



# Certificate III in Business Administration (Education)

BSB30915



**TAILORED ADMINISTRATION SKILLS TO  
SUIT THE EDUCATION SECTOR**

# About This Course

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.

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.

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## 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 Skills (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 Date:**  
Start immediately

**Delivery Options:**  
On-line/Correspondence

**Duration:**  
Complete within 8 months

**Group Training:**  
Workshops available

## Course Fees: \$3,300 All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

### New Entrant Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$1,000		\$3,300	\$3,300	\$3,300		\$3,300	

### Existing Worker Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$3,300							

### School Based Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$1,000		\$3,300		\$3,300		\$3,300	

### Subsidised Training Options for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$1,740							
\$2,080							

\* NSW fees depend on previous qualification levels

\*\* Subject to eligibility and availability at the time of enrolment



# Entry Requirements

## Reading and Writing Skills

The course is an online correspondence course so you need to have basic English reading and writing skills, or higher. As a guide - you should have completed Year 10 schooling, or have proven workplace written communication skills.

## Spoken English Skills

To ensure successful completion of this course you must have sufficient English speaking skills to be able to communicate with your Student Adviser over the phone.

## Computer and Internet

- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)

## Other

- Ability to study and conduct assessments in a safe environment

# Subject Descriptions

## Core Subjects:

### Work Effectively in Education

This subject to help develop an understanding of the different parts of the Australian education sector, and how they interrelate. Key sector policies such as promoting diversity and inclusivity are addressed as well as the copyright rules that apply to the use of educational resources. Customer service and complaints resolution are also key skills covered in this subject.

Unit(s):

BSBIND301 - Work effectively in an educational environment

BSBCUS301 - Deliver and monitor a service to customers

BSBDIV301 - Work effectively with diversity

BSBCMM301 - Process customer complaints

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### Key Education Online Activities

Staff working for educational providers are required to have strong skills in using web browsers and search functions to support their roles. This subject focuses these online skills on accessing key websites that support the education sector. It requires web access and is undertaken as research activities.

Unit(s):

ICTICT103 - Use, communicate and search securely on the internet

BSBADM307 - Organise schedules

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### Workplace Safety

This subject covers the skills and knowledge required to work in a healthy and safe manner. You will learn to recognise hazards, the importance of safety signs and how to raise safety issues within a workplace. This is a great entry level subject to help you act and respond in a safe manner and it also covers how to respond to emergency incidents.

Unit(s):

BSBWHS201 - Contribute to health and safety of self and others

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### Meetings and Business Travel

This subject provides the skills and knowledge required to organise effective meetings including the preparation and distribution of meeting related documents such as agendas and minutes. It also covers skills and knowledge required to organise business travel, including preparing travel related documentation and making travel bookings.

Unit(s):

BSBADM405 - Organise meetings

BSBADM406 - Organise business travel

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## Keyboarding and Business Technology

Keyboarding and Business Technology focuses on developing touch typing skills, and also using keyboard functions and short cuts. Important proofreading tips as well as safe computer work practices are addressed. Students are allowed to practice online with this subject so that they can achieve 30 words per minute at an accuracy of 98%.

Unit(s):

BSBITU307 - Develop keyboarding speed and accuracy

BSBWOR204 - Use business technology

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**Elective Subjects:** 2 - 4 elective subjects are required

## Word Processing Skills

Learn key word processing skills that will allow you to create template documents, design and prepare multiple page documents, use mail merge and apply styles in accordance with any organisational style guides. You will also learn how to insert tables and images and an excel graph or chart into your word document to improve its readability and appeal.

Unit(s):

BSBITU313 - Design and produce digital text documents

BSBITU306 - Design and produce business documents

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## Business Writing Basics

Learn to develop a good writing style for creating standard business documents such as basic letters, invoices, memos, messages and emails. You will also get tips on reviewing, proofreading and editing documents, as well as how to safely save and store them. Practical activities ensure that you have the necessary skills to organise information, communicate with work colleagues and write clearly.

Unit(s):

BSBWRT301 - Write simple documents

BSBADM302 - Produce texts from notes

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## Spreadsheets - An Introduction

In this introductory subject, learn the fundamentals of working with excel, working with tables and formulas. Content also covers ways to design spreadsheets to improve the layout of information, as well as how to create graphs or charts. You will be amazed at the potential excel offers you to improve work processes and manage data.

Unit(s):

BSBITU314 - Design and produce spreadsheets

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## PowerPoint Presentations

PowerPoint is a powerful tool to prepare easy to read presentations. This subject covers the importance of being clear about the purpose of your presentations and looks at what you will need to do to prepare and plan your PowerPoint Presentation. Learn how to add content to your Presentation including hyperlinks, clip art, sounds and videos.

Unit(s):

BSBITU312 - Create electronic presentations

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## Desktop Publishing Introduction

This specialist desktop publishing subject shows you how to use the program Publisher to learn essential skills to create business cards, flyers, and newsletters. You will learn about using margin guides, text boxes, and inserting information. This subject requires students to download a trial version of Publisher, or to have it already.

Unit(s):

BSBITU309 - Produce desktop published documents

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## Maintain a General Ledger

This subject is a manual accounting subject. It looks at journal entries and posting those transactions to the general ledger.

Unit(s):

BSBFIA304 - Maintain a general ledger

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# Service Guarantees

## Quality Training Provider

ACCM was one of the first private training Colleges to be given official RTO registration status.

22 years later we have helped over 3 000 employers and 31 000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards.

We have a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily.

We are so confident that you will be pleased with the College service, that we guarantee it.

## Speedy Paper-less Enrolment

Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes!

For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

## Start Anytime - Immediate Enrolment

Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

## Industry Expert Student Adviser

You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

## Prompt Results and Feedback

All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in 2 weeks or less. In the meantime you can progress to your next subject.

## Personal Contact for the Right Start

When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have.

They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

## Pro-active Learner Support

The support won't stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.

Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

## Quality Course Materials

Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.

The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

## Employer Progress Updates

For employment based enrolments all supervisors will have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.