



"doing it better....by working together"

BSB30407 CERTIFICATE III IN BUSINESS ADMINISTRATION 2011-2012 TRAINING SCHEDULE

Please Note: 13 units must be completed successfully to gain the full Certificate III in Business Administration qualification.

E -learning Units

BSBADM307B	Organise schedules
BSBWOR301A	Organise personal work priorities and development
BSBOHS201A	Participate in OH&S processes (Core)
BSBWRT301A	Write simple documents
BSBITU307A	Develop keyboarding speed and accuracy (Core)
BSBITU302B	Create electronic presentations

Mid term check with mentors on learners' progress

BSBITU309A	Produce desk top published documents
BSBITU303A	Design and produce text documents
BSBITU306A	Design and produce business documents

2012 In-centre Units 9.15am to 12.15pm each day

(Can be completed via e-learning if you prefer, but most learners benefit from the group interactions of these subjects, and a trainer to assist with the design of spreadsheets.)

Thurs 2 nd Feb	BSBITU304A	Produce spreadsheets
Thurs 8 th March	BSBCUS301A	Deliver and monitor a service to customers
Thurs 29 th March	BSBCMM301A	Process customer complaints

Easter Break

Thurs 10 th May	BSBPRO301A	Recommend products and services
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