

# Certificate III in Business BSB30120 | C3-BT19

Semester 1/2025 Timetable: Term 1 – Monday, 10 February to Friday, 11 April 2025 (9 weeks) **GROUP A**

**TERM 1**  
CIT Campus: Reid

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30 – 12:30 Morning				9:30 – 12:30 Weeks 1 – 9 BSBOPS303 – BUSN459 Organise Schedules <b>CRN 60941</b> <b>(Clustered – delivered together)</b> BSBPEF301 – BUSN479 Organise personal work priorities <b>CRN 60940 Room E210</b>	9:00 – 12:00 Assessment catchup <b>by appointment only</b> . Please discuss with your teacher.
Break				12:30 – 13:15 (45 mins)	
13:15 – 16:15 Afternoon		14:15 – 16:15 Week 1 - Orientation Weeks 2 – 6 (All in class) ICTSAS214 – INFT1305 Protect devices from spam and destructive software <b>CRN 60944 Room E210</b>	13:15 – 16:15 Weeks 1 – 9 (All in class) BSBTEC301 – BUSN547 Design and Produce Business Documents <b>CRN 60937 Room E210</b> (Textbook) <sup>3</sup>	13:15 – 16:15 Weeks 1 – 9 (All in Class) BSBTEC302 – BUSN548 Design and produce Spreadsheets (Textbook) <sup>3</sup> <b>CRN 60938 Room E210</b>	
Break		16:15 – 17:00 (45 mins)	16:15 – 17:00 (45 mins)		
Evening 17:00 – 20:00 Tuesday 17:00 – 19:30 Wednesday		17:00 – 20:00 Weeks 1 – 9 BSBWRT311 – BUSN567 Write Simple Documents <b>CRN 60936</b> <b>(Clustered – delivered together)</b> BSBXCM301 – BUSN588 Engage in workplace communication <b>CRN 60935 Room E210</b>	17:00 – 19:30 Weeks 1 – 9 (Blended) <sup>1</sup> BSBWHS311 – BUSN565 Assist with maintaining workplace safety <b>CRN 60934 Room E210</b>		

If enrolling into **all subjects**, use the Block Code: **BST19GA**.

<sup>1</sup> **Blended** means a combination of *In Class* and *Self-directed study* (see page 3).

<sup>3</sup> **Textbook required** – additional cost.

If you have completed some Certificate II in Workplace Skills subjects, some of these subjects may be credited towards your Certificate III in Business. Please talk to your teacher or admin support to find out if you are eligible.

**Note: If additional support for your subject is required, please contact your teacher via eLearn 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](mailto:infoline@cit.edu.au)

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## TERM 2

Semester 1/2025 Timetable: Term 2 – Monday, 28 April to Friday, 20 June 2025 (8 Weeks) **GROUP A**

CIT Campus: Reid

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30 – 12:00 Morning		9:30 – 12:30 Weeks 10 – 17 BSBTEC303 – BUSN549 Create electronic Presentations CRN 60939 Room E210 (Textbook) <sup>3</sup>		9:30 – 12:30 Weeks 10 – 14 BSBOPS303 – BUSN459 Organise Schedules <b>CRN 60941</b> <b>(Clustered – delivered together)</b> BSBPEF301 – BUSN479 Organise personal work priorities CRN 60940 Room E210	9:00 – 12:00 Assessment catchup <b>by appointment only.</b> Please discuss with your teacher.
Break		12:30 – 13:15 (45 mins)		12:30 – 13:15 (45 mins)	
13:15 – 16:15 Afternoon		13:15 – 16:15 Weeks 10 – 16 (All in class) BSBSUS211 – BUSN537 Participate in Sustainable work practices CRN 60932 Room E210	13:15 – 16:15 Weeks 10 – 16 (All in class) BSBTEC301 – BUSN547 Design and Produce Business Documents CRN 60937 Room E210 (Textbook) <sup>3</sup>	13:15 – 16:15 Weeks 10 – 15 BSBPEF201 – BUSN477 Support personal wellbeing in the workplace CRN 60931 Room E210	
Break		16:15 – 17:00 (45 mins)	16:15 – 17:00 (45 mins)	16:15 – 17:00 (45 mins)	
Evening 17:00 – 20:00 Tuesday 17:00 – 19:30 Wednesday Thursday		17:00 – 20:00 Weeks 10 – 14 BSBWRT311 – BUSN567 Write Simple Documents <b>CRN 60936</b> <b>(Clustered – delivered together)</b> BSBXCM301 – BUSN588 Engage in workplace communication CRN 60935 Room E210	17:00 – 19:30 Weeks 10 – 17 (Blended) <sup>1</sup> BSBTWK301 – BUSN558 Use inclusive work practices CRN 60933 Room E210	17:00 – 19:30 Weeks 10 – 17 (Blended) <sup>1</sup> BSBCRT311 – BUSN288 Apply critical thinking skills in a team environment CRN 60930 Room E210	

