

SIT50107 Diploma of Tourism

CRICOS Course Code 067466A



**STRATHFIELD
COLLEGE**

**CRICOS Provider
Code: 02736K
NTIS Code: 91223**

TERM DATES 2012

Term 1 220hrs	Unit start	9 January – 23 March (11 weeks)	
Marketing Tourism Products 100 hrs Guiding Common	9 January 2011	Core	SITTIND001A Develop and update tourism industry knowledge / Review /Fieldwork
		Core	SITXCCS003A Manage quality customer service /Review/Fieldwork Placement
		Elect	SITTGDE010A Prepare specialized interpretive content on flora, fauna and landscape
		Elect	SITTGDE009A Interpret aspects of local Australian indigenous culture
Management and Leadership 1 80 hrs	Feb 16	Spec A	SITXOHS003A Identify hazards and asses and control safety risks
		Core	SITXOHS004A Implement and monitor workplace health, safety and security practices / Review /Fieldwork
		Core	SITXGLC001A Develop and update legal knowledge required for business compliance/ Review/Fieldwork
Presentation Skills 40 hrs	Mar 12	Elect	SITXCOM005A Make presentations
		Elect	BSBITU302A Create electronic presentations
Holiday: 24 March – 9 April (Public Holiday)			
Term 2 200 hrs	Unit start	9 April - 15 June (10 weeks)	
Clerical Skills 60 hrs	April 10	Elect	BSBADM404A Develop and use complex spreadsheets
		Core	SITXADM003A Write business documents
Human Resources 1 60 hrs	April 30	Core	SITXCOM003A Deal with conflict situations
		Elect	SITXHRM007A Manage workplace diversity
Financial Procedures 1 80 hrs	May 21	Elect	BSBFIM502A Manage payroll
		Elect	BSBFIA401A Prepare financial reports
		Core	SITXFIN003A Interpret financial information
Holiday: 16 June – 8 July			
Term 3 220 hrs	Unit start	9 July - 21 September (11 weeks)	
Financial Procedures 2 60 hrs	July 9	Core	SITXFIN004A Manage finances within a budget
		Core	SITXFIN005A Prepare and monitor budgets
Human Resources 2 60 hrs	July 30	Spec A	SITXHRM001A Coach others in job skills
		Elect	SITXHRM002A Recruit, select and induct staff
		Elect	SITXHRM006A Monitor staff performance
		Elect	SITXHRM003A Roster Staff
Management and Leadership 2 100 hrs	Aug 20	Elect	SITXMGT003A Manage projects
		Spec A	SITXMGT002A Develop and implement operational plans
		Spec A	SITXMGT001A Monitor work operations
Holiday: 22 September – 7 October			
Term 4 200 hrs	Unit start	8 October – 14 December (10 weeks)	
Management and Leadership 3 80hrs	Oct 8	Core	SITXHRM005A Lead and manage people
		Core	SITXMGT006A Establish and conduct business relationships
		Elect	SITXADM004A Plan and manage meetings
Marketing and Public Relations 80 hrs	Nov 5	Elect	SITXMPR003A Plan and implement sales activities
		Elect	SITXMPR001A Coordinate production of brochures and marketing materials
		Elect	SITXMPR002A Create a promotional display or stand
Human Resources 3 40hrs Guiding Common	Nov 26	Core	SITXCOM001A Work with colleagues and customers/ Fieldwork Placement
		Core	SITXCOM002A Work in a socially diverse environment / Fieldwork Placement
Holiday: 15 December – 6 January 2013			