Time Allocation

This unit of work will consist of approximately 100 hours of which at least 50 hours will be class time. To complete this unit of work satisfactorily, students must complete each of the following learning outcomes.

Learning Outcomes

Outcome 1
The student should be able to describe the resources and explain and apply the knowledge and skills necessary to set up a small business.

Outcome 2
The student should be able to identify, record, report and explain the financial data and information for the owner of a service business, using a combination of manual and ICT methods.

Assessment Tasks

1  Class Tests / SACs
The student is required to complete a variety of tests covering each topic area.

Weighting: This task is worth 50% of the overall grade
Due: Term 1 Week 5, Term 2 Week 2, 4 and 7

2  Folio and Class Work
The student is required to complete a variety of exercises, tasks and assignments covering each topic area.

Weighting: This task is worth 20% of the overall grade
Due: At the completion of each topic

3  Semester Examination
The student is required to apply knowledge and understanding of recording and reporting financial information relating to a service business.

Weighting: This task is worth 30% of the overall grade  Time allocated to task: 90 minutes
Due: Term 2, Week 7