

Certificate IV in Business BSB40120 | C4-BT19

Campus: CIT Reid

Semester 1/2025 Timetable: Monday 10 February to Friday 20 June (17 weeks)

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Afternoon in the classroom	Private Study Day ³	14:30-17:00 TERM 1 (Weeks 1 – 9) BSBCRT411 – BUSN289 Apply critical thinking to work practices CRN 62417 Room B107	15:00-17:00 SEMESTER (Weeks 1 – 17) BSBXC401 – COMM511 Apply communication strategies in the workplace CRN 60947 Room B107 (Clustered – delivered together)² BSBCMM412 – BUSN594 Lead difficult conversations CRN 60948 Room B107		Private Study Day ³
Break		17:00-17:30 (30 minutes)	17:00-17:30 (30 minutes)	17:00-17:30 (30 minutes)	
Evening in the classroom		17:30-20:00 TERM 1 (Weeks 1 – 9) BSBOPS405 – BUSN591 Organise business meetings CRN 62418 Room B117	17:30-20:00 TERM 2 (Weeks 1 – 8) BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs CRN 62419 Room B111	17:30-20:00 SEMESTER (Weeks 1 – 13) BSBTEC404 – BUSN553 Use digital technologies to collaborate in a work environment CRN 60950 Room B101 (Clustered – delivered together)² BSBTWK401 – BUSN559 Build and maintain business relationships CRN 60951 Room B101	

Flexible/Online Subjects (Enrol in one subject at a time)

(The first five subjects are not delivered in the classroom and are required to complete the qualification.)

CRN 60952 – BSBTEC401 – BUSN550 Design and produce complex text documents⁴

CRN 60953 – BSBTEC402 – BUSN551 Design and produce complex spreadsheets⁴

CRN 60954 – BSBPEF402 – BUSN482 Develop personal work priorities¹

CRN 60955 – BSBWRT411 – BUSN568 Write complex documents

CRN 60956 – BSBPEF401 – BUSN481 Manage personal health and wellbeing

BSBCRT411 – BUSN289 Apply critical thinking to work practices⁵

BSBTEC404 – BUSN553 Use digital technologies to collaborate in a work environment⁵

BSBTWK401 – BUSN559 Build and maintain business relationships⁵

Choose any number of subjects to suit your capacity for study.

¹ **Note:** include BSBPEF402 in your initial enrolment, as it will help you plan your studies. If you are not working, you must be enrolled in 2 or 3 more subjects.

² **Clustered** – two subjects are delivered together.

Enrol in both to complete both subjects at the same time; or
Enrol in one if you have already completed the other.

³ **Private Study Day** – no classes are scheduled on these days.

⁴ **Textbook required** – additional cost

⁵ **Flexible/Online Options** – separate CRNs are available on request.

Please contact Sabina Foster at infoline@cit.edu.au.

If you have completed some Certificate III in Business subjects, some of these subjects may be credited towards Certificate IV in Business. Please talk to your teacher or admin to find out if you are eligible.

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

Subject duration may change depending on internal/external circumstances.

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

Semester 202510: Monday 10 February to Friday 20 June

- **Term 1 – Monday 10 February to Friday 11 April** (9 weeks)
- **Holiday Break – Monday 14 April to Friday 25 April**
- **Term 2 – Monday 28 April to Friday 20 June** (8 weeks)

Please note:

- Students are encouraged to bring their own electronic device or laptop to class.

Subject Support

Thursday 10:00 am – 12:00 pm (face-to-face)

Friday 10:00 am – 12:00 pm (virtual)

Please contact sabina.foster@cit.edu.au or rajiv.ood@cit.edu.au to make an appointment for the times above; or make an individual appointment with your teacher via eLearn.

SUBJECT	Study Mode Options	2025 SEMESTER 1	Proposed for SEMESTER 2 2025
To attain the Certificate IV in Business, complete the 12 SUBJECTS below			
CORE – Complete all 6 CORE subjects			
BSBCRT411 – BUSN289 Apply critical thinking to work practices	Classroom or Online	Day TERM 2 (8 weeks)	Evening
BSBTEC404 – BUSN553 Use digital technologies to collaborate in a work environment (Clustered) ²	Classroom or Online	Day TERM 1 (9 weeks)	Evening
BSBTWK401 – BUSN559 Build and maintain business relationships (Clustered) ²	Classroom or Online	Evening TERM 1 (9 weeks)	Day
BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs	Classroom	Evening TERM 2 (8 weeks)	Day
BSBWRT411 – BUSN568 Write complex documents	Flex/Online		
BSBXCM401 – COMM511 Apply communication strategies in the workplace (Clustered) ¹	Classroom	Day SEMESTER (17 weeks)	Evening
ELECTIVE – Complete 6 ELECTIVE subjects			
BSBCMM412 – BUSN594 Lead difficult conversations (Clustered) ¹	Classroom	Day SEMESTER (17 weeks)	Evening
BSBPEF401 – BUSN481 Manage personal health and wellbeing	Flex/Online		
BSBPEF402 – BUSN482 Develop personal work priorities	Flex/Online		
BSBTEC401 – BUSN550 Design and produce complex text documents	Flex/Online		
BSBTEC402 – BUSN551 Design and produce complex spreadsheets	Flex/Online		
BSBOPS405 – BUSN591 Organise business meetings	Classroom	Evening TERM 1 (9 weeks)	Day

Clustered – two subjects are delivered together: ¹ BSBXCM401 and BSBCMM412; ² BSBTWK401 and BSBTEC404.

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

Subject duration may change depending on internal/external circumstances.

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