

BUSINESS, LEADERSHIP AND MANAGEMENT, AND HUMAN RESOURCES



CIT WODEN COMING SOON

CIT is looking forward to welcoming students to our new flagship Woden campus in 2025.

The ACT Government is investing in a purpose-built CIT campus, youth foyer and new public transport interchange for Woden. The Woden Campus will stimulate the local economy and support the revitalisation of Woden, preparing Canberrans with the skills and training required for tomorrow's careers.

CIT's new Woden campus will be a contemporary, smart and state-of-the-art facility that will deliver education and training to 6,500 students each year at the site of the old bus interchange on Callam Street. CIT Woden will provide the skills and training opportunities of the future to meet the growing demands of business, industry and the ACT community.

Find out more about CIT Woden, visit cit.edu.au/woden

This image is an artist impression.

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BUSINESS

Open the door to your future with a nationally recognised business qualification.

At CIT our business courses provide essential skills that blend theory with practical applications, equipping you to excel in the workplace. Whether you're beginning your career or seeking to advance, you will learn how to navigate the digital environment and master business software applications for business administration and reception roles. Our courses prepare you to efficiently organise schedules, prioritise tasks and develop time management skills.

As you advance through our course levels, you will gain confidence and proficiency in workplace safety, communication strategies, problem-solving and critical thinking. These skills will empower you to adapt and thrive in diverse business environments.

Importantly you will learn inclusive work practices, fostering strong business relationships, while managing your own personal health and wellbeing.

Once you have gained work experience in various business environments, you may consider progressing towards leadership and management.

All CIT business courses are available part-time, so you can balance study with your personal or professional commitments.

Certificate II in Workplace Skills BSB20120

Take your first step toward mastering new skills in business administration, reception skills, and digital literacy with this course. If you are preparing to enter the workforce and aiming to develop essential skills for your career journey, this course offers the perfect starting point to pursue a successful new career path.



CIT Reid*
CIT Bruce
CIT Gungahlin
CIT Tuggeranong



FT 15 weeks
PT at your own pace
Face-to-face or Flexible

JOB OPPORTUNITIES

- Entry level positions in business environments

Pathways – this qualification is a pathway into the Certificate III in Business BSB30120

Certificate III in Business BSB30120

This course equips you with the necessary skills and knowledge to thrive in professional business environments. It is designed for individuals interested in or currently employed in administration, office-based or business support roles. It covers critical areas like the utilisation of business technology, communication, problem solving, time management and workplace safety.



CIT Reid*
CIT Gungahlin
CIT Tuggeranong



FT 15 weeks
PT at your own pace
Face-to-face or Flexible/Online

JOB OPPORTUNITIES

- Office assistant
- Administrative assistant
- Office receptionist

Certificate IV in Business BSB40120

Expand your professional toolkit with this course, elevating your expertise in essential areas such as effective communication, advanced digital skills, managing relationships, problem solving, running meetings, and workplace safety. If you're ready to take on greater responsibilities, this course is the pathway to achieving your goals.



CIT Reid*
CIT Gungahlin
CIT Tuggeranong



FT 1 Semester
PT at your own pace
Face-to-face and 5 subjects flexible

JOB OPPORTUNITIES

- Team leader
- Executive administrator
- Office support

* From Semester 2 2025, the location of this course will transition from CIT Reid to the new CIT Woden campus. CIT will provide support for students who will be making the move to Woden. For more information, visit cit.edu.au/woden

“I REALLY LIKED THE PRACTICAL SIDE OF THE COURSE. I LEARN BY DOING AND THE CLASS FACILITATED THAT STYLE OF LEARNING.”

... from our students



“IT WAS A FANTASTIC CLASS IN WHICH I LEARNED A LOT. THE COURSE WAS PRESENTED IN A WAY THAT WAS ENGAGING AND INFORMATIVE, AND THERE WAS ENOUGH TIME FOR TASKS, QUESTIONS, AND CLASS DISCUSSIONS. IT HAS SURPASSED MY EXPECTATIONS. A VERY USEFUL CLASS FOR ANYONE’S BUSINESS OR CAREER.”

... from our students



LEADERSHIP AND MANAGEMENT

Our Leadership and Management courses provide essential skills for aspiring leaders in diverse business environments.

At CIT our leadership and management courses have a range of students from various working environments, contributing a wealth of knowledge that enriches discussions and enhances your learning experience.

The Certificate IV course is ideal if you have team experience in business environments who aim to transition into team leadership roles. Emerging leaders learn to apply communication strategies in complex scenarios and foster effective workplace relationships to support team dynamics.

At the Diploma level, you may already be leading a team and are seeking to develop and refine your leadership capabilities. Throughout the course you will focus on using emotional intelligence to cultivate productive workplace relationships and promote critical thinking within their teams. You will gain an understanding of management responsibilities including business risk, operational planning and effective recruitment and onboarding strategies.

Certificate IV in Leadership and Management BSB40520

This course provides you with the skills and knowledge to thrive as an emerging leader and manager across various business environments. You will develop skills in communicating effectively in complex situations, manage people, relationships and diverse teams, think critically, coordinate operational planning and more.

