

# Certificate IV in Business BSB40215 | C4-BC33

Semester 2/2021 Timetable: Monday 26 July to Friday 3 December

CIT Campus: Reid

| TIME    | MONDAY  | TUESDAY  | WEDNESDAY   | THURSDAY  |
|---------|---|--|---|---|
| 12pm    |   | <b>12:00-2:00</b><br>BSBMKG413 Promote Products & Services<br><b>CRN 72558 Room B103</b>   | <b>12:00-2:00</b><br>BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements<br><b>CRN 72555 Room B103</b>   | <b>12:15-2:15</b><br>BSBHRM405 Support the recruitment, selection and induction of staff<br><b>CRN 72561 Room B103</b>  |
| 12:30pm |   |  |   |   |
| 1pm     |   |  |   |   |
| 1:30pm  |   |  |   |   |
| 2pm     | 30 minute break   | 30 minute break  | 30 minute break   | 15 minute break   |
| 2:30pm  |   | <b>2:30-4:30</b><br>BSBLDR401 Communicate Effectively as a Workplace Leader<br><b>CRN 72550 Room B107</b><br><b>AND (delivered together – enrol in both)</b><br>BSBLDR402 Lead effective workplace relationships<br><b>CRN 72551 Room B107</b> | <b>2:30-4:30</b><br><b>10 WEEKS: 26 July – 15 Oct</b><br>BSBWRT401 Write complex documents<br><b>CRN 76333 Room B103</b><br><b>AND</b><br><b>2:30-4:30</b><br><b>7 WEEKS: 19 Oct – 3 Dec</b><br>BSBCMM401 Make a Presentation<br><b>CRN 72557 Room B101</b> | <b>2:30-4:30</b><br>BSBFIA412 Report on Financial Activity<br><b>CRN 72903 Room B103</b>  |
| 3pm     |   |  |   |   |
| 3:30pm  |   |  |   |   |
| 4pm     |   |  |   |   |
| 4:30pm  | 30 minute break   | 30 minute break  | 30 minute break   | 30 minute break   |
| 5pm     | <b>5:00-6:45</b><br><b>10 WEEKS: 26 July – 15 Oct</b><br>BSBMGT402 Implement Operational Plan<br><b>CRN 72553 Room B107</b> | <b>5:00-6:45 TERM 3</b><br>BSBINN301 Promote Innovation in a Team Environment<br><b>CRN 73993 Room B103</b>  | <b>5:00-6:45</b><br>BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements<br><b>CRN 76331 Room B103</b>  | <b>5:00-6:45</b><br><b>10 WEEKS: 26 July – 15 Oct</b><br>BSBWRT401 Write complex documents<br><b>CRN 72560 Room B101</b><br><b>AND</b><br><b>5:00-6:45</b><br><b>7 WEEKS: 19 Oct – 3 Dec</b><br>BSBCMM401 Make a Presentation<br><b>CRN 76332 Room B101</b> |
| 5:30pm  |   |  |   |   |
| 6pm     |   |  |   |   |
| 6:30pm  |   |  |   |   |
| 6:45pm  |   | <b>6:45-8:30</b><br>BSBLDR403 Lead Team Effectiveness<br><b>CRN 72552 Room B103</b>  | <b>6:45-8:30</b><br>BSBHRM405 Support the recruitment, selection and induction of staff<br><b>CRN 73216 Room B103</b>   | <b>6:45-8:30</b><br>BSBLDR404 Lead a Diverse Workforce<br><b>CRN 72554 Room B103</b>  |
| 7:30pm  |   |  |   |   |
| 8pm     |   |  |   |   |
| 8:30pm  |   |  |   |   |

**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 202120: Monday 26 July to Friday 3 December**

- Term 3** – Monday 26 July to Friday 17 September
- Term 4** – Tuesday 5 October to Friday 3 December
- Term break (holiday)** – Monday 20 September to Friday 1 October

**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   | 2021<br>SEMESTER 2  | 2022<br>New Training Package |
|---|---|------------------------------|
| <b>To complete the Certificate IV in Business enrol in 10 subjects following the rules below</b>                      |   |                              |
| <b>Complete all SIX subjects</b>  |   |                              |
| BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements OHSS206 (Core) | Day and Evening   | TBA                          |
| BSBWRT401 Write Complex Documents COMM344 <b>10 WEEKS</b>   | Day and Evening   | TBA                          |
| BSBCMM401 Make a Presentation MKTG156 <b>7 WEEKS</b>  | Day and Evening   | TBA                          |
| BSBFIA412 Report on Financial Activity MGNT788  | Day   | TBA                          |
| BSBMKG413 Promote Products and Services SELL115   | Day   | TBA                          |
| BSBINN301 Promote Innovation in a Team Environment INNO112 <b>TERM 3</b>  | Evening   | TBA                          |
| <b>Complete FOUR of the following subjects</b>  |   |                              |
| BSBMGT402 Implement Operational Plan MGNT437 <b>10 WEEKS</b>  | Evening   | TBA                          |
| BSBHRM405 Support the Recruitment, Selection and Induction of Staff MGNT755   | Day and Evening   | TBA                          |
| BSBLDR401 Communicate Effectively as a Workplace Leader COMM492   | <b>THESE TWO SUBJECTS ARE<br/>DELIVERED TOGETHER. YOU NEED<br/>TO ENROL IN BOTH CRNs.</b> | TBA                          |
| BSBLDR402 Lead Effective Workplace Relationships COMM366  |   |                              |
| BSBLDR404 Lead a Diverse Workforce MGNT769  | Evening   | TBA                          |
| BSBLDR403 Lead Team Effectiveness MGNT388   | Evening   | TBA                          |

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