

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

Term 3, 202120 Timetable: Monday, 26 July - Friday, 17 September 2021

Mid-Semester Break: Monday 20 September - Friday 1 October 2021

CIT Campus: CIT REID

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY			
9:00am							
9:30am	9:30am – 12pm Room E206 (9 weeks) Design and develop complex text documents CRN: 70179 Textbook required	9:30am – 12pm Room E206 (9 weeks) Design and develop complex text documents CRN: 70179 Textbook required	9:30am – 13:00pm Room E206 (9 weeks) Develop and use complex spreadsheets CRN: 70174 Textbook required	9:30 - 11:30am Room E206 (9 weeks)			
10:00am						Develop and use complex spreadsheets CRN: 70174	
10:30am						Textbook required	
11:00am						45-minute break	
11:30am							
12:00pm	45-minute break	45-minute break	Textbook required	Support the recruitment, selection and induction of staff (17 Weeks) 12:15 – 2:15pm Room B103 CRN: 72561 or WEDNESDAY 6:45 - 8:30pm Room B103 CRN: 73216			
12:15pm							
12:30pm							
12:45pm							
1:00pm	12:45 – 2:45pm Room E206 (9 weeks) Design and develop complex text documents CRN: 70179 Textbook required	12:45 – 2:45pm Room E206 (8 weeks) Organise business travel CRN: 70176 e-Book required	1.5-hour break				
1:30pm							
2:00pm							
2:15pm							
2:30pm							
2:45pm			Write complex documents (10 weeks) 2:30 – 4:30pm Room B101 CRN: 76333 or THURSDAY 5:00 – 6:45pm Room B101 CRN: 72560				
3:15pm							
3:30pm							
4:00pm							
4:30pm							

Note: This timetable 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 infoline@cit.edu.au

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

Term 4, 202120 Timetable: Tuesday, 5 October - Friday, 3 December 2021

Mid-Semester Break: Monday 20 September - Friday 1 October 2021

CIT Campus: CIT REID

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
9am				
9:15am				
9:30am	9:30am – 12pm Room E206 (8 weeks) Produce complex desktop published documents CRN: 70177 <u>or</u> Design & develop relational databases CRN: 71346 Textbook required			9:15 – 11:45am Room E206 (7 weeks) Lead team effectiveness CRN: 70178 e-resource required
10am				
10:15am		10am - 12pm Room E206 (8 weeks) Administer projects CRN: 74035	10:15am – 12:30pm Room E206 (8 Weeks)	
10:30am				
11am				Organise meetings CRN: 70175 e-Book
11:30am				
11:45am				
12pm				
12:15pm	45-minute break	45-minute break		Support the recruitment, selection and induction of staff (17 Weeks) 12:15 – 2:15pm Room B103 CRN: 72561 or <u>WEDNESDAY</u> 6:45 - 8:30pm Room B103 CRN: 73216
12:30pm				
12:45pm	12:45 - 3:15pm Room E206 (8 weeks) Produce complex desktop published documents CRN: 70177 <u>or</u> Design and develop relational databases CRN: 71346 Textbook required	12:45 – 3:45pm Room E206 (8 weeks) Cert IV Study Club	2-hour break	
1pm				
1:30pm				
2pm				
2:15pm			Make a presentation (7 weeks starting from 19-10-2021) 2:30 – 4:30pm Room B101 CRN: 72557 or <u>THURSDAY</u> 5:00 – 6:45pm Room B101 CRN: 76332	
2:30pm				
3pm				
3:15pm				
3:30pm				
3:45pm				
4pm				
4:30pm				

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