

# Business Studies

## Applied senior subject

Applied

Business Studies provides opportunities for students to develop practical business knowledge, understanding and skills for use, participation and work in a range of business contexts.

Students develop their business knowledge and understanding through applying business practices and business functions in business contexts, analysing business information and proposing and implementing outcomes and solutions in business contexts.

Students develop effective decision-making skills and learn how to plan, implement and evaluate business outcomes and solutions, resulting in improved economic, consumer and financial literacy.

## Pathways

A course of study in Business Studies can establish a basis for further education and employment in office administration, data entry, retail, sales, reception, small business, finance administration, public relations, property management, events administration and marketing.

## Structure

The Business Studies course is designed around core and elective topics. The elective learning occurs through business contexts.

Core topics	Elective topics
<ul style="list-style-type: none"><li>• Business practices, consisting of Business fundamentals, Financial literacy, Business communication and Business technology</li><li>• Business functions, consisting of Working in administration, Working in finance, Working with customers and Working in marketing</li></ul>	<ul style="list-style-type: none"><li>• Entertainment</li><li>• Events management</li><li>• Financial services</li><li>• Health and well-being</li><li>• Insurance</li><li>• Legal</li><li>• Media</li><li>• Mining</li><li>• Not-for-profit</li><li>• Real estate</li><li>• Retail</li><li>• Rural</li><li>• Sports management</li><li>• Technical, e.g. manufacturing, construction, engineering</li><li>• Tourism</li></ul>

## Objectives

By the end of the course of study, students should:

- describe concepts and ideas related to business functions
- explain concepts and ideas related to business functions
- demonstrate processes, procedures and skills related to business functions to complete tasks
- analyse business information related to business functions and contexts
- apply knowledge, understanding and skills related to business functions and contexts
- use language conventions and features to communicate ideas and information
- make and justify decisions for business solutions and outcomes
- plan and organise business solutions and outcomes
- evaluate business decisions, solutions and outcomes.

- Travel

## Assessment

For Business Studies, assessment from Units 3 and 4 is used to determine the student's exit result, and consists of four instruments from at least three different assessment techniques, including:

- at least one project
- no more than two assessment instruments from any one technique.

Project	Extended response	Examination
A response to a single task, situation and/or scenario.	A technique that assesses the interpretation, analysis/examination and/or evaluation of ideas and information in provided stimulus materials.	A response that answers a number of provided questions, scenarios and/or problems.
At least two different components from the following: <ul style="list-style-type: none"> <li>• written: 500–900 words</li> <li>• spoken: 2½–3½ minutes</li> <li>• multimodal: 3–6 minutes</li> <li>• performance: continuous class time</li> <li>• product: continuous class time.</li> </ul>	Presented in one of the following modes: <ul style="list-style-type: none"> <li>• written: 600–1000 words</li> <li>• spoken: 3–4 minutes</li> <li>• multimodal: 4–7 minutes.</li> </ul>	<ul style="list-style-type: none"> <li>• 60–90 minutes</li> <li>• 50–250 words per item on the test</li> </ul>

## Additional Requirements

Study Requirements	Special Requirements
<p>This is an Applied subject and as such requires a reasonable commitment of time and energy to complete the course successfully.</p> <p>Students will be required to complete revision and homework each night in addition to assignment requirements.</p> <p>Students are encouraged to develop and maintain a study plan to assist in revising concepts and skills learnt during face to face lessons.</p>	<p>Keppock SHS is an iPad school. School owned devices are available for use within our student resource scheme.</p> <p>Students will be required to bring an iPad (9.7/10.2 inch, running iOS 14 or better, with 32 GB storage) to school each day.</p> <p>The school has a replacement scheme for iPads that need to be serviced or repaired. (Please note, no other BYO device is supported by the school.)</p>