

Certificate IV in Business BSB40120 | C4-BT19

Semester 2/2024 Timetable: Monday 29 July to Friday 6 December (17 weeks)

CIT Campus: Reid

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
14:00 — 17:00	Private Study Day ³		14:30-17:00 TERM 4 (8 weeks) BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs CRN 50759 Room B111	14:30-17:00 TERM 3 (9 weeks) BSBTWK401 – BUSN559 Build and maintain business relationships CRN 50772 Room B111	Private Study Day ³
Break		17:00-17:30 (30 minutes)	17:00-17:30 (30 minutes)	17:00-17:30 (30 minutes)	
17:30 — 20:00		17:30-20:00 TERM 3 (9 weeks) BSBTEC404 – BUSN553 Use digital technologies to collaborate in a work environment CRN 50768 Room B101	17:30-19:30 SEMESTER (17 weeks) BSBXC401 – COMM511 Apply communication strategies in the workplace CRN 50753 Room B107 (Clustered – delivered together)²	17:30-20:00 TERM 4 (8 weeks) BSBCRT411 – BUSN289 Apply critical thinking to work practices CRN 50761 Room B107	
		17:30-20:30 TERM 4 (8 weeks) BSBOPS405 – BUSN591 Organise business meetings CRN 50770 Room B117	BSBCMM412 – BUSN594 Lead difficult conversations CRN 50756 Room B107		

Full-time – Enrol in all Class subjects (above) and all Flex subjects (below)

Part-time – Choose from subjects above and below.

Flexible Learning Subjects

CRN 50833 – BSBWRT411 – BUSN568 Write complex documents

CRN 50836 – BSBTEC401 – BUSN550 Design and produce complex text documents⁴

CRN 50837 – BSBTEC402 – BUSN551 Design and produce complex spreadsheets⁴

CRN 50834 – BSBPEF401 – BUSN481 Manage personal health and wellbeing

CRN 50835 – BSBPEF402 – BUSN482 Develop personal work priorities¹

See Flexible Learning Timetable on CIT Website for flex sessions – Reid/Bruce/Gungahlin/Tuggeranong

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

Note: If enrolling into all subjects, use the Block Code: C4-BT19.

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

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 202420: Monday 29 July to Friday 6 December

- **Term 3** – Monday 29 July to Friday 27 September (9 weeks)
- **Holiday Break** – Monday 30 September to Friday 11 October
- **Term 4** – Monday 14 October to Friday 6 December (8 weeks)

Please note:

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

Subject Support

Monday 10:00 am – 12 noon (virtual)

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

Friday 10:00 am – 12 noon (virtual)

Please contact Sabina Foster via infoline@cit.edu.au to make an appointment for the times above; or make an individual appointment with your teacher via eLearn.

SUBJECT	Flexible Learning only	2024 SEMESTER 2	2025 Proposed for SEMESTER 1
To complete the Certificate IV in Business, enrol in the 12 SUBJECTS below			
CORE – Complete all 6 CORE subjects			
BSBCRT411 – BUSN289 Apply critical thinking to work practices		Evening TERM 4 (8 weeks)	Day
BSBTEC404 – BUSN553 Use digital technologies to collaborate in a work environment		Evening TERM 3 (9 weeks)	Day
BSBTWK401 – BUSN559 Build and maintain business relationships		Day TERM 3 (9 weeks)	Evening
BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs		Day TERM 4 (8 weeks)	Evening
BSBWRT411 – BUSN568 Write complex documents	Yes		
BSBXCM401 – COMM511 Apply communication strategies in the workplace (Clustered) ²		Evening SEMESTER (17 weeks)	Day
ELECTIVE – Complete 6 ELECTIVE subjects			
BSBCMM412 – BUSN594 Lead difficult conversations (Clustered) ²		Evening SEMESTER (17 weeks)	Day
BSBPEF401 – BUSN481 Manage personal health and wellbeing	Yes		
BSBPEF402 – BUSN482 Develop personal work priorities	Yes		
BSBTEC401 – BUSN550 Design and produce complex text documents	Yes		
BSBTEC402 – BUSN551 Design and produce complex spreadsheets	Yes		
BSBOPS405 – BUSN591 Organise business meetings		Evening TERM 4 (8 weeks)	Evening

² **Clustered** – BSBXCM401 and BSBCMM412 – two subjects are delivered together.

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