

## ***Certificate II in Business Studies***

This program aims to provide students with the skills and knowledge to achieve competencies that will enhance their employment prospects across a range of industries.

The course covers communication in the workplace, making use of technology within the workplace, working with others in teams and managing Human Resources within the workplace.

VET Business Studies caters to a diverse range of students, from those seeking work in occupations such as: real estate, secretarial work and office work, banking and finance, small business ownership (particularly for those wishing to take on an apprenticeship or traineeship) and retail.

VET Business runs at Dromana College every Wednesday from 11.45-3pm.