



Class Course Planner

Term 2, 2018

Trinity Bay SHS

Hoare Street

PO Box 5071

Ph. 40 375 222

www.trinitybayshs.eq.edu.au

Class: Year 7 Economics & Business

Unit: Ways consumers and producers interact and respond to each other in the market

Teachers: Ms Schembri, Ms O'Donnell & Ms Grinter

Key Terms: *economics, economy, market, business, consumer, producer, interdependence, right, responsibility, interaction, influence, pricing strategy*

Core Skills: *explain, describe, propose alternatives, evaluate, justify, present evidence-based conclusions*

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T1 Wk1 (L1&2)	Introduction <ul style="list-style-type: none"> Introduction to economics and business Where businesses and households fit in the economy 		Course Planner
T1 Wk2 (L3&4)	Producers & Consumers <ul style="list-style-type: none"> Business goals and objectives Consumer reliance on businesses for needs and wants The interactions of consumers and producers Business responsibilities Consumer rights 		
T1 Wk3 (L5&6)	Market operations <ul style="list-style-type: none"> Supply and demand Consumer choice Pricing strategies and value for money 		
T1 Wk4 (L7&8)	Influencing market operations <ul style="list-style-type: none"> Consumers (as participants) operating in and influencing market operations Changing demands of consumers Identifying and responding to opportunities in the market 	Consolidation Quiz	Quiz Feedback
T1 Wk5 (L9&10)	Trends and relationships <ul style="list-style-type: none"> Characteristics of different business types Interpret and analyse trends and business data 		
T1 Wk6 (L11&12)	Opportunities in the market <ul style="list-style-type: none"> Local opportunities in the market How businesses can respond to consumer demands Evaluate potential benefits of a new business alternative (to the business and the local economy) 		
T1 Wk7 (L13&14)	Revision		
T1 Wk8 (L15&16)	Practise Exam	Practise Exam	
T1 Wk9 (L17&18)	Assessment	Exam	
T1 Wk10 (L19&20)	Review & Entrepreneurship <ul style="list-style-type: none"> Unit reflections Changing world of business and technology Entrepreneurship activities Achievement ladder and feedback 		Achievement Ladder



Class Course Planner - 2018

Semester 1 - Term 2

Trinity Bay SHS

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Class: Year 9 Applied Business Computing

Teacher: Ms Nie

Vocab list: Spread sheeting, cells, column, row, formula, interpret, gridlines, tabs, adjust, labels, merge, select, insert, cell reference, wrap text, active cell, portrait, landscape, chart, graph, legend, data series, average, formula bar, reference, conditional formatting, investigate, design.

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T2Wk1	Unit: MS Excel Spreadsheets Introduction Know purpose of MS Excel spreadsheets Introduce terminology and screen elements Introduction to tool buttons Skills for data input and format cells (text/figures) Understand report area – adjusting columns/row height Competency in basic MS Excel skills – adding, subtracting, multiplying, dividing formulas	Pre-Test Quiz	Course Planner Achievement Ladder
T2Wk2	Excel Tables Format tables – inserting rows and columns/borders/shading Competency in basic MS Excel skills – auto-sum, autofill Analyse poor designed spreadsheets Skills to format values – currency, percentage		Feed forward conducted
T2Wk3	Excel Worksheets Create new Worksheet (naming/renaming) Know how to use Help function Create Charts and modify them		
T2Wk4	Print Worksheets/Formulae Demonstrate how to show Formulae Printing settings for Tables/Formulae Skills to add headers and footers Skills to link (complex) worksheets	Revision Test 1	Written/verbal feedback on Revision Test 1
T2Wk5	Advanced MS Excel skills Competency in advanced MS Excel skills – percentage, charts Skills to format a Chart		
T4Wk6	Revision of Charts and Advanced Chart Formatting	Revision Test 2	Written/verbal feedback on Revision Test 2
T4Wk7	Revise linked (complex) Worksheets to meet detailed specifications		
T4Wk8	Assessment: In class project Excel Spreadsheet: formatting & editing Table, inserting Formulae, creating Charts and printing Worksheets and Formulae	In class project (4 lessons)	
T4Wk9			
T4Wk10/11	Copy commercially designed documents: Newsletter Brochure Business Card Flyer		Achievement Ladder Student Moderation

