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# S2 Business I.T.

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Personal Learning  
Plan

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Name:

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This document has been produced to help you track your learning within Business I.T.

Your teacher will tell you when you should be completed the I Can statements after you have completed each area of the course.

Each topic also allows you to reflect on the areas you are confident with and what areas you need to work on. It will also allow you to identify where else in school you can use your Business I.T. knowledge.

To begin with, you need to consider what your aims are for your time in Business I.T. and how you are going to achieve this aim. Use the space below to record this.

**My aims for Business I.T. are:**

**I am going to achieve these aims by:**

## BUSINESS MANAGEMENT

Using traffic lights, decide how well you think you can do the following things?

I understand the difference between needs and wants	
I am able to give examples of needs and wants	
I understand the different between durable goods, non-durable goods and services	
I am able to give examples of durable goods, non-durable goods and services	
I understand the four factors of production	
I am able to give examples of the four factors of production	
I understand the term entrepreneur and what they do and the skills they have	
I understand the term business ethics	
I am able to give example of how businesses can be ethical	
I understand the term globalisation	
I understand the difference between income and expenditure	
I am able to give examples of income and expenditure both personal and business	
I understand how to write up a cash budget	
I understand the importance of a cash budget	
I understand the different types of bank accounts, loans and credit cards available	
I understand the functional area of marketing, what they do and why they are important	
I understand the functional area of human resources, what they do and why they are important	
I understand the functional area of finance, what they do and why they are important	
I understand the functional are of operations, what they do and why they are important	

What areas of Business Management are you confident with?

What areas of Business Management do you think you need more help and guidance with?

What other subjects in school do you think you could use your Business Management knowledge?

## ADMINISTRATION AND I.T.

Using traffic lights, decide how well you think you can do the following things?

I understand the duties, skills and qualities of an administrator	
I understand the role of reception in an organisation	
I know how to create a business card	
I know how to produce a business letter	
I know how to produce a poster	
I know how to produce a memo	
I know how to produce a form	
I know how to produce an itinerary	
I know how to produce a spreadsheet using formulae and formatting	
I know how to produce a chart/graph in a spreadsheet	
I know how to produce a database	
I know how to sort a database and to query a database	
I know how to use email effectively including adding an attachment	
I know how to use an e-diary effectively	
I know how to produce a PowerPoint Presentation including formatting and animation	
I know how to use the Internet effectively to find information	

What areas of Administration and I.T. are you confident with?

What areas of Administration and I.T. do you think you need more help and guidance with?

What other subjects in school do you think you could use your Administration and I.T. skills?