

**Available to:** Years 10, 11 and 12  
**Length:** 1 or 2 semesters (16 weeks)  
**Accreditation:** 10 or 15 - Stage 1 SACE credits  
 (20 or 30 credits for full year)

Do you want to start your own business or work in an office? You will need to have some basic office skills to assist you in running your own business, or working in one.

The Virtual Enterprise is a simulated business. With the support of your trainer, you will run the simulated business "Office.com". You will conduct business by buying and selling products/services from other Virtual Enterprises, (140 in Australia). You will learn to work in a business environment, use various business equipment and work as a team. You will work according to business procedures in departments such as Reception (*handling incoming and outgoing mail, answering the phone*), Purchasing (*purchase orders, managing stock*) Marketing and Sales (*processing incoming sales orders, creating tax invoices, marketing to other businesses*) and Finance (*managing accounts payable and receivable*).

#### Aspects to consider:

- Students should have an interest in wanting to develop skills in office work/business administration
- Students gain SACE units and National Accreditation
- The course is designed to prepare students with skills and knowledge to build a career in an office environment or assist them with the skills required in running their own business
- Students must be prepared to complete their study once a week in after school hours (3 hours)
- The course is conducted off campus with the partnership schools
- To complete the Certificate II pathway, students will require a sound knowledge of language, literacy and technology skills

#### Students can complete one semester of this course or choose to complete the full year

	Certificate I	Certificate II pathway (partial certificate)
<b>Semester 1</b>	BSBOHS201A Participate in OHS processes (20 hours)	BSBOHS201A Participate in OHS processes (20 hours)
	BSBIND201A Work effectively in a business environment (30 hours)	BSBIND201A Work effectively in a business environment (30 hours)
	BSBWOR202A Organise and complete daily work activities (20 hours)	BSBWOR202A Organise and complete daily work activities (20 hours)
		BSBITU203A Communicate electronically (20 hours)
		FNSICGEN305A Maintain daily financial/business records (30 hours)
	<b>70 hours = 10 SACE credits</b>	<b>120 hours = 15 SACE credits</b>
<b>Semester 2</b>	BSBADM101A Use business equipment and resources (15 hours)	BSBWOR204A Use business technology (20 hours)
	BSBITU101A Operate a personal computer (20 hours)	BSBWOR203A Work effectively with others (15 hours)
	BSBITU102A develop keyboard skills (40 hours)	BSBCUS201A Deliver a service to customers (40 hours)
		BINM201A Process and maintain workplace information (30 hours)
		BSBINM202A Handle mail (15 hours)
	<b>75 hours = 10 credits</b>	<b>120 hours = 15 SACE credits</b>

**Assessment:** Students work individually and in teams to integrate these skills in the operation of the Virtual Enterprise. Students spend time in each of the departments and competency based assessment is conducted throughout the course in both practical and theoretical aspects within a Virtual Enterprise environment.

**Qualifications:** Units are selected from Certificate I BSB10107 and Certificate II in Business BSB20107

**Course Pathway:** Completion of Certificate I in Business (6 competencies required in total)  
 Completion of Certificate II in Business (12 competencies required in total)  
 Certificate III and IV, Diploma and Advanced Diploma in the Business Services area.  
 Degree in Business/Commerce/Marketing

**Contact:** School VET Coordinator