

# Business Education

**YEAR 10**  
Semester 1  
Semester 2

**STAGE 1**  
Semester 1

**STAGE 1**  
Semester 2

**STAGE 2**

**VET**  
Semester 1  
Semester 2

## YEAR 10 Business Uncovered

Accounting 1
Business Studies 1
Economics 1
Legal Studies 1
Tourism 1

**Open to all students**

**Teacher Recommendation**


Accounting
Economics 1
Business Management 2
Business Studies 1
Business Studies 2
Legal Studies 1
Tourism 1

Accounting 2
Economics 2
Legal Studies 2
Tourism 2

**The equivalent subject or teacher recommendation**

Accounting Studies
Economics
Legal Studies
Business Studies
Small Business Management
Tourism
Contemporary Publishing for Business

**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 2

## Accounting Studies

### Subject Description

Accounting is an essential tool for those interested in a career in business or related fields – business owners, managers, investors, planners etc. This course has elements of both financial and management accounting. It provides a firm foundation for tertiary studies in Accounting & Business Management.

### Content

This course covers aspects of:

- Accounting to Final Reports
- Analysis and Interpretation of Financial Information
- Accounting for Control of Assets and Liabilities
- Decision Making

### Assessment

- School – Tests/assignments/extended writing – 50%
- External Examination – 50%

Group	Subject Length
2	Full Year

## Business Studies

### Subject Description

This subject provides students with a broad study of the business world, incorporating economic, legal, financial, technological and social aspects. In particular it focuses on the ways in which these aspects impinge upon the lives of individuals as they interact with the business world.

### Content

This subject is offered as a full year subject. The subject contains compulsory core topics. Students will study two of four optional topics.

#### Compulsory Core Topics:

- The Business Environment
- The Work Environment

#### Options:

Two of the following four:

- Business and Finance
- Business, Law, and Government
- Business and the Global Environment
- Business and Technology
- Business and Marketing

### Assessment

- Folios – 70%
- Investigative Study – 30%

Group	Subject Length
1	Full Year

**Code**  
22702

**SACE Code**  
2ACS2

**Category**  
HESS General

\*\$15 for course booklets.

A workbook is required and may be purchased from the College Bookroom for \$40.

**Prerequisite**  
No prerequisite.  
Stage 1 Accounting would be a distinct advantage.

**Code**  
21705

**SACE Code**  
2BSP2

**Category**  
HESS General

\*\$15 for course booklets.  
Excursions may be a component of this course.

**Prerequisite**  
There are no formal prerequisites but work in Economics, Accounting, Business Studies or Legal Studies in Stage 1 would be an advantage.

# business education stage 2

## Legal Studies

### Subject Description

This subject aims to provide an understanding of the relationship between law and society, the social function of law and the status of the individual within the legal system. The subject aims to develop student skills in communication and evaluation of arguments.

### Content

- Topic 1: The Australian Legal System
- Topic 2: Constitutional Government
- Topic 3: Lawmaking
- Topic 4: Justice Systems
- Topic 5: The Family and the Law

### Assessment

- Component 1: Course Work – 45%
- Component 2: Civic Participation Task – 15%
- Component 3: Examination – 40%

Group	Subject Length
1	Full Year

## Economics

### Subject Description

This subject aims to develop an understanding of society's allocation of scarce resources among alternative uses, with particular reference to the contemporary Australian economy. The subject will enable students to acquire a knowledge of terms, concepts and principles fundamental to economics.

### Content

#### Topics:

- The Economic Problem
- The Price Mechanism
- Markets in Practice
- Macroeconomic Objectives
- Determination of Output and Price Level
- Economic Policy
- The Global Economy
- Issues of Global Poverty and Inequality

### Assessment

- School Assessment – 60%
- External Examination – 40%

Group	Subject Length
1	Full Year

#### Code

21704

#### SACE Code

2LGS2

#### Category

HESS General

\*\$15 for course booklets.

Excursions may be a component of this course.

A revision guide for approximately \$18 is recommended. It may be purchased from the College Bookroom.

