

Certificate IV in Business Administration (BSB40515) | C4-BC02

Term 3 2020 Timetable: Monday, 27 July - Friday, 25 September 2020

Mid-Semester Break: Monday 28 September - Friday 9 October 2020

CIT Campus: CIT Reid

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
9:00am				9 - 11:30am Room E206 (9 weeks)
9:30am	9:30am – 12pm Room E206 (9 weeks)	9:30am – 12pm Room E206 (9 weeks)	9:30am – 12:30pm Room E206 (9 weeks)	Develop and use complex spreadsheets CRN: 51978
10:00am				
10:30am	Design and develop complex text documents CRN: 51994	Design and develop complex text documents CRN: 51994	Develop and use complex spreadsheets CRN: 51978	Text book required
11:00am				
11:30am				
12:00pm	45 minute break	45 minute break	Text book required	Support the recruitment, selection and induction of staff (17 weeks) 2:30 – 4:30pm Room B103 CRN: 54097 or WEDNESDAY 6:45 – 8:30pm Room B103 CRN: 54189
12:30pm				
12:45pm	12:45 – 2:45pm Room E206 (9 weeks)	12:45 – 2:45pm Room E206 (8 weeks)	2 hour break	
1:00pm				
1:30pm	Design and develop complex text documents CRN: 51994	Organise business travel CRN: 51983		
2:00pm	Text book required	e-Book required	Write complex documents (10 Weeks) 2:30 – 4:30pm Room B101 CRN: 54185 Or THURSDAY 5:00 - 6:45pm Room B101 CRN: 54193	
2:30pm				
2:45pm				
3:15pm				
3:30pm				
4:00pm				
4:30pm				

Note: This timetable is indicative and may change. Classes are only available if numbers permit. Classes are filled on a first come first served basis.

For assistance, contact CIT Student Services on (02) 6207 3188 or info@cit.edu.au

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Term 4 2020 Timetable: Monday, 12 October - Friday, 4 December 2020

Mid-Semester Break: Monday 28 September - Friday 9 October 2020

CIT Campus: CIT Reid

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY					
9am	9:30am – 12pm Room E206 (8 weeks) Produce complex desktop published documents CRN: 51984 or Design & develop relational databases CRN: 51988 Text book required	10am - 12pm Room E206 (8 weeks) Administer projects CRN: 52004	10:15am – 12:30pm Room E206 (8 Weeks) Organise meetings CRN: 51981 e-Book	9 – 11:30am Room E206 (7 weeks)					
9:30am				12:45 – 3:15pm Room E206 (8 weeks) Produce complex desktop published documents CRN: 51984 or Design and develop relational databases CRN: 51988 Text book required	12:45 – 3:45pm Room E206 (8 weeks) Cert IV Study Club	Lead team effectiveness CRN: 51991 e-resource required			
10am						45 minute break	45 minute break	30 minute break	
10:15am								2 hour break	Support the recruitment, selection and induction of staff (8 weeks) 12 – 2pm Room B103 CRN: 54097 or WEDNESDAY 5 – 6:45pm Room B103 CRN: 54189
10:30am									
11am	45 minute break	45 minute break	45 minute break						
11:30am				45 minute break	45 minute break	45 minute break			
12pm	45 minute break	45 minute break	45 minute break						
12:30pm				45 minute break	45 minute break	45 minute break			
12:45pm	45 minute break	45 minute break	45 minute break						
1pm				45 minute break	45 minute break	45 minute break			
1:30pm	45 minute break	45 minute break	45 minute break						
2pm				45 minute break	45 minute break	45 minute break			
2:30pm	45 minute break	45 minute break	45 minute break						
3pm				45 minute break	45 minute break	45 minute break			
3:15pm	45 minute break	45 minute break	45 minute break						
3:30pm				45 minute break	45 minute break	45 minute break			
3:45pm	45 minute break	45 minute break	45 minute break						
4pm				45 minute break	45 minute break	45 minute break			
4:30pm	45 minute break	45 minute break	45 minute break						

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