



**BUNDABERG STATE HIGH SCHOOL**  
**VOCATIONAL EDUCATION AND TRAINING (VET) PROGRAMS**

<b>RTO Name: Bundaberg State High School</b>	<b>RTO NO: 30038</b>
<b>VET Course Name: Certificate II in Business</b>	<b>VET Course Code: BSB20115</b>

<b>BSHS Subject Name</b>	<b>Years</b>	<b>Subject Code</b>	<b>OP</b>	<b>QCE Credits</b>	<b>VET</b>	<b>Pre-requisite</b>
<b>Certificate II in Business (BSB20115)</b>	<b>11/12</b>	<b>VBA</b>	<b>-</b>	<b>4</b>	<b>YES</b>	<b>-</b>

**Head of Department:** Mr Philip McLennan

**Course Outline:**

This course provides access for students to complete Certificate II in Business (BSB20115) from the Business Services Training Package (BSB) and is a nationally recognised qualification.

This course gives students an understanding of fundamental business skills and provides them with opportunities for development of appropriate life skills to assist them in their transition from school to work within a business environment and as responsible, contributing members in the community.

**Course Content:**

<b>Certificate II in Business</b>			
Students are required to complete 12 Units of Competency – 1 Core Unit and 11 Electives Units from those listed below. 2 Units of Competency may be selected from either Certificate I in Business (as indicated below with #) or Certificate III in Business (as indicated below with ##)>			
BSBWHS201	Contribute to health & safety /self & others	BSBITU101	Operate a personal computer #
BSBCMM201	Communicate in the workplace	BSBADM101	Use business equipment and resources #
BSBINM201	Process and maintain workplace information	BSBITU301	Create and use databases ##
BSBITU201	Produce simple word processed documents	BSBITU302	Create electronic presentations ##
BSBITU202	Create and use spreadsheets	BSBITU303	Design and produce text documents ##
BSBITU203	Communicate electronically	BSBITU304	Produce spreadsheets##
BSBWOR202	Organise and complete daily work activities	BSBITU309	Produce desktop published documents##
BSBWOR203	Work effectively with others		
BSBWOR204	Use business technology		
BSBSUS201	Participate in environmentally sustainable work practices		
BSBCUS201	Deliver a service to customers		

Students may gain recognition for skills that they have acquired from paid part-time work to complete some Units of Competency.



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### Assessment Outline:

This is a competency based course. Students will have a number of opportunities (generally three) to demonstrate that they have competently complete the set activities over the course of study. Students are assessed using a variety of techniques such as folios of work, in-class tests, scenario based activities, internet activities, simulated workplace activities and teacher observation.

### Career Pathways:

This course provides students with the skills to proceed to Certificate III in Business and/or work within the business/office administration area.

### Potential Activities:

Students are provided with the opportunity to do Structured Workplace Learning where they are provided with the opportunity to work in the 'real world'. Students will be working on projects involving computer software packages including working in authentic office environments while learning basic office duties.

### Costs:

There are no additional costs involved in this course. Students, through their resource hire and BYOD fees, have access to the photocopied class materials, internet, email facilities, required texts, software and hardware.

### Student Requirements:

There are no prerequisites for this course. This course is designed for students who have an interest in the clerical-administration area. Students require a computer to use at school to successfully study this course.

### Student Information:

Bundaberg State High School does not guarantee that students will complete their qualification or Units of Competencies, however at Bundaberg State High School VET tracking/case-management of students is in place as a checking system to see that student are progressing towards completions. We encourage parent and student communication in this process. We also do not guarantee an employment outcome upon completion. Qualifications must be completed in a manner that meet the VET Standards for RTO's 2015.

All information is correct at time of publication but subject to change

