

# Business Department

## Why you should choose our subjects

Students in the Business faculty are given every opportunity to reach their full potential. We take pride in providing an education to students which gives them 'real-world' experience, along with the knowledge and skills to enter the workforce or study in Business or Law domains at University or TAFE. Our classes are designed to make learning interesting and engaging, whilst still maintaining an expectation that every student will achieve. We will be by the side of the students every step of the way, to ensure they achieve the result they deserve.

We offer:

- **Nationally recognised qualifications** which can be used as a stepping-stone to TAFE, University and work
- **Excursions to industry workplaces and the Courts** to broaden the minds of our students to what is actually out there for them
- **Guest speakers from industry workplaces** who inspire students to achieve
- **'Real-world' learning**, which shows students what life is really like in the workplace or in tertiary studies
- An **open-door policy**, where students can come to ask us questions at any time
- **Year 12 Griffith Ambassadors' Program** which allows student to take part in University studies, leading to an offer of direct-entry upon Year 12 graduation



## Frequently Asked Questions

### Do I have to own a laptop to do business subjects?

Yes, it is essential for you to have access to a laptop in each of the classes available in our department. The real business world relies heavily on the use of technology, so it is vital that all students have a laptop to give themselves the best opportunity for success.

### Do you have to do junior business subjects to be able to be successful in senior subjects?

No. Students can easily achieve excellent marks in senior subjects without having done prior subjects in Years 9 and 10. However, having done Business in the junior years will definitely give you an edge, as you will have already learnt some key concepts.

### How many QCE points do I get for each subject?

All OP and SAS subjects are worth 4 points. Level I certificates are worth 2 points, Level II certificates are worth 4 points and Level III certificates/diplomas are worth 8 points.

### How many subjects can I choose?

As long as the subjects that you choose don't fall on the same line, there is no restriction in the number of subjects that you can choose. However, you can only choose one certificate of the same qualification. E.g. If you choose Certificate III in Business, you cannot choose Certificate II in Business as well, but you could do other qualification e.g. Certificate I in Hospitality.

## Junior Curriculum – Years 9 & 10

### Year 9 Business In Technology

This subject continues to adapt to the ever changing needs of students who come with great ICT skills each year and focuses on improving thinking skills including analysis, evaluation and creativity.

- Logo design and business stationery
- The Cyber World: Issues and Security
- Coding: The next big thing
- Mini-movies and global issues

### Year 9 Business Enterprise

Business Enterprise Education introduces students to the world of Business. Incorporating a variety of understandings essential to small business success, this subject caters to a wide variety of interests.

- The global economy
- Consumerism
- Business planning and enterprise
- Developing a product and creating a marketing commercial

### Year 10 Business Studies

Business Studies focuses closely on how businesses operate and the application to the real world.

- Shark Tank – product creation and marketing
- Economics – standards of living in Australia
- Consumers and financial decisions
- Business record keeping

### Year 10 Law & Justice Studies

Law & Justice Studies focuses on preparing students for senior Legal Studies, by touching on each of the fundamental areas of the legal system in Australia.

- Introduction to Australian Law
- Crime & Punishment
- Employment Law
- Family Law
- Environmental Law
- International Law



# Senior Curriculum – Years 11 & 12

## Year 11 & 12 Accounting

Accounting is designed for students in the senior phase of learning who have a special interest in business studies and in the management of financial resources. It provides opportunities to develop skills in managing financial resources which can be applied at a personal level and in the business environment.

- Introduction to accounting (analysing, journalising and posting transactions)
- Internal controls (accounting and administrative)
- Accounting for cash (specialised cash journals and bank reconciliation)
- Financial reports (determining profit or loss)
- Cash flow statements
- Cash budgeting (preparing cash budgets using spreadsheets)
- Accrual accounting (fully classified financial reports)
- Analysis of financial reports
- Accounting for non-current assets (purchase, depreciation and disposal)
- Integrated accounting package (MYOB – complete accounting process)
- Managerial decision-making (cost-volume-profit analysis and break-even analysis)
- Personal financing and investing

## Year 11 & 12 Business Management

Business managers work to meet market demands and reach business goals by formulating strategies concerning marketing, operations, human resources, finance, and business development activities. Business managers engage and communicate with all parties, including team members and stakeholders, when working to meet business objectives.

- Management practices (business structures and the impact of the internal and external environments)
- Marketing management (research of consumer markets and the marketing mix)
- Operations management (conversion of inputs into quality products or services)
- Human resource management (job design, management of people and employment cycles)
- Financial management (financial decision making to achieve business goals and objectives)
- Business development (entrepreneurship and the development of business ideas)

## Year 11 & 12 Diploma in Business

The Diploma is a level 5 nationally recognised qualification focusing on preparing students for the workplace. The course costs \$2,000 with a few payment options available.

- Managing personal work priorities and professional development
- Managing risk
- Undertaking project work
- Managing budgets and financial plans
- Identifying and evaluating marketing opportunities
- Planning market research
- Managing human resource services
- Leading and managing team effectiveness

## Year 11 & 12 Business Communication & Technologies

BCT focuses on students gaining a deeper understanding of a variety of workplaces, using contextual learning experiences and case studies.

