

HUMANITIES AND SOCIAL SCIENCES: ECONOMICS AND BUSINESS



**You have:**

**TASC subjects**

**May lead to:**

No previous experience	<b>Financial Literacy 1</b>	Further study
A 'C' in Year 10 Australian Curriculum English and Mathematics	<b>Business Studies Foundation 2</b>	Business Studies 3 Accounting 3 Economics 3
An 'A/B' (or 'C' in consultation with teachers) in Year 10 Australian Curriculum English and Mathematics	<b>Accounting 3</b>	Further study Employment
	<b>Business Studies 3</b>	
	<b>Economics 3</b>	

**You have:**

**VET programs**

**May lead to:**

An interest in the area	<b>Certificate I in Business</b>	Further study Employment
	<b>Certificate I in Retail Services</b>	
	<b>Certificate II in Business</b>	
	<b>Certificate II in Retail Services</b>	
Certificate II in Business	<b>Certificate III in Business</b>	Certificate IV in Business

level 1   level 2   level 3

level 1   level 2   level 3

# TASC subjects

## Financial Literacy 1

BST105116

### YOU WILL LEARN ABOUT:

- How to become a more informed financial decision maker
- Setting and reaching financial goals
- Finding useful financial information.

### YOU DO THIS BY STUDYING:

- The use of credit and debit cards
- Selecting a mobile phone plan
- Purchasing a car
- Planning a trip or holiday
- Buying or renting a property.

### LEARNING ACTIVITIES MAY INCLUDE:

- Practical tasks and assignments

### TO ENROL IN THIS PROGRAM YOU NEED:

- No previous experience.

### THIS SUBJECT:

- Provides you with the tools to make wiser decisions regarding your financial affairs
- Contributes 5 credit points towards your Tasmanian Certificate of Education.

## Business Studies Foundation 2

BST215116

### YOU WILL LEARN ABOUT:

- The nature and purpose of business
- Motivations for owning a business
- What owners need to know about running a business
- What makes a successful business
- How to prepare a business plan.

### YOU DO THIS BY STUDYING:

- Business and the law
- Business environments
- The Australian economy
- Finance and accounting
- Marketing.

### LEARNING ACTIVITIES MAY INCLUDE:

- Carrying out a detailed and authentic business task such as preparing a business plan
- Researching business issues.

### TO ENROL IN THIS SUBJECT YOU NEED:

- No previous experience
- C in Year 10 Australian Curriculum Mathematics and English.

### THIS SUBJECT:

- Provides a pathway to *Business Studies 3*, *Accounting 3*, *Economics 3* or Certificate programs in the business sector
- Contributes 15 credit points towards your Tasmanian Certificate of Education.

## Accounting 3

ACC315116

### YOU WILL LEARN ABOUT:

- Recording financial information for a business
- Preparing financial statements
- How firms use financial statements to run their businesses
- Managing your own money.

### YOU DO THIS BY STUDYING:

- Accounting procedures so that you can prepare financial statements for business
- Cash budgets and bank reconciliations
- How firms control cash
- How to analyse and evaluate the information contained in financial statements.

### LEARNING ACTIVITIES MAY INCLUDE:

- Practical exercises
- Using accounting packages and spreadsheets to prepare and analyse financial reports
- Assignments, tests and an external examination.

### TO ENROL IN THIS SUBJECT YOU NEED:

- No prior study of accounting or bookkeeping
- A/B (C in consultation with teachers) in Year 10 Australian Curriculum Mathematics and English.

### THIS SUBJECT:

- Assists you with further study of accounting or business at diploma or university level
- Helps you understand what it's like to work in a commercial environment
- Contributes 15 credit points and meets the standards for everyday adult reading and writing and everyday adult mathematics for your Tasmanian Certificate of Education.

## Business Studies 3

BST315116

### YOU WILL LEARN ABOUT:

- The nature of business
- Key business functions of marketing, human resource and financial management
- Economic, environmental, ethical and governmental issues related to managing a business
- Legal, social and technological issues.

### YOU DO THIS BY STUDYING:

- Entrepreneurial traits
- Marketing
- Human resource management
- Business communication
- Accounting and finance.

### LEARNING ACTIVITIES MAY INCLUDE:

- Group discussions, presentations and activities
- Assignments and practical tasks designed to develop understanding of business issues
- A mid-year and external examination
- Preparing a feasibility study for a start-up business idea.

### TO ENROL IN THIS SUBJECT YOU NEED:

- A/B (C in consultation with teachers) in Year 10 Australian Curriculum Mathematics and English.

### THIS SUBJECT:

- Provides a pathway for further study at university and/or future employment in areas such as finance, administration, marketing, management, economics and accounting
- Contributes 15 credit points and meets the standard for everyday adult reading and writing for your Tasmanian Certificate of Education.

**Economics 3**

ECN315116

**YOU WILL LEARN ABOUT:**

- The Australian economy and the factors that impact on growth, jobs and standard of living
- Government management of the economy and issues such as unemployment, inflation and interest rates
- Money, wealth, government and global financial markets
- Australia's role in the global economy.
- Issues of environmental economics as well as income inequality in Australia

**YOU DO THIS BY STUDYING:**

- How firms choose what to produce so that consumers can buy the goods and services they want
- How the government attempts to reduce unemployment and promote economic progress
- Why interest rates go up and down
- Australia's major trading partners and why we export and import
- Economic issues that affect people both in Australia and the global economy
- The federal budget.

**LEARNING ACTIVITIES MAY INCLUDE:**

- Group discussions, presentations and activities designed to develop understanding and appreciation of economic issues
- Investigations into poverty or environmental issues in economics
- Interpreting and analysing economic data and economic policy alternatives
- Assignments, tests and an external examination.

