



Tasks will be posted here weekly. If you have questions, contact your business teacher.

Week Beginning 25th Jan

Business Management

- Pupils will start to look at The Marketing Mix and in particular the first element which is Product. Pupils will develop an understanding of what makes a successful product as well as the importance of producing number of different products to attract different target markets. Full information will be posted on the class Teams page.

Admin and IT

- The class will investigate the role of an Administrative Assistant within an organisation detailing the skills and qualities required to be successful in this role. Full information will be posted on the class Teams page.

The class teacher will carry out a live lesson for one of the periods as detailed on the pupil's timetable. They will be available to assist at the other scheduled time.