

BUSINESS COMMUNICATION & TECHNOLOGIES

(AUTHORITY SUBJECT WITH EMBEDDED VET CERTIFICATE)

SUBJECT: BUSINESS COMMUNICATION & TECHNOLOGIES	QCE STATUS: CORE QSA STATUS: Authority subject with embedded VET certificate
DEPARTMENT: Enterprise & Technology	QCE POSSIBLE CREDIT POINTS: 4 (for 4 semesters with Sound Achievement at exit)
SUBJECT LEVY: N/A	Certificate Name: Certificate II Business CODE: BSB20107

PREREQUISITE SUBJECTS

A Sound Achievement in Year 10 English would be an advantage; however most students should be able to achieve good results with an appropriate application to study.

RATIONALE

In this subject, students are provided opportunities to successfully carry out a variety of business transactions and to develop the communication skills essential for quality staff and customer relations. Business Communication & Technologies also demands that students engage in learning activities requiring higher-order cognition to analyse, evaluate and propose recommendations for the perspectives of an employer, employee or self-employed individual across a range of business-related situation.

COURSE AIMS

Students will develop:

- The ability to communicate effectively and to interact confidently within the business environment
- The ability to use a range of business information technologies
- The ability to complete a variety of business forms and procedures
- The ability to apply a range of individual and group strategies to resolve issues and complete tasks

COURSE OUTLINE

Semester 1 <ul style="list-style-type: none">• Computer Operations – Routine Word Processing• Business and Work Environments	Semester 2 <ul style="list-style-type: none">• Workplace Health, Safety & Sustainability• Computer Operations – Spreadsheets• Financial Records – Petty Cash• Workplace Communication – Generic Communication Skills
Semester 3 <ul style="list-style-type: none">• Computer Operations – Advanced Word Processing• Organisational Skills• Financial Records – Banking• Managing Workplace Information	Semester 4 <ul style="list-style-type: none">• International Business Communication• Computer Operations – Electronic Presentations• Workplace Communication – Written Communication Skills• Workteams• Financial Records – Source Documents

ASSESSMENT

A variety of assessment formats will be used including:

- Short answer response questions
- Practical questions
- Computer applications
- Extended written tasks/research

ESSENTIAL EQUIPMENT

Calculator, ruler, A4 display book, A4 Note pad, USB

CAREER OPTIONS/FURTHER STUDY

- University – Bachelor degrees in Business Faculty
- TAFE – Diploma Courses in Business
- Employment in administrative and clerical positions
- Self-employment in own business enterprise

This subject will benefit students intending to continue studying business at University or TAFE in a wide variety of courses including combined degrees/courses. Business Communication and Technologies also equips students with the skills and knowledge to gain employment in administrative positions and self-employment in their own business.