Course enrolment planner

Certificate IV in Business
BSB40120

The Certificate IV in Business offers students the skills and knowledge needed to prepare them for entry level business positions. Students learn practical organisational and technology skills in an online team environment.

Course Information
Intake: VET Aug Intake 2022
Start date: 1 August 2022
Location: Hawthorn Campus
Duration: 6 months

Course Structure
To achieve the Certificate IV in Business, students are required to complete ALL six (6) core subjects and six (6) elective subjects.

To ensure a **successful** enrolment experience follow the steps below.
If you cannot see units on the **My Enrolment Tab** ensure you have accepted your offer on the **Offer Tab** and the **Terms and Conditions** on the **My Enrolment Tab.**

Step 1 Pre-Enrolment: To view timetable options for your course select the **'Group Registration'** button on the right hand side of the screen.

Step 2: Select **'View Timetable'** to select your timetable option

Step 3: To select your timetable option and register into classes select **'Choose'** on the right hand side of the screen

Step 4: Select **'Register in selected Group'**

Step 5 Complete enrolment into units:
Select the year, All Study Periods and All Locations. See below for an example. You must **enrol in all units** as set out on Course Planner below.
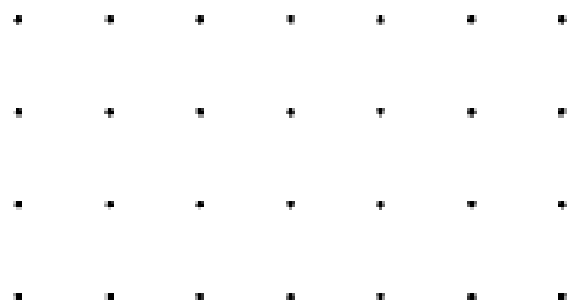

Core units – all seven (7) core units must be selected

Unit Code	Unit Title	Start Date	Teaching Period
BSBXCM401	Apply communication strategies in the workplace	1/08/2022	VE Semester 2
BSBTEC404	Use digital technologies to collaborate in a work environment	1/08/2022	VE Semester 2
BSBTWK401	Build and maintain business relationships	1/08/2022	VE Semester 2
BSBCRT411	Apply critical thinking to work practices	1/08/2022	VE Semester 2
BSBWRT411	Write complex documents	1/08/2022	VE Block 8
BSBWHS411	Implement and monitor WHS policies, procedures and programs	3/10/2022	VE Block 10

Elective units – all five to seven (5-7) elective units must be

Unit Code	Unit Title	Start Date	Teaching Period
BSBPEF502	Develop and use emotional intelligence	1/08/2022	VE Semester 2
BSBPEF402	Develop personal work priorities	1/08/2022	VE Semester 2
BSBOPS202	Engage with customers	1/08/2022	VE Semester 2
SIRXMKT002	Use social media to engage customers	1/08/2022	VE Semester 2
BSBINS402	Coordinate workplace information systems	1/08/2022	VE Block 8
BSBXBD403	Analyse big data	3/10/2022	VE Block 10

How to use your course planner

Refer to the below guide to help you work out the correct units to enrol into for each teaching period. The units in your planner are colour-coded to assist with mapping out your studies over the duration of your course

Course Information

Core units

A set of 6 compulsory units you **MUST** complete as part of your Course.

Elective units

A set of 6 elective units you **MUST** complete as part of your Course.

How do I enrol into units online?
For help on how to enrol in units on your Study Plan, please refer to our **online help guide.**

When do my classes start?
Classes for units will commence in the week of **1 August 2022.**

How do I get recognition for my existing qualifications or experience?
Learn more about **Advanced Standing (Academic Credit).**

Where can I find more information about being a Swinburne student?
Our **Current Students webpage** contains information about managing your course, financials, results, graduations, student support, student services, life on campus and additional learning opportunities

Where can I find more information about course costs/fees?
Our **Fees website** contains information on course fees, including a handy fees calculator, the types of Government assistance available, details on how to make a payment, payment due dates and more.

Pathways to future study
Pathways allow you to progress from one qualification to another where the first course is recognised as an entry requirement and/or provides advanced standing. You can take advantage of pathway arrangements from one Swinburne course to another or benefit from study completed at another institution. Pathway options may be subject to academic performance. Learn more about **pathways.**

What if I have any other questions?
For further assistance please contact **studentHQ**.

Units are subject to change and may not be timetabled every Teaching Period