

# Certificate IV in Leadership and Management BSB40520 | C4-BT21

Semester 1/2022 Timetable: Monday 7 February to Friday 17 June

**CIT Campus: Reid**

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
12pm		<b>12:00-2:00</b> BSBCMM412 – BUSN594 Lead difficult conversations <b>NEW</b> <b>CRN 83337 Room B103</b>		<b>12:00-2:00</b> BSBLDR521 – BUSN386 Lead the development of diverse workforces <b>CRN 83361 Room B103</b>
12:30pm				
1pm				
1:30pm				
2pm	30 minute break	30 minute break	30 minute break	30 minute break
2:30pm	<b>2:30-4:30</b> BSBOPS402 – BUSN592 Coordinate business operational plans <b>CRN 83335 Room B107</b>	<b>2:30-4:30</b> BSBXCM401 – COMM511 Apply communication strategies in the workplace <b>NEW</b> <b>CRN 83334 Room B103</b>	<b>2:30-4:30</b> BSBXTW401 – MGNT797 Lead and facilitate a team <b>NEW</b> <b>CRN 83353 Room B103</b> ( <b>Delivered together – enrol in both</b> ) BSBLDR413 – BUSN384 Lead effective workplace relationships <b>CRN 83346 Room B103</b>	
3pm				
3:30pm				
4pm				
4:30pm	15 minute break	15 minute break	15 minute break	15 minute break
4:45pm	<b>4:45-6:45</b> BSBLDR411 – BUSN382 Demonstrate leadership in the workplace <b>NEW</b> <b>CRN 83336 Room B103</b>		<b>4:45-6:45</b> BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs <b>CRN 83349 Room B103</b>	<b>4:45-6:45</b> BSBPEF402 – BUSN482 Develop personal work priorities <b>NEW</b> <b>CRN 83356 Room B103</b>
5:15pm				
5:45pm				
6:45pm				
7:15pm		<b>6:45-8:45</b> BSBLDR412 – BUSN383 Communicate effectively as a workplace leader <b>CRN 83347 Room B103</b>	<b>6:45-8:45 10 WEEKS</b> BSBWRT411 – BUSN568 Write complex documents <b>CRN 83351 Room E206</b>	<b>6:45-8:45</b> BSBFIN401 – BUSN593 Report on financial activity <b>NEW</b> <b>CRN 83362 Room B101</b>
7:45pm				
8:15pm				
8:45pm				

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

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

**Semester 202210: Monday 7 February to Friday 17 June**

- **Term 1 – Monday 7 February to Friday 8 April**
- **Term 2 – Tuesday 26 April to Friday 17 June [Monday 25 April – public holiday – Anzac Day]**
- **Term break (holiday) – Monday 11 April to Friday 22 April [Good Friday – 15 April; Easter Monday – 18 April]**

**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	2022 SEMESTER 1	2022 Proposed for SEMESTER 2
<b>To complete the Certificate IV in Leadership and Management, enrol in the 12 subjects below</b>		
<b>CORE – Complete all 5 CORE subjects</b>		
BSBLDR411 – BUSN382 Demonstrate leadership in the workplace <b>NEW</b>	Evening	Day
BSBLDR413 – BUSN384 Lead effective workplace relationships	<b>THESE TWO SUBJECTS ARE DELIVERED TOGETHER. YOU NEED TO ENROL IN BOTH UNITS (TWO CRNs).</b>	Day
BSBXTW401 – MGNT797 Lead and facilitate a team <b>NEW</b>		Evening
BSBOPS402 – BUSN592 Coordinate business operational plans	Day	Evening
BSBXCM401 – COMM511 Apply communication strategies in the workplace <b>NEW</b>	Day	Evening
<b>ELECTIVE – Complete all 7 ELECTIVE subjects</b>		
BSBFIN401 – BUSN593 Report on financial activity <b>NEW</b>	Evening	Day
BSBLDR412 – BUSN383 Communicate effectively as a workplace leader	Evening	Day
BSBLDR521 – BUSN386 Lead the development of diverse workforces	Day	Evening
BSBCMM412 – BUSN594 Lead difficult conversations <b>NEW</b>	Day	Evening
BSBWHS411 – BUSN566 Implement and monitor WHS policies, procedures and programs (also DIP HR)	Evening	Day
BSBWRT411 – BUSN568 Write complex documents <b>10 WEEKS</b>	Evening	Day
BSBPEF402 – BUSN482 Develop personal work priorities <b>NEW</b>	Evening	Day

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