

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
Morning 10:00 – 12:00 Tuesday & Wednesday 9:45 – 12:00 Thursday	Private Study Day¹	10:00 – 12:00 Session 1 CIT introduction Session 2 BSBTEC101 – BUSN590 Operate Digital Devices CRN 41692 Room FL08 Session 3 - 7 BSBTEC203 – BUSN546 Research using the Internet CRN 41689 Room FL08	10:00 – 12:00 Session 1 – 3 BSBTEC202 – BUSN545 Use Digital Technologies to Communicate in a Work Environment CRN 41683 Room FL08 Session 4 – 7 BSBCMM211 – BUSN275 Apply Communication Skills CRN 41681 Room FL08	9:45 – 12:00 Session 1 – 2 BSBTEC101 – BUSN590 Operate Digital Devices CRN 41692 Room FL08 Session 3 – 7 BSBWHS211 – BUSN564 Contribute to the Health and Safety of Self and Others CRN 41688 Room FL08	Private Study Day¹
Break		12:00 – 12:30 (30 mins)	12:00 – 12:30 (30 mins)	12:00 – 12:30 (30 mins)	
Afternoon 12:30 – 14:30 Tuesday 12:30 – 15:30 Wednesday 12:30 – 14:15 Thursday		12:30 – 14:30 Session 1 – 2 BSBTEC101 – BUSN590 Operate Digital Devices CRN 41692 Room FL08 Session 3 – 7 BSBTEC203 – BUSN546 Research using the Internet CRN 41689 Room FL08	12:30 – 15:30 Session 1 – 3 BSBTEC202 – BUSN545 Use Digital Technologies to Communicate in a Work Environment CRN 41683 Room FL08 Session 4 – 7 BSBCMM211 – BUSN275 Apply Communication Skills CRN 41681 Room FL08	12:30 – 14:15 Session 1 – 2 BSBTEC101 – BUSN590 Operate Digital Devices CRN 41692 Room FL08 Session 3 – 7 BSBWHS211 – BUSN564 Contribute to the Health and Safety of Self and Others CRN 41688 Room FL08	

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

¹ **Private Study Day** – no classes are scheduled on these days

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

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