

MACC00002

## Business Writing Skills - Online



HELLO THERE, OUR DREAM IS TO HELP YOU **MAKE GREAT HAPPEN**



Student satisfaction

OVERVIEW

### Upgrade your skills

Improve your business writing skills and become a communication superstar. We will get you up to speed in spelling, language and punctuation to develop a better professional image and achieve more effective results.



### LOCATION/S

Online



### DURATION

Online: up to 12 months / 1.5 hours

COURSE DETAILS

### Course delivery options

WORKLOAD	LOCATION	DELIVERY
1.5 hours	Online	Online

### Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).

[tafebrisbane.edu.au/course/10526](http://tafebrisbane.edu.au/course/10526)

### Entry requirements

There are no entry requirements for this short course.

If you're under 17 years  
[...more online](#)

### Resources required

You must have access to a personal computer with internet access and relevant software in order to complete the course.

[...more online](#)

COSTS

### What are my payment options

No matter what your circumstances, TAFE Queensland Brisbane has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 712 007. We're here to help.

[...more online](#)



**FULL FEE | \$155**

This is the total cost of the course.

**Got a question?**  
[Enquire about your full fee study options](#)

OUTCOMES

### Outcome

Statement of Completion

**ARE YOU READY TO TAKE  
THE NEXT STEP ON YOUR  
PATH TO GREAT?**

Accurate as at 12 May 2017. For the latest information see:

[tafebrisbane.edu.au/course/10526](http://tafebrisbane.edu.au/course/10526)

RTO 0275  
CRICOS 03020E





### Units

At the successful completion of this course, you should be able to:

- apply correct spelling techniques
- use language and punctuation to increase the effectiveness of your writing
- explain what is effective written communication
- define the seven principles of effective business writing, and
- write using appropriate language for business

### Disclaimer

Not all electives available at all campuses

**Enrol today to secure your spot in this course.**

### HOW TO ENROL

#### Enrol now!

---

#### You're ready if you've:

- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the [student rules](#) and [refund policy](#)

All done? Then you're ready to enrol

#### Make your future happen

---

Connect with TAFE on Facebook