



ASSESSMENT OUTLINE
CERTIFICATE II IN BUSINESS
YEAR 12



Syllabus content	Assessment task	Due Date
BSBINM201	Process and maintain workplace information	Term 1 Week 7
BSBITU212	Create and use spreadsheets	Term 2 Week 4
BSBWOR204	Use business technology	Term 2 Week 11
BSBITU312	Create electronic presentations	Term 3 Week 8

PLEASE NOTE: ASSESSMENT DATES MAY CHANGE DUE TO SCHOOL COMMITMENTS AND CHANGES TO THE SCHOOL CALENDAR