



COURSE OUTLINE CERTIFICATE II BUSINESS YEAR 12: 2021



| Term | Week | Topic and key teaching points | Syllabus content / Mapping | WALT/WILF | Assessment |
|------|------|---|--|---|---|
| 1 | 1 | BSBINM201 – Process and maintain workplace information Collect information Process workplace information Maintain information systems <ul style="list-style-type: none"> • Online activity resource SSI • Learners Guide | Elements <ol style="list-style-type: none"> 1. Collect information 2. Process workplace information 3. Maintain information systems | LI – research information for new UOC SC – a basic understanding of the requirements of the task | Assessment Task <ol style="list-style-type: none"> 1. Collect information 2. Process information 3. Maintain information 4. Knowledge questions 5. Workplace testimonial |
| 1 | 2 | Task 1 Knowledge questions It is a preference for answers to be written individually but they could be part of a group discussion if the teacher has strategies to assess the knowledge of each learner. | All KE | LI – identify and demonstrate understanding of UOC SC – successful completion of KQ's | Document |
| 1 | 3 | Task 2 Collect Information Collect at least five (5) types of workplace information that provides knowledge on the following: <ul style="list-style-type: none"> • Key provisions of relevant legislation, regulations, standards and codes of practice that may affect information management • Organisational policies and procedures relating to collecting and processing workplace information • Organisational recordkeeping/filing systems and security procedures Different filing systems including paper-based and software-based | 1.1, 1.2, 1.3. PE1, KE2 | LI – alphabetical filing SC – activity 1 and 2, filing exercise, methods of filing information | Document |

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| 1 | 4 | <p>Task 2 Collect Information Collect at least five (5) types of workplace information that provides knowledge on the following:</p> <ul style="list-style-type: none"> • Key provisions of relevant legislation, regulations, standards and codes of practice that may affect information management • Organisational policies and procedures relating to collecting and processing workplace information • Organisational recordkeeping/filing systems and security procedures <p>Different filing systems including paper-based and software-based</p> | 1.1, 1.2, 1.3. PE1, KE2 | LI – types of workplace information SC – code of conduct, policies and procedures manual, privacy act, student code of conduct, style guide, | Document |
| 1 | 5 | <p>Task 2 Collect Information Collect at least five (5) types of workplace information that provides knowledge on the following:</p> <ul style="list-style-type: none"> • Key provisions of relevant legislation, regulations, standards and codes of practice that may affect information management • Organisational policies and procedures relating to collecting and processing workplace information • Organisational recordkeeping/filing systems and security procedures <p>Different filing systems including paper-based and software-based * OLN Testing</p> | 1.1, 1.2, 1.3. PE1, KE2 | LI – document management preparation guide SC – courier docket | Document |
| 1 | 6 | <p>Task 3 Process Information In this task you will need to process workplace information in accordance with organisational and task requirements. Process the following three (3) different types of workplace information:</p> <ol style="list-style-type: none"> 1. Form – Complete a workplace form and submit and/or file it accordingly (e.g. incident report, timesheet, leave) | 2.1, 2.2, 2.3, 2.4, 3.4 PE2, KE | LI – computer filing system, process information SC – email 1 and 2, AIR 1 and 2, invoice, mail merge, organisation SS | Document |

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| | | <p>2. Digital – Process any digital information (e.g. computer file, computer database, online, email)</p> <p>Collate – Organise the information you collected in Task 2 – Collect Information into a file using a suitable classification, reference and index system and appropriate presentation format</p> <p>* OLNA Testing</p> | | | |
| 1 | 7 | <p>Task 4 Maintain Systems</p> <p>In this task you will need to maintain information systems in accordance with organisational and task requirements.</p> <p>Maintain an information and filing system by completing the following:</p> <ul style="list-style-type: none"> Update and modify information to ensure it is current and relevant Remove or relocate information to ensure it is current and relevant <p>Store information to ensure it is easily accessible and secure</p> | E3, PE3, KE2 | <p>LI – maintaining systems, naming conventions, updating, version control</p> <p>SC – Analyse, deleted, petty cash, schedule, zip</p> | Document |
| 1 | 8 | <p>BSBITU212 – Create and use spread sheets</p> <p>Select and prepare resources</p> <p>Create simple spread sheets</p> <ul style="list-style-type: none"> Purpose of How to guide on format Formulas <p>Produce simple charts</p> <ul style="list-style-type: none"> Types of charts Purpose How to complete one <p>Finalise spread sheets</p> <ul style="list-style-type: none"> Proof read for errors Layout meets organisational style guides | <p>Elements</p> <ol style="list-style-type: none"> Prepare to produce spreadsheets Create simple spreadsheets Produce simple charts Finalise and present spreadsheets | <p>LI – research information for new UOC</p> <p>SC – a basic understanding of the requirements of the task</p> | <p>Assessment Task</p> <ol style="list-style-type: none"> Prepare to produce SS Create excel documents Produce a simple chart Knowledge questions Workplace testimonials |



