

# YEAR 9 BUSINESS STUDIES WORK PLAN: Semester 1, 2017 - Mrs Edwards



UNIT	TERM 1 TOPICS	ASSESSMENT	DUE DATE
1	<p><b>NATURE OF BUSINESS</b> <span style="float: right;"><b>10 weeks</b></span></p> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>~ What is business?</li> <li>~ Needs and wants</li> <li>~ Types of business organisations and ownership</li> <li>~ Business stationery</li> <li>~ Writing a business plan</li> <li>~ Developing Word and Publisher skills</li> </ul>	<p><b>Project</b> Multiple practical tasks, business plan, class and student's own time</p> <p>Criteria: K&amp;U, P, C&amp;R</p>	<p><b>WEEK 10</b> Monday 27<sup>th</sup> March 9A Lesson 5 9B Lesson 4</p> <p>Note: progressive throughout Term 1, with final submission due Week 10.</p>
UNIT	TERM 2 TOPICS	ASSESSMENT	DUE DATE
2	<p><b>MANAGING INFORMATION</b> <span style="float: right;"><b>10 weeks</b></span></p> <p><b>Topics:</b></p> <ul style="list-style-type: none"> <li>~ Types of business information</li> <li>~ Legislation governing information management</li> <li>~ Maintaining the system</li> <li>~ Security of information</li> <li>~ Databases for storing information and records</li> <li>~ Designing, using Access databases</li> </ul>	<p><b>Project</b> Folio of multiple practical tasks using ACCESS and WORD, class and student's own time</p> <p>Criteria: K&amp;U, P, C&amp;R</p>	<p><b>WEEK 8</b> 9A Friday 9<sup>th</sup> June Lesson 2 9B Wed 7<sup>th</sup> June Lesson 2</p> <p>Note: progressive throughout the term, with final submission due Week 8</p>