

Certificate IV in Human Resource Management BSB40420 | C4-BT20

Semester 2/2022 Timetable: Monday 25 July to Friday 2 December (17 weeks)

CIT Campus: Reid

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
11:30am – 1:30pm		11:30-1:30 17 WEEKS BSBHRM417 – BUSN322 Support human resources functions and processes CRN 11635 Room B111	11:30-1:30 10 WEEKS BSBWRT411 – BUSN568 Write complex documents CRN 11641 Room E206	11:30-1:30 15 WEEKS BSBHRM415 – BUSN320 Coordinate recruitment and onboarding CRN 11650 Room B103
Break	1:30-2:00 (30 mins)	1:30-2:00 (30 mins)	1:30-2:00 (30 mins)	1:30-2:00 (30 mins)
2:00pm – 4:00pm	2:00-4:00 10 WEEKS BSBTWK401 – BUSN559 Build and maintain business relationships CRN 11628 Room B111	2:00-4:00 14 WEEKS BSBPMG430 – BUSN496 Undertake project work CRN 11634 Room B103	2:00-4:00 12 WEEKS BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs CRN 11639 Room B103	2:00-4:00 15 WEEKS BSBHRM529 – BUSN331 Coordinate separation and termination processes CRN 11649 Room B101
Break	4:00-4:30 (30 mins)	4:00-4:30 (30 mins)	4:00-4:30 (30 mins)	4:00-4:30 (30 mins)
4:30pm – 6:30pm	4:30-6:30 17 WEEKS BSBHRM412 – BUSN317 Support employee and industrial relations CRN 11627 Room B103	4:30-6:30 17 WEEKS BSBXCMM401 – COMM511 Apply communication strategies in the workplace CRN 11629 Room B103 (Delivered together – ENROL IN BOTH) BSBCMM412 – BUSN594 Lead difficult conversations CRN 11632 Room B103	4:30-6:30 17 WEEKS BSBHRM411 – BUSN316 Administer performance development processes CRN 11644 Room B117	4:30-6:30 17 WEEKS BSBHRM413 – BUSN318 Support the learning and development of teams and individuals CRN 11648 Room E206
6:30pm – 8:30pm				

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 increase/decrease depending on internal/external circumstances.

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

Semester 202220: Monday 25 July to Friday 2 December

- **Term 3 – Monday 25 July to Friday 23 September**
- **Term 4 – Monday 10 October to Friday 2 December**
- **Term break (holiday) – Monday 26 September to Friday 7 October**

Please note:

- Students are encouraged to bring their own electronic device or laptop to class.

Self-paced Study Sessions

Room B117 will be available for self-paced study:

Monday 11:30am – 1:30pm

Tuesday 4:30pm – 6:30pm

Wednesday 11:30am – 1:30pm

Thursday 2:00pm – 4:00pm

SUBJECT	2022 SEMESTER 2	2023 Proposed for SEMESTER 1
To complete the Certificate IV in Human Resource Management, enrol in the 12 SUBJECTS below		
CORE – Complete all 6 CORE subjects		
BSBHRM411 – BUSN316 Administer performance development processes	Evening 17 WEEKS	Day
BSBHRM412 – BUSN317 Support employee and industrial relations	Evening 17 WEEKS	Day
BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs	Day 12 WEEKS	Evening
BSBHRM413 – BUSN318 Support the learning and development of teams and individuals	Evening 17 WEEKS	Day
BSBHRM415 – BUSN320 Coordinate recruitment and onboarding	Day 15 WEEKS	Evening
BSBHRM417 – BUSN322 Support human resources functions and processes	Day 17 WEEKS	Evening
ELECTIVE – Complete all 6 ELECTIVE subjects		
BSBXCM401 – COMM511 Apply communication strategies in the workplace (Delivered together with BSBCMM412)	Evening 17 WEEKS	Day
BSBCMM412 – BUSN594 Lead difficult conversations (Delivered together with BSBXCM401) – ENROL IN BOTH	Evening 17 WEEKS	Day
BSBTWK401 – BUSN559 Build and maintain business relationships	Day 10 WEEKS	Evening
BSBHRM529 – BUSN331 Coordinate separation and termination processes	Day 15 WEEKS	Evening
BSBPMG430 – BUSN496 Undertake project work	Day 14 WEEKS	Evening
BSBWRT411 – BUSN568 Write complex documents	Day 10 WEEKS	Evening

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