

Certificate III in Business BSB30120 | C3-BT19

TERM 1

Semester 1/2024 Timetable: Term 1 – Monday, 12 February to Friday, 12 April (9 weeks)

GROUP A

CIT Campus: Reid

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30 – 12:30 Morning		9:30 – 12:30 Weeks 1 – 9 BSBTEC303 – BUSN549 Create electronic Presentations CRN 41674 Room E210 (Textbook) ³			9:00 – 12:00 Assessment catchup by appointment only . Please discuss with your teacher.
Break		12:30 – 13:15 (45 mins)			
13:15 – 16:15 Afternoon	13:15 – 16:15 Weeks 1 – 9 BSBOPS303 – BUSN459 Organise Schedules CRN 41677 Room E210	13:15 – 16:15 Weeks 1 – 9 BSBWRT311 – BUSN567 Write Simple Documents CRN 41675 Room E210	13:15 – 16:15 Weeks 1 – 9 (All in Class) BSBTEC302 – BUSN548 Design and produce Spreadsheets (Textbook) ³ CRN 41673 Room E210	13:15 – 16:15 Weeks 1 – 6 BSBPEF201 – BUSN477 Support personal wellbeing in the workplace CRN 41667 Room E210	
Break	16:15 – 17:00 (45 mins)		16:15 – 17:00 (45 mins)		
17:00 – 19:30 Evening	17:00 – 19:30 Weeks 1 – 8 (Blended) ¹ BSBCRT311 – BUSN288 Apply critical thinking skills in a team environment CRN 41666 Room B101		17:00 – 19:30 Weeks 1 – 9 (Blended) ¹ BSBWHS311 – BUSN565 Assist with maintaining workplace safety CRN 41670 Room B101		

If enrolling into all subjects, use the Block Code: **BST19GA**.

¹ **Blended** means a combination of *In Class* and *Self-directed study* (see page 3).

³ **Textbook required** – additional cost.

If you have completed some Certificate II in Workplace Skills subjects, some of these subjects may be credited towards your Certificate III in Business.
Please talk to your teacher or admin support to find out if you are eligible.

Note: If additional support for your subject is required, please contact your teacher to arrange an individual appointment.

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

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TERM 2

Semester 1/2024 Timetable: Term 2 – Monday, 29 April to Friday, 21 June (8 Weeks)

GROUP A

CIT Campus: Reid

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30 – 12:00 Morning		10:30 – 12:30 Weeks 10 – 17 (All in class) ICTSAS214 – INFT1305 Protect devices from spam and destructive software CRN 41678 Room E210			9:00 – 12:00 Assessment catchup by appointment only. Please discuss with your teacher.
Break		12:30 – 13:15 (45 mins)			
13:15 – 16:30 Monday & Tuesday 13:15 – 16:15 Wednesday & Thursday	13:15 – 16:30 Weeks 10 – 16 (All in class) BSBTEC301 – BUSN547 Design and Produce Business Documents CRN 41672 Room E210 (Textbook) ³	13:15 – 16:30 Weeks 10 – 16 (All in class) BSBTEC301 – BUSN547 Design and Produce Business Documents CRN 41672 Room E210 (Textbook) ³	13:15 – 16:15 Weeks 10 – 15 (All in class) BSBSUS211 – BUSN537 Participate in Sustainable work practices CRN 41668 Room E210	13:15 – 16:15 Weeks 10 – 17 BSBPEF301 – BUSN479 Organise personal work priorities CRN 41676 Room E210	
Break	16:15 – 17:00 (45 mins)		16:15 – 17:00 (45 mins)		
17:00 – 19:30 Evening	17:00 – 19:30 Weeks 10 – 17 (Blended) ¹ BSBTWK301 – BUSN558 Use inclusive work practices CRN 41669 Room B101		17:00 – 19:30 Weeks 10 – 17 (Blended) ¹ BSBXC301 – BUSN588 Engage in workplace communication CRN 41671 Room B101		

Note: If enrolling into all subjects, use the Block Code: BST19GA.

¹ **Blended** means a combination of *In Class* and *Self-directed study* (see page 3).

² **Private Study Day** – there are no classes scheduled on this day.

³ **Textbook required** – additional cost

If you have completed some Certificate II in Workplace Skills subjects, some of these subjects may be credited towards your Certificate III in Business. Please talk to your teacher or admin support to find out if you are eligible.

Note: If additional support for your subject is required, please contact your teacher to arrange an individual appointment.

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Semester 202410: Monday, 12 February to Friday, 21 June 2024

- **Term 1 – Monday, 12 February to Friday, 12 April 2024 (9 weeks)**
- **Holiday Break – Monday 25 September to Friday 6 October**
- **Term 2 – Monday, 29 April to Friday, 21 June 2024 (8 weeks)**

SUBJECT	DURATION	2024 TERM 1									2024 TERM 2							
		Weeks									Weeks							
To complete Certificate III in Business, enrol in the 13 SUBJECTS below																		
CORE - Complete all 6 CORE subjects																		
BSBCRT311 – BUSN288 Apply critical thinking skills in a team environment	8 Weeks	1	2	3	4	5	6	7	8	---								
BSBPEF201 – BUSN477 Support personal wellbeing in the workplace	6 Weeks	1	2	3	4	5	6	---										
BSBSUS211 – BUSN537 Participate in sustainable work practices	6 Weeks	---									10	11	12	13	14	15	---	
BSBTWK301 – BUSN558 Use inclusive work practices	8 Weeks	---									10	11	12	13	14	15	16	17
BSBWHS311 – BUSN565 Assist with maintaining workplace safety	9 Weeks	1	2	3	4	5	6	7	8	9	---							
BSBXCM301 – BUSN588 Engage in workplace communication	8 Weeks	---									10	11	12	13	14	15	16	17
ELECTIVE - Complete all 7 ELECTIVE subjects																		
BSBTEC301 – BUSN547 Design and produce business documents (2 classes per week)	7 Weeks	---									10	11	12	13	14	15	16	---
BSBTEC302 – BUSN548 Design and produce spreadsheets	9 Weeks	1	2	3	4	5	6	7	8	9	---							
BSBTEC303 – BUSN549 Create electronic presentations	9 Weeks	1	2	3	4	5	6	7	8	9	---							
BSBWRT311 – BUSN567 Write simple documents	9 Weeks	1	2	3	4	5	6	7	8	9	---							
BSBPEF301 – BUSN479 Organise personal work priorities	8 Weeks	---									10	11	12	13	14	15	16	17
BSBOPS303 – BUSN459 Organise schedules	9 Weeks	1	2	3	4	5	6	7	8	9	---							
ICTSAS214 – INFT1305 Protect devices from spam and destructive software	8 Weeks	---									10	11	12	13	14	15	16	17

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