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 IV in Business Administration (BSB40515)

CRICOS code: 070445B

Qualification Description

This qualification is suited to a range of individuals who use well developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse information from a variety of sources.

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 Diploma of Business Administration.

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

- **BSBFIA401** Prepare financial reports
- **BSBADM405** Organise meetings
- **BSBITU402** Develop and use complex spreadsheets
- **BSBWRT401** Write complex documents
- **BSBADM406** Organise business travel
- **BSBCUS401** Coordinate implementation of customer service strategies
- **BSBCMM401** Make a presentation
- **BSBMKG414** Undertake marketing activities
- **BSBADM503** Plan and manage conferences
- **BSBWHS401** Implement and monitor WHS policies, procedures and programs to meet legislative requirements

**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.

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**Entry Requirement**

- IELTS 5.0 or equivalent (No band below 5.0)
- 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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<thead>
<tr>
<th>Day</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td></td>
<td>Lecture</td>
<td>Supported Study Tutorial</td>
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<tr>
<td>9:00-12:00</td>
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<tr>
<td>12:00-1:00</td>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>1:00-5:30</td>
<td>Lecture</td>
<td>Supported Study Tutorial</td>
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Distance Education 5 Hours

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**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.