

Senior Business & Communication Technologies Course Outline

Business Communication and Technologies (BCT) offers students opportunities to engage in and understand a range of business administrative practices through real-life situations and simulations. The course is designed to provide a foundation in the study of business and to prepare students for further education, training and employment.

Business Communication and Technologies fosters intellectual, social and moral development by encouraging students to think critically about the role and ethical responsibilities of business in society.

Business Communication and Technologies encompasses theoretical and practical aspects of business in contexts students will encounter throughout their lives.

The underpinning practices of Business Communication and Business Technologies are integral to all business relationships and dealings, and shape the development of students' knowledge and skills.

In this subject, students examine the broader social, cultural and environmental implications of business activities with a focus on the essential skills of communication and the use of business-specific technologies.

Business Communication and Technologies requires students to engage in learning activities requiring higher-order cognition. They interpret and analyse business issues to evaluate proposed business solutions and recommendations from the perspectives of an employer, employee or self-employed individual across a range of business situations.

Students may be involved in activities that include: evaluating case studies; investigations and inquiry learning; manipulating and using business technologies; participating in excursions to suitable venues and communicating using a variety of modes.

Topics include:

- Business environments
- Workplace health, safety and sustainability
- Events administration
- International business
- Managing people
- Social media
- Industrial relations.

Assessment:

Assessment is formative in Year 11 and summative in Year 12. There are three criteria:

- Knowing and understanding business
- Investigating business issues
- Evaluating business decisions

Instr No	Topic	Assessment Technique	Formative			Summative		
			KUB	IBI	EDB	KUB	IBI	EDB
Semester One								
1	Business environments	Supervised written						
2	Workplace, health, safety and sustainability	Research						
Semester Two								
3	Events administration	Supervised written						
4	Events administration	Extended response						
Semester Three								
5	International business	Research						
6	International business	Extended response						
7	Managing people	Supervised written						
Semester Four								
8	Social media	Extended response						
9	Industrial relations	Supervised written						