



AL SIRAAAT COLLEGE

Year 10

Subject Selection Handbook

2017

## Year 10 Subject Selection Rationale

At Al Siraat College our Year 10 academic program enables students to make decisions about what they wish to study. Students can make a wide range of choices from the areas of Science, Humanities, Physical Education, Health, Art and Technology.

Each student selects their subjects to meet their individual learning needs. This allows the student the freedom to individually select their subjects based on their future pathways and in preparation for VCE at Year 11 and 12.

Each student will meet with the VCE Co-ordinator and based on their intentions for VCE and their interests a study program is put into place so that the student is well prepared for entrance to VCE.

The following applies when students are making decisions about their Year 10 study program: *(please refer to subject selection sheet at end of booklet)*

### 1. Compulsory Subjects for all Students

- English
- Maths / VCE General Maths *(by selection only based on performance in Year 9 Maths)*
- Quranic Studies

### 2. One VCE Subject from:

- Biology
- Accounting
- VET Cert II Business

### 3. Subject Selection Criteria:

- Students must choose **one** option from each block per semester
- A total of **four** subjects must be chosen per semester
- **One** choice must be an Islamic Studies Option
- If a choice is a VET subject then this subject must be chosen in **BLOCK 1 & 4**

### 4. Admission into Year 10 subjects

All admission to any subject at Year 10 is subject to the student's performance in Year 9

## Year 10 Quran Level Descriptors

### Quran Beginners

Students will complete Levels 1 to 5 of reading in this elective. The skills they will be able to apply after the completion of this level include: recognition of letters in different forms; differentiation between the three vowels (Fathah, Dhammah and Kasrah); Sukoon, Qalqalah, Waqf (stopping); Shaddah and Ghunnah.

### Quran Intermediate

Students will complete Levels 6 to 11 of reading in this elective. The skills they will be able to apply after the completion of this level include: recognition of letters in different forms; differentiation between the three vowels (Fathah, Dhammah and Kasrah); Sukoon, Qalqalah, Waqf (stopping); Shaddah, Ghunnah; Tanween; identification and correct reading of Hamzatul Wasl, Sun and Moon letters, recognition of silent letters; identification and application of Madd of two; four and six Harakahs; and the rules relating to Noon and Meem Saakinah and Tanween; recognition of the different types of Raa and Laam. Students must have completed up to Level 5 of reading to select this elective.

### Quran Advanced

Students are now in the Naathirah stage of the Quran program. They are able to recognise and apply most skills of Tajweed and will continue to build their knowledge of Tajweed as they progress in Naathirah. There is a heavy focus on fluency and confidence in this elective. Students must have completed up to Level 11 to select this elective.

### Quran Tajweed

Students who are fluent in reading and are able to apply most rules of Tajweed, may choose to study Tajweed in theory. Topics include: articulation points and characteristics of letters; Noon Saakinah and Tanween; Meem Saakinah; Basmalah and Isti'aathah; Madd.

### Stories of the Quran

In this elective, students who are fluent and confident in Tajweed application will extend their understanding of a number of Surahs in the Quran by studying the background story, cause of revelation and matters that have been derived from each Surah. Most of the Quran consists of stories, all of which are a source of reflection. Such as the beautiful story of Yusuf Alaihissalam and the story of Bilqis, the Queen of Sheba. Students who wish to study Text and Traditions in VCE are encouraged to select this subject.

## ISLAMIC STUDIES SUBJECT DESCRIPTORS

### Ideal Muslim/Muslimah

This subject looks into the essential qualities needed to develop a healthy Islamic identity. It also explores the influence of our environment and context, our family and friends, and our personal characteristics in shaping the quality of our Islamic experience.

Assessments:

Class quizzes: 40%

Semester exam: 60%

(Optional class oral/presentation: up to 10% bonus points)

### Islam – A Way of Life

In this subject, students will review essential Islamic practices in order to be able to apply Islam to their everyday living. At the end of the subject, students should be able to reflect on the quality of their salah/prayers, duas/supplications, zikr/remembrance of Allah, and saum/fasting. This subject offers an optional weekend ‘camp’ for those students interested in the practical application of knowledge.

