

SEMESTER ONE (201910) BSB40215 C4-BC33 Certificate IV in Business

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p>12.00-2.00 BSBMKG413 Promote Products & Services Nina CRN 22978 Room B101</p>	<p>12.00-2.00 BSBHRM405 Support the recruitment, selection and induction of staff Elena CRN 22972 Room B107</p>	<p>12.00-2.00 BSBMKG419 Analyse consumer behaviour Nina CRN 22977 Room B101</p>	<p>12.00-2.00 TERM 1 BSBINN301 Promote Innovation in a Team Environment John CRN 23507 Room B101 TERM 2 BSBMGT402 Implement Operational Plan John CRN 23512 Room B101</p>
<p>2.30-4.30 BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements Nina CRN 22974 Room B107</p>	<p>2.30-4.30 TERM 1 BSBLDR403 Lead Team Effectiveness John CRN 23489 Room B107 TERM 2 BSBLDR404 Lead a Diverse Workforce John CRN 23492 Room B107</p>	<p>2.30-4.30 BSBFIA402 Report on Financial Activity Renee CRN 23321 Room B107</p>	<p>2.30-4.30 10 WEEKS (FULL) BSBWRT401 Write complex documents Jacqueline CRN 23299 Room B101 7 WEEKS BSBCMM401 Make a Presentation Jacqueline CRN 23301 Room B101</p>
<p>5.00-6.45 BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements Jess CRN 23337 Room B107</p>	<p>5.00-6.45 BSBFIA402 Report on Financial Activity Renee CRN 23323 Room B107</p>	<p>5.00-6.45 10 WEEKS BSBWRT401 Write complex documents Fiona CRN 22975 Room B111 7 WEEKS BSBCMM401 Make a Presentation Fiona CRN 22976 Room B101</p>	<p>5.00-8.00 3 HOURS TERM 1 BSBLDR401 Communicate Effectively as a Workplace Leader Elena CRN 23508 Room B117 TERM 2 BSBLDR402 Lead effective workplace relationships Elena CRN 23510 Room B117</p>
<p>6.45-8.30 BSBMKG413 Promote Products & Services Nina CRN 23330 Room B101</p>	<p>6.45-8.30 BSBHRM405 Support the recruitment, selection and induction of staff Jess CRN 23309 Room B107</p>		

201910 Certificate IV in Business TIMETABLE

Semester 201910 - Monday 11 February to Friday 21 June 2019 (consisting of 17 weeks)

- **Term 1 (9 weeks)** – Monday 11 February to Friday 12 April 2019
- **Term 2 (8 weeks)** – Monday 29 April to Friday 21 June 2019
- **Term break (holiday)** – Monday 15 April to Friday 26 April 2019

PLEASE NOTE: If a subject is offered in more than one timeslot you need only enrol in one. Students will need to bring their own electronic device or lap top to all classes.

SUBJECT	SEMESTER ONE 2019 Proposed offering	SEMESTER TWO 2019
Complete all SIX subjects		
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 10 weeks	Day and Evening	Day and Evening
BSBCMM401 Make a Presentation MKTG156 - 7 weeks	Day and Evening	Day and Evening
BSBFIA402 Report on Financial Activity MGNT381	Day and Evening	Day
BSBMKG413 Promote products and services SELL115	Day and Evening	Day
BSBINN301 Promote Innovation in a Team Environment INNO112 Term 1	Day	Evening
Complete FOUR of the following subjects		
BSBMGT402 Implement operational plan MGNT437 term 2	Day	Evening
BSBHRM405 Support the recruitment, selection and induction of staff MGNT755	Day and Evening	Day and Evening
BSBLDR401 Communicate effectively as a workplace leader COMM492 term 1	Day	Evening
BSBMKG419 Analyse Consumer Behaviour MKTG332	Day	Evening
BSBLDR402 Lead effective workplace relationships COMM 366 term 1	Evening	Day
BSBLDR403 Lead team effectiveness MGNT388 term 1	Day	Evening
BSBLDR404 Lead a Diverse Workforce MGNT769 term 2	Day	Evening