Class Course Planner – 2018

Semester 1 – Term 2

Class: **Year 9 Economics & Business**

Teacher: Ms Cunningham ccunn33@eq.edu.au



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Term Week	Inquiry Questions: <ul style="list-style-type: none"> How do individuals make major consumer and financial decisions? What strategies can individuals use to manage financial risks and rewards? 	Assessment x 3	Feedback x 3
T2 Wk1	Connections to Prior Learning <ul style="list-style-type: none"> Revisit class expectations Requirements of Assessment Task - Model response Introduction to unit: Major Consumer Decisions, Financial Risks & Rewards Links between Term 1 & Term 2 learning (Q-Matrix) Reasons for managing finances Introduction to Class Notebook 	Attitudes to work, financial decisions and risk.	Course Planner Achievement Ladder; Feed Forward sheets
T2 Wk2	Major consumer and financial decisions <ul style="list-style-type: none"> Exploring the inquiry questions: Major consumer decisions Explain the factors that influence major consumer and financial decisions Comprehending the assessment stimulus - Making major financial decisions 	Assessment Checkpoint	Weekly Feedback on Class Notebook
T2 Wk3	Major consumer and financial decisions <ul style="list-style-type: none"> Factors that influence major consumer and financial decisions Short- and long-term consequences of major consumer and financial decisions 		Weekly Feedback on Class Notebook
T2 Wk4	Major consumer and financial decisions <ul style="list-style-type: none"> Presenting evidence-based conclusions Presenting reasoned arguments 		Weekly Feedback on Class Notebook
T2 Wk5	Financial risks and rewards <ul style="list-style-type: none"> Exploring the inquiry questions: Financial responsibilities, risks and rewards 	Assessment Checkpoint	Weekly Feedback on Class Notebook
T2 Wk6	Financial risks and rewards <ul style="list-style-type: none"> Comprehending the assessment stimulus - Managing financial rewards Investment strategies 	Assessment Checkpoint	Feedback on Assessment
T2 Wk7	Financial risks and rewards <ul style="list-style-type: none"> Managing investments: Risk and return 		Feedback on Assessment
T2 Wk8	Assessment <ul style="list-style-type: none"> develop questions and hypotheses gather and analyse data and information 	Assessment Checkpoint	
T2 Wk9	Assessment <ul style="list-style-type: none"> gather and analyse data and information 	Assessment Checkpoint	Feedback on Assessment
T2 Wk10	Assessment <ul style="list-style-type: none"> generate a range of viable options and use cost-benefit analysis and appropriate criteria to recommend and justify a course of action 	Assessment Checkpoint	Feedback on Assessment
T2 Wk11	Assessment <ul style="list-style-type: none"> present evidence-based conclusions 	Assessment Due Friday Week 11	

Vocabulary (must know words/terms): savings, investment, shares, assets, liability, mortgage, insurance, equity, cost benefit analysis, financial decision, financial advice, debt reduction, risk management, consumer protection, scam, return on investment, bankruptcy, debt consolidation, dividend, income, income protection, interest, principal, compound interest, consumer decision.



Class Course Planner – 2018

Semester 1 – Term 2

Trinity Bay SHS

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Class: Year 10 Business & Accounting

Teachers: Mrs Duffy

Vocab list: business life cycle, sole trader, partnership, private and public company, strategic planning, organisational structures, stakeholders, intrapreneurs and entrepreneurs, leadership, management, mission statements, SWOT, criteria

Term Week	Curriculum Intent	Assessment	Feedback
T2 Wk1	Business Fundamentals <ul style="list-style-type: none"> Describe facts, features and characteristics of a variety of business structures including profit based, not for profit/community based businesses, government owned corporations (GOC) and government business enterprises (GBE) Explain stages of a business life cycle <p>Monday 16/4/18 – SFD</p>		Course Planner
T2 Wk2	Business Fundamentals <ul style="list-style-type: none"> Explain legal ownership structures (sole trader, partnership, public and private company) Explain strategic planning (goals, mission, vision, objectives) Analyse the similarities and differences in mission statements <p>Wednesday 25/4/18 – Public Holiday: Anzac Day</p>		
T2 Wk3	Business Fundamentals <ul style="list-style-type: none"> Explain the role of analytical tools in strategic planning (SWOT) Explain business goals (profitability, market share, employment, societal needs and wants, sustainability and growth) 		
T2 Wk4	Business Fundamentals <ul style="list-style-type: none"> Explain internal, operating and macro environmental factors (organisational structures, stakeholders, PEST factors) <p>Monday 7/5/18 – Public Holiday: Labour Day</p>		
T2 Wk5	Business Fundamentals <ul style="list-style-type: none"> Explain leadership and management roles (owners, managers, directors, entrepreneurs and intrapreneurs) Explain management styles (autocratic, consultative, democratic, laissez-faire) 		
T2 Wk6	Business Fundamentals <ul style="list-style-type: none"> Explain leadership styles (authoritative, charismatic, authentic, coaching, mentoring, transformational) Explain the role of the key business functions (finance, human resources, marketing and operations) 		
T2 Wk7/8	Business Fundamentals <ul style="list-style-type: none"> Evaluate case study businesses using the criteria of competitiveness and effectiveness 		
T2 Wk9	Exam Revision <p>Friday 8/6/18 – Athletics Carnival</p>		
T2 Wk10	Assessment Short response, interpretive items, extended response Introduction to new unit	Exam – 90 min	Written and oral feedback on assessment
T2 Wk 11	Work experience/Alternative program		



