10:00 - 12:00

Session 1 – 3

BSBTEC202 – BUSN545

WEDNESDAY

Use Digital Technologies to Communicate

Block Code: BST18WS

9:30 - 12:00

Session 1 – 5

BSBSUS211 - BUSN537

THURSDAY

Participate in Sustainable work practices

Timetables: Certificate II in Workplace Skills BSB20120 | C2-BT18

MONDAY

TIME

Certificate II in Workplace Skills BSB20120 | C2-BT18

9:30 - 12:00

Session 2 – 5

CIT introduction

Session 1

TUESDAY

Semester 1 - 2025 Timetable: Term 1 – Tuesday, 25 February to Thursday, 10 April 2025 (7 weeks) Holiday Break – Monday, 14 April to Friday, 25 April 2025

Morning 10:00 – 12.00		BSBTEC101 – BUSN590 Operate Digital Devices CRN 60927 Room FL08 Session 6 – 7 BSBTEC203 – BUSN546 Research using the Internet CRN 60929 Room FL08	in a Work Environment CRN 60924 Room FL08 Session 4 – 7 BSBCMM211 – BUSN275 Apply Communication Skills CRN 60922 Room FL08	CRN 60926 Room FL08 Session 6 – 7 BSBTEC201 – BUSN544 Use Business Software Applications (Textbook required) <sup>3</sup> CRN 60925 Room FL08	
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 <sup>1</sup>
		12:30 – 14:30	12:30 – 15:30	12:30 – 14:30	
Afternoon		Session 1 – 5 BSBTEC101 – BUSN590	Session 1 – 3 BSBTEC202 – BUSN545	Session 1 – 4 BSBSUS211 – BUSN537	
12:30 – 15:00 Tuesday Thursday		Operate Digital Devices CRN 60927 Room FL08	Use Digital Technologies to Communicate in a Work Environment <b>CRN 60924 Room FL08</b>	Participate in Sustainable work practices CRN 60926 Room FL08	
Thursday		<b>Session 6 – 7</b> BSBTEC203 – BUSN546	Session 4 – 7	Session 5 – 7 BSBTEC201 – BUSN544	
12:30 – 15:30 Wednesday		Research using the Internet CRN 60929 Room FL08	BSBCMM211 – BUSN275 Apply Communication Skills CRN 60922 Room FL08	Use Business Software Applications (Textbook required) <sup>3</sup> CRN 60925 Room FL08	

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.

Note: This timetable may change. Classes are only available if numbers permit. Classes are filled on a first come first served basis.

For assistance, contact CIT Student Services on (02) 6207 3188 or infoline@cit.edu.au



## TERM 1

FRIDAY

**CIT Campus:** Bruce

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Canberra Institute of Technology

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

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

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning 10:00 – 12.00		10:00 – 12:00 Session 8 – 10 BSBTEC203 – BUSN546 Research using the Internet CRN 60929 Room FL08 Session 11 –15 BSBWHS211 – BUSN564 Contribute to the Health and Safety of Self and Others CRN 60928 Room FL08	10:00 – 12:00 Session 8 – 11 BSBCRT201 – BUSN287 Develop and Apply Thinking and Problem Solving Skills CRN 60923 Room FL08 Session 12 – 15 (Clustered) <sup>2</sup> BSBPEF202 – BUSN478 Plan and Apply Time Management CRN 60920 Room FL08 BSBOPS201 – BUSN454 Work effectively in Business Environments CRN 60921 Room FL08	10:00 – 12:00 Session 8 – 15 BSBTEC201 – BUSN544 Use Business Software Applications (Textbook required) <sup>3</sup> CRN 60925 Room FL08	
Break	Private Study	<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
Afternoon 12:30 – 15:00 Tuesday Thursday 12:30 – 15:30 Wednesday	Day <sup>1</sup>	12:30 – 15:00 Session 8 – 9 BSBTEC203 – BUSN546 Research using the Internet CRN 60929 Room FL08 Session 10 –14 BSBWHS211 – BUSN564 Contribute to the Health and Safety of Self and Others CRN 60928 Room FL08 Session 15 Outstanding Assessments Room FL08	12:30 – 15:30 Session 8 – 11 BSBCRT201 – BUSN287 Develop and Apply Thinking and Problem Solving Skills CRN 60923 Room FL08 Session 12 – 15 (Clustered) <sup>2</sup> BSBPEF202 – BUSN478 Plan and Apply Time Management CRN 60920 Room FL08 BSBOPS201 – BUSN454 Work effectively in Business Environments CRN 60921 Room FL08	12:30 – 15:00 Session 8 – 15 BSBTEC201 – BUSN544 Use Business Software Applications (Textbook required) <sup>3</sup> CRN 60925 Room FL08	- Day <sup>1</sup>

<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.

Note: This timetable may change. Classes are only available if numbers permit. Classes are filled on a first come first served basis.

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# TERM 2

**CIT Campus:** Bruce