Block Code: **BST18WS**



Certificate II in Workplace Skills BSB20120 | C2-BT18

TERM 1

CIT Campus: Bruce

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

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

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		10:00 – 12:00	10:00 – 12:00	9:45 – 12:00	
		Session 1	Session 1 – 3	Session 1 – 2	
Morning		CIT introduction	BSBTEC202 – BUSN545	BSBTEC101 – BUSN590	
Wiorining		Session 2	Use Digital Technologies to Communicate in a	Operate Digital Devices CRN 41692 Room FL08	
10:00 – 12.00		BSBTEC101 – BUSN590	Work Environment CRN 41683 Room FL08		
Tuesday &		Operate Digital Devices		Session 3 – 7	
Wednesday		CRN 41692 Room FL08	Session 4 – 7	BSBWHS211 – BUSN564	
,			BSBCMM211 – BUSN275	Contribute to the Health and Safety of Self and	
9:45 – 12:00		Session 3 - 7	Apply Communication Skills	Others CRN 41688 Room FL08	
Thursday		BSBTEC203 – BUSN546	CRN 41681 Room FL08		
•		Research using the Internet			
	Private Study	CRN 41689 Room FL08			Private Study
	Day ¹				Day 1
			40.00 40.00 (00 ;)		
Break		12:00 – 12:30 (30 mins)	12:00 – 12:30 (30 mins)	12:00 – 12:30 (30 mins)	,
Break Afternoon	,	12:00 – 12:30 (30 mins) 12:30 – 14:30	12:30 – 12:30 (30 mins) 12:30 – 15:30	12:00 – 12:30 (30 mins) 12:30 – 14:15	24,
	-2,	,	` '	, ,	,
		12:30 – 14:30	12:30 – 15:30	12:30 – 14:15	,
Afternoon		12:30 - 14:30 Session 1 - 2	12:30 – 15:30 Session 1 – 3	12:30 – 14:15 Session 1 – 2	,
Afternoon 12:30 – 14:30		12:30 – 14:30 Session 1 – 2 BSBTEC101 – BUSN590	12:30 – 15:30 Session 1 – 3 BSBTEC202 – BUSN545	12:30 – 14:15 Session 1 – 2 BSBTEC101 – BUSN590	,
Afternoon 12:30 – 14:30		12:30 – 14:30 Session 1 – 2 BSBTEC101 – BUSN590 Operate Digital Devices	12:30 – 15:30 Session 1 – 3 BSBTEC202 – BUSN545 Use Digital Technologies to Communicate in a	12:30 – 14:15 Session 1 – 2 BSBTEC101 – BUSN590	,
Afternoon 12:30 – 14:30 Tuesday		12:30 – 14:30 Session 1 – 2 BSBTEC101 – BUSN590 Operate Digital Devices	12:30 – 15:30 Session 1 – 3 BSBTEC202 – BUSN545 Use Digital Technologies to Communicate in a	12:30 – 14:15 Session 1 – 2 BSBTEC101 – BUSN590 Operate Digital Devices CRN 41692 Room FL08	,
Afternoon 12:30 – 14:30 Tuesday 12:30 – 15:30 Wednesday		12:30 – 14:30 Session 1 – 2 BSBTEC101 – BUSN590 Operate Digital Devices CRN 41692 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	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	,
Afternoon 12:30 – 14:30		12:30 – 14:30 Session 1 – 2 BSBTEC101 – BUSN590 Operate Digital Devices CRN 41692 Room FL08 Session 3 – 7	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	12:30 – 14:15 Session 1 – 2 BSBTEC101 – BUSN590 Operate Digital Devices CRN 41692 Room FL08 Session 3 – 7 BSBWHS211 – BUSN564	,
Afternoon 12:30 – 14:30 Tuesday 12:30 – 15:30 Wednesday		12:30 – 14:30 Session 1 – 2 BSBTEC101 – BUSN590 Operate Digital Devices CRN 41692 Room FL08 Session 3 – 7 BSBTEC203 – BUSN546	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	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	,

