

Course Requirements & Timetable

BSB40120 Certificate IV in Business

Dress Requirements

- Smart casual clothing and footwear, suitable for an office environment

Stationery and Equipment requirements

- USB
- A4 Lever arch file and dividers
- A4 lined notebook
- Pen

Textbook/s

Title: BSBTEC402 Design and produce complex spreadsheets (Excel)		
Author/Publisher: Software Publications writing team		ISBN: 978-1-921971-62-4
Title: BSBTEC401 Design and produce complex text documents (Word)		
Author/Publisher: Software Publications writing team		ISBN: 978-1-921971-64-8
Title: The Business Communication Handbook, 11th edition		
Author: Dwyer, Judith	Publisher: Cengage AU, 2019	ISBN: 0170419495, 9780170419499

Independant Study Requirements

Due to the nature of this qualification, students will need to commit to completing additional reading and assignment study outside of classroom delivery times.

Indicative Timetable

Classes will commence Week 1 (date)

Day	Time	Room	Lecturer
Tuesday	5:30pm – 6:30pm	Online tutorial	Leaya Bailey
Wednesday	9am – 3pm	Online tutorial	Leaya Bailey
Thursday	9am – 3pm	Online tutorial	Leaya Bailey
Friday	9am – 3pm	Online tutorial	Leaya Bailey

Please note timetables are subject to change.