

# Certificate IV in Business BSB40215 | C4-BC33

Semester 2 2020 Timetable: 27 July to Friday 4 December

CIT Campus: Reid

MONDAY	12-2pm BSBMKG413 Promote Products & Services			
		2.30-4.30pm <b>Enrol into both</b> BSBLDR401 Communicate Effectively as a Workplace Leader <b>AND</b> BSBLDR402 Lead effective workplace	5-6.45pm <b>TERM 3</b> BSBINN301 Promote Innovation in a Team Environment  5-6.45pm <b>TERM 4</b> BSBMGT402 Implement Operational Plan	
TUESDAY				
WEDNESDAY	12-2pm BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	2.30-4.30pm <b>10 WEEKS 27 July – 12 October</b> BSBWRT401 Write complex documents <b>AND</b> <b>7 WEEKS 19 October – 30 November</b> BSBCMM401 Make a Presentation	5-6.45pm BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements	6.45-8.30pm BSBHRM405 Support the recruitment
THURSDAY	12-2pm BSBHRM405 Support the recruitment, selection and induction of staff	2.30-4.30pm BSBFIA412 Report on Financial Activity	5-6.45pm <b>10 WEEKS 27 July – 12 October</b> BSBWRT401 Write complex documents <b>AND</b> <b>7 WEEKS 19 October – 30 November</b> BSBCMM401 Make a Presentation	6.45-8.30pm <b>TERM 3</b> BSBLDR404 Lead a Diverse Workforce <b>AND</b> 6.45-8.30pm <b>TERM 4</b> BSBLDR403 Lead Team Effectiveness

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

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

**Semester 202020: Monday 27 July to Friday 4 December**

- **Term 3** – Monday 27 July to Friday 25 September
- **Term 4** – Monday 12 October to Friday 4 December
- **Term break (holiday)** – Monday 28 September to Friday 9 October 2020

**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	Semester two 2020	Semester one 2021 proposed offering
To complete the Certificate IV in Business enrol in 10 subjects following the rules below		
<b>Complete all six subjects</b>		
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements OHSS206 (Core)	Day and Evening	Day and Evening
BSBWRT401 Write Complex Documents COMM344 <b>10 WEEKS</b>	Day and Evening	Day and Evening
BSBCMM401 Make a Presentation MKTG156 <b>7 WEEKS</b>	Day and Evening	Day and Evening
BSBFIA412 Report on Financial Activity MGNT788	Day	Evening
BSBMKG413 Promote products and services SELL115	Evening	Day
BSBINN301 Promote Innovation in a Team Environment INNO112 <b>TERM 3</b>	Evening	Day
<b>Complete four of the following subjects</b>		
BSBMGT402 Implement Operational Plan MGNT437 <b>TERM 4</b>	Evening	Day
BSBHRM405 Support the recruitment, selection and induction of staff MGNT755	Day and Evening	Day and Evening
BSBLDR401 Communicate Effectively as a Workplace Leader COMM492 <b>TERM 3</b>	Evening	Evening
BSBLDR402 Lead effective workplace relationships COMM 366 <b>TERM 4</b>		
BSBLDR403 Lead team effectiveness MGNT388 <b>TERM 4</b>	Day	Day
BSBLDR404 Lead a Diverse Workforce MGNT769 <b>TERM 3</b>	Day	Day