**MSA Department Experience – Teaching Assistant Volunteer Details**

Volunteer coordinator: Samantha Gonzales, samantha.gonzales@monash.edu

Department contact: Blair Walker, blair.walker@monash.edu

Location: All classes occur at the Clayton Campus, 7 Innovation Walk

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| **Course** | **No. of volunteers required** | **Requirements** | **Sessions** | **Dates** |
| Japanese  | 1 | Must have intermediate Japanese | 1 evening 6-9pm a week for 6 weeks | Course code: 172JAPA1A Wednesdays 23 August – 27 September 6:00pm-9:00pm (6 sessions) |
| Italian  | 1 | Must have intermediate Italian | 1 evening 6-9pm a week for 6 weeks | Course code: 172ITAL1A Thursdays 24 August - 12 October 6-8:30pm (8 sessions) |
| Mandarin  | 1 | Must have intermediate Mandarin | 1 evening 6-8:30pm a week for 8 weeks | Course code: 172MAND1A Mondays 21 August – 9 October 6:00pm-8:30pm (8 sessions) |
| Spanish  | 1 | Must have intermediate Spanish | 1 evening 6-9pm a week for 6 weeks | Course code: 172SPAN1A Wednesdays 23 August - 27 September 6:00-9:00pm (6 sessions) |
| French  | 1 | Must have intermediate French | 1 evening 6-9pm a week for 6 weeks | Course code: 172FRENA Thursdays 6-9pm 24 August - 28 September (6 sessions) |
| English as an Additional Language (Formerly ESL) | 1 | Advanced level of English, spoken and written  | 1 evening 6-9pm a week for 6 weeks | **Stream A**Course code: 172EALA Tuesdays and Wednesdays 25 July - 9 August 6-8pm (6 sessions)**Stream B**Course code: 172EALB Tuesdays and Wednesdays 15 - 30 August 6-8pm (6 sessions) |
| Certificate III in Business Administration  | 1-2 | Intermediate computer skills and high spoken and written English skills | 1 or 2 days 9-3pm or evenings 6-9:15pm 13/26 sessions | **Stream A**Course code:172ADMIA Wednesdays 2 August - 25 October 9-3pm (13 sessions)**Stream B**Course code: 172ADMIB Tuesdays and Thursday 12 September - 14 December 6-9:15pm (26 sessions) |
| Certificate III in Business Administration (Medical)  | 1-2 | Intermediate computer skills and medical knowledge – ideal for those in the medical faculty | 1 or 2 days 9-3pm or evenings 6-9:15pm 15/30 sessions | Course code: 172BAMEA Saturdays 26 August - 16 December 9:00-4:00pm (15 sessions) |
| Certificate III in Business Administration (Education)  | 1-2 | Intermediate computer skills – ideal for those in the Education faculty | 1 or 2 days 9-3pm or evenings 6-9:15pm 13/26 sessions | **Stream A**172EDUCA Wednesdays 2 August - 25 October 9-3pm (13 sessions)**Stream B**172EDUCB Tuesdays and Thursday 12 September - 14 December 6-9:15pm (26 sessions) |
| Certificate IV in Bookkeeping & Accounting  | 1-2 | Intermediate computer skills and accounting knowledge – ideal for those studying accounting | 1 day 9am-4pm a week for 28 weeksWeekends and weekdays available | 171KEEPB Saturdays 17 June 2017 - 24 February 2018, 9:00am-4:00pm (30 sessions) |
| Diploma of Accounting | 1-2 | Intermediate computer skills and accounting knowledge – ideal for those studying accounting | 1 day 9am-4pm a week for 28 weeksWeekends and weekdays available | Course code: 172DACC Tuesdays & Fridays 1 August - 10 November 9-4pm ( 29 sessions)\*\*No class on 7 November |
| Certificate IV in Leadership and Management  | 1-2 | Intermediate computer skills and management/business knowledge – ideal for those studying management | 1 day 9am-4pm a week for 16 weeksWeekends and weekdays available | Course code: 172CLMG Saturdays 29 July - 25 November 9-4pm (16 sessions)\*\*No class on 2 September & 4 November |
| Diploma of Leadership and Management | 1-2 | Intermediate computer skills and management/business knowledge – ideal for those studying management | 1 day 9am-4pm a week for 13 weeksWeekends and weekdays available | Course code: 172DLMGA Tuesdays 4 July - 26 September (13 sessions) |

Position is subject to date change or postponed if course is cancelled.

Please note – You do not have to attend during University break or public holidays.