HEAD OF DEPARTMENT:  Drew Dundas

SUBJECT OUTLINE:

In this subject students undertake the study of topics such as: business ownership structures, the stock market, marketing, banks and investing, the world of work and being a wise consumer. Students also undertake bookkeeping tasks such as profit calculation, payroll preparation, balance sheets and business documents such as cheques and receipts. Students complete intermediate level tasks using Excel (spreadsheets), Access (databases), PowerPoint (presentations) and Dreamweaver (web-sites).

CONTRIBUTES TO OP:

No

ASSESSMENT OUTLINE

Students will undertake a variety of assessment tasks that may include: Short Answer Tests, written assignments, Oral Presentations, Bookkeeping tasks

CAREER PATHWAYS:

Accountant, Bookkeeper, Economist, Secretary.