

MADEC Courses

BSB30201 Certificate III in Business Administration

<i>Units of competency</i>		
Code	Description	Hours
BSBADM309A	Process accounts payable and receivable	30
BSBCMN310A	Deliver and monitor a service to customers	35
BSBCMN311A	Maintain workplace safety	40
BSBCMN319A	Apply advanced first aid	30
BSBFLM303B	Contribute to effective workplace relationships	40
BSBCMN305A	Organise workplace information	30
BSBADM304A	Design and develop text documents	120
BSBADM305A	Create and use databases	20
BSBADM306A	Create electronic presentations	20
BSBADM307A	Organise schedules	15
BSBADM310A	Maintain General Ledger	60
Plus ONE of the following:		
BSBCMN214A	Create and use simple spreadsheets	20
BSBADM404A	Develop and use complex spreadsheets	20
	TOTAL HOURS	480

- Certificates in Aged Care
- Certificates in Business
- Certificates in Children's Services
- Certificates in General Education for Adults
- Certificates in Hospitality
- Certificates in Information Technology
- Certificates in Retail Operations & Supervision
- Volunteer Training

Short Courses in:

- Computers (Both structured and self-paced) in:
 - Basic Computing
 - MYOB
 - QuickBooks
 - Internet and e-mail
 - Microsoft Office Suite
 - Online learning
 - Corporate training
- First Aid
- Governance for not for profit groups
- Hospitality
- Retail
- Horticulture

Personal enrichment, Corporate and Hobby Courses

On Campus, Off Campus, Traineeships

The complete MADEC Course Guide available on line at www.madec.edu.au or from our main campus.

ACN 086 804 015

Registered Training Organisation No 3957

MADEC Community College

Main Campus located at
339 Deakin Avenue, Mildura, Vic 3500
Phone: 03 50237 233
Fax: 03 50212 738
Email: education@madec.edu.au

Almost all industries require administrative support, with a broad range of skills required, including computer technology, communication and information management.

This course is designed for people who have basic knowledge and skills in the administrative/clerical areas and wish to gain further knowledge in the effective operation of office technology.

Upon completion, participants will hold a Nationally accredited qualification at Level III in Business.



Additional Course Information

WHERE COULD I GAIN EMPLOYMENT?

The qualification may enable graduates to find employment as a clerical officer, receptionist, accounts clerk, audio transcribers, sales clerk, word processing operator, secretary, payroll clerk, records clerk, medical receptionist, personnel records clerk, invoicing officer, and production secretary.

FUTURE PATHWAYS?

Upon completion of this qualification, participants will be qualified to undertake further studies including Certificate IV in Business.

HOW AM I SELECTED FOR THIS COURSE?

Applicants will be required to attend an interview with the Trainer to assess their suitability and may be required to undergo an assessment.

WHAT ARE THE PRE-REQUISITES?

Entry to level III requires completion of level II or equivalent relevant experience.

ACCESS AND EQUITY

MADEC believes that all students have the right to study in a positive environment which values diversity and protects them from any form of discrimination and harassment. People with physical and/or learning disabilities are encouraged to apply for enrolment into MADEC programs, and assistance and/or referral to a range of services is available to assist clients to meet minimum entry requirements where required.

HOW DO I ENROL AND WHEN DO I START?

Additional information can be obtained, and enrolments made, by contacting MADEC Education and Training Services on 5023 7233, or by calling in at the Main Campus, 339 Deakin Avenue, Mildura.

For further information on enrolments with MADEC a copy of our Student Information Guide can be obtained from our campus, or online at www.madec.edu.au

WHAT ARE THE FEES?

Students are required to pay an enrolment fee. Full payment of fees is required prior to program commencement, except where an exemption has been granted, or payment by instalment arranged.

Concession fees are available to eligible students. A student may withdraw from the course at any time, and MADEC has in place a refund policy. Before you withdraw from the program please discuss your options with your trainer.

HOW IS THE COURSE STRUCTURED?

Study can be undertaken on-campus, off-campus or a combination of both modes.

Classroom (on-campus) study is a combination of self paced text book learning, structured lessons, simulations and team activities. Home based study and assignments form an integral part of the learning process and on-the-job learning is achieved through work placements.

HOW LONG WILL IT TAKE?

MADEC offers this course:

- Full time over 20 weeks (2 days per week in class, 2 days per week home study and a total of 10 days on-the-job training)
- Part-time (2 days per week in class—to be negotiated with trainer)
- Self-paced (off-campus over 12 months)

HOW WILL I BE ASSESSED?

Assessment is undertaken in a variety of ways, including written assignments, on the job tasks, oral questions, workbook assignments, and team activities. A flexible approach is taken to ensure that assessment is fair for all participants.

CAN MY CURRENT SKILLS BE RECOGNISED?

There are different terms used to refer to the recognition of an individual's learning and skills.

Recognition of Prior Learning (RPL) is a form of assessment used to determine whether a person has achieved through formal or informal learning and experience, any of required competencies of the course.

It is the recognition of competencies acquired and held through prior learning, formal training, work experience or life experience. It is the equivalent to assessment against a unit of competency.

Credit Transfer assesses the initial course or subject that an individual is using to claim access to, or the award of credit in, a destination course. The assessment determines the extent to which the clients initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF.

A copy of MADEC's RPL Guide is available from our campus or on our website www.madec.edu.au

WHAT FACILITIES ARE AVAILABLE?

MADEC has a range of facilities including access to library material, computer and internet resources. These facilities are available for all students including off-campus and trainees. Access is available by contacting your nominated trainer.

SUPPORT TO STUDENTS

The College Manager can provide students information, support and/or referral on issues related to: Finances (Youth Allowance, Austudy, Abstudy); Personal health and welfare; Academic and study skills, Grievance and/or conflict resolution; Choosing courses/subjects; Tertiary admission applications; Career counselling and Centrelink forms.