

BRACKEN RIDGE STATE HIGH SCHOOL

YR 11 BUSINESS COMMUNICATION & TECHNOLOGIES

Overview

TERM ALLOCATION AND LENGTH	UNIT	SUB TOPICS	ASSESSMENT
TERM 1 9 Weeks	International Business	<ul style="list-style-type: none"> • Language, religion and cultural differences, time differences, currency • Travel issues • Business dealings • Trade issues 	<ul style="list-style-type: none"> • Multimodal.research response
TERM 2 8 Weeks	Managing Workplace Information	<ul style="list-style-type: none"> • Accountability (legal requirements) • Information management systems • Manual and electronic security of systems • Retention and disposal of information 	<ul style="list-style-type: none"> • Short Response exam • Extended written exam
TERM 3 8 Weeks	Managing People	<ul style="list-style-type: none"> • Employment issues • Change management • Management practices • Human resources • Workplace issues 	<ul style="list-style-type: none"> • Short Response exam • Extended written exam
TERM 4 8 Weeks	Social Media	<ul style="list-style-type: none"> • Types and uses of social media in business • Marketing communication • Policies and protocols, employer control • Security issues and management • Influence of government 	<ul style="list-style-type: none"> • Unsupervised written extended response