#### Prerequisite

No prerequisite but Stage 1 Legal Studies and Level 1 English are a considerable advantage.

#### Code

21700

#### SACE Code

2ECO2

#### Category

HESS General

\*\$15 for course booklets.

#### Prerequisite

No prerequisite but Stage 1 Economics desirable. Reasonable competence in written English is essential.

# business education stage 2

## Small Business Enterprise

### Course Outline

Small Business Enterprise is suitable for all students who want to acquire an understanding of the operation of a small business. Students who are interested in developing an understanding of the financial, legal, marketing, and ethical background necessary for operating a small business, and applying these skills in establishing and running their own small business enterprise will benefit from participating in this subject.

### Content

This subject is offered as a full year subject.

This curriculum statement consists of three sections:

- Section 1: Small Business Fundamentals
- Section 2: Planning and Operating an Enterprise
- Section 3: Evaluating the Enterprise

### Assessment

- Assessment Component 1: Small Business Environment - 20%
- Assessment Component 2: Business Plan - 30%
- Assessment Component 3: Running the Enterprise - 30%
- Assessment Component 4: Evaluation Report - 20%

**Code**  
21710

**SACE Code**  
2SBE2

**Category**  
HESS Restricted

\*\$15 for course  
booklets.

**Prerequisite**  
There are no prerequisites but work in Economics, Accounting, Business Studies, Business Management, or Legal Studies 1 would be an advantage.

Group	Subject Length
1	Full Year

# business education stage 2

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

### **Course Outline**

The course aims to provide students with practical skills by delivering competencies within an office environment. By participating in our virtual enterprise - Casuarina Insurance Virtual Enterprise, students will develop a range of office administrative skills while actively trading with other virtual enterprises throughout Australia. The skills covered include basic communication, use of a range of office technologies, business computing, filing, mail handling, basic finance, customer service, reception and telephone skills. Students need to enrol in both lines the course is offered as the competencies are integrated to provide a realistic learning environment.

**Work Placement:** Students may undertake structured work placement as a Community Studies subject.

### **Assessment**

Assessment is competency based and may include observation, practical exercises, tests, discussions and simulated office based tasks.

<b>Credit</b> TBA	<b>Course Length</b> 1 Year, 2 lines per semester	<b>Course Offered</b> Semester 1 (Possible intake in Semester 2 for some of the competencies)
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### **Further Pathways**

- Traineeship
- Employment
- Certificate III in Business
- Stage 2 NTCET Business subjects

**Nat Reg No**  
BSB20101

**Code**  
33600, 33601

\*\$60

**Prerequisite**  
Selection will be based on an interview.

# business education stage 2

## Contemporary Publishing for Business

### Course Outline

This subject is intended for those students who have an interest in designing and developing documents for use in a business. Students operate in a business environment and undertake tasks such as the development of flyers, brochures, newsletters, stationery, and electronic presentations.

### Content

- BSBITU309A Produce Desktop Published Documents
- BSBINM301A Organise Workplace Information
- BSBITU302A Create Electronic Presentations
- BSBITU203A Communicate Electronically

The course is based on units of competency taken from the Business Services Training Package and is worthwhile for students considering further study or entry into the business world. It counts towards NTCET completion, a TER and may be used to show completion of VET competencies.

### Assessment

Assessment consists of four components:

- |   |     |
|---|-----|
| • Evidence Folio - 4 assessment tasks   | 40% |
| • Statement of Attainment - demonstration of competency in each unit                            | 10% |
| • Workplace Reflection - students are required to reflect on their experiences in the workplace | 20% |
| • Work Project  | 30% |

Assessment is competency based in parallel with NTCET assessment. Competencies achieved can count towards a Certificate III in Office Administration.

**Group**  
1

**Subject Length**  
Full Year

**Code**  
216V3

**SACE Code**  
2BSB2

**Category**  
HESS Restricted

\*\$60

**Prerequisite**  
Selection will be based on an interview as students should either have gained appropriate Certificate II competencies or equivalent.