

BUSINESS AND DIGITAL TECHNOLOGIES

Staff in the Business and Digital Technologies Learning Area:

Ms G Curtis (Head of Learning Area)

Mr A Gear

Mrs L Henshilwood

Mr D Murtagh

Mr G Ngatai

Mr C Wihapi

Mrs D Wright

Learning Pathway

YEAR 9

Business Studies

This option focuses on business and enterprise. Students work through a business project, using the skills taught in class. Aspects of decision-making, resource use and financial management are taught and applied. Business Studies continue as an Option at Year 10, then students can specialise in Business Studies, Accounting or Legal Studies in the Senior School.

Digital Technology

Students learn text entry and file management skills, as well as graphical and display techniques that they can use to enhance their work across the curriculum. This course provides an opportunity for students to achieve technological literacy through a series of units including but not limited to:

- Computer basics
- Technological advances
- Simple programming
- Web design

YEAR 10

Business Studies

Students learn how individuals, households and businesses contribute to the economy. The ESP (Enterprise Studies Programme) gives students the opportunity to run their own businesses and allows them to compete in the BP Community Project and the BP Innovation Project. This exciting programme bridges the gap between learning and doing, and gives students skills that will benefit them in the future. This course provides a useful introduction to Business Studies (NCEA/Cambridge), Accounting (NCEA) or Legal Studies (NCEA) in the Senior School.

Digital Technology

Students extend their text entry and file management skills and use multimedia, computer and communication applications to complete assignments and practical skills.

YEAR 11

Accounting - NCEA Level 1

This course aims to provide students with a knowledge of accounting concepts and processes, business organisation and financial management that will be useful in everyday life. Students enjoy the practical nature of the course as skills are taught and then applied.

Business Studies - NCEA Level 1 and IGCSE Cambridge Business Studies

The course aims to develop knowledge and understanding of how businesses are organised, financed and operated. The content includes the IGCSE Business Studies syllabus and appropriate Achievement and Standards.

Legal Studies - NCEA Level 1

Law-related learning in schools equips students with the knowledge, skills and attitudes to enable them to understand, appreciate and actively participate in the legal system. The following topics are covered:

- Law in Society
- The Lawmaking Process
- Young People and the Workforce
- Consumer Law
- Young People in Education
- Traffic Law for Safe Driving.

Digital Technology - NCEA Level 1

Students use text entry, file management, desktop publishing, spreadsheet, research skills, and programming skills to prepare for the NCEA Level 1 internal assessments and exams. This course provides entry to the Year 12 Computing course.

YEAR 12

Accounting - NCEA Level 2

This course aims to provide a knowledge of the principles, processes and systems of accounting that will:

- Allow students to understand the role of the accountant
- Improve student understanding of business organisation
- Give students experience with a commercial accounting software package (MYOB) and spreadsheets
- Provide students with an increased awareness of, and access to, career opportunities in accounting

Business Studies - NCEA Level 2 and AS Cambridge Business Studies

This course aims to develop an understanding of organisations and markets. This involves consideration of the internal organisation of business and the process of decision-making in a dynamic external environment. The content includes the CIE AS Business Studies syllabus and appropriate Achievement and Standards.

Legal Studies - NCEA Level 2

For people to be active and informed citizens they need the knowledge and skills to understand, evaluate and participate actively in the legal system. Topics may include:

- Independent Living

- Disputes Resolution in the legal system
- Crime and its consequences
- How Laws Are Made and Amended in New Zealand
- Employment relationships and the application of employment law to that relationship
- Legal consequences and protection relating to domestic violence and child abuse
- The purpose and application of consumer law
- The role and effect of law in New Zealand society
- Law relating to marriage, Civil Union and De-factor Relationships
- Law relating to Wills and Intestacy

Computer Studies - NCEA Level 2

This course will lead towards gaining the National Certificate in Computing Level 2.

Digital Technology - NCEA Level 2

Students extend their knowledge of using text entry, file management, desktop publishing, spreadsheet and research skills to prepare for the NCEA Level 2 Internal Assessments.

YEAR 13

Accounting - NCEA Level 3

This is a course that provides an understanding of the conceptual basis of accounting and gives an appreciation of processes and systems applied to different types of organisations and groups of users. Students find this course both challenging and rewarding. It provides an excellent lead up to Stage One Accounting at University.

Business Studies - NCEA Level 3 and A2 Cambridge Business Studies

This course aims to develop an understanding of organisations and markets. This involves consideration of the internal organisation of business and the process of decision-making in a dynamic external environment. The content includes the CIE A2 Level Business Studies syllabus. Appropriate Unit Standards will be offered.

Legal Studies - NCEA Level 3

This study is designed to enable students to:

- Develop knowledge of historical development of the New Zealand legal system
- Describe and evaluate the relationship between the state and the individual and groups in society
- Describe and evaluate the changing interaction between law and society
- Compare different legal systems and evaluate the New Zealand legal system's accommodation of the differences
- Describe and evaluate Criminal and Civil Court processes
- Identify from an Employee perspective ways of dealing with Employment Relationship Problems
- Contribute to collective employment agreement negotiation as an employee

Computer Studies - NCEA Level 3

This course will lead towards gaining the National Certificate in Computing Level 3

Computer Programming - NCEA Level 3

Students will learn develop enhanced skills in the design, development and implementation of computer programs for an organisation.