



YEAR 9 BUSINESS STUDIES WORK PLAN: Semester 2, 2017 - 9A, 9B Mrs Edwards

UNIT	TERM 3 Unit and topics	ASSESSMENT	DUE DATE
9.3	<p>WORKPLACE COMMUNICATION (10 weeks)</p> <ul style="list-style-type: none"> ~ What is communication? ~ Types of communication ~ Listening skills ~ Non-verbal communication ~ Verbal communication ~ Interpersonal skills ~ Communicating in business ~ Business documents ~ Electronic output vs paper based <p>*Dreamweaver html template based staged business documents</p>	<p>3. Extended written response [Dreamweaver Website*] Individual work, 400-600words, 3 weeks class and student's own time</p> <p style="text-align: right;">K&U, P, C&R</p>	<p>Week 8. 9A Friday 1 September Lesson 2 9B Wednesday 30 August Lesson 2</p>
UNIT	TERM 4 Unit and topics	ASSESSMENT	DUE DATE
9.4	<p>SOURCE DOCUMENTS (8 weeks)</p> <p>The focus of this unit is the process of how a business places orders, receives orders, creates and pays invoices, and records receipt and payment of money. These is undertaken by completing hard copies, and electronic copies through using spreadsheets and Word documents to learn how to create and manage finances used for this process.</p> <ul style="list-style-type: none"> ~ Using source documents manually and electronically ~ Understanding the process of source documents ~ Development of Microsoft Word and Excel skills in a business context 	<p>4. Exam [Practical tasks, Short written responses] Multiple practical tasks, 7 weeks class and student's own time</p> <p style="text-align: right;">K&U, P, C</p>	<p>BLOCK EXAMS Week 8</p>

This work plan was last updated on Friday, 26 July 2017. The contents are subject to change - students will be advised in advance of any changes - regularly check for updates.