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| 1 | 9 | <p>Task 1 Knowledge questions It is a preference for answers to be written individually but they could be part of a group discussion if the teacher has strategies to assess the knowledge of each learner.</p> | All KE, CSfW | <p>LI – identify and demonstrate understanding of UOC SC – successful completion of KQ's</p> | Document |
| 2 | 1 | <p>Task 2 Prepare spreadsheets Determine purpose of spreadsheet, audience, presentation and organizational style guide requirements 1 x petty cash – completed in BSBCMM201 1 x schedule – completed in BSBWOR202</p> <ul style="list-style-type: none"> • Petty cash • Wages calculations • Profit and loss • Sales figures <p>Importance of ergonomics – how to set up a workstation</p> | 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 4.1, 4.2, 4.3, PE1, 2, 3, 4, 6, 7, KE1 | <p>LI – identify purpose of spreadsheet, audience, presentation and organizational style guide requirements SC – completion of 2 x design brief, design checklist LI – understand the importance of ergonomics SC – completion of workstation assessment</p> | Document |
| 2 | 3 | <p>Task 3 Produce spreadsheets Produce the spreadsheets in accordance with the design briefs from task 2</p> <ul style="list-style-type: none"> • Petty cash • Wages calculations • Profit and loss • Sales figures <p>Provide draft copies</p> | 3.1, 3.2, 3.3, 4.1, PE 5 | <p>LI – design and produce spreadsheets with formulas and functions SC – completion of the spreadsheets required</p> | Workbook |
| 2 | 4 | <p>Task 4 Finalise spreadsheets Produce spreadsheets as final version with charts, graphs, formulas as specified Supply draft and final versions</p> | 3.1, 3.2, 3.3, 4.1, PE 5 | <p>LI – apply review feedback to workbooks SC – supply draft and final versions, with formulas, graphs and, updates</p> | Document |

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| 2 | 5 | <p>BSBWOR204 – use business technology</p> <p>Select and use technology including hardware and software Process and organise electronic information Maintain technology * EST's</p> | <p>Elements</p> <ol style="list-style-type: none"> 1. Organise work schedule 2. Complete work tasks 3. Review work performance | <p>LI – research information for new UOC SC – a basic understanding of the requirements of the task</p> | <p>Assessment Task</p> <ol style="list-style-type: none"> 1. Select and use technology 2. Maintain technology 3. Process and organise data 4. Knowledge questions 5. Workplace testimonial |
| 2 | 6 | <p>Task 1 Knowledge questions</p> <p>It is a preference for answers to be written individually but they could be part of a group discussion if the teacher has strategies to assess the knowledge of each learner. * Exams</p> | <p>All KE, FS</p> | <p>LI – identify and demonstrate understanding of UOC SC – successful completion of KQ's</p> | <p>Document</p> |
| 2 | 7 | <p>Task 2 Select and use technology</p> <p>Technology plays an increasingly important part in the work of a business employee. This task requires you to identify the most commonly used technology in your workplace/industry and demonstrate an understanding of how to use it safely according to organisational requirements.</p> <p>Record this information by completing the <i>Technology Assessment</i> provided. This document requires the following details on four (4) types of technology:</p> <ul style="list-style-type: none"> • Technology – What is the name of the technology? • Purpose – What does it do, what do you use it for? • Organisational Requirements – What is expected and how do you use it correctly? • Safety Requirements – What are the risks and how do you use it safely? <p>* EXAMS</p> | <p>1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 4.1, 4.2, 4.3, PE1, 2, 3, 4, 6, 7, KE1</p> | <p>LI – understand the importance of SWP SC – completion of technology assessment</p> | <p>Document</p> |

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| 2 | 8 | <p>Review and set-up your workstation to be ergonomically safe and energy and resource efficient in accordance with the requirements outlined in the <i>Workstation Assessment</i> provided. Make comments on how you addressed organisational requirements for ergonomics, work periods and breaks and conservation techniques. This task can be completed independently or in pairs.</p> | 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 2.4, 4.1, 4.2, 4.3, PE1, 2, 3, 4, 6, 7, KE1 | <p>LI – understand the importance of ergonomics</p> <p>SC – completion of workstation assessment</p> | Document |
| 2 | 9 | <p>Task 3 Process and organize data Use a software application (e.g. Word, Excel) to process and organise data.</p> <p>Complete the <i>Technology Checklist</i> provided. Make comments on how you achieved these actions in accordance to organisational, task and software requirements.</p> <p>Provide copies of both versions of the document/record</p> | 3.1, 3.2, 3.3, 4.1, PE 5 | <p>LI – process and organize data</p> <p>SC – complete the technology checklist for letter 1, schedule and provide draft and final version of these documents</p> | Document |
| 2 | 10 | <p>Task 4 Maintain Technology Maintain two (2) types of technology from the list you provided for <i>Task 2 – Select and Use Technology</i>.</p> <p>Complete the <i>Maintenance Checklist</i> provided. Make comments on how you achieved these actions in accordance to manufacturer's instructions and organisational requirements.</p> | 3.1, 3.2, 3.3, 4.1, PE 5 | <p>LI – using the skills that you have been honing over the last 18 months, you should be able to identify which technology is best suited for which job,</p> <p>SC – completion of select and use technology</p> | Document |
| 2 | 11 | <p>Provide additional evidence by attaching to this <i>Assessment Task</i> the following:</p> <ul style="list-style-type: none"> • Copies of any maintenance procedures and/or checklists • Copies of any maintenance instructions <p>* Bushrangers camp</p> | 3.1, 3.2, 3.3, 4.1, PE 5 | <p>LI – using the skills that you have been honing over the last 18 months, you should be able to identify maintenance issues and address them</p> <p>SC – completion of maintenance checklist, equipment fault form</p> | Document |



