Numeracy in Business Studies

Numeracy involves students in recognising and understanding the role of mathematics in the world and having the dispositions and capacities to use mathematical knowledge and skills purposefully.

The key role that teachers of Business Studies play in the development of numeracy includes teaching students specific mathematical concepts and skills and providing them with the opportunities to select, use, evaluate and communicate mathematical ideas in a range of situations relevant to the subject. Students use the knowledge, understanding and skills to communicate mathematical concepts and to recognise their interconnectedness across subjects and in a range of personal, social and work-related situations.

The distinctive nature of Business Studies may require that new mathematical concepts be introduced and new skills developed. In many cases, however, teachers will need to continue to build students' knowledge, understandings and skills in the context of Business Studies. Within appropriate learning contexts and experiences in the subject, teachers provide opportunities for revising, developing and extending mathematical concepts and skills.

Specific advice for Business Studies

Numeracy knowledge, understanding and skills are evident across a course of study in Business Studies, particularly in the core Business practice, Financial literacy. Through Financial literacy students learn to:

- understand and use basic financial terms and concepts in everyday business interactions
- calculate and prepare financial records necessary to inform and achieve specific financial goals and decisions.

Specific mathematical concepts and skills in Business Studies include:

- understanding and using financial terms and concepts, e.g. cash receipts, cash payments, wages, deductions, deposits, bank statement, bank reconciliation, Income Statement, Balance Sheet, Cash Flow Statement, superannuation, insurance, cash, credit, GST, returns, lay-by, cost price, sales price, gross profit, mark ups, mark downs, discounts, stock control, cash on delivery
- preparation and recording of financial documents, e.g. deposits, electronic banking, cheques, banking documentation, invoices, pay, deductions on pay slips, budgets
- number (includes addition, subtraction, multiplication, division, fractions, percentages and ratio), for example:
  - completing simple financial calculations, e.g. bank reconciliation, gross pay, net pay, taxation payable, GST, mark ups, mark downs, stock control, cash float, cash register summary, advertising costs, promotional costs, cost plus pricing, competitive pricing strategies
– reading and interpreting numerical information from financial documents and information, e.g. bank statements, reports, customer details, invoices, receipts, cheque butts, marketing budgets
– use of payment options for goods and services, e.g. cash, debit card, credit card, PayPal, BPay, pre-pay options, phone, electronic funds transfer

• statistics
  – accessing statistical information related to a business context, e.g. data related to social media interactions
  – manipulating statistical information by extracting, converting or translating information given in numerical or algebraic forms, diagrams or tables, e.g. profit calculation

• checking and examination of supporting documentation for accuracy, completeness and appropriate authorisation, e.g. cheques, receipts, invoices, timesheets
• collating data and constructing accurate tables, diagrams
• explaining trends from given numerical or statistical data
• using technology, such as calculators and computers for portion control, costing, calculating profits and producing spreadsheets.