

Certificate IV in Business BSB40120 | C4-BT19

Semester 1/2023 Timetable: Monday 6 February to Friday 16 June (17 weeks)

CIT Campus: Reid

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:30pm — 4:30pm	Private Study Day ³	2:30-4:30 11 WEEKS BSBTEC404 – BUSN553 Use digital technologies to collaborate in a work environment CRN 21680 Room E206	2:30-4:30 17 WEEKS BSBXCM401 – COMM511 Apply communication strategies in the workplace CRN 21672 Room B107 (Clustered – delivered together)² BSBCMM412 – BUSN594 Lead difficult conversations CRN 21673 Room B107	2:30-4:30 10 WEEKS BSBCRT411 – BUSN289 Apply critical thinking to work practices CRN 21675 Room B107	Private Study Day ³
Break		4:30-5:30 (1 hour)	4:30-5:30 (1 hour)	4:30-5:30 (1 hour)	
5:30pm — 7:30pm		5:30-7:30 15 WEEKS BSBOPS405 – BUSN591 Organise business meetings CRN 21681 Room E206	5:30-7:30 12 WEEKS BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs CRN 21674 Room B107	5:30-7:30 10 WEEKS BSBTWK401 – BUSN559 Build and maintain business relationships CRN 21682 Room E206	

Flexible Learning Subjects – Enrol at any time

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

Part-time – Choose from subjects above and below.

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

CRN 21831 – BSBWRT411 – BUSN568 Write complex documents

CRN 21804 – BSBTEC401 – BUSN550 Design and produce complex text documents⁴

CRN 21805 – BSBTEC402 – BUSN551 Design and produce complex spreadsheets⁴

CRN 21835 – BSBPEF401 – BUSN481 Manage personal health and wellbeing

CRN 21832 – BSBPEF402 – BUSN482 Develop personal work priorities¹

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 202310: Monday 6 February to Friday 16 June

- **Term 1 – Monday 6 February to Thursday 6 April** (9 weeks)
- **Holiday Break – Friday 7 April to Friday 21 April** [Good Friday 7 April; Easter Monday 10 April]
- **Term 2 – Monday 24 April to Friday 16 June** (8 weeks)

Self-directed study

Room B117 will be available for self-directed study:

Tuesday 12:00 – 2:00 pm

Wednesday 2:30 – 4:30 pm

Thursday 5:30 – 7:00 pm

Please note:

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

SUBJECT	Flexible Learning only	2023 SEMESTER 1	2023 Proposed for SEMESTER 2
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		Day 10 WEEKS	Evening
BSBTEC404 – BUSN553 Use digital technologies to collaborate in a work environment		Day 11 WEEKS	Evening
BSBTWK401 – BUSN559 Build and maintain business relationships		Evening 10 WEEKS	Day
BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs		Evening 12 WEEKS	Day
BSBWRT411 – BUSN568 Write complex documents	Yes		
BSBXCM401 – COMM511 Apply communication strategies in the workplace (Clustered) ²		Day 17 WEEKS	Evening
ELECTIVE – Complete 6 ELECTIVE subjects			
BSBCMM412 – BUSN594 Lead difficult conversations (Clustered) ²		Day 17 WEEKS	Evening
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 15 WEEKS	Day

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

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