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| 3 | 1 | <p>BSBITU312 – Create Electronic Presentations</p> <p>Describe the skills and knowledge required to design and produce electronic presentations. This may include but is not limited to providing administrative support within an enterprise, or may be responsible for production of their own electronic presentations.</p> <ul style="list-style-type: none"> • Prepare to create presentation • Create presentation • Finalise presentation | <p>Elements</p> <ol style="list-style-type: none"> 1. Prepare to create presentation 2. Create presentation 3. Finalise presentation | <p>LI – research information for new UOC</p> <p>SC – a basic understanding of the requirements of the task</p> | <p>Assessment Task</p> <ol style="list-style-type: none"> 1. Create presentations 2. Knowledge questions 3. Workplace testimonial |
| 3 | 2 | <p>Knowledge Question</p> <ul style="list-style-type: none"> • Key provisions of relevant legislation, standards and codes that affect aspects of business operations • Key elements of design features and their effect on the readability and appearance of electronic presentations • Key functions of relevant applications for producing electronic presentations • Key features of organisational requirements for ergonomics | <p>KE, 3.1</p> | <p>LI – identify relevant legislation, identify key functions of applications, identify how design features effect readability</p> <p>SC – completion of Knowledge questions</p> | <p>Document</p> |
| 3 | 3 | <p>Task 1 – Preparation for the creation of a presentation</p> <ul style="list-style-type: none"> • Create a “How to Setup your Workstation so it meets ergonomic considerations • Images and instructions required | <p>E1, 2, 3, PE All</p> | <p>LI – identify important aspects of ergonomic requirements and how to implement them as policies and procedures</p> <p>SC – creation of PowerPoint presentation</p> | <p>PowerPoint Presentation</p> |



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| 3 | 4 | <p>Task 2 – Create Presentations</p> <p>Create an electronic presentation using PowerPoint</p> <p>The content of the PowerPoint is to be on the elements and principles of design</p> <p>Explain at least 6 elements and 6 principles</p> <p>Demonstrate the following skills</p> <ul style="list-style-type: none"> • Transitions • Animations • Notes • Bibliography • Video or gif • Sound • Elements and principles of design | E1, 2, 3, PE All | LI – research elements of design SC – understand what the elements of design are | PowerPoint presentations |
| 3 | 5 | <p>Task 2 – Create Presentations</p> <p>Demonstrate the following skills</p> <ul style="list-style-type: none"> • Transitions • Animations • Notes | E1, 2, 3, PE All | LI – research principles of design SC – understand what the principles of design are | PowerPoint presentations |
| 3 | 6 | <p>Task 2 – Create Presentations</p> <p>Create an electronic presentation using PowerPoint</p> <p>The content of the PowerPoint is to be on the elements and principles of design</p> <p>Explain at least 6 elements and 6 principles</p> <p>Demonstrate the following skills</p> <ul style="list-style-type: none"> • Bibliography • Video or gif • Sound • Elements and principles of design | E1, 2, 3, PE All | LI – research principles of design SC – understand what the principles of design are | PowerPoint presentations |



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| 3 | 7 | <p>Task 2 – Create Presentations</p> <p>Complete the design brief for each of the PowerPoint presentations</p> <ul style="list-style-type: none"> • Workstation setup • Induction pack • Elements and principles of design | <p>E1, 2, 3, PE All</p> | <p>LI – identify the purpose, audience and, presentation requirements for each presentation SC – complete the design brief for each presentation</p> | <p>Document</p> |
| 3 | 8 | <p>Task 2 – Create Presentations</p> <p>Reflection</p> <ol style="list-style-type: none"> 1. How did you extend your presentation skills? What online help features did you use to create your presentation? How useful where they? 2. Are there ways you could have conserved resources or time? Explain. 3. Have you demonstrated the following? <ol style="list-style-type: none"> a. Ergonomics b. Alignment with purpose and audience c. Balance in design d. Emphasis of important points e. No distractions f. Proof reading – V1 and V2 | <p>E1, 2, 3, PE All</p> | <p>LI – identify how skill set has been extended SC – complete reflection section of task</p> | <p>Document</p> |