Block Code: **DP-BT21**

CIT Canberra Institute of Technology

Diploma of Leadership and Management BSB50420 | DP-BT21

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

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1:15pm — 5:00pm	**Private Study Day** [4]	**Please see page 2 for ONLINE STUDY OPTIONS and further details below.** [5]	**Please see page 2 for ONLINE STUDY OPTIONS and further details below.** [5]	**Please see page 2 for ONLINE STUDY OPTIONS and further details below.** [5]	**Private Study Day** [4]
Break		**5:00-5:30** (30 minutes)	**5:00-5:30** (30 minutes)	**5:00-5:30** (30 minutes)	
5:30pm — 8:45pm		**5:30-8:30 11 WEEKS** BSBCMM511 – BUSN278 Communicate with influence **CRN 41636 Room B103**	**5:30-8:30 11 WEEKS** BSBLDR523 – BUSN388 Lead and manage effective workplace relationships **CRN 41641 Room B103** **(Clustered – delivered together)** [2] BSBPEF502 – BUSN485 Develop and use emotional intelligence **CRN 41642 Room B103**	**5:30-8:30 11 WEEKS** BSBOPS501 – BUSN469 Manage business resources **CRN 41643 Room B103** **(Clustered – delivered together)** [3] BSBOPS502 – BUSN470 Manage business operational plans **CRN 41644 Room B103**	

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

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.

[1] BSBTWK502 and BSBXCM501; [2] BSBPEF502 and BSBLDR523; [3] BSBOPS502 and BSBOPS501

[4] **Private Study Day** – no classes are scheduled on these days.

[5] **Online Study Options** – for details please email Sabina.Foster@cit.edu.au or phone (02) 6207 3557.

Alternatively please contact CIT Student Services (below).

If you have completed some Certificate IV in Business or Certificate IV in Leadership and Management subjects, some of these subjects may be credited towards Diploma of 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**

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CIT Canberra Institute of Technology

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	Online Study Option	2024 SEMESTER 1		2024 Proposed for SEMESTER 2
To complete the Diploma of Leadership and Management, enrol in the 12 SUBJECTS below				
CORE – Complete all 6 CORE subjects				
BSBTWK502 – BUSN561 Manage team effectiveness **(Clustered)** [1]	ONLINE			CLASSROOM or ONLINE
BSBPEF502 – BUSN485 Develop and use emotional intelligence **(Clustered)** [2]		Evening	**11 WEEKS**	ONLINE under development
BSBLDR523 – BUSN388 Lead and manage effective workplace relationships **(Clustered)** [2]		Evening	**11 WEEKS**	ONLINE
BSBCMM511 – BUSN278 Communicate with influence	ONLINE	Evening	**11 WEEKS**	ONLINE
BSBCRT511 – BUSN292 Develop critical thinking in others	ONLINE			CLASSROOM or ONLINE
BSBOPS502 – BUSN470 Manage business operational plans **(Clustered)** [3]		Evening	**11 WEEKS**	ONLINE under development
ELECTIVE – Complete 6 ELECTIVE subjects				
BSBXCM501 – BUSN586 Lead communication in the workplace **(Clustered)** [1]	ONLINE			CLASSROOM or ONLINE
BSBHRM525 – BUSN327 Manage recruitment and onboarding	ONLINE			CLASSROOM or ONLINE
BSBOPS501 – BUSN469 Manage business resources **(Clustered)** [3]		Evening	**11 WEEKS**	ONLINE under development
BSBOPS504 – BUSN472 Manage business risk	TBA			ONLINE under development
BSBTWK501 – BUSN560 Lead diversity and inclusion	TBA			ONLINE under development
BSBSUS511 – BUSN541 Develop workplace policies and procedures for sustainability	ONLINE			CLASSROOM or ONLINE

Clustered – two subjects are delivered together.
[1] BSBTWK502 and BSBXCM501; [2] BSBPEF502 and BSBLDR523; [3] BSBOPS502 and BSBOPS501

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