

Certificate IV in Leadership and Management BSB40520 | C4-BT21

Semester 2/2024 Timetable: Monday 29 July to Friday 6 December (17 weeks)

CIT Campus: Reid

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
13:45 — 17:00	Private Study Day ³	13:45-17:00 TERM 3 (9 weeks) BSBLDR411 – BUSN382 Demonstrate leadership in the workplace CRN 50750 Room B107	14:30-17:00 TERM 4 (8 weeks) BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs CRN 50759 Room B111	15:00-17:00 SEMESTER (17 weeks) BSBLDR521 – BUSN386 Lead the development of diverse workforces CRN 50763 Room B107 (Clustered – delivered together)² BSBLDR412 – BUSN383 Communicate effectively as a workplace leader CRN 50766 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)	
17:30 — 20:00		17:30-19:30 SEMESTER (17 weeks) BSBXTW401 – MGNT797 Lead and facilitate a team CRN 50747 Room B107 (Clustered – delivered together)² BSBLDR413 – BUSN384 Lead effective workplace relationships CRN 50749 Room B107	17:30-19:30 SEMESTER (17 weeks) BSBXCMM401 – COMM511 Apply communication strategies in the workplace CRN 50753 Room B107 (Clustered – delivered together)² BSBCMM412 – BUSN594 Lead difficult conversations CRN 50756 Room B107	17:30-20:00 TERM 3 (9 weeks) BSBOPS402 – BUSN592 Coordinate business operational plans CRN 50751 Room B111 17:30-20:00 TERM 4 (8 weeks) BSBCRT411 – BUSN289 Apply critical thinking to work practices CRN 50761 Room B107	

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

Part-time – Choose from subjects above and below.

Flexible Learning Subjects

CRN 50833 – BSBWRT411 – BUSN568 Write complex documents

CRN 50835 – BSBPEF402 – BUSN482 Develop personal work priorities¹

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

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 IV 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 202420: Monday 29 July to Friday 6 December

- **Term 3** – Monday 29 July to Friday 27 September (9 weeks)
- **Holiday Break** – Monday 30 September to Friday 11 October
- **Term 4** – Monday 14 October to Friday 6 December (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 via infoline@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 2	2025 Proposed for SEMESTER 1
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		Day TERM 3 (9 weeks)	Evening
BSBLDR413 – BUSN384 Lead effective workplace relationships (Clustered) ¹		Evening SEMESTER (17 weeks)	Day
BSBXTW401 – MGNT797 Lead and facilitate a team (Clustered) ¹		Evening SEMESTER (17 weeks)	Day
BSBOPS402 – BUSN592 Coordinate business operational plans		Evening TERM 3 (9 weeks)	Day
BSBXC401 – COMM511 Apply communication strategies in the workplace (Clustered) ²		Evening SEMESTER (17 weeks)	Day
ELECTIVE – Complete 7 ELECTIVE subjects			
BSBCMM412 – BUSN594 Lead difficult conversations (Clustered) ²		Evening SEMESTER (17 weeks)	Day
BSBCRT411 – BUSN289 Apply critical thinking to work practices		Evening TERM 4 (8 weeks)	Day
BSBLDR412 – BUSN383 Communicate effectively as a workplace leader (Clustered) ³		Day SEMESTER (17 weeks)	Evening
BSBLDR521 – BUSN386 Lead the development of diverse workforces (Clustered) ³		Day SEMESTER (17 weeks)	Evening
BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs		Day TERM 4 (8 weeks)	Evening
BSBWRT411 – BUSN568 Write complex documents	Yes		
BSBPEF402 – BUSN482 Develop personal work priorities	Yes		

Clustered – two subjects are delivered together.

¹ BSBLDR413 and BSBXTW401; ² BSBXC401 and BSBCMM412; ³ BSBLDR412 and BSBLDR521.