

YEAR 11 BUSINESS COMMUNICATION AND TECHNOLOGIES WORK PLAN: Semester 2, 2017 - Mrs Edwards



UNIT	TERM 3 Units and topics	ASSESSMENT	DUE DATE
8.	<p>Financial Administration: (8 weeks)</p> <ul style="list-style-type: none"> • Sources of business finance (e.g. Loans, leasing, overdrafts) • Financial policies and procedures (e.g. Controls and security of assets — cash, stock, equipment, roles and division of duties) • Processing payments/receipts (e.g. Eft/credit, transfer limits) • Financial documentation (e.g. Employee information, account management) • Security of information • Interpreting financial reports • Supplier/customer financial relations (e.g. Impact on cash flow) 	<p>Exam 60-90 mins + 5 mins perusal; Supervised; Short Response (50 - 250 words) KUB, EBD</p>	<p>WEEK 8 Friday 1 September Lesson 5 & 6</p>
UNIT	TERM 4 Units and topics	ASSESSMENT	DUE DATE
9.	<p>Social Media (Starting Week 9 of Term 3) (8 weeks)</p> <p>Theme: V8 Supercars Events – Supported by curriculum related Gold Coast Excursion to V8 Supercar Event “Student On Track Program” Fri 20 October, Broadbeach.</p> <ul style="list-style-type: none"> • types and uses of social media in business settings • changes to client relations (e.g. traditional vs. social customers, identifying consumer wants, optimising sites for search engines) • marketing communication • planning business networks using social media (e.g. roles and responsibilities) • internal uses of social media (e.g. policies and protocols, collaboration, decision making, employer control) • security issues and management (e.g. privacy, intellectual property and copyright, discrimination and harassment, unfair competition, defamation and criminal activity) • influence of government. 	<p>Research 800-1000 words; Unsupervised; Written Research Response KUB, IBI, EBD</p>	<p>WEEK 6 Friday 10 November Lesson 6</p>