

# Certificate III in Business Administration (Education)

BSB30915



## TAILORED ADMINISTRATION SKILLS TO SUIT THE EDUCATION SECTOR

The Certificate III in Business Administration (Education) has specialist subjects to provide you with an in-depth understanding of how the different parts of the education sector interact. As well as looking at key skills in customer service, word processing and organising meetings, you will also be able to select from a wide range of subject elective choices that will accommodate most needs.

## Gain a Greater Understanding of the Education System

The Certificate III in Business Administration (Education) will ensure you receive a greater understanding and awareness of the Australian education system and the diverse array of business, organisational and administrative skills relevant to this rewarding and fulfilling industry. These skills apply equally to a specialist role in the education sector, as well as a general office administration role.

## Subject Choices 2 - 4 elective subjects are required

- Work Effectively in Education
- Key Education Online Activities
- Workplace Safety
- Meetings and Business Travel
- Keyboarding and Business Technology
- Word Processing - An Introduction (E)
- Business Writing Basics (E)
- Spreadsheets - An Introduction (E)
- PowerPoint Presentations (E)
- Desktop Publishing Introduction (E)
- Maintain a General Ledger (E)

## Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate III in Business Administration \(Education\)](#) page.