

# Business Education

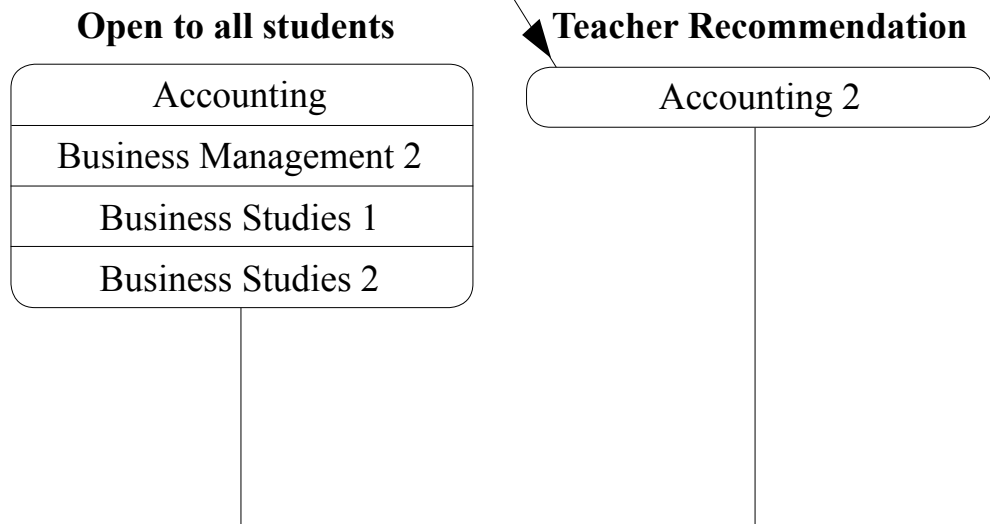
**YEAR 10**  
Semester 1  
Semester 2

**YEAR 10**  
**Business Uncovered**

**STAGE 1**  
Semester 1

Accounting 1
Business Studies 1
Business Management 1

**STAGE 1**  
Semester 2




**STAGE 2**

**The equivalent subject or teacher recommendation**

Accounting Studies
Business Studies
Small Business Management
Contemporary Publishing for Business

**VET**  
Semester 1  
Semester 2

**Certificate II in Business (Office Administration)**



Casuarina Senior College aims to provide an outstanding education and quality outcomes for all students through the provision of rich learning experiences and a varied curriculum designed to maximise student engagement.

Students are able to access all subjects without incurring tuition costs. A number of subjects also offer extended learning experiences which are optional and for which the College Council will seek the reimbursement of associated costs from parents of participating students. Examples include additional materials, excursions, etc. Indicative reimbursement costs for subjects containing extra-curricula activities are identified throughout the handbook by an asterisk (\*).

For further information please contact the College on 8920 1211.

# business education stage 1

## Accounting 1

### Subject Description

The study of Accounting gives students the opportunity to learn the practical skills needed to manage their own financial affairs. Accounting 1 provides the first step towards further study and a career in the business world.

### Content

The course covers basic accounting concepts, personal financial management, record keeping, cash control including bank reconciliation and simple reports. It uses both manual and computerised processing methods including Excel and Mind Your Own Business (MYOB).

### Assessment

- Skills and Applications – 70%
- Investigation – 30%

Credit	Subject Length	Subject Offered
10	1 x semester	Semester 1

## Accounting 2

### Subject Description

This course gives students the opportunity to develop knowledge and skills related to accounting processes for business, and provides an excellent background for further studies in accounting.

### Content

The course covers double entry recording, classified reports, analysis and interpretation of accounting information. It uses both manual and computerised processing methods including Excel and Mind Your Own Business (MYOB).

### Assessment

- Skills and Applications – 70%
- Investigation – 30%

Credit	Subject Length	Subject Offered
10	1 x semester	Semester 2

**Code**  
1AC211

**NTCET Code**  
1ACG10

\*\$10 for booklets.

**Prerequisite**  
No prerequisite.

**Code**  
1AC212

**NTCET Code**  
1ACG10

\*\$10 for booklets.

**Prerequisite**  
Accounting 1.

# business education stage 1

## Accounting

### Subject Description

This course is offered in Semester 2 and gives students the opportunity to develop the knowledge and skills related to accounting processes for business.

### Content

The course covers basic accounting concepts, double entry recording, classified reports and analysis. It uses both manual and computerised processing methods.

### Assessment

- Skills and Applications – 70%
- Investigation – 30%

Credit	Subject Length	Subject Offered
10	1 x semester	Semester 2

## Business Management 1

### Subject Description

This subject provides an introduction to the theory and practice of business management. It is a practical introduction into the world of business. The subject is for students who wish to develop practical knowledge in the field of business management by planning and operating a small business.

### Content

Students study the following topics:

- The Business Environment
- Business in Practice
- Accounting and Record Keeping for a Small Business
- Management and Communications

### Assessment

- Folio – 30%
- Practical and Issues Study – 70%

Credit	Subject Length	Subject Offered
10	1 x semester	Semester 1

**Code**  
1AC221

**NTCET Code**  
1ACG10

\*\$10 for booklets.

**Prerequisite**  
No prerequisite.

**Code**  
1BU211

**NTCET Code**  
1BUE10

\*\$10 for booklets.

**Prerequisite**  
No prerequisite.

# business education stage 1

## Business Management 2

### Subject Description

This subject continues with the theory and practice of business management. It is an introduction to skills required to run a small business. This subject is for students who wish to develop their knowledge of the business world through planning and operating a small business.

### Content

Students study the following topics:

- Formulating a Business Plan
- Operating a Business
- Marketing a Business
- Evaluating Business Performance

### Assessment

- Folio – 20%
- Practical and Issues Study – 80%

Credit	Subject Length	Subject Offered
10	1 x semester	Semester 2

## Business Studies 1

### Subject Description

This subject involves a study of the business environment locally, nationally and globally.

### Content

*Any three of the following topics:*

- Introduction to Business
- Business in Practice
- Global Business Environments
- Technological Issues
- Workplace Issues
- Legal Issues
- Management and Communication
- Unions and Employer Associations
- Australian Business Awards

### Assessment

- Folio - 45%
- Investigative Study - 30%
- Analysis of Current Business Issues - 25%

Credit	Subject Length	Subject Offered
10	1 x semester	Semester 1 & 2

**Code**  
1BU212

**NTCET Code**  
1BUE10

\*\$10 for printing  
and booklets.

**Prerequisite**  
No prerequisite.

**Code**  
1BU221

**NTCET Code**  
1BUE10

\*\$10 for booklets.  
Excursions may be  
a component of this  
course.

**Prerequisite**  
No prerequisite.

# business education stage 1

## **Business Studies 2**

### **Subject Description**

This subject involves a study of the business environment locally, nationally and globally.

### **Content**

*Any three of the following (not studied in Semester 1):*

- Business in Practice
- Global Business Environments
- Technological Issues
- Workplace Issues
- Legal Issues
- Management and Communication
- Unions and Employer Associations
- Australian Business Awards

### **Assessment**

- Folio - 45%
- Investigative Study - 30%
- Analysis of Current Business Issues - 25%

**Code**  
1BU222

**NTCET Code**  
1BUE10

\*\$10 for booklets.  
Excursions may be  
a component of this  
course.

**Prerequisite**  
No prerequisite.

<b>Credit</b>	<b>Subject Length</b>	<b>Subject Offered</b>
10	1 x semester	Semester 2

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