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.

Certificate III in Business Administration (BSB30415)

CRICOS code: 079169M

Qualification Description

This qualification applies to a range of administrative roles in varied contexts.

Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.

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 IV in Business Administration.

Graduates can also choose to immediately commence their careers as an Admin Assistant or Data Entry Operator in an office environment.
Course Duration

25 Weeks
Approximately 6 months

Full Time
(Monday & Tuesday)

Entry Requirement

IELTS 5.0 or equivalent (No band below 4.5)

TOEFL 500/173/61 (paper/ computer/ internet)

Intakes Dates

2 intakes per month

Contact with QAT staff for further information

Timetable

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<th>Thursday</th>
<th>Wednesday</th>
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<tr>
<td>9:00-12:00</td>
<td>Lecture</td>
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<td>12:00-1:00</td>
<td>Lunch</td>
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<td>1:00-5:30</td>
<td>Lecture</td>
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<td>Distance Education 5 Hours</td>
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Distance Education 5 Hours

Course Units

- **BSBITU307**: Develop keyboarding speed and accuracy
- **BSBWHS201**: Contribute to health and safety of self and others
- **BSBITU302**: Create electronic presentations
- **BSBITU304**: Produce spreadsheets
- **BSBITU303**: Design and produce text documents
- **BSBFIA302**: Process payroll
- **BSBFIA303**: Process accounts payable and receivable
- **BSBFIA304**: Maintain a general ledger
- **BSBADM307**: Organise schedules
- **BSBCUS301**: Deliver and monitor a service to customers
- **BSBDIV301**: Work effectively with diversity
- **BSBADM405**: Organise meetings
- **BSBINN201**: Contribute to workplace innovation

Assessment

All vocational courses are assessed through a combination of assessment types that may include examinations, essays, reports, group tasks, portfolios and/or presentation.

Course Price

Contact QAT staff for further information about price.

Why Study this Program

Administrators are the key to an efficiently run organisation. This qualification will make you the first point of contact within an organisation by giving you basic administrative skills including information management and computing.

You will also learn how to organise your personal work priorities and schedules. Everything you learn will be specifically geared towards application in a real-world work environment.