**Note:** If enrolling into all subjects, use the Block Code: **BST19GA**.

<sup>1</sup> **Blended** means a combination of *In Class* and *Self-directed study* (see page 3).

<sup>2</sup> **Private Study Day** – there are no classes scheduled on this day.

<sup>3</sup> **Textbook required** – additional cost

If you have completed some Certificate II in Workplace Skills subjects, some of these subjects may be credited towards your Certificate III in Business. Please talk to your teacher or admin support to find out if you are eligible.

**Note: If additional support for your subject is required, please contact your teacher via eLearn 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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**Semester 202510: Monday, 10 February to Friday, 20 June 2025**

- **Term 1 – Monday, 10 February to Friday, 11 April 2025 (9 weeks)**
- **Holiday Break – Monday, 14 April to Friday, 25 April 2025**
- **Term 2 – Monday, 28 April to Friday, 20 June 2025 (8 weeks)**

SUBJECT	DURATION	2025 TERM 1									2025 TERM 2							
		Weeks									Weeks							
<b>To complete Certificate III in Business, enrol in the 13 SUBJECTS below</b>																		
<b>CORE - Complete all 6 CORE subjects</b>																		
BSBCRT311 – BUSN288 Apply critical thinking skills in a team environment	8 Weeks	---									10	11	12	13	14	15	16	17
BSBPEF201 – BUSN477 Support personal wellbeing in the workplace	6 Weeks	---									10	11	12	13	14	15	---	
BSBSUS211 – BUSN537 Participate in sustainable work practices	7 Weeks	---									10	11	12	13	14	15	16	---
BSBTWK301 – BUSN558 Use inclusive work practices	8 Weeks	---									10	11	12	13	14	15	16	17
BSBWHS311 – BUSN565 Assist with maintaining workplace safety	9 Weeks	1	2	3	4	5	6	7	8	9	---							
BSBXCM301 – BUSN588 Engage in workplace communication (Clustered)	14 Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	---		
<b>ELECTIVE - Complete all 7 ELECTIVE subjects</b>																		
<b>BSBTEC301 – BUSN547 Design and produce business documents</b>																		
BSBTEC301 – BUSN547 Design and produce business documents	16 Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	---
BSBTEC302 – BUSN548 Design and produce spreadsheets	9 Weeks	1	2	3	4	5	6	7	8	9	---							
BSBTEC303 – BUSN549 Create electronic presentations	9 Weeks	---									10	11	12	13	14	15	16	17
BSBWRT311 – BUSN567 Write simple documents (Clustered)	14 Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	---		
BSBPEF301 – BUSN479 Organise personal work priorities (Clustered)	14 Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	---		
BSBOPS303 – BUSN459 Organise schedules (Clustered)	14 Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	---		
ICTSAS214 – INFT1305 Protect devices from spam and destructive software	5 Weeks	-	2	3	4	5	6	---										