

Certificate III in Business Administration (General & Education)

Course Code: 192ADMIB & 192EDUCB Course Details: Thursdays 9:00am-4pm Trainer: Sherry Hayward & Nuzi Cader

Session	Unit Code	Unit Name	Education	General	Room	Trainer
1	BSBWHS201	Contribute to health and safety of others	10 October	10 October	BG01A	SH
2	BSBITU307	Develop keyboarding speed and accuracy	17 October	17 October	BG01A	SH
3	BSBITU306	Design and produce business documents	24 October	24 October	BG01A	SH
4	BSBITU306	Design and produce business documents	31 October	31 October	BG01A	SH
5	BSBITU312	Create electronic presentations	7 November	7 November	BG01A	SH
6	BSBADM405	Organise meetings	14 November		BG01A	SH
6	BSBADM307	Organise schedules		14 November	BG01A	SH
7	BSBCUS301 BSBCUE203	Deliver and monitor a service to customers Conduct customer engagement	21 November	21 November	BG01A	SH
8	BSBCUS301 BSBCUE203	Deliver and monitor a service to customers Conduct customer engagement	28 November	28 November	BG01A	SH
9	BSBFIA304	Maintain a general ledger	5 December	5 December	BG01A	NC
10	BSBFIA304	Maintain a general ledger	12 December	12 December	BG01A	NC
Break 13/12/18-12/2/20						
11	BSBFIA303	Process accounts payable & receivable	13 February	13 February	BG01A	NC
12	BSBFIA303	Process accounts payable & receivable	20 February	20 February	BG01A	NC
13	BSBFIA302	Process payroll	27 February	27 February	BG01A	NC
14	BSBDIV301	Work effectively with diversity	5 March	5 March	BG01A	SH
15	PSPGEN021	Contribute to conflict management	12 March		BG01A	SH
15	BSBCMM201	Communicate in the workplace		12 March	BG01A	SH
16	BSBIND301	Work effectively in an educational environment	19 March		BG01A	SH
16	BSBITU304	Design and produce spreadsheets		19 March	BG01A	SH
17	ICTICT103	Use, communicate and search securely on the internet	26 March		BG01A	SH
17	BSBITU303	Design and produce digital text documents		26 March	BG01A	SH



Total classroom time: 110.5 hours (excludes lunch break)
Suggested homework per week: 6 hours

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Classrooms

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