

Certificate IV in Leadership and Management BSB42015 | C4-BT06

Semester 2/2021 Timetable: Monday 26 July to Friday 3 December

CIT Campus: Reid

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
12pm		12:00-2:00 BSBMKG413 Promote Products & Services CRN 72558 Room B103	12:00-2:00 BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements CRN 72555 Room B103	12:15-2:15 BSBHRM405 Support the recruitment, selection and induction of staff CRN 72561 Room B103
12:30pm				
1pm				
1:30pm				
2pm	30 minute break	30 minute break	30 minute break	15 minute break
2:30pm		2:30-4:30 BSBLDR401 Communicate Effectively as a Workplace Leader CRN 72550 Room B107 AND (delivered together – enrol in both) BSBLDR402 Lead effective workplace relationships CRN 72551 Room B107	2:30-4:30 10 WEEKS: 26 July – 15 Oct BSBWRT401 Write complex documents CRN 76333 Room B103 AND 2:30-4:30 7 WEEKS: 19 Oct – 3 Dec BSBCMM401 Make a Presentation CRN 72557 Room B101	2:30-4:30 BSBFIA412 Report on Financial Activity CRN 72903 Room B103
3pm				
3:30pm				
4pm				
4:30pm	30 minute break	30 minute break	30 minute break	30 minute break
5pm	5:00-6:45 10 WEEKS: 26 July – 15 Oct BSBMGT402 Implement Operational Plan CRN 72553 Room B107	5:00-6:45 TERM 3 BSBINN301 Promote Innovation in a Team Environment CRN 73993 Room B103	5:00-6:45 BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements CRN 76331 Room B103	5:00-6:45 10 WEEKS: 26 July – 15 Oct BSBWRT401 Write complex documents CRN 72560 Room B101 AND 5:00-6:45 7 WEEKS: 19 Oct – 3 Dec BSBCMM401 Make a Presentation CRN 76332 Room B101
5:30pm				
6pm				
6:30pm				
6:45pm		6:45-8:30 BSBLDR403 Lead Team Effectiveness CRN 72552 Room B103	6:45-8:30 BSBHRM405 Support the recruitment, selection and induction of staff CRN 73216 Room B103	6:45-8:30 BSBLDR404 Lead a Diverse Workforce CRN 72554 Room B103
7:30pm				
8pm				
8:30pm				

Note: This timetable may change. Classes are only available if numbers permit. Classes are filled on a first come first served basis.

For assistance, contact CIT Student Services on (02) 6207 3188 or info@cit.edu.au

Semester 202120: Monday 26 July to Friday 3 December

- Term 3** – Monday 26 July to Friday 17 September
- Term 4** – Tuesday 5 October to Friday 3 December
- Term break (holiday)** – Monday 20 September to Friday 1 October

Please note:

- If a subject is offered in more than one timeslot you need only enrol in one.
- Students are encouraged to bring their own electronic device or laptop to class.

SUBJECT	2021 SEMESTER 2	2022 New Training Package
To complete the Certificate IV in Leadership and Management enrol in 12 subjects following the rules below		
Complete all FOUR Core subjects		
BSBLDR401 Communicate Effectively as a Workplace Leader COMM492	THESE TWO SUBJECTS ARE DELIVERED TOGETHER. YOU NEED TO ENROL IN BOTH CRNs.	Day
BSBLDR402 Lead Effective Workplace Relationships COMM366		
BSBLDR403 Lead Team Effectiveness MGNT388	Evening	TBA
BSBMGT402 Implement Operational Plan MGNT437 10 WEEKS	Evening	TBA
Complete all EIGHT subjects below		
BSBFIA412 Report on Financial Activity MGNT788	Day	TBA
BSBINN301 Promote Innovation in a Team Environment INNO112 TERM 3	Evening	TBA
BSBLDR404 Lead a Diverse Workforce MGNT769	Evening	TBA
BSBWS401 Implement and Monitor WHS Policies, Procedures and Programs to Meet Legislative Requirements OHSS206	Day and Evening	TBA
BSBCMM401 Make a Presentation MKTG156 7 WEEKS	Day and Evening	TBA
BSBMKG413 Promote Products and Services SELL115	Day	TBA
BSBWRT401 Write Complex Documents COMM344 10 WEEKS	Day and Evening	TBA
BSBHRM405 Support the Recruitment, Selection and Induction of Staff MGNT755	Day and Evening	TBA

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