Semester and Term Dates

Studies at CIT are typically performed as Terms and Semesters. The dates for this year's terms and semesters are below. No classes are held during the breaks between terms and semesters.

Semester 1		Semester 2	
Term 1	12 February 2024 – 12 April 2024	**Term 1**	29 July 2024 – 27 September 2024
Term 2	29 April 2024 – 21 June 2024	**Term 2**	14 October 2024 – 06 December 2024

Understanding your ICT Timetable

Admission and Enrolment

Students should have lodged an application for your relevant course online via the CIT Website **CIT Self Service;** https://cit.edu.au/current/services/self_service. This provides your online enrolment platform. Information on how to enrol into courses, and how to enrol into courses is outlined on the web page under the self service link above. There are two documents providing instructions: "Applying for a Course" for students that have not yet lodged an application, and "Enrolling in a Subject".

Enrolment and course information sessions will be held on the following dates. These sessions will have department staff able to help you with your subject choices and timetable options. CIT ICT staff will also assist you to enrol into classes.

- Tuesday 25 June 2024, 5:00 PM, Reid Campus, Block D, Room D232 (top floor)
- Tuesday 23 July 2024, 5:00 PM, Reid Campus, Block D, Room D232 (top floor)

New Fee Free TAFE enrolments:
Fee Free TAFE funded students are unable to enrol until confirmation they have been awarded Fee Free Training for this course. Fee Free TAFE applicants will receive an email confirming Fee Free TAFE approval.

Progress to completion:
Some subjects are no longer being delivered, but they do count towards completed electives. students that completed these electives in the past are likely still able to count these units towards the required six elective units. **If you have doubts in regard to completion requirements you are able to use the "My Progress" tool available via CIT Self Service (Student Menu/Academic Records).**

Choosing Your Subjects and Enrolling into Classes

Full-time Students

Full-Time students can complete the course in six months (one semester) of intensive full-time study.

Full Time Students may enrol into all classes with one block code: The Information Communication Technology (ICT) department has **recommended full time study options**.

The **Full-time study options are outlined on pages 5-6**. **Students are able to enrol in either option and choose all classes at once by entering just one code.** This is called a **Block Code** and each option has one code that may be entered via the drop-down list in the block code box when enrolling into courses on CIT Self Service. This saves full-time students from deciphering timetable choices and entering each class individually. The block code for each full-

time option appears in **red** under the **page heading relevant to each full-time option** and will enrol you into all classes with places available.

Please Note: Occasionally some of the full-time classes will have filled prior to enrolment, these will show on CIT Self Service with the message **"Closed Section"**. If this happens as you enrol, you will need to choose an alternate timeslot for these units by entering individual CRNs from the table in **pages 4-5**.

Legend:

F/T student Group	Relevant Block Code:	See page:
FT option 1 (day only)	**C3ITFTG1**	5
FT option 2 (day only) (is now full)	**C3ITFTG2**	6

Part-time Students

Part-time students do not have a set study load and may undertake any number of subjects each semester to progress towards completing the qualification.

Part-time students should choose CRN's relevant to each class they are choosing to undertake in the coming semester, these are indicated in each relevant timeslot from the table on **pages 3-4**.

We also recommend part time students consider either the Statement of **Attainment in Networking and Web**, or the **Statement of Attainment in Networking and Computer Hardware** as an alternative course of study. This allows students to undertake the essential technical training required for Certificate IV entry without the need to undertake workplace skills training covered in core units.

Units and Clusters: Some classes deliver training across several units due to a close relation in content. We refer to these classes as **Clusters**. In summary, a given class time may include one or more units within the one timeslot. When choosing a class time in a cluster with several units, you must enrol for every unit listed in that cluster.

Students should choose only ONE corresponding class time for each cluster by entering all CRN's on the timetable in the relevant box against the chosen timeslot (if there are two CRNs in the same box for a relevant timeslot students should enter **both** CRNs).

Lab Sessions / Tutorials

The lab sessions / tutorials give you access to the labs so that you can complete any outstanding classwork and so that you can work on your assessments with teacher support and guidance. The labs are equipped with specific software, routers and switches, and access to virtual environments. These sessions are provided for free as part of your enrolment. Attendance for these sessions is not marked, so if you decide you don't need to attend one week, you don't have to.

Supported Clusters	Session Time	Session Location	CRN
Introduction to Websites (HTML) Introduction to Programming (App Inventor)	Monday 1330 – 1530	D108	51452
Networking Essentials Network Operating Systems	Monday 1800 - 2000	D204	51451

Course Information: Certificate III in Information Technology C3-BD65
Application Method: Standard and Fee Free TAFE

Canberra Institute of Technology
RTO Code 0101 | CRICOS No. 00001K

Certificate III in Information Technology – Available core classes Semester 2 2024

Core Units and Student Lounge:

Cluster Name	National ID	CIT Code	Core Unit Name	Class Time	Class Location	CRN(s)
Critical Thinking/ Working in a Team	BSBCRT311 BSBXTW301	BUSN 288 BUSN 589	Apply critical thinking skills in a team environment (Core) Work in a team (Core) Workshops for in-class version to be held Weeks 1, 2, and 3 – continued online and groupwork throughout the remainder of the term 3.	Term 3 Only THU 0930-1630 Wks 1, 2, and 3 remainder online	CIT Reid Room: D232	53817 & 51352
Term Based Personal Data Security	BSBXCS303	BUSN 286	Securely manage personally identifiable information and workplace information (Core) Workshops for in-class version to be held Weeks 10 & 11 – continued online and groupwork throughout the remainder of the term 4.	Term 4 Only THU 0930-1630 Wks 10 &11 remainder online	CIT Reid Room: D232	51353
Provide ICT Advice	ICTSAS305	COMM161	Provide IT advice to clients (Core) Workshops for inclass version to be held Weeks 12 & 13 – continued online and groupwork throughout the remainder of the term 4.	Term 4 Only THU 0930-1630 Wks 12 & 13 remainder online	CIT Reid Room: D232	51354
Introduction to Programming	ICTPRG302	INFT 1247	Apply introductory programming techniques (Core)	WED 0930-1130	CIT Reid Room D137	51357 **(Full)**
				WED 1300-1500	CIT Reid Room D137	51356
Ethics and IP	ICTICT313	INFT 1376	Identify IP, ethics and privacy policies in ICT environments (Core)	MON 1600-1800	Virtual	51355
Student Lounge (this is not a core unit)		ELRN 141	(this is a student information platform and is free of charge, we encourage all students to enrol into this CRN).	No study, or assessment, or fee. Info only	Online info	51454

The student lounge is a page in eLearn that you can find useful resources in, such as a glossary of commonly used ICT terms. Additionally, announcements such as invitations to participate in competitions and employment-related news are made through the student lounge. The student lounge is available for free. Just enrol into CRN 51454.

3

Canberra Institute of Technology | GPO Box 826, Canberra, 2601 Australia | T +(61) 02 6207 3188 | cit.edu.au
CIT Bruce | CIT Fyshwick | CIT Gungahlin | CIT Reid | CIT Tuggeranong | RTO Code 0101 | CRICOS No. 00001K

**Canberra Institute
of Technology**
RTO Code 0101 | CRICOS No. 00001K

Certificate III in Information Technology – Available elective classes Semester 2 2024

Elective Units and Student Labs:

Subject/Clusters			Description (Unit of Competency)	Class times		CRNs/ Enrolment Groups
Networking Essentials (Recommended students continuing to Cert IV IT: Networking stream, or Cert IV Cyber Sec.)	ICTNWK311 ICTSAS310	INFT 1196 INFT 1310	Install and test network protocols Install and configure a small office home office network	**TUE 1300-1600**	**CIT Reid Room D137**	**51366 & 51371** **(Full)**
				FRI 1300-1600	**CIT Reid Room D120**	**51367 & 51372**
Network Operating Systems (Recommended students continuing to Cert IV IT: Networking stream, Infrastructure stream or Cert IV Cyber Sec.)	ICTNWK309 ICTSAS312	INFT 1194 INFT 1389	Configure and administer network operating systems Provide basic system administration	**TUE 0930-1230**	**CIT Reid Room D137**	**51377 & 51382** **(Full)**
				FRI 0930-1230	**CIT Reid Room D120**	**51376 & 51381**
Term 3 **Intro to Virtual Machines**	ICTICT310	INFT 1142	Identify and use industry specific technologies	**MON 1100-1300**	**CIT Reid Room D137**	**51360** **(Full)**
				TUE 0930-1130	**CIT Reid Room D217**	**51361**
Term 3 **Intro to Websites (HTML)**	ICTWEB431	INFT 1042	Create and style simple markup language documents	**WED 0930-1230**	**CIT Reid Room D120**	**51363**
				WED 1300-1600	**CIT Reid Room D120**	**51364** **(Full)**
Programming Lab	**Optional Lab**	**ELRN 337**	Labs commences from week 3 and are an optional lab to allow students to receive any advice in relation to technical subjects.	**MON 1330-1530**	**CIT Reid Room D108**	**51452**
Networking Lab	**Optional Lab**	**ELRN 336**	Labs commences from week 3 and are an optional lab to allow students to receive any advice in relation to technical subjects.	**MON 1800-2000**	**CIT Reid Room D204**	**51451**

Programming and Networking Labs commence from week 3 and are an optional lab to allow students to receive any advice in relation to technical subjects, and ongoing practical tasks. The labs are equipped with access to appropriate virtual environments, routers & switches and specialist software.

Course Information: Certificate III in Information Technology C3-BD65
Application Method: Standard and Fee Free TAFE

Canberra Institute of Technology
RTO Code 0101 | CRICOS No. 00001K

Information Technology Timetable (full-time option 1)
C3-BD65 Certificate III in Information Technology ICT30120
BLOCKCODE ALL CLASSES: **C3ITFTG1** Campus: **Reid**

	Monday	Tuesday	Wednesday	Thursday	Friday
0900-0930					
0930-1000		Virtual Machines Term 3 TUE 0930-1130 CRN: 51361 Room D217	Intro to Websites Term 3 WED 0930-1230 CRN: 51363 Room D120	Core Cert III Workshops THU 0930-1630 weeks 1-3 Critical/Team CRNs: 53817 & 51352 weeks 10-11 PII CRN: 51353 weeks 12-14 ICT Advice CRN: 51354 Room D232 Plus Online and group work weekly	Network Operating Systems (NOS) Semester FRI 0930-1230 CRNs: 51376 & 51381 Room D120
1000-1030					
1030-1100					
1100-1130					
1130-1200					
1200-1230					
1230-1300					
1300-1330			Intro to Prog (App Inv) Semester WED 1300-1500 CRN: 51356 Room D137		Networking Essentials (NES) Semester FRI 1300-1600 CRNs: 51367 & 51372 Room D120
1330-1400	Programming Lab weeks 3-16 MON 1330-1530 CRN: 51452 Room D108				
1400-1430					
1430-1500					
1500-1530					
1530-1600					
1600-1630	Ethics and IP Semester Mon 1600-1800 CRN: 51355 Virtual				
1630-1700					
1700-1730					
1730-1800					
1800-1830	Networking Lab weeks 3-16 MON 1800-2000 CRN: 51451 Room D204				
1830-1900					
1900-1930					
1930-2000					
2000-2030					

Programming and Networking Labs commence from week 3 and are an optional lab to allow students to receive any advice in relation to technical subjects, and ongoing practical tasks. The labs are equipped with access to appropriate virtual environments, routers & switches and specialist software.

Course Information: Certificate III in Information Technology C3-BD65
Application Method: Standard and Fee Free TAFE

Canberra Institute of Technology
RTO Code 0101 | CRICOS No. 00001K

Information Technology Timetable (full-time option 2)
C3-BD65 Certificate III in Information Technology ICT30120
BLOCKCODE ALL CLASSES: ~~C3ITFTG2~~ Campus: Reid

This option is now full, for anyone seeking to enrol after late June please consider FT option 1 or undertaking a part time load in either Statement of Attainment in Networking & Web, or Statement of Attainment in Networking & Computer Hardware

	Monday	Tuesday	Wednesday	Thursday	Friday
0900-0930					
0930-1000		Network Operating Systems (NOS) Semester TUE 0930-1230 CRNs: 51377 & 51382 Room D137	Intro to Prog (App Inv) Semester WED 0930-1130 CRN: 51357 Room D137	Core Cert III Workshops THU 0930-1630 weeks 1-3 Critical/Team CRNs: 53817 & 51352 weeks 10-11 PII CRN: 51353 weeks 12-14 ICT Advice CRN: 51354 Room D232 Plus Online and group work weekly	
1000-1030					
1030-1100					
1100-1130	Virtual Machines Term 3 MON 1100-1300 CRN: 51360 Room D137				
1130-1200					
1200-1230					
1230-1300					
1300-1330		Networking Essentials (NES) Semester TUE 1300-1600 CRNs: 51366 & 51371 Room D137	Intro to Websites Term 3 WED 1300-1600 CRN: 51364 Room D120		
1330-1400	Programming Lab weeks 3-16 MON 1330-1530 CRN: 51452 Room D108				
1400-1430					
1430-1500					
1500-1530					
1530-1600					
1600-1630	Ethics and IP Semester Mon 1600-1800 CRN: 51355 Virtual				
1630-1700					
1700-1730					
1730-1800					
1800-1830	Networking Lab weeks 3-16 MON 1800-2000 CRN: 51451 Room D204				
1830-1900					
1900-1930					
1930-2000					
2000-2030					

Programming and Networking Labs commence from week 3 and are an optional lab to allow students to receive any advice in relation to technical subjects, and ongoing practical tasks. The labs are equipped with access to appropriate virtual environments, routers & switches and specialist software.