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.

Qualification Description

This qualification would apply to individuals with various job titles including administration managers, general office managers and office managers. Individuals in these roles may possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and / or the work of a team.

Course Description

This Diploma of Business Administration is a nationally recognised course that will provide the student with the skills and knowledge in all areas of office and business administration. It will also enhance students’ participation in teams including group or team coordination.

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 Advanced Diploma of Management.
Course Units

- **BSBCUS501**: Manage quality customer service
- **BSBADM504**: Plan and implement administrative systems
- **BSBMGT502**: Manage people performance
- **BSBPMG522**: Undertake project work
- **BSBWOR501**: Manage personal work priorities and professional development
- **BSBADM506**: Manage business document design and development
- **BSBADM502**: Manage meetings
- **BSBADM503**: Plan and manage conferences

Entry Requirement

- **IELTS**: 5.5 or equivalent (R&W 5.5 L&S 5.0)
- **TOEFL**: 525/195/69 (paper/computer/internet)

Course Duration

- **40 Weeks**
- **Approximately 10 months**
- **Full Time (Monday & Friday)**

Intakes Dates

- **Every 8 weeks**
- **Contact with QAT staff for further information**

Timetable

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<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>9:00-12:00</td>
<td>Lecture</td>
<td>Supported Study Tutorial</td>
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<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>
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Distance Education 5 Hours

Assessment

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

Course Price

Contact QAT staff for further information about price.

Why Study this Program

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.