

Business Skills

LEVEL 1

Credits: 18 - 22

Leads onto: Level 2 Accounting

This course will introduce students to Business and Accounting. The course aims to ensure that students' business experiences are valued and enriched through the themes covered. This gives students the opportunity to develop skills which will provide them with a sound foundation for future studies in Accounting as well as future employment.

Course of Study

There are two related parts to this course:

- 1. Business:** Students will study business innovation and enterprise, including how entrepreneurs make decisions in business contexts.
- 2. Accounting:** Students will be given the opportunity to develop financial literacy skills. In addition, students will be introduced to the purposes of Accounting, the recording of financial information on a cash basis, and the preparation of financial reports such as cash budgets, income statements and balance sheets for a small business entity.

Assessment will include both internal and external Achievement Standards.

Cost: Workbooks \$32

Teacher Contact: Mrs Anderson