

Varsity College Year 11 Business Studies 2025

Term 1 – Unit A: Working In Administration

Week	Date	Topics	Assessment
1	27-31 January O-Week Australia Day: Monday	<ul style="list-style-type: none"> O-Week Activities 	
2	3-7 February	<ul style="list-style-type: none"> Key features of a business Business operations – efficiency and profitability 	
3	10-14 February Swimming Carnival: Tuesday	<ul style="list-style-type: none"> Business administration – soft skills, planning, organisation 	
4	17-21 February	<ul style="list-style-type: none"> Business communication – mission statements 	
5	24-28 February	<ul style="list-style-type: none"> Distribute Task (L1) Features of a brochure Drafting brochure 	
6	3-7 March GC25: Wednesday	<ul style="list-style-type: none"> Drafting brochure 	
7	10-14 March	<ul style="list-style-type: none"> Submitting Project: Part A 	Part A Due Lesson 3
8	17-21 March	<ul style="list-style-type: none"> Writing evaluation Submitting Project Part B 	Part B Due Lesson 3
9	24-28 March	EXAM BLOCK	
10	31 March - 4 April Cross Country: Thursday	<ul style="list-style-type: none"> Human Resources 	

School holidays: Friday April 4 - Sunday April 19

Term 2 – Unit A: Working In Administration

Week	Date	Topics	Assessment
1	21-25 April Easter Monday ANZAC Day: Friday	<ul style="list-style-type: none"> Workplace Legislation 	
2	28 April-2 May	<ul style="list-style-type: none"> Workplace Influences Business communication Distribute Task (L3) 	
3	5-9 May Labour Day: Monday	<ul style="list-style-type: none"> Commencement of assessment, development of plan/ideas 	
4	12-16 May	<ul style="list-style-type: none"> Drafting of multimodal / transcript 	
5	19-23 May	<ul style="list-style-type: none"> Drafting of multimodal / transcript 	Draft Due Lesson 1
6	26-30 May	<ul style="list-style-type: none"> Apply teacher feedback and finalise submission Record multimodal voice over 	Final Submission Lesson 3
7	2-6 June GC25: Wednesday	EXAM BLOCK	
8	9-13 June GC25: Wednesday	<ul style="list-style-type: none"> Culminating Activities 	
9	16-20 June	<ul style="list-style-type: none"> Introduction to Working in Finance 	
10	23-27 June	<ul style="list-style-type: none"> The Role of Finance in Business 	

School holidays: Saturday June 28 - Sunday July 13

Term 3- Module B: Working In Finance

Week	Date	Topics	Assessment
1	14-18 July	<ul style="list-style-type: none"> Financial literacy and types of finance Financial goals 	
2	21-25 July	<ul style="list-style-type: none"> Keeping financial records Source documents 	
3	28 July-1 August	<ul style="list-style-type: none"> Accounting fundamentals Business assets Bookkeeping systems 	
4	4-8 August	<ul style="list-style-type: none"> Payment options and Internal controls Fraud and theft Distribute Task (L3) 	
5	11-15 August GC25: Tuesday	<ul style="list-style-type: none"> Features of an action plan Conducting research Drafting action plan 	
6	18-22 August GC25: Tuesday	<ul style="list-style-type: none"> Features of a factsheet Using digital technology to create a factsheet 	
7	25-29 August GC Show Day: Friday	<ul style="list-style-type: none"> Finalising factsheet 	Project Part A Due Lesson 3
8	1-5 September GC25: Tuesday	<ul style="list-style-type: none"> Using criteria to evaluate Finalising Evaluation 	Project Part B Due Lesson 3
9	8-12 September	EXAM BLOCK	
10	15-19 September	EXAM BLOCK	
School holidays: Saturday September 20 – Sunday October 4			

Term 4 – Unit D: Working In Marketing

Week	Date	Topics	Assessment
1	6-10 October King's Birthday: Monday	<ul style="list-style-type: none"> Role of marketing Market segmentation and target markets Product positioning 	
2	13-17 October	<ul style="list-style-type: none"> The Marketing Mix: product concept, pricing strategy, product distribution and promotional mix Case Study – promotional mix 	
3	20-24 October	<ul style="list-style-type: none"> Competitive advantage Competitor analysis 	
4	27-31 October	<ul style="list-style-type: none"> Australian Consumer law Case Study – false and misleading advertising Distribute Task (L3) 	
5	3-7 November	<ul style="list-style-type: none"> Recap features of multimodal presentations Drafting multimodal script 	
6	10-14 November	<ul style="list-style-type: none"> Drafting multimodal script PowerPoint tips 	Draft Due Lesson 3
7	17-21 November	<ul style="list-style-type: none"> Recording narration, finalising PowerPoint presentation 	Final Due Lesson 3
8	24-28 November	EXAM BLOCK	
School holidays: Saturday November 29 – Monday January 26			