Assessments:

Class quizzes: 40%

Semester exam: 60%

(Optional weekend camp: up to 10% bonus points for successful participation)

**ART & TECHNOLOGY SUBJECT DESCRIPTIONS****ROBOTICS & INTELLIGENT CONTROL SYSTEMS**

Have you ever wondered how intelligent control systems work? Programming language is the building block of all intelligent control systems. In this elective, you will be learning basic programming language to control robots and other intelligent control systems. You will plan and build robots by integrating science, mathematical and engineering concepts in your learning. This is a hands-on elective that lets you learn problem-solving skills through games, challenges and projects. You will find this elective highly engaging as you will be exposed to many different types of robotics control and learn skills that are highly sought after in today's digital age.

**DIGITAL & GRAPHIC DESIGN**

Did a billboard poster just capture your attention today? Are you keen to learn the tips and tricks to turn someone's attention visually? Digital and graphic design is an elective that takes you through understanding visual behaviour in humans and ways to manipulate them. You will learn how to create visual communications such as posters, brochures and website using software that are used in the industry today. If you are keen in the field of advertising, communication design and architecture then its elective is perfect for you. You will be exposed to opportunities to work with real clients and industry briefs allowing you to develop a working portfolio in the future. Hone your analytics and visual skills by taking up this elective!

**CREATIVE & FASHION DESIGN**

A first of its kind at Al Siraat College- an elective on Islamic Fashion & Design. Fashion that is based on modesty is gaining popularity in the Muslim and Western world. Take on the role of a fashion designer and design Islamic clothing for men and women. With growing demand worldwide for modest fashion, you will be designing and creating clothes that are appropriate and in line with Islamic principles. This elective takes you through a study of consumer behaviourism, culture as well as fashion design and making. If you believe that modest clothing can be trendy, fashionable and fun, then this elective is for you!

**ISLAMIC ART & CALLIGRAPHY**

Islamic Art is a beautiful and fascinating discipline. The Ottoman Architecture, Islamic Chinese calligraphy are manifestations of Islam's influence in Art to today's society. In this elective, you will be learning on the influence of Islam on Art and culture. You will develop a deeper understanding and appreciation Islamic Art and Muslim artists by creating your own calligraphy, photography, mosaic, painting, glass, pottery and even textile arts such as carpets and embroidery.

This course will also be focusing on designed for students to learn a wide range of Islamic Calligraphy. Students will learn and practice these styles of writing in class, they will learn the

basic Arabic Calligraphy (Naskh) and the more skilled styles as well. Workshops/incursions/excursions will assist in student learning and upskilling. Students will be required to complete a portfolio for their major assessment for the Year. Students will also be given a chance to integrate their Calligraphy skills with modern Art. If you are looking for an elective to express your creative freedom and imagination, then look no further!

## FOOD TECHNOLOGY - GOURMET MASTERCHEF!

Time is ticking and you are left with a few minutes to present your masterpiece! Are you up for it? Gourmet MasterChef is fun and 'tasty' elective that takes you through the study of preparing, presenting and serving food and beverages, and providing hospitality services. You will develop an understanding of the preparation of food and beverages, and the provision of hospitality services including front office operations, housekeeping and food and beverage service. Cook up a scrumptious yet, healthy meal and learn how to present them professionally. If you love cooking or simply want to learn it and keen to delve deeper into hospitality industry, then Gourmet MasterChef is the right elective for you!

## CAREER DEVELOPMENT SUBJECT DESCRIPTION

### JOB READY

In this subject students will acquire the skill set required to enter the work force. They will be guided through the entire process of how to find a job as a student or for the future. This subject will focus on the requirements to apply for a job, understand the pay scale, develop a resume, interview skills, applying for a tax file number and understanding their rights and responsibilities in the work force.

#### TOPICS

- Where do I look for jobs?
- How do I understand the requirements of an advertised job?
- Preparing a resume
- Preparing a cover letter
- Interview skills
- Applying for a Tax File Number
- How much will I get paid?
- What is gross and net income?
- What are my employer's rights?
- What are my rights as an employee?
- What if I need to resign?

