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

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<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>Develop Keyboard skills</td>
<td>Use business technology</td>
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<tr>
<td>Produce Simple Word processed documents</td>
<td>Create and use Spreadsheets</td>
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<tr>
<td>Deliver a service to customers</td>
<td>Organise and complete daily work activities</td>
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<td>Work effectively with others</td>
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<tr>
<th>Semester 3</th>
<th>Semester 4</th>
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<tbody>
<tr>
<td>Create Electronic Presentations</td>
<td>Participate in OHS Practices</td>
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<tr>
<td>Communicate in the Workplace</td>
<td>Participate in environmentally sustainable work practices</td>
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<tr>
<td>Maintain daily financial/business records</td>
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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.