

YEAR 10 BUSINESS STUDIES WORK PLAN: Semester 1, 2017 - 10A Mrs Edwards, 10B Mrs Kleinberg



UNIT	TERM 1 TOPICS	ASSESSMENT	DUE DATE
1	<p>FINANCIAL DOCUMENTS 7 weeks</p> <p>The focus of this unit is the process of how petty cash links in with managing minor business operating costs. Students also use spreadsheets to learn how to create and manage petty cash. Creating and understanding cash budgets is essential for small business operations.</p> <p><i>Topics:</i></p> <ul style="list-style-type: none"> ~ Business cash budgets ~ The process of preparing budgets and petty cash documents ~ Use of Microsoft Excel and Word 	<p>Exam - Practical tasks, Short written response 60-75 minutes</p> <p>Criteria: K&U, P, C</p>	<p>Week 7 10A Tuesday 7 March Lessons 5 & 6 10B Thursday 9 March Lessons 1 & 2</p>
2	<p>ENTREPRENEURS 3 weeks</p> <p>Centred on students working together in small groups to operate a business venture during first break in Term 2, this unit develops entrepreneurial behaviour + skills. The assessment focuses on a Marketing Plan each student individually writes for their business venture.</p>		
UNIT	TERM 2 TOPICS	ASSESSMENT	DUE DATE
2	<p>ENTREPRENEURS 10 weeks</p> <p>Centred on students working together in small groups to operate a business venture during first break Term 2, this unit develops entrepreneurial behaviour + skills. The assessment focuses on a Marketing Plan each student individually writes for their business venture.</p> <p><i>Topics:</i></p> <ul style="list-style-type: none"> ~ Developing entrepreneurial skills of record keeping, management, leadership, marketing, communication. ~ Operating a business venture ~ Time management ~ Writing a marketing plan ~ Managing business venture finances 	<p>Extended written response Marketing plan; class and student own time, 500 words minimum, Criteria: K&U, P, C</p>	<p>Week 7 Thursday 1 June 10 A start of the am break 10 B lesson 2</p>

This work plan was last updated on Wednesday, 17 May 2017. The contents are subject to change – students will be advised in advance of any changes - regularly check for updates.