## ENGLISH SUBJECT DESCRIPTIONS

### ESSENTIAL ENGLISH

*“Language is the light of the mind” – John Stuart Mill*

This subject will focus on ensuring a solid understanding of the concepts and skills required in the domain of English - specifically in the language modes of listening, speaking, viewing, reading and writing. It will prepare students with the skills necessary to undertake VCE English in future. This pathway is best suited for students who need additional time and assistance to strengthen and refine their literacy skills to support their future study in VCE English.

#### ASSESSMENTS

Students will have to submit **two** assignment tasks, sit for **two short** tests and complete **one** language project.

#### FUTURE PATHWAYS

VCE English Language, English, Literature

## HUMANITIES SUBJECT DESCRIPTORS

### WW2 AND MIGRATION

The end of WW1 was a greatly celebrated event in human history, however it is largely accepted that the way it was handled very much caused WW2. Beginning with the treaty of Versailles in 1919; this caused massive economic and social unrest in Germany, this coupled with the fact the world was going through the Great Depression gave rise to Nazism in Germany. Hitler was able to capitalise on Germany's unrest, which culminated in the outbreak of WW2. The subject then focuses on WW2 in Europe and the Pacific. The end of WW2 brought about a massive change in worldwide politics and the large scale movement of peoples. After WW2 people undertook migration from many countries to the Australian continent and so Australia's identity was forged. Post-war immigration, Conflicts around world, Refugees and finally Current Issues in Australia. This subject will offer students a better understanding and appreciation of Australia's Identity through the above mentioned historical events. This unit will develop skills useful in VCE History.

## ENTREPRENEUR & EARNING AN INCOME

The first topic area of this subject focuses on planning and marketing of a small business within the school community. Students will cover relevant theory to assist them in planning their own small business. Students will work in teams to come up with a good idea, conduct market research, plan, advertise, organise and eventually run their business. They will then evaluate and prepare financial reports assessing the success of their venture. This topic lends itself to our budding entrepreneurs and provides them with a practical application. The second topic area is earning an income. In this topic, students will address a number of areas including:

- How do you earn an income?
- What factors determine your income and your employability?
- How can training influence income? How much tax should you pay? What is superannuation?
- What is retirement?

Students will look at various aspects of financial literacy from budgeting right through to the circular flow of money throughout the economy. This unit will develop skills useful in VCE Business Management, VCE Economics and VCE Accounting.

## EARNING AN INCOME- WHAT TO DO WITH YOUR MONEY?

As the old saying goes “money can’t buy happiness”, which is true, but money in the form of an income does allow people to buy goods and pay for services that may enhance lives. How do you earn an income? What factors determine your income and your employability? How can training influence income? How much tax should you pay? What is superannuation? What is retirement? This subject looks at various aspects of financial literacy from budgeting right through to the circular flow of money throughout the economy. This unit will develop skills useful in VCE Economics and Accounting.

## LEGAL STUDIES

In Legal Studies, students will study the legal system in Australia. This unit examines the processes of law-making, dispute resolution and the administration of justice in Australia. Students develop an understanding of the impact of the legal system on the lives of citizens, and the implications of legal decisions and outcomes on Australian society. The subject allows students to become involved in decision-making within the legal system. It encourages civic engagement and helps students to become more informed and active citizens. This unit will develop skills useful in VCE Legal Studies.

**PHYSICAL EDUCATION & HEALTH SUBJECT DESCRIPTION****VCE/ VET SPORTS & RECREATION UNIT 1 & 2  
&  
HEALTH**

(YEAR-LONG SUBJECT)

This course is delivered to meet the requirements for VCE accreditation as well as the certificate III qualification. The qualification reflects the multi-skilled role of individuals in operational and customer support positions in the sport or community recreation industry. Students will work towards competence in a range of activities and functions requiring autonomous work within a defined range of situations and environments.

Students will work or explore locations such as fitness centres, sporting grounds or complexes, leisure and aquatic centres and community recreation centres.

Students will be assessed through theoretical assessments, as well as observation assessments of their engagement in activities, practical application in programs and events, teamwork and presentations delivered.

