

CERTIFICATE II IN BUSINESS

Business, as an area of study, helps to develop students' understanding of business procedures and the environments in which business organisations operate. It also provides students with a range of personal and interpersonal skills with general application to personal and work life, as well as specific knowledge and skills related to employment within the business services industry. As many students aspire to careers in a variety of clerical/administrative situations, the program of study enables students to respond to the ever-changing nature of business technologies, to perform a variety of tasks, to communicate effectively, to operate efficiently in a business, and to relate appropriately to other people.

This course gives students the opportunity to achieve the nationally recognised Certificate II in Business. The following Units of Competency will be studied in this certificate:

BSBCM105A	Use business equipment
BSBCM108A	Develop keyboard skills
BSBCM201A	Work effectively in a business environment
BSBCM202A	Organise and complete daily work activities
BSBCM203A	Communicate in the workplace
BSBCM204A	Work effectively with others
BSBCM207A	Prepare and process financial/business documents
BSBCM208A	Deliver a service to customers
BSBCM209A	Provide information to clients
BSBCM211A	Participate in workplace safety procedures
BSBCM213A	Produce simple wordprocessed documents
BSBCM214A	Create and use simple spreadsheets

CAREER POSSIBILITIES

This subject gives students knowledge and understanding of the administrative requirements of the business world and provides them with a range of skills - technical, personal and interpersonal - necessary for efficient operation within an office environment.

With the qualification one would expect to gain employment in the office area in clerical roles, reception, customer service, data processing and computer operations. Students will also gain the knowledge to better manage small or personal businesses.

CAREER PATHWAYS

Further education, employment and training in this area may lead a person to study business at Diploma and Advanced Diploma levels. Graduates from these qualifications can gain work as office administrators, executive personal assistants, executive officers, business managers and general office managers.

ASSESSMENT

Certificate II in Business is a stand-alone Vocational Education and Training (VET) subject. All assessment is competency-based. Competency-based assessment is the process of collecting evidence and making judgments on whether the student can consistently demonstrate knowledge and skill, and the application of that knowledge and skill to the standard of performance required in a workplace.

All competencies achieved will be listed on the Senior Statement. A level of achievement, such as VHA, HA etc, will NOT appear on the Senior Statement.

Students who achieve competency in all Units of Competency over the two years of study will receive **Certificate II in Business**. Students who do not complete all Units of Competency will obtain a Statement of Attainment outlining the Units of Competency successfully completed over the two years of the course.

A variety of assessment techniques may be used to determine the various competencies, including:

- Objective and short-response tests
- Role plays
- Oral presentations
- Folio and written work
- Reports
- Group tasks
- Workplace and teacher observations
- Research and project work
- Recording of business procedures and financial transactions
- Practical work

REQUIREMENTS

A4 wallet folder

An additional \$10.00 is payable to the classroom teacher for the 'Business Forms Workbook' that is used throughout the course.

Queensland Certificate of Education - 4 points

The Australian Quality Training Framework (AQTF) mandates that all Registered Training Organisations (RTOs), of which Wynnum State High School is one, place the following statement on all courses of study that offer nationally recognised vocational certificates.

"The school must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualification. The school retains the right to cancel the course if it is unable to meet requirements."

