

There are 13 Units

BSBITU307 Develop keyboarding speed and accuracy

BSBWOR301 Organise personal work priorities and development (this sets them up for the rest of the course hopefully in organizing themselves)

BSBWHS201 Contribute to health and safety of self and others

BSBWRT301 Write simple documents

BSBITU303 Design and produce text documents

BSBITU306 Design and produce business documents

BSBITU302 Create electronic presentations

BSBADM307 Organise schedules

BSBCUS301 Deliver and monitor a service to customers

BSBCMM301 Process customer complaints

BSBITU309 Produce desktop published documents

BSBITU304 Produce spreadsheets

BSBFIA301 Maintain financial records

Duration is over 12 months

Delivery is Face to Face at Ashmore, Gold Coast, Australia