Block Code: **BST18WS** 



## Certificate II in Workplace Skills BSB20120 | C2-BT18

TERM 3

**CIT Campus:** Bruce

**Semester 2 - 2024 Timetable: Term 3 –** Tuesday, 13 August to Thursday, 26 September 2024 (7 weeks) **Holiday Break –** Monday, 30 September to Friday, 11 October 2024

TIME	<b>MONDAY</b>	TUESDAY	WEDNESDAY	THURSDAY	<b>FRIDAY</b>
		9:30 – 12:00	10:00 – 12:00	10:00 – 12:00	
		Session 1	Session 1 – 3	Session 1 – 5	
Morning		CIT introduction	BSBTEC202 – BUSN545	BSBSUS211 – BUSN537	
		Session 2 – 5	Use Digital Technologies to Communicate	Participate in Sustainable work practices	
9:30 – 12.00		BSBTEC101 – BUSN590	in a Work Environment	CRN 50814 Room G104	
7.30 – 12.00 Tuesday		Operate Digital Devices	CRN 50812 Room G104		
luesuay		CRN 50815 Room G104		Session 6 – 7	
10:00 - 12.00			Session 4 – 7	BSBTEC201 – BUSN544	
Wednesday		Session 6 – 8	BSBCMM211 – BUSN275	Use Business Software Applications	
Thursday		BSBTEC203 – BUSN546	Apply Communication Skills	(Textbook required) <sup>3</sup>	
illuisuay		Research using the Internet	CRN 50810 Room G104	CRN 50813 Room G104	
		CRN 50817 Room G104			
	Private Study				Private Study
Break	Day <sup>1</sup>	<b>12:00 – 12:30</b> (30 mins)	<b>12:00 – 12:30</b> (30 mins)	12:00 – 12:30 (30 mins)	Day 1
	•	12:00 – 12:30 (30 mins) 12:30 – 14:30	12:00 – 12:30 (30 mins) 12:30 – 15:30	<b>12:00 – 12:30</b> (30 mins) <b>12:30 – 15:00</b>	,
Break Afternoon	•	, ,		` '	,
Afternoon	•	12:30 – 14:30	12:30 – 15:30	12:30 – 15:00	,
Afternoon 12:30 – 14:30	•	12:30 – 14:30 Session 1 – 5	12:30 – 15:30 Session 1 – 3	12:30 – 15:00 Session 1 – 4	•
Afternoon	•	12:30 – 14:30 Session 1 – 5 BSBTEC101 – BUSN590	12:30 – 15:30 Session 1 – 3 BSBTEC202 – BUSN545	12:30 – 15:00 Session 1 – 4 BSBSUS211 – BUSN537	•
Afternoon 12:30 – 14:30 Tuesday	•	12:30 – 14:30 Session 1 – 5 BSBTEC101 – BUSN590 Operate Digital Devices	12:30 – 15:30 Session 1 – 3 BSBTEC202 – BUSN545 Use Digital Technologies to Communicate	12:30 – 15:00 Session 1 – 4 BSBSUS211 – BUSN537 Participate in Sustainable work practices	•
Afternoon  12:30 - 14:30     Tuesday  12:30 - 15:30	•	12:30 – 14:30 Session 1 – 5 BSBTEC101 – BUSN590 Operate Digital Devices	12:30 – 15:30 Session 1 – 3 BSBTEC202 – BUSN545 Use Digital Technologies to Communicate in a Work Environment	12:30 – 15:00 Session 1 – 4 BSBSUS211 – BUSN537 Participate in Sustainable work practices	•
Afternoon 12:30 – 14:30 Tuesday	•	12:30 – 14:30 Session 1 – 5 BSBTEC101 – BUSN590 Operate Digital Devices CRN 50815 Room G104	12:30 – 15:30 Session 1 – 3 BSBTEC202 – BUSN545 Use Digital Technologies to Communicate in a Work Environment	12:30 – 15:00 Session 1 – 4 BSBSUS211 – BUSN537 Participate in Sustainable work practices CRN 50814 Room G104	,
Afternoon  12:30 – 14:30     Tuesday  12:30 – 15:30     Wednesday	•	12:30 – 14:30 Session 1 – 5 BSBTEC101 – BUSN590 Operate Digital Devices CRN 50815 Room G104 Session 6 – 8	12:30 – 15:30 Session 1 – 3 BSBTEC202 – BUSN545 Use Digital Technologies to Communicate in a Work Environment CRN 50812 Room G104	12:30 – 15:00 Session 1 – 4 BSBSUS211 – BUSN537 Participate in Sustainable work practices CRN 50814 Room G104 Session 5 – 7	•
Afternoon  12:30 – 14:30     Tuesday  12:30 – 15:30     Wednesday  12:30 – 15:00	•	12:30 – 14:30 Session 1 – 5 BSBTEC101 – BUSN590 Operate Digital Devices CRN 50815 Room G104  Session 6 – 8 BSBTEC203 – BUSN546	12:30 – 15:30 Session 1 – 3 BSBTEC202 – BUSN545 Use Digital Technologies to Communicate in a Work Environment CRN 50812 Room G104 Session 4 – 7	12:30 – 15:00 Session 1 – 4 BSBSUS211 – BUSN537 Participate in Sustainable work practices CRN 50814 Room G104  Session 5 – 7 BSBTEC201 – BUSN544	•
Afternoon  12:30 – 14:30     Tuesday  12:30 – 15:30     Wednesday	•	12:30 – 14:30 Session 1 – 5 BSBTEC101 – BUSN590 Operate Digital Devices CRN 50815 Room G104  Session 6 – 8 BSBTEC203 – BUSN546 Research using the Internet	12:30 – 15:30 Session 1 – 3 BSBTEC202 – BUSN545 Use Digital Technologies to Communicate in a Work Environment CRN 50812 Room G104 Session 4 – 7 BSBCMM211 – BUSN275	12:30 – 15:00 Session 1 – 4 BSBSUS211 – BUSN537 Participate in Sustainable work practices CRN 50814 Room G104  Session 5 – 7 BSBTEC201 – BUSN544 Use Business Software Applications	•