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

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

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

Block Code: **BST18WS**



Certificate II in Workplace Skills BSB20120 | C2-BT18

TERM 2

CIT Campus: Bruce

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

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		9:45 – 12:00	10:00 – 12:00	9:45 – 12:00	
		Session 8 – 15	Session 8 – 11	Session 8 – 11	
Morning		BSBTEC201 – BUSN544	BSBCRT201 – BUSN287	BSBSUS211 – BUSN537	
		Use Business Software Applications	Develop and Apply Thinking and Problem Solving	Participate in Sustainable work	
9:45 – 12:00		CRN 41684 Room FL08	Skills CRN 41682 Room FL08	practices CRN 41685 Room FL08	
7.45 – 12.00 Tuesday &		(Textbook required) ³			
Thursday			Session 12 – 15 (Clustered) ²	Session 12 – 15	
illursuay			BSBPEF202 – BUSN478	BSBTEC201 – BUSN544	
10:00 – 12:00 Wednesday			Plan and Apply Time Management	Use Business Software Applications	
			CRN 41679 Room FL08	CRN 41684 Room FL08	
			BSBOPS201 – BUSN454		
			Work effectively in Business Environments		
			CRN 41680 Room FL08		
Break	Private Study	12:00 – 12:30 (30 mins)	12:00 – 12:30 (30 mins)	12:00 – 12:30 (30 mins)	Private Study
	Day ¹	12:30 – 14:30	12:30 – 15:30	12:30 - 14:30	Day ¹
		Session 8 – 15	Session 8 – 11	Session 8 – 11	
Afternoon		BSBTEC201 – BUSN544	BSBCRT201 – BUSN287	BSBSUS211 – BUSN537	
		Use Business Software Applications	Develop and Apply Thinking and Problem Solving	Participate in Sustainable work	
12.20 14.20		Use Business Software Applications CRN 41684 Room FL08	Develop and Apply Thinking and Problem Solving Skills CRN 41682 Room FL08	Participate in Sustainable work practices CRN 41685 Room FL08	
12:30 – 14:30		• •		·	
Tuesday &		• •		·	
		• •	Skills CRN 41682 Room FL08	practices CRN 41685 Room FL08	
Tuesday & Thursday		• •	Skills CRN 41682 Room FL08 Session 12 – 15 (Clustered) ²	practices CRN 41685 Room FL08 Session 12 – 14	
Tuesday & Thursday 12:30 – 15:30		• •	Skills CRN 41682 Room FL08 Session 12 – 15 (Clustered) ² BSBPEF202 – BUSN478	practices CRN 41685 Room FL08 Session 12 – 14 BSBTEC201 – BUSN544	
Tuesday & Thursday		• •	Skills CRN 41682 Room FL08 Session 12 – 15 (Clustered) ² BSBPEF202 – BUSN478 Plan and Apply Time Management	practices CRN 41685 Room FL08 Session 12 – 14 BSBTEC201 – BUSN544 Use Business Software Applications	
Tuesday & Thursday 12:30 – 15:30		• •	Skills CRN 41682 Room FL08 Session 12 – 15 (Clustered) ² BSBPEF202 – BUSN478 Plan and Apply Time Management CRN 41679 Room FL08	practices CRN 41685 Room FL08 Session 12 – 14 BSBTEC201 – BUSN544 Use Business Software Applications	
Tuesday & Thursday 12:30 – 15:30		• •	Skills CRN 41682 Room FL08 Session 12 – 15 (Clustered) ² BSBPEF202 – BUSN478 Plan and Apply Time Management CRN 41679 Room FL08 BSBOPS201 – BUSN454	practices CRN 41685 Room FL08 Session 12 – 14 BSBTEC201 – BUSN544 Use Business Software Applications CRN 41684 Room FL08	

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

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