

Year 10 Business Course Outline

This subject offers students an opportunity to develop the necessary computer, business and accounting skills required to make Senior subject choice.

Topics include:

- Business theory
- Marketing
- Business documents
- Word-processing
- File management techniques
- Teamwork skills
- Communication skills
- Book-keeping principles accounting package
- Social media
- Event management
- International business.

Assessment:

Assessment is continuous and is class based. Teachers determine what is necessary to be tested in accordance with student needs and Year 10 Guidelines.

Semester One – Communicate for Business (Aligned to Year 11/12 BCT)

Instrument No 1 - Examination – Communications

Instrument No 2 – Examination – Financial documents and Accounting

Instrument No 3 – Assignment – Social Media

Semester Two – International Financial Success (aligned to Year 11/12 BMN and ACC)

Instrument No 1 – Examination – MYOB

Instrument No 2 – Assignment – International Business