

BRACKEN RIDGE STATE HIGH SCHOOL

Year 12 Certificate II in Business - BSB20115

TERM ALLOCATION AND LENGTH	UNIT	UNITS OF COMPETENCY	ASSESSMENT
Term 1 10 Weeks	Working in a Business	<ul style="list-style-type: none"> BSBIND201 Work Effectively in a Business Environment BSBWOR202 Organise and Complete Daily Work Activities BSBWOR203 Work Effectively with Others 	Project 5 tasks <ul style="list-style-type: none"> Case Studies Goal Setting Team Project Observations Questions
Term 2 10 Weeks	Workplace Information	<ul style="list-style-type: none"> BSBINM201 Process and Maintain Workplace Information 	Project 6 tasks <ul style="list-style-type: none"> Case Studies Activities Assignment Observations Quiz
Term 3 10 Weeks	Document Creation	<ul style="list-style-type: none"> BSBITU211 Produce Digital Text Documents BSBITU313 Design and Produce Digital Text Documents 	Project 7 tasks <ul style="list-style-type: none"> Questions Assignment Exam Portfolio Observations
Term 4 7 Weeks	Business Technology	<ul style="list-style-type: none"> BSBWOR204 Use Business Technology 	Project 8 tasks <ul style="list-style-type: none"> Activities Assignment Simulations Quizzes Observations
	Deliver a Service	<ul style="list-style-type: none"> BSBCUS201 Deliver a Service to Customers 	Project 9 tasks <ul style="list-style-type: none"> Activities Case Studies Role Play