Delivery mode
Online course. Internet access essential. No hard copy of materials is provided. Attendance at three (3) scheduled lessons per week is required.

Time commitment
This is a two year course.
The Business Communication and Technologies Senior Syllabus 2012 (current) requires students enrolling in this subject to engage in instruction for a minimum of 55 hours each semester.
Students are required to participate in online lessons which will run for up to 70 minutes, three times each week. In addition to the online lessons, students are required to complete tasks according to the Work Rate Calendar for a further minimum of 120 minutes per week.

Prerequisites
There are no pre-requisites for this subject, but a good result in Year 10 English would be an advantage.

Course outline
Studying Business Communication and Technologies provides students with the opportunity to acquire business knowledge, skills and strategies to contribute to and make informed and reasoned decisions about their role in a constantly changing business environment.
Students are required to analyse, interpret and evaluate a range of business issues/situations from the perspectives of an employer, employee or self-employed individual.
The topics of study include:
• Business environments
• Organisation and work teams
• Social media
• Managing people
• Industrial relations
• Events administration
with the integration of the two underpinning practices – Business Communication and Business Technologies.

Assessment
Assessment is formative in semesters 1 and 2 and summative in semesters 3 and 4. A student’s exit level of achievement is determined from the results obtained in semesters 3 and 4.
Business Communication and Technologies is assessed under three dimensions:
• Knowing and understanding business
• Investigating business issues
• Evaluating business decisions
Assessment techniques are conducted under both supervised and unsupervised conditions and include short and extended written responses, multimodal presentations, and research.

Requirements
Textbook

NOTE: Textbooks must be purchased by students. Textbooks are NOT supplied by the school.

Equipment
• Delivery of lessons requires a computer headset and microphone

Software
• Windows 7 or higher
• Microsoft Word and Excel 2007 or higher

DISCLAIMER: All information contained is accurate at the time of publication.