Choosing QAT

Queensland Academy of Technology has a strong international profile, with a proven reputation for creating careers and pathways to further education. Today, the Queensland Academy of Technology is a provider of quality education and training, recognised by the Australian Standard Qualification Authority (ASQA), and continues to deliver success to both students, and to the community. With over 10 years of experience, QAT continues to provide quality courses to students Australia-wide.

Course Description

This course is the starting point for your career in the world of business. This program gives you the essential knowledge and skills for the day to day tasks required of entry level employees in the business sector. You will learn the basics of Microsoft office, customer service and workplace health and safety, as well the communication and organisational skills needed to work effectively in your current or future role.

Qualification Description

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Further Study Opportunities

Completion of this nationally-recognised course offers graduates the chance to develop their skills further as a General Manager or Office Administrator with a QAT Certificate III & IV in Business Administration.

Graduates can also choose to immediately commence their careers as a receptionist or clerk in an office environment.
**Course Units**

- **BSBITU201** Produce simple word processed documents
- **BSBITU202** Create and use spreadsheets
- **BSBCMM201** Communicate in the workplace
- **BSBWOR203** Work effectively with others
- **BSBCUS201** Deliver a service to customers
- **BSBSUS201** Participate in environmentally sustainable work practices
- **BSBWHS201** Contribute to health and safety of self and others
- **BSBIND201** Work effectively in a business environment
- **BSBINN201** Contribute to workplace innovation
- **BSBWOR202** Organise and complete daily work activities
- **BSBDIV301** Work effectively with diversity
- **BSBITU203** Communicate electronically

**Entry Requirement**

- IELTS 4.5 or equivalent (No band below 4.0)
- TOEFL 500/173/61 (paper/ computer/ internet)

**Intakes Dates**

- 2 intakes per month
- Contact with QAT staff for further information

**Timetable**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Wednesday</th>
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</thead>
<tbody>
<tr>
<td>9:00-12:00</td>
<td>Lecture</td>
<td>Supported Study Tutorial</td>
</tr>
<tr>
<td>12:00-1:00</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:00-5:30</td>
<td>Lecture</td>
<td>Supported Study Tutorial</td>
</tr>
</tbody>
</table>

Distance Education 5 Hours

**Why Study this Program**

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