- Business environments
- Organisation and work teams
- Financial administration
- Work health, safety and sustainability
- International business
- Managing people
- Social media
- Industrial relations

## Year 11 & 12 Certificate II In Business

This qualification is a level 2 nationally recognised qualification, which focuses on giving students a variety of basic skills that could be used in the workplace or for future study.

- Workplace Health & Safety
- Organising and completing daily work activities
- Communicating in the workplace
- Working effectively with others
- Using business technology
- Processing and maintaining workplace information
- Producing simple word processed documents
- Creating and using spreadsheets
- Communicating electronically
- Participating in environmentally sustainable work practices
- Designing and producing text documents
- Creating electronic presentations

## Year 11 & 12 Certificate III In Business

This qualification is a level 3 nationally recognised qualification which focuses on preparing students for the workplace and further study. The course costs approximately \$210 as an upfront one-off cost.

- Developing and extending critical and creative thinking skills
- Delivering and monitoring a service to customers
- Contributing to team effectiveness
- Promoting innovation in a team environment
- Designing and producing business documents
- Undertaking e-learning
- Recommending products and services
- Identifying suitability for micro business
- Developing a micro business proposal
- Applying knowledge of WHS legislation in the workplace
- Participating in WHS hazard identification, risk assessment and risk control
- Organising personal work priorities and development
- Writing simple documents
- Being money smart



## Year 11 & 12 Economics

Economics is a study of how to use scarce resources in the best way possible. Households, businesses and governments are confronted with 'the economic problem' of alternative uses of their limited resources.

As a citizen, everyone has to make decisions on a wide variety of economic problems of personal, local, state, national and international significance.

The study of economics provides students with knowledge and skills that are relevant for living in present-day society, and are useful for a range of careers including those in government, commerce, industry, and education.

- Market and models
- Personal economics
- Contemporary micro-economic issues
- Income and wealth distribution
- Contemporary macro-economic issues
- Environment
- International economics
- Globalisation and trade

## Year 11 & 12 Business Studies (SAS)

During this course, students develop their business knowledge and understanding through applying business practices and business functions in business. Students will analyse business information and will have opportunities to propose and implement 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.

- Introduction to business
- Customer service
- Financial administration and management
- Organisation of a sporting event
- Work and life balance
- Social media

### Our friendly staff

#### Justin Hinton (HOD)

P (07) 5582 7343  
E [jhint20@eq.edu.au](mailto:jhint20@eq.edu.au)

#### Kelly Hair

P (07) 5582 7333  
E [kirvi23@eq.edu.au](mailto:kirvi23@eq.edu.au)

#### Lesley McCormick

P (07) 5582 7333  
E [lmcco131@eq.edu.au](mailto:lmcco131@eq.edu.au)

#### Phillipa Davies

P (07) 5582 7333  
E [pdavi146@eq.edu.au](mailto:pdavi146@eq.edu.au)

#### Jacky Thompson

P (07) 5582 7333  
E [jthom133@eq.edu.au](mailto:jthom133@eq.edu.au)

#### Michelle Morgan

P (07) 5582 7333  
E [mmorg133@eq.edu.au](mailto:mmorg133@eq.edu.au)

#### Norma Bilowol

P (07) 5582 7333  
E [nbilo1@eq.edu.au](mailto:nbilo1@eq.edu.au)

## Year 11 & 12 Legal Studies

In Legal Studies, students will have the opportunity to develop an understanding of the ways in which the legal system can affect the lives of Australian citizens.

- The legal system (sources of law, dispute resolution, how and why laws change)
- Introduction to civil obligations (contracts, negligence)
- Criminal law (basic elements of criminal law, types of offences, rights of citizens and police powers, consequences of conviction, mock trials)
- Technology and the law (impact of technology on crime)
- Independent inquiry (investigate a current legal issue of choice)
- Family and the law (changing nature of family, how the law regulates marriage and other personal relationships)
- Human rights (sources of individual rights, rights in a civil and criminal context, balance of rights and responsibilities)
- International law (sources of international law, effectiveness of international law in promoting peace and resolving conflict within and between nation states)



### Career and Study Pathways

#### Business & Economics

- TAFE and University – Certificate III and IV, Diploma, Bachelor's degree
- Managing/owning businesses
- Marketing, advertising and desktop publishing
- Working in international workplaces
- Middle to senior management positions in either small-to-medium businesses or corporate business
- Finance and human resources
- Business administration
- Stock broker / Economist / Economic analyst
- Real estate
- Chartered accountant / Chartered certified accountant
- Chartered public finance accountant
- Financial risk analyst / Investment analyst
- Statistician

#### Law

- TAFE and university – Certificate III and IV, Diploma, Bachelor's degree
- Prosecution – working with Queensland Police Services to prosecute charged criminals in the court of law
- Solicitor – defending clients in the court of law
- Criminologist – working with criminals in jails and rehabilitation
- Legal secretarial work
- Police, court and correctional services (jails etc.)
- Social work