Class Course Planner – 2018

Semester 1 – Term 1

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Class: Year 10 Certificate II Business

Teacher(s): Mrs Duffy

Term Week	Curriculum Intent	Assessment	Feedback
T2 Wk1	FSKLRG10 Use Routine Strategies for Career Planning <ul style="list-style-type: none"> Identify own career options, Select a preferred option Investigate training requirements for selection option Know sources of information for support and advice on work and training options Identify own skills and knowledge Identify routine learning strategies to develop required skills Monday 16/4/18 – SFD		Course Planner
T2 Wk2	FSKLRG10 Use Routine Strategies for Career Planning BSBWOR202 Organise & Complete Daily Work Activities <ul style="list-style-type: none"> Develop a Career Plan to implement strategies Discuss and agree on work goals/plans, understand the relationship between the goals and plan/prioritise the workload within the allocated timeframe Wednesday 25/4/18 – Public Holiday: Anzac Day		Oral feedback on assessment
T2 Wk3	FSKLRG10 Use Routine Strategies for Career Planning / BSBWOR202 Organise & Complete Daily Work Activities <ul style="list-style-type: none"> Develop a Career Plan to implement strategies Complete work tasks within designated timelines and according to instructions Use effective questioning and communication skills to complete tasks 		Oral feedback on assessment
T2 Wk4	FSKLRG10 Use Routine Strategies for Career Planning / BSBWOR202 Organise & Complete Daily Work Activities <ul style="list-style-type: none"> Review plan and strategies Seek feedback on work performance, monitor and adjust work according to feedback and plan opportunities for improvement. Monday 7/5/18 – Public Holiday: Labour Day	ASSESSMENT VSBPROD2 Product Review	
T2 Wk6	FSKLRG06 Participate in Work Placement/ BSBCMM201 Communicate in the Workplace <ul style="list-style-type: none"> Identify details of host workplace Identify own requirement to participate in work placement Gather, convey and receive information and ideas 		Oral and written feedback on assessment
T2 Wk7	BSBWHS201 Contribute to Health & Safety of Self & Others <ul style="list-style-type: none"> Explain workplace safety procedures and instructions Explain emergency procedures including those for fire and incidents Define the meaning of commonly used hazard signs and safety symbols 		
T2 Wk8	BSBWHS201 Contribute to Health & Safety of Self & Others <ul style="list-style-type: none"> Summarise the duty holders safety responsibilities Explain the difference between hazards and risks Describe typical workplace health and safety hazards Friday 8/6/18 – Athletics Carnival		
T2 Wk9	BSBWHS201 Contribute to Health & Safety of Self & Others <ul style="list-style-type: none"> Outline the process of hazard identification and risk reduction 		
T2 Wk 10	Assessment - Questioning <ul style="list-style-type: none"> Review all units of competency 	ASSESSMENT VSBQUES2	
T2 Wk 11	FSKLRG06 Participate in Work Placement BSBWHS201 Contribute to Health & Safety of Self & Others BSBCMM201 Communicate in the Workplace <ul style="list-style-type: none"> Follow relevant work practices and procedures Perform appropriate workplace tasks as directed 	ASSESSMENT VSBREP2 3 rd -party report	

	<ul style="list-style-type: none"> Collect evidence of work placement Seek feedback on work placement from appropriate person Work safely, implement work safety requirements, participate in WHS consultative processes Communicate in a way that responds positively to individual differences 		
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Class Course Planner – 2018

Semester 1: Term 2

Crime and Punishment

Trinity Bay SHS

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Class: Year 10 Legal Studies – Crime and Punishment

Vocabulary - criminal law, rehabilitation, deterrence, community protection, standard of proof, onus of proof, Crown, prosecution, defence, accused, sentence, severity, offence, penalty, custodial, probation, life imprisonment, legislation, offence, murder, manslaughter, unlawful striking causing death, assault, mandatory sentencing, death penalty, policies, enacting, legislation, provision, court's discretion

