BUSINESS COMMUNICATION & TECHNOLOGIES

Authority Subject  CODE: BCT

COURSE OVERVIEW
Business Communication and Technologies (BCT) offers students opportunities to engage in and understand a range of business administrative practices through real-life situations and simulations. The course is designed to provide a foundation in the study of business and to prepare students for further education, training and employment. Business Communication and Technologies fosters intellectual, social and moral development by encouraging students to think critically about the role and ethical responsibilities of business in society.

COURSE STRUCTURE
Business Communication and Technologies encompasses theoretical and practical aspects of business in contexts students will encounter throughout their lives. The underpinning practices of Business Communication and Business Technologies are integral to all business relationships and dealings, and shape the development of students’ knowledge and skills.

Topics of study include:
- Business environments
- Managing people
- Industrial relations
- International business
- Workplace health, safety and sustainability
- Organisation and work teams
- Managing workplace information
- Social media
- Events administration

ASSESSMENT TECHNIQUES
Students are assessed against standards described in terms of:
- Knowing and understanding business
- Investigating business issues
- Evaluating business decisions

A wide range of assessment techniques is used including objective and short response items, structured and open-ended response items, response to stimulus materials, research and project work, oral presentations and the procedural applications associated with the recording of business procedures and financial transactions.

SPECIAL REQUIREMENTS
Excursions may be negotiated within the two year program which will incur additional costs. Laptops will be used in this course. It is compulsory for students choosing this subject to attend every lesson with a laptop. For minimum laptop requirements, refer to the document "Laptops at Chancellor State College" under Related links on the College website. [https://chancellorsc.eq.edu.au/Extracurricular/ComputerandInternet/Pages/ComputerandInternet.aspx](https://chancellorsc.eq.edu.au/Extracurricular/ComputerandInternet/Pages/ComputerandInternet.aspx)