

Certificate II in Workplace Skills BSB20120 | C2-BT18

TERM 3

Semester 2 - 2024 Timetable: Term 3 – Tuesday, 13 August to Thursday, 26 September 2024 (7 weeks)

CIT Campus: Bruce

Holiday Break – Monday, 30 September to Friday, 11 October 2024

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

Please note: Term 3 Classes start on Tuesday, 13 August 2024. If enrolling into all subjects, use the Block Code: BST18WS.

¹ 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 4

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

CIT Campus: Bruce

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

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.