

Certificate II in Business (VBN)

BSB20115



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What experiences do I need before enrolling?

- CBU10 Pre-Senior Cert I in Business (Semester 2: Year 10)

Description/Outline: Certificate II in Business provide opportunities for students to use their creativity and derive satisfaction from working with office equipment and technologies as they prepare for future employment and leisure activities. Students who do not wish to be employed in an office environment have the opportunity to develop skills and attitudes that will be beneficial both personally and in a range of work environments. These Certificates are nationally recognised qualifications.

Certificate II in Business will be taught in a simulated work environment.

During this two year course students may participate in industry experience for a minimum of 10 days in both years 11 and 12.

Course length:

4 Semesters

Packaging Rules:

Students must demonstrate competence in 12 units:

- 1 core unit plus
- 11 elective units

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Course Competencies:

BSBITU201	Produce simple word processed documents
BSBITU202	Create and use spreadsheets
BSBITU203	Communicate electronically
BSBITU302	Create electronic presentations
BSBITU303	Design and produce text documents
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology
BSBINM201	Process and maintain workplace information
BSBCMM201	Communicate in the workplace
BSBWHS201	Contribute to health and safety of self and others

Assessment: These are competency based courses. Students will have a number of opportunities to demonstrate they can competently complete the set activities over the course of study. Students will be assessed using a variety of techniques such as:

- Objective and short answer responses
- Extended written responses
- Responses to stimulus material
- Research work
- Project work
- Non-written presentations
- Procedural applications
- Teacher observation

Late enrolments in Certificate courses: Students enrolling later than the start of the course or changing subjects during the course may not achieve sufficient competencies to be eligible for a certificate; however they may receive a statement of attainment. In these cases students may receive partial credit towards their QCE.

Costs/Levies: Students, through their Shared Resource Scheme, have access to the photocopied class materials, internet, email facilities, required texts, software, hardware and business equipment. Students will need to provide writing equipment.

Homework: All homework will be related to the work undertaken in class and will support the assessment tasks. Students are expected to review and reflect on work on a nightly basis. Access

to the internet and The EQ Learning Place will also be an advantage for additional materials such as audio, videos, tasks sheets and revision resources.

Possible future pathways: Teacher aide, front office employee, receptionist, accounts/financial assistant, personal assistant, secretary, office administrator, purchasing officer, administrative assistant, data entry operator, information desk clerk. Successful completion of the Certificate II in Business can also lead to further study at TAFE, other private providers, or university.