Subject Outline:
Students develop understanding of skills and attitudes regarding business. The course assists students to participate in business processes in the local or wider community. They learn how to complete necessary business documents whilst gaining knowledge of finance, marketing and running a small business. Students wishing to study Accounting in Year 11 and 12 will find Business useful.

Assessment Outline:
- Short Response exams
- Practical exams
- Assignments
- Non-written presentations
- Group task – Business Venture

Career Pathways:
This course provides students with the skills to proceed to certificate II and III in Business and/or work within the business/office administration area. More information can be found within the My Futures Web site www.myfuture.edu.au.

Potential Activities:

**Semester 1**

**BUS 201**  
Introduction to Business I – Introduction to Business/Accounting terms, using the double entry system, using journals and ledgers, preparing practical reports, completing forms (eg. invoices, deposit slips, cheques).

**BUS 202**  
Introduction to Business II – Preparing documents, recording in cash journals, bank reconciliation process, petty cash system.

**Semester 2**

**BUS 203**  
Personal Finance – Money, foreign currency, stock market (using computers to buy and sell shares), banking, budgeting.

**BUS 204**  
Business Venture – Students form an idea of a product, market, produce and sell the product.

Costs:
There are no additional costs involved in this course.

Student Requirements:
Units have been developed without the necessity for pre-requisites to allow for any student to study Business units throughout years 9 and 10.
Vocational Relevance:

The competencies in this course aim to enable an individual with this qualification to:

- demonstrate basic operational knowledge in a moderate range of areas;
- apply a defined range of skills;
- apply solutions to a range of predictable problems;
- perform a range of tasks where choice between a limited range of options is required;
- assess and record information from varied sources;
- take some responsibility for own outputs in work and learning.