



MONASH STUDENT ASSOCIATION  
Training and Professional  
Development

## Certificate III in Business Administration (General)

**Course Code:** 211ADMIBZ **Course Details:** Tuesdays 9:00am-4:00pm **Trainer:** Sherry Hayward & Nuzi Cader

| Trainer | Unit Code | Unit Name  | General      | Trainer |
|---------|-----------|--|--------------|---------|
| 1       | BSBFIA304 | Maintain a general ledger                            | 1 June       | NC      |
| 2       | BSBFIA304 | Maintain a general ledger                            | 8 June       | NC      |
| 3       | BSBFIA303 | Process accounts payable and receivable              | 15 June      | NC      |
| 4       | BSBFIA303 | Process accounts payable and receivable              | 22 June      | NC      |
| 5       | BSBFIA302 | Process payroll                                      | 29 June      | NC      |
| 6       | BSBWHS201 | Contribute to the health & safety of others          | 6 July       | SH      |
| 7       | BSBITU307 | Develop keyboarding speed and accuracy               | 13 July      | SH      |
| 8       | BSBITU306 | Design and produce business documents                | 20 July      | SH      |
| 9       | BSBITU306 | Design and produce business documents                | 27 July      | SH      |
| 10      | BSBITU312 | Create electronic presentations                      | 3 August     | SH      |
| 11      | BSBITU314 | Design and produce spreadsheets                      | 10 August    | SH      |
| 12      | BSBADM307 | Organise schedules                                   | 17 August    | SH      |
| 13      | BSBCUE203 | Conduct customer engagement                          | 24 August    | SH      |
| 14      | BSBCUE203 | Conduct customer engagement                          | 31 August    | SH      |
| 15      | BSBCMM201 | Communicate in the workplace                         | 7 September  | SH      |
| 16      | BSBITU313 | Design and produce digital text documents            | 14 September | SH      |
| 17      | ICTICT103 | Use, communicate and search securely on the internet | 21 September | SH      |

**Monash Training and Professional Development**

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**Office**



MONASH STUDENT ASSOCIATION  
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Development

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**Classrooms**

7 Innovation Walk  
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