**TO ENROL IN THIS SUBJECT YOU NEED:**

- A/B (C in consultation with teachers) in Year 10 Australian Curriculum Mathematics and English.

**THIS SUBJECT:**

- Provides a pathway to further study and/or careers in economics, business, commerce, the public service or journalism
- Contributes 15 credit points and meets the standard for everyday adult reading and writing plus everyday adult mathematics for your Tasmanian Certificate of Education.

**University College Program: Extension Program for Accounting**

In 2017 students who are undertaking Level 3 Accounting may be able to enrol in a *University College program Accounting and Financial Decision Making*. Over a series of weekly tutorials in the second half of the year, your skills and knowledge in *Accounting 3* are extended to cover topics such as: the structure of company financial statements; the analysis and interpretation of company financial statements;

and financial decision making techniques used by managers in organisations. The University College Program in Accounting complements your current studies and also provides a HECS-free core unit in the Bachelor of Business at the University of Tasmania. To find out more, ask your teacher.

**University College Program: Extension Program for Business**

The 2017 University College Program also offers a Business extension program in this subject area, called *Enterprise U*. This unit will enable college students to gain a personal understanding of the factors that prevent their engagement in enterprising behaviours. Increasingly employers in many areas demand that graduates demonstrate a capacity for enterprising behaviour. Upon completion of this unit, students will have had an opportunity to develop specific

enterprise knowledge and skills. Importantly, students will also have the opportunity to develop personal confidence through which future entrepreneurial behaviour is possible. Enrolment in this unit will not only help to expand your knowledge and understanding of this subject area, but also provides a HECS-free pathway into study at the University of Tasmania. To find out more, ask your teacher.

# VET programs

All certificate programs contribute credit points for the Tasmanian Certificate of Education. The number of credit points is dependent on the units of competence. For details go to the TASC course planner at: [www.tasc.tas.gov.au/3666](http://www.tasc.tas.gov.au/3666)

## Certificate I in Business

BSB10115

### YOU WILL LEARN ABOUT:

- The foundation skills required for work in a business environment.

### YOU DO THIS BY STUDYING:

- Basic business communication
- Work health and safety processes
- Simple word processing and keyboarding skills
- The creation and use of simple spreadsheets
- Environmentally sustainable work practices
- How to organise and complete daily work activities.

### LEARNING ACTIVITIES MAY INCLUDE:

- Practical activities and assignments
- Work placements
- Project work.

### TO ENROL IN THIS PROGRAM YOU NEED:

- An interest in working in business or in an administrative capacity
- A desire to further develop computing and communication skills.

### THIS PROGRAM:

- Provides a pathway to other programs in business.

## Certificate I in Retail Services

SIR10116\*\*\*

### YOU WILL LEARN ABOUT:

- Communication in the workplace
- Working effectively in a retail environment
- Interacting with customers
- Operating retail equipment
- Advising on and selling products and services.

### YOU DO THIS BY STUDYING:

- How to organise and maintain work areas
- Communication in the workplace
- The operation of retail technology
- How to work effectively in a retail environment
- The application of safe work practices.

### LEARNING ACTIVITIES MAY INCLUDE:

- Practical activities and assignments
- Work placements
- Project work
- Excursions.

### TO ENROL IN THIS PROGRAM YOU NEED:

- An interest in working in the retail environment.

### THIS PROGRAM:

- Provides a pathway to other programs in retail and business.

## Certificate II in Business

BSB20115

### YOU WILL LEARN ABOUT:

- The foundation skills required for business and office administration.

### YOU DO THIS BY STUDYING:

- Basic business communication
- Work health and safety processes
- Simple work processing and keyboarding skills
- The creation and use of simple spreadsheets
- Environmentally sustainable work practices
- How to organise and complete daily work activities.

### LEARNING ACTIVITIES MAY INCLUDE:

- Practical activities such as managing a virtual office
- Assignments and tests
- Industry work placement
- Project work.

### TO ENROL IN THIS PROGRAM YOU NEED:

- An interest in working in business or in an administrative capacity
- A desire to further develop computing and communication skills
- To participate in a suitability process.

### THIS PROGRAM:

- Provides a pathway to other programs in business or entry into employment in the clerical industry.

## Certificate II in Retail Services

SIR20216\*\*\*

### YOU WILL LEARN ABOUT:

- Communication in the workplace
- Working effectively in a retail environment
- Interacting with customers
- Operating retail equipment
- Balancing a cash register
- Advising on and selling products and services.

### YOU DO THIS BY STUDYING:

- Point of sale handling procedures
- Organisation and maintenance of work areas
- Stock control procedures
- The application of safe work practices
- Minimising theft
- How to create a display
- Product knowledge
- Merchandising
- How to sell products and services.

### LEARNING ACTIVITIES MAY INCLUDE:

- Practical activities and assignments
- Work placements
- Project work
- Excursions.

### TO ENROL IN THIS PROGRAM YOU NEED:

- An interest in working in the retail environment
- To participate in a suitability process.

### THIS PROGRAM:

- Provides a pathway to other programs in retail and business.

## Certificate III in Business

BSB30115

### YOU WILL LEARN ABOUT:

- Introductory finance
- Work health and safety
- Technology and computing skills
- Communication
- Teams and workplace effectiveness.

### YOU DO THIS BY STUDYING:

- Customer service
- Working in a team
- Basic financial records
- Computer use
- Environmentally sustainable work practices
- Organising personal work priorities.

### LEARNING ACTIVITIES MAY INCLUDE:

- Theory and practical tasks in a simulated workplace environment.

### TO ENROL IN THIS PROGRAM YOU NEED:

- *Certificate II in Business* or equivalent experience/knowledge
- To participate in a suitability process.

### THIS PROGRAM:

- Provides a pathway to *Certificate IV in Business*.