Term Week	Curriculum Intent	Assessment	Feedback
T1 Wk1	<u>Introduction to Crime and Punishment</u> <ul style="list-style-type: none"> Term overview Examine the meaning and purpose of criminal law (punishment, rehabilitation, deterrence, community protection) Explore the types of criminal offences under the <i>Criminal Code Act 1899</i> (Qld) <p>STUDENT FREE DAY MONDAY NO CLASS</p>		Course Planner
T1 Wk2	<u>Foundations of Criminal Law</u> <ul style="list-style-type: none"> Examine the standard of proof and onus of proof in a criminal case as well as the presumption of innocence Identify the roles of the prosecution and defence Watch a video of a criminal trial <p>WEDNESDAY ANZAC DAY NO CLASS</p>		
T1 Wk3	<u>Sentencing in Queensland</u> <ul style="list-style-type: none"> Investigate the different sentences available in Queensland under the <i>Penalties and Sentences Act 1992</i> (Qld), consider both non-custodial sentences and custodial sentences. Examine the matters that courts must take into account when passing sentences <u>Murder, Attempted Murder and Manslaughter</u> <ul style="list-style-type: none"> Investigate the legal elements of murder and compare and contrast that with manslaughter 		
T1 Wk4	<u>Unlawful Striking Causing Death (Coward's Punch)</u> <ul style="list-style-type: none"> Examine the recent amendment to the <i>Criminal Code Act 1899</i> (Qld) to include "unlawful striking causing death" (section 314A) and the social/political reasons for it Analyse section 314A Read texts to identify the legal reasoning behind this section <p>MONDAY LABOUR DAY NO CLASS</p>		
T1 Wk5	<u>Assignment Task</u> <ul style="list-style-type: none"> Analyse the task sheet and exemplar Brainstorm research questions Undertake preliminary research 		
T1 Wk6	<u>Assignment Task</u> <ul style="list-style-type: none"> Researching and drafting assignment 		
T1 Wk7	<u>Assignment Task</u> <ul style="list-style-type: none"> Researching and drafting assignment 	Draft Inquiry Report Due	
T1 Wk8	<u>Assignment Task</u> <ul style="list-style-type: none"> Editing assignment 		
T1 Wk9	<u>Assignment Task</u> <ul style="list-style-type: none"> Editing assignment in preparation for due date 	Inquiry Report Due	
T1 Wk10	<u>Consolidation Activities</u>		Achievement Ladder and Student Conference

T1 Wk11	<u>Students on Work Experience Placements</u>		
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Class Course Planner – 2018 Semester 1 – Term 2

Trinity Bay SHS

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Class: VBS - Certificate I Business

Teachers: O'Donnell, Chui, Salzer

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T2 Wk1	BSBLED101 Plan skills development <ul style="list-style-type: none"> Know what type of person you are and your possible career directions 	Personality and career quizzes	Course Planner
T2 Wk2	BSBLED101 Plan skills development <ul style="list-style-type: none"> Assess and list your skills by analysing your work, life and study experiences Know how to obtain evidence of these skills 		
T2 Wk3	BSBLED101 Plan skills development <ul style="list-style-type: none"> Know who to ask for career advice Determine additional skills required and methods to acquire these skills 		
T2 Wk4	BSBLED101 Plan skills development <ul style="list-style-type: none"> Preparation of project 		Feedback on drafts
T2 Wk5	BSBLED101 Plan skills development <ul style="list-style-type: none"> Finalisation of project 	VBSPROJ3: Project	
T2 Wk6	BSBLED101 Plan skills development <ul style="list-style-type: none"> Understand the purpose and components of a resume and portfolio 		
T2 Wk7	BSBLED101 Plan skills development <ul style="list-style-type: none"> Prepare a resume and portfolio 		Feedback on drafts
T2 Wk8	BSBLED101 Plan skills development <ul style="list-style-type: none"> Complete resume and portfolio. 	VBSPROJ4: Portfolio	Achievement Ladder
T2 Wk9	Working towards competency <ul style="list-style-type: none"> Students work towards competency in all units 		
T2 Wk10	Working towards competency <ul style="list-style-type: none"> Students work towards competency in all units 		
T2 Wk11	Work experience / alternative program		



Class Course Planner - 2018 Semester One - Term 2

**Trinity Bay
SHS**

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Class: Year 11 Business Management

Teacher: Ms O'Donnell

Topic: Management Practices

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T2 Wk1	<ul style="list-style-type: none"> Management styles Levels of management Management theories 		Course Planner
T 2 Wk2	<ul style="list-style-type: none"> Recruitment, selection and induction Training and development 		
T 2 Wk3	<ul style="list-style-type: none"> Performance appraisal Maintenance and renewal 		
T2 Wk4	<ul style="list-style-type: none"> Consolidate knowledge on management styles Deconstruct assessment task Bibliography and in-text referencing 	Class work check	
T2Wk5	<u>Assessment - Extended Research Response</u> <ul style="list-style-type: none"> Research relevant management theories and management styles Develop a questionnaire and conduct an interview 		
T2 Wk6	<u>Assessment - Extended Research Response</u> <ul style="list-style-type: none"> Draw conclusions about your chosen manager Identify their human resource tactics Evaluate their management style 		
T2 Wk7	<u>Assessment - Extended Research Response</u> <ul style="list-style-type: none"> Prepare formal written report Edit and proof assessment task 	DRAFT DUE	Draft Feedback
T2 Wk8	<u>Assessment - Extended Research Response</u> <ul style="list-style-type: none"> Finalise report and incorporate teacher feedback Submit management report 	FINAL DUE	
T2 Wk9	Block Exams		
T2 Wk10	Preparation for Term 3		Achievement Ladder



Class Course Planner – 2018
Semester 1 – Term 2
Certificate III in Business
Binnacle Training (RTO 31319)

