

# Education Management and Administration for Teachers

**Online Mode**

- Certificate in EM
- Diploma in EM



In academic collaboration with:



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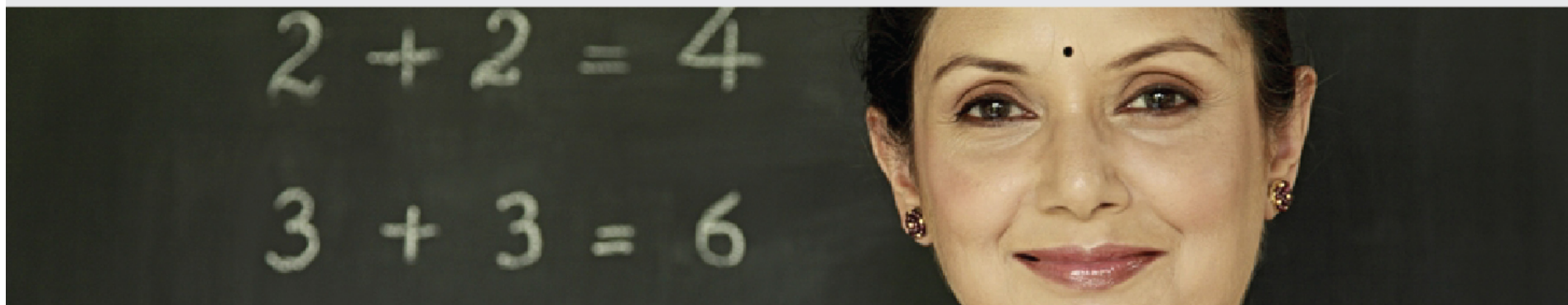


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### **Educational Administration and Management**

Asian College of Teachers offers Certificate and Diploma in Educational Administration and Management designed meticulously to incorporate the latest methodologies of managing educational institutions. The comprehensive courses cover the two main components of educational administration - leadership and management aimed at academicians, administrative officials and heads of educational organizations.



### **Who should attend?**

Educational Administration and Management courses are suitable for all those people who are interested or already associated with the administrative division of educational institutions. The course is ideal for principals, head of institutions, senior teachers, administrators, educationists and entrepreneurs.

### **Course Duration**

Certificate and Diploma courses which equip the trainees with the vital skills and methods which impart training on the various functions of education management can be completed in 4 and 8 months respectively.

### **Course Fee**

Certificate and Diploma in Educational Administration and Management, tailored for senior teachers, institutional heads, principals and educational administrators can be availed at reasonable course fees of 6000 INR/90 USD/68 GBP and 15,000 INR/224 USD/169 GBP respectively.

### **Course Components**

The courses cover components of Educational Administration along with human relations and educational supervision. Topics like appraisal to improve student learning, decision making and curriculum issues are also included. Focus is also on curriculum overview, evaluation of teaching and learning and training centre management.

### **Benefits of the Course**

The program helps the trainees to learn the skill of managing an institution by utilizing the available human resources in creative ways and provides with all the know-how and techniques of running a small to a really large educational institution. This program proves to be

advantageous for the academicians looking to upgrade their leadership qualities for the smooth running of an educational institution in the 21st century.

### **Mode of Study**

Certificate and Diploma in Educational Administration and Management courses are available in online mode of learning which is easily accessible to the aspiring teaching professionals in every corner of the world.

### **Support from ACT**

The trainees can expect total guidance from the experienced tutors of ACT along with the complete support from the back end team. With years of valuable experience the tutors provide great support to the trainees and guide them through all the aspects of education management giving valuable advice in every step of the way.

### **Job Opportunities for teachers in India and Asia**

The course will make the trainees competent enough to work in the administration and management divisions of educational organizations in India and Asia. Openings are aplenty in Thailand, China, South Korea, Japan, Taiwan, and Indonesia. The course is ideal for principals, head of institutions, senior teachers, administrators and educationists.