

# CERTIFICATE II - BUSINESS

(VET SUBJECT)

<b>SUBJECT:</b> CERTIFICATE II - BUSINESS	<b>QCE STATUS:</b> CORE <b>QSA STATUS:</b> VET (Vocational Education & Training)
<b>DEPARTMENT:</b> ENTERPRISE AND TECHNOLOGY	<b>QCE POSSIBLE CREDIT POINTS:</b> 4 (for 4 Semesters with Sound Achievement at Exit)
<b>SUBJECT LEVY:</b> N/A	<b>Certificate Name:</b> CERTIFICATE 11 IN BUSINESS <b>CODE:</b> BSB20107

## PREREQUISITE SUBJECTS

A Sound Achievement in Year 10 English and Maths would be an advantage; however most students should be able to achieve good results with an appropriate application to study. Some background knowledge in computing and basic business concepts would also be of significant advantage to students; however this is not a necessity.

## RATIONALE

The Certificate II in Business course has been designed to equip participants with the essential knowledge, skills and attributes required for a variety of career paths in clerical and administrative occupations where the work is carried out under supervision.

## COURSE AIMS

*Business Studies* aims to help students to gain:

- skills and knowledge as used in a business environment
- the ability to use a range of business information technologies
- an improved ability to communicate using a range of techniques
- a Cert II in Business (subject to successful completion of all competencies)

## COURSE OUTLINE

<b>Semester 1</b> <ul style="list-style-type: none"><li>• Develop Keyboard skills</li><li>• Produce Simple Word processed documents</li><li>• Deliver a service to customers</li></ul>	<b>Semester 2</b> <ul style="list-style-type: none"><li>• Use business technology</li><li>• Create and use Spreadsheets</li><li>• Organise and complete daily work activities</li><li>• Work effectively with others</li></ul>
<b>Semester 3</b> <ul style="list-style-type: none"><li>• Create Electronic Presentations</li><li>• Communicate in the Workplace</li><li>• Maintain daily financial/business records</li></ul>	<b>Semester 4</b> <ul style="list-style-type: none"><li>• Participate in OHS Practices</li><li>• Participate in environmentally sustainable work practices</li></ul>

## ASSESSMENT

There will be an emphasis on practical assessment tasks. A variety of assessment formats will be used including:

- Folio of work
- Practical Tasks
- Teacher Observations
- Teacher Questioning
- Oral Presentation/Role Play
- Self/Peer Assessment
- Third Party Observation Checklist

## COSTS / ESSENTIAL EQUIPMENT

Calculator, Ruler, A4 Display Book, A4 Note Pad, USB Removable Disk

## CAREER OPTIONS/FURTHER STUDY

Upon successful completion of the course, students are qualified to gain employment in the following fields:

- Receptionist
- Personal Assistant
- Business Manager
- Word Processing Operator
- Clerical Support
- Customer Service Officer
- Call Centre Operator
- General Office Duties

This course is highly relevant for students entering the workforce or considering a TAFE course at the end of year 12.