

# Certificate IV in Business BSB40120 | C4-BT19

**Semester 1/2024 Timetable:** Monday 12 February to Friday 21 June (17 weeks)

**CIT Campus:** Reid

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:00pm — 5:00pm	Private Study Day <sup>3</sup>	2:30-5:00 <b>TERM 1</b> (9 weeks) BSBTEC404 – BUSN553 Use digital technologies to collaborate in a work environment <b>CRN 41660 Room B101</b>	3:00-5:00 <b>SEMESTER</b> (17 weeks) BSBXC401 – COMM511 Apply communication strategies in the workplace <b>CRN 41652 Room B107</b> <b>(Clustered – delivered together) <sup>2</sup></b> BSBCMM412 – BUSN594 Lead difficult conversations <b>CRN 41653 Room B107</b>	2:30-5:00 <b>TERM 2</b> (8 weeks) BSBCRT411 – BUSN289 Apply critical thinking to work practices. <b>CRN 42821 Room B107</b>	Private Study Day <sup>3</sup>
Break		5:00-5:30 (30 minutes)	5:00-5:30 (30 minutes)	5:00-5:30 (30 minutes)	
5:30pm — 8:00pm		5:30-8:00 <b>TERM 1</b> (9 weeks) BSBOPS405 – BUSN591 Organise business meetings <b>CRN 41661 Room B117</b>	5:30-8:00 <b>TERM 2</b> (8 weeks) BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs <b>CRN 42820 Room B111</b>	5:30-8:00 <b>TERM 1</b> (9 weeks) BSBTWK401 – BUSN559 Build and maintain business relationships <b>CRN 41662 Room B111</b>	

**Flexible Learning Subjects** – Enrol at any time. 18 weeks to complete.

**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/Bruce/Gungahlin/Tuggeranong

**CRN 41728** – BSBWRT411 – BUSN568 Write complex documents

**CRN 41731** – BSBTEC401 – BUSN550 Design and produce complex text documents <sup>4</sup>

**CRN 41732** – BSBTEC402 – BUSN551 Design and produce complex spreadsheets <sup>4</sup>

**CRN 41729** – BSBPEF401 – BUSN481 Manage personal health and wellbeing

**CRN 41730** – BSBPEF402 – BUSN482 Develop personal work priorities <sup>1</sup>

<sup>1</sup> **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**.

<sup>2</sup> **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.

<sup>3</sup> **Private Study Day** – no classes are scheduled on these days.

<sup>4</sup> **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 [info@cit.edu.au](mailto:info@cit.edu.au)

**Semester 202410: Monday 12 February to Friday 21 June**

- **Term 1 – Monday 12 February to Friday 12 April** (9 weeks)
- **Holiday Break – Monday 15 April to Friday 26 April**
- **Term 2 – Monday 29 April to Friday 21 June** (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@cit.edu.au](mailto:sabina.foster@cit.edu.au) or [rajiv.sood@cit.edu.au](mailto:rajiv.sood@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 1	2024 Proposed for SEMESTER 2
<b>To complete the Certificate IV in Business, enrol in the 12 SUBJECTS below</b>			
<b>CORE – Complete all 6 CORE subjects</b>			
BSBCRT411 – BUSN289 Apply critical thinking to work practices		Day <b>TERM 2</b> (8 weeks)	Evening
BSBTEC404 – BUSN553 Use digital technologies to collaborate in a work environment		Day <b>TERM 1</b> (9 weeks)	Evening
BSBTWK401 – BUSN559 Build and maintain business relationships		Evening <b>TERM 1</b> (9 weeks)	Day
BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs		Evening <b>TERM 2</b> (8 weeks)	Day
BSBWRT411 – BUSN568 Write complex documents	Yes		
BSBXCM401 – COMM511 Apply communication strategies in the workplace <b>(Clustered)</b> <sup>2</sup>		Day <b>SEMESTER</b> (17 weeks)	Evening
<b>ELECTIVE – Complete 6 ELECTIVE subjects</b>			
BSBCMM412 – BUSN594 Lead difficult conversations <b>(Clustered)</b> <sup>2</sup>		Day <b>SEMESTER</b> (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 <b>TERM 1</b> (9 weeks)	Day

<sup>2</sup> **Clustered** – BSBXCM401 and BSBCMM412 – two subjects are delivered together.

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