The following units will be assessed during the year:

**Semester 1**

SISSCO101 - Develop and update knowledge of coaching practices

SISXCCS201A - Provide customer service

SISXEMR201A – Respond to emergency Situations

HLTAID003 - Provide first aid

**Semester 2**

ICAWEB201A – Use social media tools for collaboration and engagement

BSBWOR301A – Work priorities and development

SISXWHS101A - Follow work health and safety policies

BSBCRT301A - Develop and extend critical and creative thinking skills

**SCIENCE SUBJECT DESCRIPTORS****Chemistry - It all about the Chemicals!**

Chemistry explores and explains the composition and behaviour of matter and the chemical processes that occur on Earth and beyond. Chemical models and theories are used to describe and explain known chemical reactions and processes. The course is based on hands-on learning. The subject will provide a foundation in Chemistry knowledge, understanding and skills for those students who wish to do VCE Chemistry in year 11.

**TOPICS**

1. Atomic Theory
  - Structure of the atom
  - Atomic and Mass Number
  - Isotopes and calculating Relative Atomic Mass
  - Interpreting Mass Spectrums
  - Electron configurations
  
2. Chemical Reactions
  - Chemical Change
  - Types of chemical reactions
  - States of reactants and products
  - Chemical equations
  - Balancing Chemical Equations
  - Solubility rules and precipitation reactions
  - Predicting reactants and products of an equation

**Laboratory Skills – “LSI”**

Are you a student who loves doing experiments but annoyed that junior science didn't allow you to be in the lab as often? I bet you're also wondering what a scientist gets up to in the laboratory too, right? Want to know the cool stuff that happens behind closed doors? Then L.S.I is the subject for you! Think about C.S.I, but better! Not only will you learn the hands on techniques the famous scientists used to make the many important discoveries that have shaped the world of today, but you will walk away every lesson with skills and understanding which you can use to design your very own investigation.

Students will learn how to:

- Use a wide range of scientific equipment
- Learn scientific techniques
- Read and interpret results
- Collect and Analyse scientific data

- Analyse errors in data

## PHYSICS – KEEP ON MOVING

Physics is studied in order to understand the physical world around us. We attempt to develop in the students an enquiring and logical mind. Discussion in the classroom is strongly encouraged. The course is based on hands-on learning. The subject will provide a foundation in physics knowledge, understanding and skills for those students who wish to do VCE physics in year 11. The course also aims to improve students' mathematical skills in order to achieve maximum comprehension in physics

### TOPICS

#### ELECTRICITY

- What is Electric Current?
- How Charges Flow in an Electric Circuit?
- Direct Current
- Measuring Electric Current/Ammeter
- What is Voltage
- Measuring voltage
- Resistance
- Ohm's Law
- Electric Power
- Resistors in Series
- Resistors in Parallel
- Short Circuit

#### MOTION

- What is Motion?
- Position
- Distance and Displacement
- Speed and Velocity
- Acceleration
- Graphing Motion
- Motion in one Dimension
- Accelerated Motion
- Investigating Motion
- How Fast Can I Move?
- Equations of Motion

## PSYCHOLOGY - PSYCHED UP!

What is psychology? Want to know what Psychology is really about?

Students will be given an introduction to what psychology is and the career opportunities.

**Research skills:** Students will be given the opportunity to develop, use and demonstrate key science skills when undertaking an investigation and when evaluating the research of others. Students will be conducting an experiment and applying key science skills to their practical investigation.

**Forensic psychology:** Students will be investigating the dysfunctionality of human behaviour by exploring what is forensic psychology. They will also be studying aspects in forensic psychology such as dangerousness, criminal profiling, serial killers and the polygraph.

**Tour of the brain:** Students will be exploring the role of the central nervous system including the brain and its functions. Student will also know if they are left hemisphere or right hemisphere dominant.

**Psychopathology:** Students will be discovering a variety of mental illnesses and explaining a mental illness using the biopsychosocial model.

**Sleep:** Students will be exploring sleep and how to measure sleep. Students will be going on a sleep excursion to Epworth Sleep Centre.

**Social influences:** So why does our behaviour change when we are around people? Students will learn the social influences such as obedience, status and power, conformity and other factors that changes our behaviour.

**What The Eye?** Ever wanted to know what your eye looks like? Students will be exploring the characteristics of the human eye and visual perception. Students will also be dissecting a cow's eye.

**VCE UNIT 1 & 2 SUBJECT DESCRIPTORS****ACCOUNTING**

Accounting is the process of recording, reporting, analysing and interpreting financial data and accounting information which is then communicated to internal and external users of this information. It plays an integral role in the successful operation and management of businesses.

