

## Certificate IV in Hospitality SIT40416 | C4-TS18

### 202110 Timetable

**TERM 1: 1/2/2021 – 2/4/2021 & TERM 2: 19/4/2021 – 18/6/2021**

**CIT Campus: Reid**

Term 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1 Date: 1/2		Manage diversity Lead and Manage 0900-1200 1300-1600	Manage diversity Lead and Manage 0900-1200 1300-1600	Manage conflict 0930-1230	
Week 2 Date: 8/2	Use social media 0930-1230	Manage diversity Lead and Manage 0900-1200 1300-1600	Manage diversity Lead and Manage 0900-1200 1300-1600	Manage conflict Monitor work ops 0930-1230 1300-1630	
Week 3 Date: 15/2	Use social media 0930-1230	Manage diversity Lead and Manage 0900-1200 1300-1600	Manage diversity Lead and Manage 0900-1200 1300-1600	Manage conflict Monitor work ops 0930-1230 1300-1630	
Week 4 Date: 22/2	Use social media 0930-1230	Manage diversity Lead and Manage 0900-1200 1300-1600	Manage diversity Lead and Manage 0900-1200 1300-1600	Manage conflict Monitor work ops 0930-1230 1300-1630	
Week 5 Date: 1/3	Use social media 0930-1230			Manage conflict Monitor work ops 0930-1230 1300-1630	
Week 6 Date: 8/3		Identify hazards/Implement WH&S Manage finances budget 0900-1200 1300-1600	Identify hazards/Implement WH&S Manage finances budget 0900-1200 1300-1600		
Week 7 Date: 15/3	Use social media 0930-1230	Identify hazards/Implement WH&S Manage finances budget 0900-1200 1300-1600	Identify hazards/Implement WH&S Manage finances budget 0900-1200 1300-1600		
Week 8 Date: 22/3	Use social media 0930-1230	Identify hazards/Implement WH&S Manage finances budget 0900-1200 1300-1600	Identify hazards/Implement WH&S Manage finances budget 0900-1200 1300-1600		
Week 9 Date: 29/3	Use social media 0930-1230	Identify hazards/Implement WH&S Manage finances budget 0900-1200 1300-1600	Identify hazards/Implement WH&S Manage finances budget 0900-1200 1300-1600		

Term 2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 10 Date: 19/4		Purchase goods 0930-1230 Roster staff 1330-1630	Roster staff 1330-1630	Advice on wine / beer 1330-1630	
Week 11 Date: 26/4		Purchase goods 0930-1230 Roster staff 1330-1630	Roster staff 1330-1630	Advice on wine / beer 1330-1630	
Week 12 Date: 3/5		Purchase goods 0930-1230 Roster staff 1330-1630	Roster staff 1330-1630	Advice on wine / beer 1330-1630	
Week 13 Date: 10/5		Purchase goods 0930-1230 Roster staff 1330-1630	Roster staff 1330-1630	Advice on wine / beer 1330-1630	
Week 14 Date: 17/5		Enhance customer service 0930-1230 Provide visitor info 1300-1500	Enhance customer service 0930-1230 Provide visitor info 1300-1500	Advice on wine / beer 1330-1630	
Week 15 Date: 24/5		Enhance customer service 0930-1230 Provide visitor info 1300-1500	Enhance customer service 0930-1230 Provide visitor info 1300-1500	Advice on wine / beer 1330-1630	
Week16 Date: 31/5		Enhance customer service 0930-1230 Provide visitor info 1300-1500	Enhance customer service 0930-1230 Provide visitor info 1300-1500	Advice on wine / beer 1330-1630	
Week17 Date: 7/6		Enhance customer service 0930-1230	Enhance customer service 0930-1230	Advice on wine / beer 1330-1630	
Week18 Date: 14/6				Advice on wine / beer 1330-1630	

SUBJECT TITLE	CIT SUBJECT NUMBER	NATIONAL CODE
Use social media in a business	EBUS166	SITXEBS001
Manage diversity in the workplace	MGNT699	BSBDIV501
Lead and manage people	MGNT131	SITXHRM003
Identify hazards, assess, and control safety risks	OHSS458	SITXWHS002
Manage finances within a budget	ACCT117	SITXFIN003
Manage conflict	COMM135	SITXCOM005
Monitor work operations	MGNT126	SITXMGT001
Purchase goods	ADMN224	SITXINV003

SUBJECT TITLE	CIT SUBJECT NUMBER	NATIONAL CODE
Roster staff	MGNT722	SITXHRM002
Enhance customer service experiences	MKTG327	SITXCC2007
Provide visitor information	TOUR207	SITXCCS002
Provide advice on wine	FBEV160	SITHFAB012
Provide advice on beer	FBEV158	SITHFAB016

**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 [infoline@cit.edu.au](mailto:infoline@cit.edu.au)