Trinity Bay SHS

Hoare Street
 PO Box 5071
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Class: Year 11 Cert III Business

Teacher: Mrs Tamo

Units of Competency: FNSFLT205, BSBLED301, BSBITU304, FNSFLT401

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T2Wk1	Unit Plan Official Enrolment Term Projects Overview Term 2, Project # 1: ASX Sharemarket Game		Weekly Feedback
T2Wk2	Getting Started Term 2, Project # 1: ASX Sharemarket Game		Weekly Feedback
T2Wk3	Your Work Personality Term 2, Project # 1: ASX Sharemarket Game		Weekly Feedback
T2Wk4	Business Planning and Support Getting Help Term 2, Project # 1: ASX Sharemarket Game		Weekly Feedback
T2Wk5	Business Planning Term 2, Project # 1: ASX Sharemarket Game		Weekly Feedback
T2Wk6	Producing Spreadsheets Tax and Record Keeping Term 2, Project # 2: Financing a Micro Business		Weekly Feedback
T2Wk7	Budgets and Cash Flow Statements Term 2, Project # 2: Financing a Micro Business		Weekly Feedback
T2Wk8	Budgets and Cash Flow Statements Term 2, Project # 2: Financing a Micro Business		Weekly Feedback
T2Wk9	Legally Speaking Understanding Risk and Insurance Term 2, Project # 2: Financing a Micro Business		Weekly Feedback
T2Wk10	Flexible lessons - Finalise ALL assessment		Weekly Feedback
T2Wk11	Flexible lessons - Finalise ALL assessment		Achievement Ladder Student Moderation



Class Course Planner – 2018

Semester 1: Term 2

Criminal Law

Trinity Bay SHS

Hoare Street

PO Box 5071

Ph. 40 375 222

www.trinitybayshs.eq.edu.au

Class: Year 11 Legal Studies

Teacher: Ms Perkins

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T2 Wk1	<u>Introduction to new unit: Criminal law</u> <ul style="list-style-type: none"> Examine the meaning and purpose of criminal law Understand the basic elements of criminal law: presumption of innocence, right to silence, onus and standard of proof, sources of Queensland criminal law Create a flowchart of the types offences under the <i>Criminal Code 1899 (Qld)</i> STUDENT FREE DAY MONDAY NO CLASS		Course Planner
T2 Wk2	<u>Prosecution of criminal matters</u> <ul style="list-style-type: none"> Review the procedures involved with committal and summary proceedings Understand the role of the judge, jury, prosecution and defence in a criminal trial Investigate the role of the defendant's legal representation WEDNESDAY ANZAC DAY NO CLASS		
T2 Wk3	<u>Powers of the police</u> <ul style="list-style-type: none"> Investigate the powers of police: arrest, detention, search and seizure Understand watch house and bail procedures <u>Types of criminal offences and elements of criminal law</u> <ul style="list-style-type: none"> Investigate the legal elements of murder, attempted murder, manslaughter and assault 		
T2 Wk4	MONDAY LABOUR DAY NO CLASS <u>Defences and consequences in criminal law</u> <ul style="list-style-type: none"> Explain the defences available to accused persons Know the theories behind punishment and sentencing Analyse the use of mandatory sentencing 	Formative Quiz	<i>Feedback on quiz</i>
T2 Wk5	<u>Criminal Law and the media</u> <ul style="list-style-type: none"> Analyse perceptions and statistics of crime in Far North Queensland Investigate the role of the media in shaping the community's views on law and order Examine a current example of media influence in criminal law 		
T2 Wk6	<u>Contemporary Legal Issue</u> <ul style="list-style-type: none"> Investigate a contemporary legal issue in Australian society 		
T2 Wk7	<u>Teaching the genre</u> <ul style="list-style-type: none"> Examine the language features and structure of an analytical essay Read an exemplar of an analytical essay Write a practice essay 	Practice essay	
T2 Wk8	<u>Formulate Essay Response</u> <ul style="list-style-type: none"> Students are given the essay question one week prior to the exam Students will be given three lessons to formulate a response to the essay 		<i>Feedback provided on practice essay</i>
T2 Wk9	<u>Formulate Essay Response and Exam</u> <ul style="list-style-type: none"> Students formulating essay response EXAM 	In-class analytical essay	
T2 Wk10	<u>BLOCK EXAMS</u>		
T2 Wk11	<u>Consolidation and Unit Reflection</u>		Achievement ladder and student conference

