

Shared Learning

Business Pathways

Certificate II Business

VET Coordinator: Angela Koehler

E-Mail:

angela.koehler452@schools.sa.edu.au

Phone: 8282 6400

Training School: Golden Grove High
School – Trade Training Centre

Website: www.goldengrovehs.sa.edu.au

Course Description

Students will complete competencies and skills related to the Business industry. This is a hands-on course and will involve learning and working in an office workplace setting. Learning includes Workplace Health and Safety, customer service, information management, innovation, workplace communication, use of technologies and other industry content.

Benefits for students

- Increase student's awareness of employment opportunities within this workplace setting
- Develop work ready skills within the business industry
- Complete a qualification that may lead to further study and/or employment
- Build leadership qualities and skills in team work and problem solving

Pre-Course Experiences/Pre-requisites

No pre-requisites to study this qualification, however, suitable for students:

- In year 10 and 11
- Interest in pursuing career pathways in the Business Industry

Structured Work Placement

Students will work within an office environment and in a virtual enterprise.

Course Code: BSB20112 – RTO: TBA

BSBWHS201A	Contribute to health and safety of self and others
BSBITU203A	Communicate electronically
BSBCMM201A	Communicate in the workplace
BSBINM202A	Handle mail
BSBWOR202A	Organise and complete daily work activities
BSBITU201A	Produce simple work processed documents
BSBWOR204A	Use business technology
BSBIND201A	Work effectively in a business environment
BSBWOR203B	Work effectively with others
BSBINM201A	Process and maintain workplace information
TLIP2029A	Prepare and process financial documents
BSBSUS201	Participate in environmentally sustainable work practices

Special Requirements

**Dress Code/Extra Clothing
Required/Equipment:**

Students:

- Will be required to wear school uniform
- Required to bring with them an exercise book and a folder

Career Pathways

This course leads to further study in SACE Accounting, Economics, Business and Enterprise and Information Publishing and Processing. Further study in Certificate III Business programs may also be accessed and will lead to further education at University, TAFE and fulltime employment or traineeships.

Commencement Date: Term 1

Length of Course: Full Year

Delivered in normal timetabled lessons

SACE Credits: Stage 1 – 20 (minimum)

Cost (Per student): \$50 (Cost for materials including USB and possible excursions)

Please Note: to the knowledge of the school providing this VET Course, information is correct at the time of publication.

