

			(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 – BSBTEb3j2.759 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 info@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.