Class Course Planner – 2018

Semester 1 – Term 2

Class: 11 Tourism

Teacher/s: J Brennan

Term Week	Curriculum Intent	Assessment	Feedback
T2 Wk1	Revising the Local Area <ul style="list-style-type: none"> <i>Local Area Study</i> – students map the Cairns region, identifying the city and surrounding areas, and describe the feature of the local area. <i>Tourism in Cairns</i> – students identify and discuss the types of tourism in Cairns and identify the most common markets. <i>Tourist Types</i> - students understand the variety of tourist types in Cairns and what draws them to the region. 		Course Planner
T2 Wk2	Tourism in Cairns <ul style="list-style-type: none"> <i>Local Attractions</i> – students identify local tourist attractions <i>Services and Tourist Facilities/Accommodation</i> – Students understand the types of services available to tourists in this region. 		
T2 Wk3	Tourism in Cairns <ul style="list-style-type: none"> <i>Push and Pull Factors</i> – Students understand the ‘pull’ and ‘push’ factors of the Cairns region. <i>Marketing and Promotion</i> – Students examine the ways Cairns is marketed to Australia and the world. <i>Local Impact</i> – Students study the ways in which tourism impacts the region, both positive and negative. 		
T2 Wk4	Field Study <ul style="list-style-type: none"> <i>Preparation</i> – Students study the different locations to be visited on the field trip and prepare questions to ask. <i>Field Study</i> – Students participate in a local field study. <i>Debrief</i> – Students reflect on the experiences of the field study. 	‘Tourism in Cairns’ Quiz	Quiz Feedback
T2 Wk5	Tourism Field Study Review <ul style="list-style-type: none"> <i>Report Writing</i> – students understand the report format structure. <i>Compiling Data</i> – students collate the data received from the field study and begin to look at how this will contribute to the audit. 		Review Bookwork
T2 Wk6	Assessment Preparation <ul style="list-style-type: none"> Students use this time to prepare their assessment piece 		Draft Feedback
T2 Wk7	Assessment Preparation <ul style="list-style-type: none"> Students use this time to prepare their assessment piece 		Draft Feedback
T2 Wk8	Submit assessment <ul style="list-style-type: none"> Edit assessment and submit 	Tourism Report Due	
T2 Wk9	Introduction to International Tourism <ul style="list-style-type: none"> <i>Overseas Destinations</i> – students begin to explore overseas travel and look at destinations that are popular with Australians. 		
T2 Wk10	Australians Overseas <ul style="list-style-type: none"> <i>Laws, Customs and Traditions</i> – Students will explore the importance of other cultures, their laws, beliefs and traditions and the importance of upholding these. <i>Case Study</i> – Students will observe particular Australian tourists and the consequences for their actions in foreign countries. 		ACHIEVEMENT LADDER



Class Course Planner - 2018

Semester 1 - Term 2

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Class: Year 12 Accounting

Teacher: Mrs Duffy (bduff15@eq.edu.au, G Block Staffroom)

Vocab list (key words from MYOB: (CS 3) Command center, preferences, accounts list, bank register, transaction journals.

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T2 Wk1	Preparation of end or year reports and reversing entries Complete exercises incorporating BDAs requiring calculations, balance day adjustments for inventory discrepancies, accrued expenses, prepaid expenses, accrued revenue, unearned revenue, depreciation and doubtful debts. Revision of accounting assumptions: accounting entity assumption, monetary assumption, historical cost assumption, accounting period assumption and continuity assumption. Monday 16/4/18 – SFD	Revision theory test	Students complete negotiated feed forwards
T2 Wk2	Preparation of end or year reports and reversing entries Complete exercises incorporating balance day adjustments requiring calculations. Wednesday 25/4/18 – Public Holiday: Anzac Day		
T2 Wk3	Revision & Repetition of questions Complete practical and theory exercises with focus on increasing speed and efficiency.		
T2 Wk4	Assessment Week ES8 Accrual Accounting KPP exam conducted in class Introduce accounting computerised program vs manual Ch. 15 Accounting Package MYOB Compare accounting process: manual vs computerized. Ch. 15 p734-764 Monday 7/5/18 – Public Holiday: Labour Day	90 min KPP exam Combination of theory and practical	
T2 Wk5	Unit: CS 3 Integrated Accounting Package: (MYOB) View MYOB package Examine Clearwater records Create new data file Prac Ex 1 – setting up and cash transactions Pages 739-740 and 746: Range of transactions		
T2 Wk6	CS 3 Integrated Accounting Package Revision of MYOB interface Bank Reconciliation Purchase of inventories; Inventory returns Purchase of non-current assets Complete practical exercise in Chapter 15 of text (15.14-15.22)		ES8 Exam feedback
T2Wk7	Integrated Accounting Package CS 3 Purchases returns, cash receipts, cash payments, drawings of cash and correction of errors		Monitor Progress of MYOB
T2Wk8	Integrated Accounting Package CS 3 Reversing entries Balance day adjustments (15.23-15.25) Friday 8/6/18 – Athletics Carnival	Practice test	
T2Wk9	Revision week Revision of all entries, completion of practice test Focus on speed and efficiency		
T2 Wk10/11	Assessment week Lessons one, two and three of assessment Semester review Exit level for semester one and goal setting for semester two. Introduction to new unit.	3 x 70 min lessons/block exams APP exam	Semester LOA Achievement Ladder



