

Certificate IV in Leadership and Management BSB40520 | C4-BT21

Semester 1/2024 Timetable: Monday 12 February to Friday 21 June (17 weeks)

CIT Campus: Reid

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:30pm — 5:00pm	Private Study Day ³	3:00-5:00 SEMESTER (17 weeks) BSBXTW401 – MGNT797 Lead and facilitate a team CRN 41648 Room B107 (Clustered – delivered together) ² BSBLDR413 – BUSN384 Lead effective workplace relationships CRN 41649 Room B107	3:00-5:00 SEMESTER (17 weeks) BSBXCM401 – COMM511 Apply communication strategies in the workplace CRN 41652 Room B107 (Clustered – delivered together) ² BSBCMM412 – BUSN594 Lead difficult conversations CRN 41653 Room B107	2:30-5:00 TERM 1 (9 weeks) BSBOPS402 – BUSN592 Coordinate business operational plans CRN 41651 Room B111 2:30-5:00 TERM 2 (8 weeks) BSBCRT411 – BUSN289 Apply critical thinking to work practices CRN 42821 Room B107	Private Study Day ^{3/}
Break		5:00-5:30 (30 minutes)	5:00-5:30 (30 minutes)	5:00-5:30 (30 minutes)	
5:30pm — 8:00pm		5:30-8:45 TERM 1 (9 weeks) BSBLDR411 – BUSN382 Demonstrate leadership in the workplace CRN 41650 Room B107	5:30-8:00 TERM 2 (8 weeks) BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs CRN 42820 Room B111	5:30-7:30 SEMESTER (17 weeks) BSBLDR521 – BUSN386 Lead the development of diverse workforces CRN 41656 Room B107 (Clustered – delivered together) ² BSBLDR412 – BUSN383 Communicate effectively as a workplace leader CRN 41657 Room B107	

Flexible Learning Subjects – Enrol at any time. 18 weeks to complete.

Full-time – Enrol in all flex subjects (below) and all Class subjects (above).

Part-time – Choose from subjects above and below.

See Flexible Learning Timetable on CIT website for flex sessions – Reid/Bruce/Gungahlin/Tuggeranong.

CRN 41728 – BSBWRT411 – BUSN568 Write complex documents

CRN 41730 – BSBPEF402 – BUSN482 Develop personal work priorities ¹

¹ **Note:** include this subject in your initial enrolment, as it will help you plan your studies and if you are not working, you must be enrolled in 2 or 3 more subjects.

Note: If enrolling into all subjects, use the Block Code: C4-BT21.

² **Clustered** – two subjects are delivered together.

Enrol in both to complete both subjects at the same time; or
Enrol in one if you have already completed the other.

³ **Private Study Day** – no classes are scheduled on these days.

If you have completed some Certificate III in Business subjects, some of these subjects may be credited towards Certificate IV in Leadership and Management. Please talk to your teacher or admin to find out if you are eligible.

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 change depending on internal/external circumstances.

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

Semester 202410: Monday 12 February to Friday 21 June

- **Term 1 – Monday 12 February to Friday 12 April** (9 weeks)
- **Holiday Break – Monday 15 April to Friday 26 April**
- **Term 2 – Monday 29 April to Friday 21 June** (8 weeks)

Please note:

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

Subject Support

Monday 10:00 am – 12 noon (virtual)

Thursday 10:00 am – 12 noon (face-to-face)

Friday 10:00 am – 12 noon (virtual)

Please contact sabina.foster@cit.edu.au or rajiv.sood@cit.edu.au to make an appointment for the times above; or make an individual appointment with your teacher via eLearn.

SUBJECT	Flexible Learning only	2024 SEMESTER 1	2024 Proposed for SEMESTER 2
To complete the Certificate IV in Leadership and Management, enrol in the 12 SUBJECTS below			
CORE – Complete all 5 CORE subjects			
BSBLDR411 – BUSN382 Demonstrate leadership in the workplace		Evening TERM 1 (9 weeks)	Day
BSBLDR413 – BUSN384 Lead effective workplace relationships (Clustered) ¹		Day SEMESTER (17 weeks)	Evening
BSBXTW401 – MGNT797 Lead and facilitate a team (Clustered) ¹		Day SEMESTER (17 weeks)	Evening
BSBOPS402 – BUSN592 Coordinate business operational plans		Day TERM 1 (9 weeks)	Evening
BSBXCM401 – COMM511 Apply communication strategies in the workplace (Clustered) ²		Day SEMESTER (17 weeks)	Evening
ELECTIVE – Complete 7 ELECTIVE subjects			
BSBCMM412 – BUSN594 Lead difficult conversations (Clustered) ²		Day SEMESTER (17 weeks)	Evening
BSBCRT411 – BUSN289 Apply critical thinking to work practices		Day TERM 2 (8 weeks)	Evening
BSBLDR412 – BUSN383 Communicate effectively as a workplace leader (Clustered) ³		Evening SEMESTER (17 weeks)	Day
BSBLDR521 – BUSN386 Lead the development of diverse workforces (Clustered) ³		Evening SEMESTER (17 weeks)	Day
BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs		Evening TERM 2 (8 weeks)	Day
BSBWRT411 – BUSN568 Write complex documents	Yes		
BSBPEF402 – BUSN482 Develop personal work priorities	Yes		

Clustered – two subjects are delivered together.

¹ BSBLDR413 and BSBXTW401; ² BSBXCM401 and BSBCMM412; ³ BSBLDR412 and BSBLDR521.

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 change depending on internal/external circumstances.

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