Please note: Term 3 Classes start on Tuesday, 13 August 2024. 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.

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

Block Code: **BST18WS** 



## Certificate II in Workplace Skills BSB20120 | C2-BT18

TERM 4

**CIT Campus:** Bruce

Semester 2 - 2024 Timetable: Term 4 – Tuesday, 15 October to Thursday, 5 December 2024 (8 Weeks)

		•	•		
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning		9:30 - 12:00	10:00 - 12:00	10:00 - 12:00	
		Session 9	Session 8 – 11	Session 8 – 15	
		BSBTEC203 – BUSN546	BSBCRT201 – BUSN287	BSBTEC201 – BUSN544	
		Research using the Internet	Develop and Apply Thinking and	Use Business Software Applications	
		CRN 50817 Room G104	Problem Solving Skills	(Textbook required) <sup>3</sup>	
		Session 10 –14	CRN 50811 Room G104	CRN 50813 Room G104	
10:00 – 12:00		BSBWHS211 – BUSN564	Session 12 – 15 (Clustered) <sup>2</sup>		
Tuesday Wednesday Thursday		Contribute to the Health and Safety	BSBPEF202 – BUSN478		
		of Self and Others	Plan and Apply Time Management		
	Drivete Shade	CRN 50816 Room G104	CRN 50808 Room G104		
		Carrier 45	BSBOPS201 – BUSN454		
		Session 15	Work effectively in Business Environments		
		Outstanding Assessments	CRN 50809 Room G104		
		Room G104			Duit cata Ctual
Break	Private Study Day <sup>1</sup>	<b>12:00 – 12:30</b> (30 mins)	<b>12:00 – 12:30</b> (30 mins)	<b>12:00 – 12:30</b> (30 mins)	Private Study Day 1
Afternoon	Juy	12:30 – 14:30	12:30 – 15:30	12:30 – 15:15	
		Session 9	Session 8 – 11	Session 8 – 15	
		BSBTEC203 – BUSN546	BSBCRT201 – BUSN287	BSBTEC201 – BUSN544	
		Research using the Internet	Develop and Apply Thinking and	Use Business Software Applications	
12:30 – 15:00		CRN 50817 Room G104	Problem Solving Skills	(Textbook required) <sup>3</sup>	
Tuesday		Session 10 –14	CRN 50811 Room G104	CRN 50813 Room G104	
12:30 - 15:30		BSBWHS211 – BUSN564	Session 12 – 15 (Clustered) <sup>2</sup>		
Wednesday		Contribute to the Health and Safety	BSBPEF202 – BUSN478		
		of Self and Others	Plan and Apply Time Management		
12:30 - 15:15		CRN 50816 Room G104	CRN 50808 Room G104		
Thursday		Session 15	BSBOPS201 – BUSN454		
		Outstanding Assessments	Work effectively in Business Environments		
		Room G104	CRN 50809 Room G104		

<sup>&</sup>lt;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.