Class Course Planner – 2018

Semester One – Term 2

Trinity Bay SHS

Hoare Street

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Class: Year 12 Business Management

Teacher/s: Mrs Tamo

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T2 Wk1	Financial Management <ul style="list-style-type: none"> Work on Finance Report 		Course Planner Marking of drafts
T2 Wk2	Financial Management <ul style="list-style-type: none"> Work on Finance Report 		Marking of drafts
T2 Wk3	Financial Management <ul style="list-style-type: none"> Work on Finance Report Finance Report Due 		Marking of drafts
T2 Wk4	Financial Management <ul style="list-style-type: none"> Work on Finance Report Finance Report Due	Finance Report	Written Feedback on Finance Report
T 2 Wk5	Human Resource Management <ul style="list-style-type: none"> Role of the Human Resource Manager People and work: Motivation, satisfaction and performance, Teamwork Job design Human resource environment: Internal factors, External factors 	Pre-Test on Human Resource Management	
T 2 Wk6	Human Resource Management <ul style="list-style-type: none"> Planning Process; Employment cycle, Job analysis Attraction and Development: Recruitment, selection and induction, Training and Development, Performance appraisal Maintenance and Renewal: Rewards systems, career planning, turnover and attrition 		Check Folders x9 students
T2 Wk7	Human Resource Management <ul style="list-style-type: none"> Change Management: Resistance to change, Technological change, trend to outsourcing Knowledge Management 		Check Folders x9 students
T2 Wk8	Human Resource Management <ul style="list-style-type: none"> Industrial relations system: Stakeholders Industrial conflict: nature and causes of industrial disputes, Means of resolution Workplace Relations: value of promoting good relations, Policies and procedures, Terms of employment 	Quiz on Human Resource Management	Results of Quiz
T2 Wk9	Human Resource Management <ul style="list-style-type: none"> Provide practise essay exam Outline of essay requirements 		Oral feedback on practice essay
T2 Wk10	Human Resource Management Exam – Block Exams	Examination	Written feedback on Examination
T2 Wk11	Business Development <ul style="list-style-type: none"> Students select a large-scale Australian organisation that has had to manage change. Examples could include: Qantas, Rip Curl, Super Retail Group, Suncorp, Commonwealth Bank, Rio Tinto and Telstra. Students carry out a detailed analysis and evaluation of the selected large-scale organisation: <ul style="list-style-type: none"> Prepare a brief overview of the organisation (in a presentation or brochure) including information such as the organisation structure, what does the organisation do? How did the business develop? Who are the main customers? Who are the key stakeholders? What is the governance? 	Pre-test on Business Development	Oral feedback on case study Achievement Ladder



Class Course Planner – 2018

Semester 1: Term 2

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Class: Year 12 Certificate II Business

Teacher: Mrs Tamo

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T2 Wk1	BSBSMB201 - Identify Suitability for Micro Business <ul style="list-style-type: none"> What is a Micro Business Identifying gaps in the market Case study – researching a current Micro Business identifying their gap in the market 		Course Planner
T2 Wk2	BSBSMB201 - Identify Suitability for Micro Business <ul style="list-style-type: none"> Analyse of a Micro Business and the process in providing product and services Understanding personal commitments and expectations of business Identifying strengths and weakness 		
T2 Wk3	BSBINN201 - Contribute to Workplace Innovation <ul style="list-style-type: none"> What is innovation? Why is innovation important to a business? Analysis of a company and its values of innovation. How are innovative ideas addressed within an organisation? What is the approach? Action? Implementation? 		
T2 Wk4	BSBWHS201 – Contribute to the Health and Safety of Self and Others <ul style="list-style-type: none"> Understanding workplace procedures and how to respond to emergency incidents Safety procedures and instructions in a workplace Prestart and equipment checks 		
T2 Wk5	BSBWHS201 – Contribute to the Health and Safety of Self and Others <ul style="list-style-type: none"> The roles in WHS – who is who? Preparing WHS procedures and work instructions Identifying hazards in the workplace 		
T2 Wk6	BSBSUS201 - Participate in Environmentally Sustainable Work Practices <ul style="list-style-type: none"> Identifying resources utilised at work and usage of resources on a weekly basis Recording usage and calculating footprint of workplace Environmental hazards in the workplace 		
T2 Wk7	BSBSUS201 - Participate in Environmentally Sustainable Work Practices <ul style="list-style-type: none"> Reviewing organisational plans to improve environmental practices within workplaces Developing organisational plans to improve environmental practices 		
T2 Wk8	Assessment <ul style="list-style-type: none"> VSBPROJB – Micro Business Venture Project 	VSBPROJ7 –Micro Business Venture Project	Written feedback on project
T2 Wk9	Assessment VSBPROJB – Micro Business Venture Project	VSBPROJ7 –Micro Business Venture Project	Written feedback on project
T12 Wk10	Assessment VSBPROJB – Micro Business Venture Project Block Exams	VSBPROJ7 –Micro Business Venture Project	
T12 Wk11	Completion of Competencies Students to revisit all assessments to continue to gain competency		