VCE Accounting focuses on small business. Unit 1 begins with a small service business, allowing students to develop knowledge and skills in accounting without the complexities of accounting for trading businesses or large organisations. Units 2, 3 and 4 then focus on a single activity trading business where students build on and extend their accounting skills. Many students who study VCE Accounting will go on to further studies and careers in business and finance.

**UNIT 1****Establishing an operating a service business.**

This unit focuses on the establishment of a small business and the accounting and financial management of the business. Students are introduced to the processes of gathering and recording financial data and the reporting and analysing of accounting information by internal and external users. The cash basis of recording and reporting is used throughout this unit.

Using single entry recording of financial data and analysis of accounting information, students examine the role of accounting in the decision-making process for a sole proprietor of a service business.

**Areas of study**

1. Going into business
2. Recording financial data and reporting accounting information

**School Assessed Coursework****Outcome 1**

To describe the resources required, and explain and discuss the knowledge and skills necessary, to set up a small business.

**Outcome 2**

Identify and record the financial data, and report and explain accounting information, for a sole proprietor of a service business.

**Assessment**

Examination 60%

Coursework 40%
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**UNIT 2****Accounting for a trading business**

This unit extends the accounting process from a service business and focuses on accounting for a sole proprietor of a single activity trading business. Students use a single entry recording system for cash and credit transactions and the accrual method for determining profit. They analyse and evaluate the performance of the business using financial and non-financial information. Using these evaluations, students suggest strategies to the owner on how to improve the performance of the business.

Students develop their understanding of the importance of ICT in the accounting process by using a commercial accounting software package to establish a set of accounts, record financial transactions and generate accounting reports.

**Areas of study**

1. Recording financial data and reporting accounting information
2. ICT in accounting
3. Evaluation of business performance

**School Assessed Coursework****Outcome 1**

On completion of this unit the student should be able to record financial data and report accounting information for a sole trader.

**Outcome 2**

On completion of this unit the student should be able to record financial data and report accounting information for a single activity sole trader using a commercial accounting software package, and discuss the use of ICT in the accounting process.

**Outcome 3**

On completion of this unit the student should be able to select and use financial and non-financial information to evaluate the performance of a business and discuss strategies that may improve business performance.

**Assessment**

Examination 60%  
Coursework 40%

## BIOLOGY

VCE Biology enables students to investigate the processes involved in sustaining life at cellular, system, species and ecosystem levels. In undertaking this study, students examine how life has evolved over time and understand that in the dynamic and interconnected system of life all change has a consequence that may affect an individual, a species or the collective biodiversity of Earth.

In VCE Biology students develop their inquiry, analytical and communication skills. They apply critical and creative thinking to analyse contemporary biology-related issues, and communicate their views from an informed position.

### UNIT 1

#### **How do living things stay alive?**

In this unit students explain what is needed by an organism to stay alive. They are introduced to some of the challenges for organisms in sustaining life. Students examine the cell as the structural and functional unit of life and the requirements for sustaining cellular processes in terms of inputs and outputs. Types of adaptations that enhance the organism's survival in a particular environment are analysed, and the role that homeostatic mechanisms play in maintaining the internal environment is studied. Students consider how the planet's biodiversity is classified and investigate the factors that affect population growth. A student investigation related to the survival of an organism or species is undertaken in Area of Study 3. The investigation draws on content from Area of Study 1 and/or Area of Study 2.

#### **Areas of Study:**

1. How do organisms function?
2. How do living systems sustain life?
3. Practical Investigation

#### **School Assessed Coursework:**

##### **Outcome 1:**

Investigate and explain how cellular structures and systems function to sustain life.

##### **Outcome 2:**

Explain how various adaptations enhance the survival of an individual organism, investigate the relationships between organisms that form a living community and their habitat, and analyse the impacts of factors that affect population growth.

##### **Outcome 3:**

Design and undertake an investigation related to the survival of an organism or species, and draw conclusions based on evidence from collected data.

