

BSB20115 Certificate II in Business

Year 10 students have the opportunity to complete a Certificate II in Business, off campus, for one day per week at the EBITS centre (located at Boyne Smelters Ltd). Students learn the basics of what it takes to work in the Business Industry and learn and achieve skills in safety, leadership, innovation, teamwork, administration and communication.

Completing a Certificate II in Business will contribute up to 4 credits towards a student's QCE.

Certificate II in Business – (TSSHS RTO 30586)

Units of competency

- BSBITU112 Develop Keyboarding skills
- BSBWHS201 Contribute to the health and safety of self and others
- BSBITU111 Operate a personal digital device
- BSBITU211 Producing digital text for documents
- BSBUS201 Participate in sustainable work practices
- BSBITU212 Create and use spreadsheets
- BSBITU213 Use digital technologies to communicate remotely
- BSBWOR203 Work effectively with others
- BSBINM201 Process and maintain workplace information
- BSBMM201 Communicate in the workplace
- BSBWOR204 Use business technology
- BSBWOR202 Organise and complete daily work activities



Assessment	Completion of competencies, teacher observations and documentation of learning materials and activities
Special Note	There is an expectation that students will participate in the BYOX laptop program
Delivery	Face-to-face with on-line components
Fees	\$100 (EQIP fees) + EBITS uniform
Pre-requisites	No pre-requisite requirements for this course
Duration	It is expected that you will complete the course within the first three terms of the year – returning to school in term 4
Cooling off period	There is a two week cooling off period after enrolment - fees are fully refundable if students withdraw from the course during this time

Contact Tonita Williams (Co-ordinator) for more details 0436 819 404