

Southern Futures & FEVER 2009 Vocational Training Course

Business Administration (Options)

(part of Cert 2 in Business) BSB20201

This course develops some of the skills & knowledge required to work in an office.

Desired attributes:	Have a genuine interest in office work as a career pathway, and possess good interpersonal skills, have a good memory, be efficient and speedy, enjoy working with people.
Career Pathways:	Prefer year 11 or 12. Refer to www.myfutures.edu.au for career pathway information
Location:	Noarlunga Campus of TAFESA.
Duration:	Varies in Semester 1 or 2 (dates TBA)
Training Provider:	TAFESA RTO 40161
Times:	(times TBA)
Approx Cost:	Vary from \$60.00 - \$180.00. Concession prices available (2008)
Work Placement:	We strongly recommend students undertake a week of relevant work experience to back up this course.
Student requirements:	⇒ Interview prior to acceptance with trainer Moya Howard ⇒ Bring basic writing materials to each session ⇒ If ill, it is expected that the student will phone the Business Office on 8207 3614 the morning of the absence.
Contact:	Moya Howard (Business) ph: 8207 3895
Class restraints:	Top Up TAFE vacancies

Code	Name	Nom Hrs	Cost (2008)	Start Date /
BSBCMN205A	Use Business Technology	30	\$90.00 Conc \$36.00	TBA
BSBCMN212A	Handle Mail	20	\$60.00 Conc \$24.00	TBA
BSBCMN202A	Organise & complete daily work activities	20	\$60.00 Conc \$24.00	TBA
BSBCMN108A	Develop keyboard skills	30	\$90.00 Conc \$36.00	TBA
BSBCMN213A	Produce simple word processed documents	60	\$180.00 Conc \$72.00 Materials \$25.00	TBA
BSBCMN214A	Create & use simple spreadsheets	20	\$60.00 Conc \$24.00 Materials \$25.00	TBA
BSBAMM304A	Design & develop text documents	50	\$150.00 Conc \$60.00 \$25 materials	TBA

NB when completing the Expression of Interest Form please indicate your Units(s)

Any queries about this course, contact the Program Co-ordinator on ph: 8207 3811 or mob: 0418 891 877

Details correct at 15th August 2008