

BUSINESS - BUS102

<p>SUBJECT DESCRIPTION</p>	<p>This subject provides an introduction to the senior subjects Accounting, Legal Studies and BCT (Business Communication and Technologies) Students will focus on each subject for approximately one trimester. The order in which subjects occur will vary from class to class.</p>
<p>PREREQUISITES Level of junior achievement required to successfully complete the subject</p>	<p>Year 10 English - C or better Basic word processing skills are a considerable advantage for BCT</p>
<p>EXPECTED OUTCOMES Aims of the subject</p>	<p>Accounting - This course will provide students with a basic understanding of accounting principles and applications for the real world.</p> <p>BCT - After completing this unit students should become more familiar with the terminology, practices and procedures of the business environment.</p> <p>Legal Studies - After completing this unit students should become more familiar with legal terminology, practices and procedures.</p>
<p>COURSE OUTLINE/UNITS</p>	<p>Accounting - Topics include the accounting process to Trial Balance, end of period reports and computer accounting applications.</p> <p>BCT - Students will use MS Word to produce business documents. They will be required to produce a portfolio for the retail industry. Topics may include computer operations, business communication skills and preparation of basic financial documents.</p> <p>Legal Studies - Students will examine the law in relation to driving on Queensland roads, property offences and mobile phone contracts.</p>
<p>ASSESSMENT/ WORKLOAD Expected work and study requirements</p>	<p>Accounting - Completion of class work and homework exercises 2 x practical exams and 1 x theory exam</p> <p>BCT - 1 x 70 min practical exam, 1 x 70 min theory exam</p> <p>Legal Studies - 1 x 70 min theory exam, completion of in-class activities and homework</p>
<p>BENEFITS OF STUDYING THIS SUBJECT Career prospects / relevance to the future</p>	<p>Accounting knowledge is beneficial wherever money is involved. Students considering careers in Accounting, Hospitality, Management or Business should study Accounting as many of these courses include compulsory accounting units.</p> <p>BCT combines academic skills and vocational competencies. Students should develop a wide range of business knowledge and skills applicable to many areas of employment and personal interests</p> <p>Legal Studies focuses on legal issues arising out of community matters and consequences for the individual and society rather than just knowledge of the law.</p>
<p>CONTACT PERSON</p>	<p>Miss Gaff - Head of Department Business</p>