

Course Requirements

Certificate III in Business

Dress Requirements

- Comfortable clothing acceptable for an office environment
- Suitable footwear acceptable for an office environment

Equipment

- USB
- Pen
- Notebook

Textbook/s

Title: BSBTEC301 Design and produce business documents (Word)		
Author: Software Publications	Publisher: Software Publications	ISBN: 978-1-921971-57-0
Title: BSBTEC302 Design and produce spreadsheets (Excel)		
Author: Software Publications	Publisher: Software Publications	ISBN: 978-1-921971-67-9
Title: Essential Skills for Business 1st Edition		
Author: Lee Perlitz	Publisher: McGraw Hill	ISBN: 978-1760427221