (BSB40201)

Course Description: This unit covers organising meetings including agendas, papers, participants and minutes.

Underpinning Skills: None

Qualification Issued: Statement of Attainment

Study Materials Supplied: Workbook (BSBADM405A)

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 = 18 hours

(Can be completed over 3 days or up to 6 weeks)

Available:

Monday to Friday from 9.00 to 12.00 and 1.00 till 4.00pm

Additional Materials:

None

10% DISCOUNT APPLIES TO HEALTH CARE & CONCESSION CARD HOLDERS

