The course objective is to help learners develop the knowledge to perform a range of office skills. These include handling payroll processes, keyboard and computer functions, organising schedules, and creating presentations and spreadsheets. This course is also structured to assist those whose current job involves business administration and requires formal training in key areas.

Eligibility
Prospective learners must meet the following criteria for eligibility for a Certificate 3 Guarantee subsidy:
• Not hold or currently be undertaking a Certificate Level III or higher qualification. This does not include certificate III level qualifications completed while at secondary school.
• Be 15 years of age or older.
• Have finished secondary school or have left school.
• Be an Australian citizen or Australian permanent resident residing in Queensland, or a New Zealand citizen permanently residing in Queensland.
Note: prospective learners are only eligible for one subsidised training place for a Certificate Level III qualification. Additional information on the Certificate 3 Guarantee program can be found at www.training.gov.au

Cost
$140 (for learners who are eligible for a Certificate 3 Guarantee subsidy and are also eligible for a concessional rate – refer further details at www.mtai.edu.au)
$350 (for learners who are eligible for a Certificate 3 Guarantee subsidy only)
$1,950 (for learners who are not eligible for a Certificate 3 Guarantee subsidy). Please visit www.mtai.edu.au to view our refund policy.

Enrol
For an eligibility assessment and potential enrolment, contact one of our friendly team members using the contact details below. Course commencement is dependent on student numbers.

MTA Institute
Address Building 8, 2728 Logan Road, Eight Mile Plains, Qld 4113
Postal PO Box 4530, Eight Mile Plains, Qld 4113
Tel (07) 3722 3000 Toll Free 1800 884 137 Email training@mtai.edu.au Website mtai.edu.au