

S1 BUSINESS EDUCATION

We have S1 pupils for 18 weeks. We cover each of the 3 topics offered in S2.

For 9 weeks the pupils come for 2 periods and we cover Business Management and Accounting.

Then pupils swap with Technical Education and we see them for one period and we do the Administration content.

WEEK	TOPIC
1	Business Management - needs and wants, global trade, multinationals, global brands, product development, celebrity endorsement, presentation of product and marketing ideas
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8	Accounting - cash budgets, job costing, using spreadsheets for simple formulae and charts
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11	Administration and IT - using MS Office; Word for letters and display, Access for customer information, Excel for calculation of profit, Powerpoint and email to communicate information
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