Class Course Planner – 2018 Semester 1, Term 2

Class: FSK20113Cert II in Skills for Work and Vocational Pathways

Teacher/s: Mr Ningiga

Week	CURRICULUM INTENT	Assessment x 3	Feedback x 3
1	FSKDIG03-Use digital technology for routine workplace tasks <ul style="list-style-type: none"> Course overview: student induction/ unit requirements/ housekeeping (file management)/Class /course expectations Activity Sheet 1- <ul style="list-style-type: none"> Analyse texts Suggest a suitable piece of technology for each task FSKWTG09-Write routine workplace texts <ul style="list-style-type: none"> Create/ complete an application/cover letter and a resume 	<p style="text-align: center;">Pre-test (Writing sample)</p>	<p style="text-align: center;">Course Planner</p>
2	FSKDIG03-Use digital technology for routine workplace tasks Activity Sheet 1- <ul style="list-style-type: none"> Use correct workplace terminology and conventions In texts Activity Sheet 2- <ul style="list-style-type: none"> Prepare a short (5-6 slides) presentation that provides advice to new employees FSKWTG09-Write routine workplace texts <ul style="list-style-type: none"> Create/ complete an application/cover letter and a resume 	<p style="text-align: center;">Ongoing –portfolio activity and assessment tasks</p>	<p style="text-align: center;">Ongoing –feedback on portfolio activity and assessment tasks</p>
3	FSKDIG03-Use digital technology for routine workplace tasks Activity Sheet 1- <ul style="list-style-type: none"> Explain how different writing strategies assist with writing : brainstorming/ note taking/graphic organisers/ drafts Activity Sheet 2- <ul style="list-style-type: none"> Prepare a short (5-6 slides) presentation that provides advice to new employees FSKWTG09-Write routine workplace texts <ul style="list-style-type: none"> Complete the online job application simulation Screen print the results page and paste into a word document for submission (results must show 100%) 	<p style="text-align: center;">Ongoing –portfolio activity and assessment tasks</p>	<p style="text-align: center;">Ongoing –feedback on portfolio activity and assessment tasks</p>
4	FSKDIG03-Use digital technology for routine workplace tasks Activity sheet 1 <ul style="list-style-type: none"> Identify purpose and protection use of copyright laws Activity Sheet 2- <ul style="list-style-type: none"> Create a one page document with the steps for lifting procedures FSKWTG09-Write routine workplace texts <ul style="list-style-type: none"> Use the Admin4U Business Letter Template Draft a business letter Input all appropriate/ relevant information Send it to your office manager (teacher) for approval; Amend the draft in accordance with any feedback received. Save and Print 	<p style="text-align: center;">Ongoing –portfolio activity and assessment tasks</p>	<p style="text-align: center;">Review of progress through portfolio tasks</p>
5	FSKDIG03-Use digital technology for routine workplace tasks Activity Sheet 2- <ul style="list-style-type: none"> Create a one page document with the steps for lifting procedures Update the draft in accordance with feedback received Assignment – <ul style="list-style-type: none"> Access and read the organizational policy and procedures, in order to identify appropriate workplace responses FSKWTG09-Write routine workplace texts <ul style="list-style-type: none"> Use the Admin4U Business Letter Template 	<p style="text-align: center;">Ongoing –portfolio activity and assessment tasks</p>	<p style="text-align: center;">Ongoing –feedback on portfolio activity and assessment tasks</p>

	<ul style="list-style-type: none"> • Draft a business letter • Input all appropriate/ relevant information • Send it to your office manager (teacher) for approval; • amend the draft in accordance with any feedback received. • Save and Print 		
6	<p>FSKDIG03-Use digital technology for routine workplace tasks Assignment –</p> <ul style="list-style-type: none"> • Collect information to update the ‘Help Desk’ in-house Database system. • Email the Help Desk Support Manager (Teacher) requesting information. <p>FSKWTG09-Write routine workplace texts</p> <ul style="list-style-type: none"> • Prepare an email to the officer manager asking for the required information by 3pm today. • Email include: a subject line, a greeting, a polite request and a signature block • Receive approval from a superior (teacher); amend the draft in accordance with any feedback received. Save and print 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
7	<p>FSKDIG03-Use digital technology for routine workplace tasks Assignment –</p> <ul style="list-style-type: none"> • Review all jobs and delete any jobs older than 1/7/2011 • Use the updated ‘Help Desk’ in-house Database system to process information as per ‘Help Requests’. Alternate assigned jobs <p>FSKWTG09-Write routine workplace texts</p> <ul style="list-style-type: none"> • