

# Certificate II in Workplace Skills BSB20120 | C2-BT18

TERM 1

Semester 1 - 2025 Timetable: Term 1 – Tuesday, 25 February to Thursday, 10 April 2025 (7 weeks)

CIT Campus: Bruce

Holiday Break – Monday, 14 April to Friday, 25 April 2025

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning 10:00 – 12:00	Private Study Day <sup>1</sup>	<b>9:30 – 12:00</b> <b>Session 1</b> CIT introduction <b>Session 2 – 5</b> BSBTEC101 – BUSN590 Operate Digital Devices <b>CRN 60927 Room FL08</b>  <b>Session 6 – 7</b> BSBTEC203 – BUSN546 Research using the Internet <b>CRN 60929 Room FL08</b>	<b>10:00 – 12:00</b> <b>Session 1 – 3</b> BSBTEC202 – BUSN545 Use Digital Technologies to Communicate in a Work Environment <b>CRN 60924 Room FL08</b>  <b>Session 4 – 7</b> BSBCMM211 – BUSN275 Apply Communication Skills <b>CRN 60922 Room FL08</b>	<b>9:30 – 12:00</b> <b>Session 1 – 5</b> BSBSUS211 – BUSN537 Participate in Sustainable work practices <b>CRN 60926 Room FL08</b>  <b>Session 6 – 7</b> BSBTEC201 – BUSN544 Use Business Software Applications (Textbook required) <sup>3</sup> <b>CRN 60925 Room FL08</b>	Private Study Day <sup>1</sup>
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 Thursday 12:30 – 15:30 Wednesday		<b>12:30 – 14:30</b> <b>Session 1 – 5</b> BSBTEC101 – BUSN590 Operate Digital Devices <b>CRN 60927 Room FL08</b>  <b>Session 6 – 7</b> BSBTEC203 – BUSN546 Research using the Internet <b>CRN 60929 Room FL08</b>	<b>12:30 – 15:30</b> <b>Session 1 – 3</b> BSBTEC202 – BUSN545 Use Digital Technologies to Communicate in a Work Environment <b>CRN 60924 Room FL08</b>  <b>Session 4 – 7</b> BSBCMM211 – BUSN275 Apply Communication Skills <b>CRN 60922 Room FL08</b>	<b>12:30 – 14:30</b> <b>Session 1 – 4</b> BSBSUS211 – BUSN537 Participate in Sustainable work practices <b>CRN 60926 Room FL08</b>  <b>Session 5 – 7</b> BSBTEC201 – BUSN544 Use Business Software Applications (Textbook required) <sup>3</sup> <b>CRN 60925 Room FL08</b>	

Please note: Term 1 Classes start on Tuesday, 25 February 2025. If enrolling into all subjects, use the Block Code: BST18WS.

<sup>1</sup> 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.**

# Certificate II in Workplace Skills BSB20120 | C2-BT18

TERM 2

Semester 1 - 2025 Timetable: Term 2 – Tuesday, 29 April to Thursday, 19 June 2025 (8 Weeks)

CIT Campus: Bruce

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning 10:00 – 12:00	Private Study Day <sup>1</sup>	<b>10:00 – 12:00</b> <b>Session 8 – 10</b> BSBTEC203 – BUSN546 Research using the Internet <b>CRN 60929 Room FL08</b>  <b>Session 11 –15</b> BSBWHS211 – BUSN564 Contribute to the Health and Safety of Self and Others <b>CRN 60928 Room FL08</b>	<b>10:00 – 12:00</b> <b>Session 8 – 11</b> BSBCRT201 – BUSN287 Develop and Apply Thinking and Problem Solving Skills <b>CRN 60923 Room FL08</b>  <b>Session 12 – 15 (Clustered)<sup>2</sup></b> BSBPEF202 – BUSN478 Plan and Apply Time Management <b>CRN 60920 Room FL08</b> BSBOPS201 – BUSN454 Work effectively in Business Environments <b>CRN 60921 Room FL08</b>	<b>10:00 – 12:00</b> <b>Session 8 – 15</b> BSBTEC201 – BUSN544 Use Business Software Applications (Textbook required) <sup>3</sup> <b>CRN 60925 Room FL08</b>	Private Study Day <sup>1</sup>
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 Thursday 12:30 – 15:30 Wednesday		<b>12:30 – 15:00</b> <b>Session 8 – 9</b> BSBTEC203 – BUSN546 Research using the Internet <b>CRN 60929 Room FL08</b>  <b>Session 10 –14</b> BSBWHS211 – BUSN564 Contribute to the Health and Safety of Self and Others <b>CRN 60928 Room FL08</b>  <b>Session 15</b> Outstanding Assessments <b>Room FL08</b>	<b>12:30 – 15:30</b> <b>Session 8 – 11</b> BSBCRT201 – BUSN287 Develop and Apply Thinking and Problem Solving Skills <b>CRN 60923 Room FL08</b>  <b>Session 12 – 15 (Clustered)<sup>2</sup></b> BSBPEF202 – BUSN478 Plan and Apply Time Management <b>CRN 60920 Room FL08</b> BSBOPS201 – BUSN454 Work effectively in Business Environments <b>CRN 60921 Room FL08</b>	<b>12:30 – 15:00</b> <b>Session 8 – 15</b> BSBTEC201 – BUSN544 Use Business Software Applications (Textbook required) <sup>3</sup> <b>CRN 60925 Room FL08</b>	

<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.**