

# Certificate II in Workplace Skills BSB20120 | C2-BT18

## TERM 1

Semester 1 - 2024 Timetable: Term 1 – Tuesday, 27 February to Thursday, 11 April (7 weeks)

CIT Campus: Bruce

Holiday Break – Monday, 15 April to Friday, 26 April 2024

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Morning</b>	Private Study Day <sup>1</sup>	<b>10:00 – 12:00</b> <b>Session 1</b> CIT introduction <b>Session 2</b> BSBTEC101 – BUSN590 Operate Digital Devices <b>CRN 41692 Room FL08</b>  <b>Session 3 - 7</b> BSBTEC203 – BUSN546 Research using the Internet <b>CRN 41689 Room FL08</b>	<b>10:00 – 12:00</b> <b>Session 1 – 3</b> BSBTEC202 – BUSN545 Use Digital Technologies to Communicate in a Work Environment <b>CRN 41683 Room FL08</b>  <b>Session 4 – 7</b> BSBCMM211 – BUSN275 Apply Communication Skills <b>CRN 41681 Room FL08</b>	<b>9:45 – 12:00</b> <b>Session 1 – 2</b> BSBTEC101 – BUSN590 Operate Digital Devices <b>CRN 41692 Room FL08</b>  <b>Session 3 – 7</b> BSBWHS211 – BUSN564 Contribute to the Health and Safety of Self and Others <b>CRN 41688 Room FL08</b>	Private Study Day <sup>1</sup>
<b>10:00 – 12:00</b> Tuesday & Wednesday					
<b>9:45 – 12:00</b> Thursday					
<b>Break</b>		<b>12:00 – 12:30</b> (30 mins)	<b>12:00 – 12:30</b> (30 mins)	<b>12:00 – 12:30</b> (30 mins)	
<b>Afternoon</b>		<b>12:30 – 14:30</b> <b>Session 1 – 2</b> BSBTEC101 – BUSN590 Operate Digital Devices <b>CRN 41692 Room FL08</b>  <b>Session 3 – 7</b> BSBTEC203 – BUSN546 Research using the Internet <b>CRN 41689 Room FL08</b>	<b>12:30 – 15:30</b> <b>Session 1 – 3</b> BSBTEC202 – BUSN545 Use Digital Technologies to Communicate in a Work Environment <b>CRN 41683 Room FL08</b>  <b>Session 4 – 7</b> BSBCMM211 – BUSN275 Apply Communication Skills <b>CRN 41681 Room FL08</b>	<b>12:30 – 14:15</b> <b>Session 1 – 2</b> BSBTEC101 – BUSN590 Operate Digital Devices <b>CRN 41692 Room FL08</b>  <b>Session 3 – 7</b> BSBWHS211 – BUSN564 Contribute to the Health and Safety of Self and Others <b>CRN 41688 Room FL08</b>	
<b>12:30 – 14:30</b> Tuesday					
<b>12:30 – 15:30</b> Wednesday					
<b>12:30 – 14:15</b> Thursday					

Please note: Term 1 Classes start on Tuesday, 27 February 2023. If enrolling into all subjects, use the Block Code: BST18WS.

<sup>1</sup> Private Study Day – no classes are scheduled on these days

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

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## TERM 2

Semester 1 - 2024 Timetable: Term 2 – Tuesday, 30 April to Thursday, 20 June (8 Weeks)

CIT Campus: Bruce

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Morning</b> 9:45 – 12:00 Tuesday & Thursday 10:00 – 12:00 Wednesday	Private Study Day <sup>1</sup>	9:45 – 12:00 <b>Session 8 – 15</b> BSBTEC201 – BUSN544 Use Business Software Applications <b>CRN 41684 Room FL08</b> (Textbook required) <sup>3</sup>	10:00 – 12:00 <b>Session 8 – 11</b> BSBCRT201 – BUSN287 Develop and Apply Thinking and Problem Solving Skills <b>CRN 41682 Room FL08</b>  <b>Session 12 – 15 (Clustered)<sup>2</sup></b> BSBPEF202 – BUSN478 Plan and Apply Time Management <b>CRN 41679 Room FL08</b> BSBOPS201 – BUSN454 Work effectively in Business Environments <b>CRN 41680 Room FL08</b>	9:45 – 12:00 <b>Session 8 – 11</b> BSBSUS211 – BUSN537 Participate in Sustainable work practices <b>CRN 41685 Room FL08</b>  <b>Session 12 – 15</b> BSBTEC201 – BUSN544 Use Business Software Applications <b>CRN 41684 Room FL08</b>	Private Study Day <sup>1</sup>
<b>Break</b>		12:00 – 12:30 (30 mins)	12:00 – 12:30 (30 mins)	12:00 – 12:30 (30 mins)	
<b>Afternoon</b> 12:30 – 14:30 Tuesday & Thursday 12:30 – 15:30 Wednesday		12:30 – 14:30 <b>Session 8 – 15</b> BSBTEC201 – BUSN544 Use Business Software Applications <b>CRN 41684 Room FL08</b>	12:30 – 15:30 <b>Session 8 – 11</b> BSBCRT201 – BUSN287 Develop and Apply Thinking and Problem Solving Skills <b>CRN 41682 Room FL08</b>  <b>Session 12 – 15 (Clustered)<sup>2</sup></b> BSBPEF202 – BUSN478 Plan and Apply Time Management <b>CRN 41679 Room FL08</b> BSBOPS201 – BUSN454 Work effectively in Business Environments <b>CRN 41680 Room FL08</b>	12:30 – 14:30 <b>Session 8 – 11</b> BSBSUS211 – BUSN537 Participate in Sustainable work practices <b>CRN 41685 Room FL08</b>  <b>Session 12 – 14</b> BSBTEC201 – BUSN544 Use Business Software Applications <b>CRN 41684 Room FL08</b>  <b>Session 15</b> Outstanding Assessment <b>Room FL08</b>	

<sup>1</sup> Private Study Day – no classes are scheduled on these days. <sup>2</sup> Clustered – two subjects are delivered together. <sup>3</sup> Textbook required – additional cost.

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