

Varsity College
Year 11 Business Studies 2024

Term 1 – Unit A: Working in administration

Week	Date	Topics	Assessment
1	22-26 January O-Week Australia Day PH Fri	<ul style="list-style-type: none"> Role of business in society 	
2	29 Jan-2 Feb	<ul style="list-style-type: none"> Business goals and objectives Human Resource Management Employee life cycle 	
3	5-9 February Swimming Carnival - Thurs	<ul style="list-style-type: none"> Rights and responsibilities at work Workplace legislation Case Study – workplace issues 	
4	12-16 February	<ul style="list-style-type: none"> Workplace trends Workplace influences Work-life balance 	
5	19-23 February	<ul style="list-style-type: none"> Features of multimodal presentations Drafting multimodal script 	
6	26 Feb-1 Mar GC24 - Wednesday	<ul style="list-style-type: none"> Drafting multimodal script 	Draft Due Lesson 3
7	4-8 March	<ul style="list-style-type: none"> PowerPoint tips Recording narration 	
8	11-15 March	<ul style="list-style-type: none"> Finalising PowerPoint presentation 	Final Due Lesson 1
9	18-22 March GC24 - Thursday	<ul style="list-style-type: none"> Culminating activities 	
10	25-29 March Good Friday PH	EXAM BLOCK	
School holidays: Friday March 29 - Sunday April 14			

Term 2 – Unit A: Working in administration

Week	Date	Topics	Assessment
1	15-19 April Cross Country - Wed	<ul style="list-style-type: none"> • Business administration • Organisational policies • Soft skills 	
2	22-26 April GC24 - Tuesday Anzac Day PH - Thurs	<ul style="list-style-type: none"> • Sustainability in business • Managing environmental impacts • Case Study – businesses sustainable commitments 	
3	29 Apr-3 May	<ul style="list-style-type: none"> • Social responsibility of business • Stakeholders • Legislation 	
4	6-10 May Labour Day PH - Mon	<ul style="list-style-type: none"> • Environmentally sustainable work practices • Strategies for improving environmental sustainability • Case Study – sustainable business practices 	
5	13-17 May	<ul style="list-style-type: none"> • Features of an action plan • Conducting research • Drafting action plan 	
6	20-24 May	<ul style="list-style-type: none"> • Features of a brochure • Using digital technology to create a brochure • Designing a brochure 	
7	27-31 May	<ul style="list-style-type: none"> • Finalising brochure • Submitting Project: Part A 	Project Part A Due Lesson 3
8	3-7 June	<ul style="list-style-type: none"> • Using criteria to evaluate • Finalising Evaluation • Submitting Project: Part B 	Project Part B Due Lesson 3
9	10-14 June GC24 - Wednesday	<ul style="list-style-type: none"> • Culminating activities 	
10	17-21 June Athletics Carnival - Thurs	<ul style="list-style-type: none"> • Introduction to Working in Finance 	
School holidays: Saturday June 22 - Sunday July 7			

Term 3 – Unit D: Working in finance

Week	Date	Topics	Assessment
1	8-12 July	<ul style="list-style-type: none"> Financial literacy and types of finance Financial goals 	
2	15-19 July	<ul style="list-style-type: none"> Keeping financial records Source documents 	
3	22-26 July GC24 - Thursday	<ul style="list-style-type: none"> Accounting fundamentals Business assets Bookkeeping systems 	
4	29 Jul- 2 Aug	<ul style="list-style-type: none"> Payment options and Internal controls Fraud and theft 	
5	5-9 August	<ul style="list-style-type: none"> Features of an action plan Conducting research Drafting action plan 	
6	12-16 August GC24 Finals – Wed.	<ul style="list-style-type: none"> Features of a factsheet Using digital technology to create a factsheet Designing a factsheet 	
7	19-23 August	<ul style="list-style-type: none"> Finalising factsheet 	Project Part A Due Lesson 3
8	26-30 August	<ul style="list-style-type: none"> Using criteria to evaluate Finalising Evaluation 	Project Part B Due Lesson 3
9	2-6 September	<ul style="list-style-type: none"> Culminating activities 	
10	9-13 September	EXAM BLOCK	
School holidays: Saturday September 14 – Sunday September 29			

Term 4 – Unit B: Working in marketing

Week	Date	Topics	Assessment
1	30 Sept – 4 Oct	<ul style="list-style-type: none"> Role of marketing Market segmentation and target markets Product positioning 	
2	7-11 October King's B'day PH - Monday	<ul style="list-style-type: none"> The Marketing Mix: product concept, pricing strategy, product distribution and promotional mix Case Study – promotional mix 	
3	14-18 October	<ul style="list-style-type: none"> Competitive advantage Competitor analysis 	
4	21 - 25 October	<ul style="list-style-type: none"> Australian Consumer law Case Study – false and misleading advertising 	
5	28 Oct – 1 Nov	<ul style="list-style-type: none"> Recap features of multimodal presentations Drafting multimodal script 	
6	4-8 November	<ul style="list-style-type: none"> Drafting multimodal script PowerPoint tips 	Draft Due Lesson 3
7	11-15 November	<ul style="list-style-type: none"> Recording narration, finalising PowerPoint presentation 	Final Due Lesson 3
8	18-22 November	EXAM BLOCK	
School holidays: Saturday November 23 – Monday January 27			