This subject guide relates to courses developed from the Business Communication and Technologies Senior Syllabus 2012.

**Why study Business Communication and Technologies?**

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.

**What is studied?**

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.

A course in Business Communication and Technologies can be designed using a selection of topics of study:

- Business environments
- Managing people
- Industrial relations
- International business
- Workplace health, safety and sustainability
- Organisation and work teams
- Managing workplace information
- Financial administration
- Social media
- Events administration
- School-developed issues study.
How do students learn?

In this subject, students examine the broader social, cultural and environmental implications of business activities with a focus on the essential skills of communication and the use of business-specific technologies.

Business Communication and Technologies requires students to engage in learning activities requiring higher-order cognition. They interpret and analyse business issues to evaluate proposed business solutions and recommendations from the perspectives of an employer, employee or self-employed individual across a range of business situations.

Students may be involved in activities that include: evaluating case studies; investigations and inquiry learning; manipulating and using business technologies; participating in excursions to suitable venues and communicating using a variety of modes.

How are students assessed?

Students are assessed against standards described in terms of:

- **Knowing and understanding business**
- **Investigating business issues**
- **Evaluating business decisions.**

**Knowing and understanding business** involves the retrieval, comprehension and use of information and skills associated with selected topics of study and underpinning practices, to develop an understanding of business knowledge.

**Investigating business issues** involves exploring and dissecting business data and information to identify and analyse business issues.

**Evaluating business decisions** involves communicating and synthesising understandings gained to make judgments about the performance of businesses. This dimension involves drawing conclusions, making decisions, providing recommendations to solve problems and justifying solutions and/or actions.

Assessment techniques used by schools include short and/or extended responses, research assignments, projects and reports. Multimodal presentations such as seminar presentations, multimedia presentations, debates and reports may also be used.

How can parents help?

Parents can help students by:

- providing a supportive environment in the home
- discussing with their children business-related issues such as those seen on TV or in the news
- providing access to various sources of information
- encouraging their children to work cooperatively within the family group
- being understanding of the time commitment students may need to devote to the study of Business Communication and Technologies
- offering their services (if they work in a relevant industry) as guest speakers, work placement providers for students, or demonstrators of skills applicable to particular units of work.
More information

If you would like more information, please email senior.syllabuses@qcaa.qld.edu.au. You can also visit the QCAA website www.qcaa.qld.edu.au and search for 'Business Communication and Technologies'.