

BSB30915 Certificate III in Business Administration (Education)



This qualification is suitable for individuals who may provide technical advice and support to a team using discretion and judgement across a broad range of administrative competencies in an educational or school support context.

If during or after your enrolment the course in which you enrol is updated in line with the National Register, ACOD will inform and transition you into the most current to ensure you receive the most up to date qualification.

The course comprises 13 units

BSBITU307	Develop keyboarding speed and accuracy
BSBWHS201	Contribute to health and safety of self and others
BSBIND301	Work effectively in an educational environment
BSBADM405	Organise meetings
BSBCUS301	Deliver and monitor a service to customers
BSBEBU401	Review and maintain a website
BSBMKG408	Conduct market research
BSBFIA304	Maintain a general ledger
BSBADM307	Organise schedules
BSBITU306	Design and produce business documents
BSBWRT301	Write simple documents
BSBDIV301	Work effectively with diversity
BSBINM301	Organise workplace information



Course Delivery

This flexible course is delivered online.

Duration

The standard course duration is 12 months part-time

Learners may complete the program earlier than these timelines through achievement of recognition of prior learning (RPL) or credit transfer.

Assessments

There will be a variety of assessment tools used to assess learners, which include:

-  online quizzes and written assessments
-  testimonial / third party report
-  workplace documents
-  project / case Study

Learners are given a detailed timetable that matches their Training & Assessment Plan.

Entry Requirements

All students must have reliable internet access, must complete the Language, Literacy and Numeracy (LLN) assessment and provide a Unique Student Identifier (USI).

Support Services

If the LLN identifies any individual need, resource requirements and the unit delivery can be adjusted to support the learner. ACOD faculty monitor the progress of all learners and their readiness for assessment as they progress through their course.

Students rights and responsibilities

Know your rights and responsibilities with ACOD at www.acod.com.au.

Fee Information

The cost of this course is \$3500.

Fees are payable in instalments with a \$500 deposit to secure enrolment. Instalments will be 4 equal payments of \$750.00 payable every 3 months post enrolment. Alternate payment plans can be negotiated.

Enquire today

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