
SUBJECT: BUSINESS COMMUNICATIONS & TECHNOLOGY

STATUS: Authority Subject **CODE:** BCT

EMBEDDED QUALIFICATION: BSB20101 Certificate II in Business

COST: TBA

COURSE OVERVIEW:



Business Communication and Technologies is designed to equip students with the ability to communicate effectively with various business environments. Students are introduced to business concepts and the technologies appropriate to realistic business situations in a variety of contexts – for example Travel, Retail, Health and Events Management. Mastery of these concepts and skills is essential in order for students to acquire a knowledge of business and the ability to handle a variety of business transactions.

This syllabus is one of a number of Board syllabuses which explicitly combine general and vocational education components. In Business Communication and Technologies, students are provided with the opportunity to gain vocational competencies at AQF Level 2 which contribute towards Certificate II in Business (Office Administration).

COURSE STRUCTURE:

Each semester focuses on a particular industry area and it is within this business context that both general and vocational units are studied.

- Business and Work Environments
- Financial Records
 - Petty Cash
 - Source Documents
 - Banking Procedures
- Workplace Health, Safety and sustainability
- Managing Workplace Information
- International Business Communication
- Organisational Skills
- Workplace Communication
- Work teams
- Computer Operations
 - Wordprocessing
 - Spreadsheets
 - Databases

Embedded Qualification

- Certificate II in Business (see following page)

ASSESSMENT TECHNIQUES:

Students are assessed on:

- Their knowledge and understanding of major facts, concepts, key ideas and principles associated with the business environment.
- Their ability to use reasoning processes in analysing and evaluating alternative ideas, proposals or solutions to problems in a range of business-related situations
- Their ability to complete a variety of tasks using appropriate technologies and presentation skills, and to record business procedures.

A wide range of assessment techniques is used including objective and short response items, structured and open-ended response items, response to stimulus materials, research and project work, oral presentations and the procedural applications associated with the recording of business procedures and financial transactions.

SPECIAL REQUIREMENTS:

Excursions may be negotiated within the 2 year program which will incur additional costs.

BSB20101 CERTIFICATE II IN BUSINESS

(embedded in BCT)

STATUS: Vocational Education & Training

QUALIFICATION: BSB20101 – Certificate II in Business

COST: The cost for this certificate is included in the BCT subject charge.

COURSE OVERVIEW: <http://www.ntis.gov.au>
Please refer to the NTIS website for specific information about the qualification.

The Certificate II is embedded in the Year 11 and 12 Business Communication Technologies course. This qualification that allows individuals to develop basic business skills and knowledge to prepare for work. This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a business context, working under direct supervision.

COURSE STRUCTURE:



To attain a Certificate II in Business, 12 units must be achieved:

- 1 industry core units
- 11 industry elective units

1 INDUSTRY CORE UNITS:

- BSBITU201A Participate in OHS processes

11 ELECTIVE UNITS:

- BSBWOR202A Organise and complete daily work activities
- BSBCMM201A Communicate in the workplace
- BSBWOR203A Work effectively with others
- BSBWOR204A Use business technology
- BSBINM201A Process and maintain workplace information
- FNSICGEN305B Maintain daily financial/business records
- BSBITU201A Produce simple word processed documents
- BSBITU202A Create and use spreadsheets
- BSBSUS201A Participate in environmentally sustainable work practices
- BSBITU303A Design and produce text documents
- BSBITU301A Create and use databases

ASSESSMENT TECHNIQUES:

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques:

- Projects
- Written and Practical Tasks
- Teacher Observation
- Computing Tasks
- Folio of Collected Evidence of Competency

Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS:

Nil

CAREER OPPORTUNITIES & PATHWAYS

Articulation into:

- BSB30107 Certificate III in Business
- BSB40107 Certificate IV in Business

Other specific financial qualifications available at <http://www.ntis.gov.au>

Employment outcomes are limited and individuals are strongly advised that in order to meet the entry-level requirements of this industry, the Certificate III in Information Technology should be undertaken.

Disclaimer:

"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 qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."