JOB OPPORTUNITIES

- Team leader
- Executive administrator
- Business support



CIT Reid*



FT 1 Semester
PT at your own pace
Face-to-face and 2 subjects Flexible

Diploma of Leadership and Management BSB50420

This course offers tailored skills and knowledge essential for effective leadership and management across diverse business environments. You will develop leadership expertise in communication, managing others, emotional intelligence and critical thinking, as well as operational skills for managing recruitment, planning, risk, resources and more.

JOB OPPORTUNITIES

- Manager, Supervisor
- Executive Officer



CIT Reid*



FT 1 Semester
PT at your own pace
Face-to-face or online

“THE COURSE IS VERY
RELEVANT TO INDUSTRY AND
I WAS ABLE TO IMPLEMENT
MY NEW SKILLS IN MY
WORKPLACE STRAIGHT AWAY.”

... from our students

* From Semester 2 2025, the location of this course will transition from CIT Reid to the new CIT Woden campus.

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HUMAN RESOURCES ESSENTIALS

Our Human Resources Essentials Statement of Attainment is designed to equip you with practical skills for effectively coordinating recruitment and onboarding processes within a business. You will develop a solid understanding of the strategies, practices and procedures involved in managing an organisation's human resources.

You will learn how to navigate the employee and industrial relations policies and procedures. Through a blend of theory and hands-on learning in a series of face-to-face workshops in the classroom, supplemented by additional self-directed study between the weekly workshops, you will acquire indispensable skills in this field.

This Statement of Attainment stands independently as a valuable skill set and also complements our Business or Leadership and Management courses, enhancing your skills in people management. Whether you are an aspiring supervisor, manager or currently employed in HR seeking to enhance your contribution, this course is tailored to meet your needs. It focuses on essential HR competencies including challenging conversations, recruitment and onboarding, employee and industrial relations and performance management.



Statement of Attainment – Human Resources Essentials SA-BT28

This course covers a practical approach to conducting difficult conversations, recruitment and onboarding, employee and industrial relations, and performance management

Upon completion, you will attain four nationally recognised units of competency, which can be credited towards various Certificate IV level qualifications.

JOB OPPORTUNITIES

- Human resource coordinator
- Operations supervisor or manager
- Team leader



CIT Reid*



PT 1 semester
One evening per week

“I LOVED THE CONTENT AND THE WAY IT WAS EXPLAINED. THE TEACHER ENGAGED THE CLASS AND GOT US ALL INVOLVED IN THE CONTENT.”

... from our students

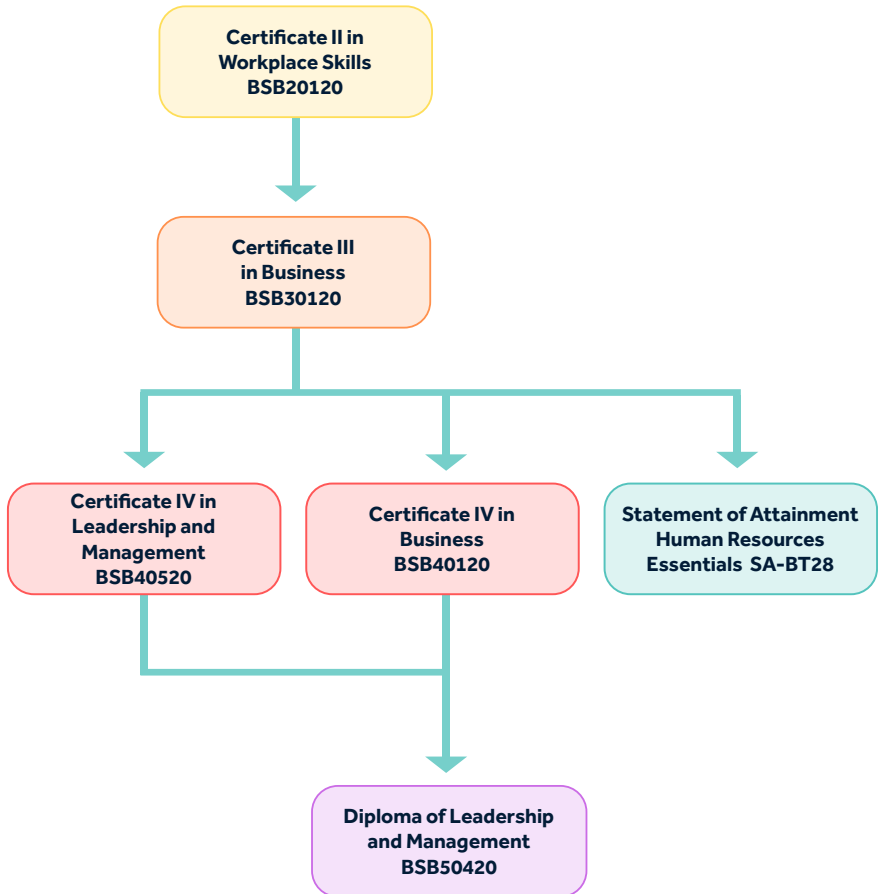
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For the most up-to-date information including approximate fees, please visit cit.edu.au

PATHWAYS

Below is an example pathway option available to you when you study one of our business courses.





For more information:
cit.edu.au/professional
infoline@cit.edu.au
02) 6207 3188