#### **Assessment:**

Examination 60%  
Coursework 40%

**UNIT 2****How is continuity of life maintained?**

In this unit students focus on asexual and sexual cell reproduction and the transmission of biological information from generation to generation. The role of stem cells in the differentiation, growth, repair and replacement of cells in humans is examined, and their potential use in medical therapies is considered. Students explain the inheritance of characteristics, analyse patterns of inheritance, interpret pedigree charts and predict outcomes of genetic crosses. They consider the role of genetic knowledge in decision-making about the inheritance of various genetic conditions. In this context the uses of genetic screening and its social and ethical issues are examined. A student investigation into, and communication of, an issue related to genetics and/or reproductive science is undertaken in Area of Study 3. The investigation draws on content from Area of Study 1 and/or Area of Study 2.

**Areas of Study:**

1. How does reproduction maintain the continuity of life?
2. How is inheritance explained?

**School Assessed Coursework:****Outcome 1:**

Compare the advantages and disadvantages of asexual and sexual reproduction, explain how changes within the cell cycle may have an impact on cellular or tissue system function and identify the role of stem cells in cell growth and cell differentiation and in medical therapies.

**Outcome 2:**

Apply an understanding of genetics to describe patterns of inheritance, analyse pedigree charts, predict outcomes of genetic crosses and identify the implications of the uses of genetic screening and decision making related to inheritance.

**ASSESSMENT:**

Examination 60%  
Coursework 40%

**VCE / VET BUSINESS****BSB20115 Certificate II in Business**

For the award of BSB20115 Certificate II in Business, students must achieve twelve units of competency:

- one core unit of competency
- eleven elective units of competency which must include:
  - seven prescribed elective units
  - four units from the prescribed elective units in the qualification or from any currently endorsed Training Package or accredited course at the same qualification level. Up to two elective units may be selected from either a certificate I or certificate III qualification.

**Program structures**

The VCE VET Business program offers two distinct programs:

**Program 1: BSB20115 Certificate II in Business**

Program 1 comprises 12 units of competency: one compulsory unit and a minimum of eleven elective units.

On successful completion of Program 1, students will be eligible for:

the award of BSB20115 Certificate II in Business  
recognition of up to four VCE units at Units 1 and 2 level.

**Program 2: BSB30115 Certificate III in Business**

It is recommended that students complete Unit 1 and 2 with a minimum of 10 units of competency: one compulsory and nine electives from Program 1: BSB20115 Certificate II in Business prior to undertaking Program 2.

Program 2 comprises 5 compulsory units of competency selected from BSB30115 Certificate III in Business.

On successful completion of Program 2, students will be eligible for:

- A statement of attainment towards the completion of BSB30115 Certificate III in Business
- A VCE Units 3 and 4 sequence.

### Program duration

The VCE VET Business program has a minimum nominal hour duration of:

Program	Qualification	Nominal hours
Program 1	BSB20115 Certificate II in Business	
Program 2	BSB30115 Certificate III in Business	

This program may be completed over two or three years. To access a study score, the scored Units 3 and 4 sequence in Program 2 must be delivered and assessed in a single enrolment year.

The nominal hours attached to each unit of competency are calculated by the Victorian Department of Education and Training, as an indicator of the training time required to become competent. They are a guide only, and the actual duration of the training is affected by students' readiness to be assessed for the particular unit of competency.

It is important to note that the allocation of nominal hours for each unit of competency is intended to cover both delivery and assessment.

### Sequence

A range of delivery sequences is possible; however, the selected delivery schedule should take into account the linkages between the units of competency.

### Study score

From 2016, a study score will be available for the revised VCE VET Business program. To be eligible for a study score students must:

- satisfactorily achieve all the units of competency designated as the scored Units 3 and 4 sequence
- be assessed in accordance with the tools and procedures specified in the VCE VET Assessment Guide.
- Undertake a written examination in the end-of-year examination period based on the compulsory units of competency in the Units 3 and 4 sequence.

### VCE VET Unit entitlement

**Program 1: BSB20115 Certificate II in Business**

Students who complete BSB20115 Certificate II in Business will be eligible for up to four units of credit towards their VCE at Units 1 and 2 level.

### **Program 2: BSB30115 Certificate III in Business**

Students who complete the scored compulsory units in Program 2 drawn from BSB30115 Certificate III in Business will be eligible for a Units 3 and 4 sequence.

