

STUDY BUSINESS AT KIT



THE KIT DIFFERENCE

- This course is delivered by KIT, taught to Australian standards and is subject to on-going quality assurance checks. It builds the same skills, knowledge and attitudes as an Australian equivalent course.
- Our dedicated staff are consistently up-skilled and trained by specialised short and long term Australian technical advisers.
- The KIT campus provides a friendly, safe and clean environment to learn in, with all the latest equipment for practical training.
- All students participate in relevant practical activities and learn work related technical skills.
- Students also learn core employability skills, computing skills and English language so that they are confident and work ready.

COURSE DURATION

- The Business course is delivered over four terms.
- During the first term, all students also undertake a Vocational Preparation Course.

STUDYING CERTIFICATE II IN BUSINESS

Studying business at KIT will provide a pathway to employment in administrative and clerical roles.

WHAT YOU WILL LEARN

- Contribute to health and safety of self and others
- Apply basic communication skills
- Organise and complete daily work activities
- Operate a personal computer
- Develop keyboard skills
- Prepare and process financial documents
- Deliver a service to customers
- Create and use spreadsheets
- Communicate in the workplace
- Produce simple word processed documents
- Organise and complete daily work activities
- Work effectively with others
- Process and maintain workplace information
- Use business technology
- Communicate electronically
- Work effectively in a business environment

MORE INFORMATION

For more information about studying Business at KIT, please contact us by telephone on 26516 or enquire in person at the KIT Administration Office between 8 am and 4 pm (Monday to Friday)



A DIVISION OF THE KIRIBATI GOVERNMENT'S
MINISTRY OF LABOUR AND HUMAN RESOURCE DEVELOPMENT.



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