







Week 2: Introduction to Business Studies(ii)

3. Components of Business Studies

Business Studies is not just one subject, but a combination of different areas of learning that work together to give students complete knowledge of how business and office systems work.








Main Components of Business Studies

Component	Explanation
 Commerce	Teaches about buying and selling of goods and services. Example: trade, advertising, transportation.
 Bookkeeping	Teaches how to record business transactions like income, expenses, profit, and loss.
 Office Practice	Teaches about how offices operate and the roles of office staff (e.g. receptionists, clerks).
 Business Management	Teaches how to plan, organize, control, and run a business effectively.
 Keyboarding/Typing	Teaches how to use the computer keyboard to type documents quickly and correctly.
 Economics (Introductory)	Explains how resources are used to meet human wants, and the role of supply, demand, and money.

These components work hand-in-hand. For example, in a real business, you need typing to create receipts, bookkeeping to record sales, and commerce to understand trade.

4. Career and Employment Opportunities in Business Studies

After learning Business Studies, students can pursue various jobs or even create their own businesses. Below are some examples:

Field	Career Options
 Office Jobs	Clerk, Secretary, Office Assistant, Receptionist
 Finance	Accountant, Banker, Cashier
 Marketing & Sales	Salesperson, Marketer, Shop Manager
 Entrepreneurship	Fashion designer, Shop Owner, Phone repairer
 ICT	Typist, Data Entry Officer
 Education	Business Studies Teacher, Lecturer
 Administration	Manager, Business Consultant