Students who are able to undertake further training to complete BSB30115 Certificate III in Business may be eligible for further credit at Units 3 and 4 level.

## VCE VET Business program structure

### Program 1: BSB20115 Certificate II in Business

Code	Unit of competency	Nominal hours
<b>Units 1 and 2</b>		
<b>Core unit:</b>		
BSBWHS201	Contribute to health and safety of self and others	20
<b>Elective units:</b> Select <b>eleven</b> electives from <b>Elective Bank 1 and 2</b> . Electives may be chosen entirely from Elective Bank 1 or a combination of both Elective banks. A maximum of two units may be chosen from Elective Bank 2.		
<b>Elective Bank 1</b>		
BSBCUS201	Deliver a service to customers	40
BSBCMM201	Communicate in the workplace	40
BSBIND201*	Work effectively in a business environment	30
BSBINM201	Process and maintain workplace information	30
BSBINM202	Handle mail	15
BSBINN201	Contribute to workplace innovation	35
BSBITU201	Produce simple word processed documents	60
BSBITU202	Create and use spreadsheets	30
BSBITU203	Communicate electronically	20
BSBSMB201*	Identify suitability for micro business	20
BSBSUS201	Participate in environmentally sustainable work practices	20
BSBWOR202	Organise and complete daily work activities	20
BSBWOR203	Work effectively with others	15
BSBWOR204*	Use business technology	20
FNSACC301	Process financial transactions and extract interim reports	60
<b>Elective Bank 2: A maximum of two units may be chosen</b>		
FNSFLT203*	Develop knowledge of debt and consumer credit	25
FSKWTG09	Write routine workplace texts	15
FSKWTG06	Write simple workplace information	15
		<b>Subtotal:</b>
		<b>220-390</b>
<b>Total number of hours providing credit at Units 1 and 2 level:</b>		<b>240-410</b>

#### Training Package Skill Set

\* BSBSS00055 Small Business Operations Preparatory Skill Set (4 units)

## 2017 YEAR 10 SUBJECT SELECTION SHEET

Student Name: \_\_\_\_\_

Dear Parent/Guardian,

The following are the final Year 10 Electives that will be offered in 2017. Your child's choices are indicated below and the choices on this form are final.

Please ensure that you discuss the subject choices with your child and that they correspond with the subjects that your child may study in VCE and their VCE pathway.

<b>Compulsory Subjects for all Students</b>
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- English
- Maths / VCE General Maths (by selection only based on performance in Year 9 Maths)
- Quranic Studies

**One VCE Subject from:**

- Biology
- Accounting
- VET Cert II Business

<b>Subject Selection Criteria:</b>
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- Students must choose **one** option from each block per semester
- A total of **four** subjects must be chosen per semester
- **One** choice must be an Islamic Studies Option
- If a choice is a VET subject then this subject must be chosen in **BLOCK 1 & 4**

SEMESTER 1	SEMESTER 2
BLOCK 1	
<input type="checkbox"/> VCE/VET Cert III Sports & Recreation	<input type="checkbox"/> VCE/VET Cert III Sports & Recreation
<input type="checkbox"/> Chemistry	<input type="checkbox"/> Physics
	<input type="checkbox"/> WW2 & Migration
BLOCK 2	
<input type="checkbox"/> Psychology	<input type="checkbox"/> Job Ready
<input type="checkbox"/> Entrepreneurship & Earning an Income	<input type="checkbox"/> Legal Studies
	<input type="checkbox"/> Ideal Muslim/Muslimah
BLOCK 3	
<input type="checkbox"/> Calligraphy	<input type="checkbox"/> Graphics Design
<input type="checkbox"/> Essential English	<input type="checkbox"/> Islam a way of life
<input type="checkbox"/> Robotics	<input type="checkbox"/> Laboratory Skills
BLOCK 4	
<input type="checkbox"/> VCE/VET Cert III Sports & Recreation	<input type="checkbox"/> VCE/VET Cert III Sports & Recreation
<input type="checkbox"/> Ideal Muslim/ Muslimah	<input type="checkbox"/> Food Tech
<input type="checkbox"/> Creative Art & Design	

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

VCE Co-ordinator Signature: \_\_\_\_\_

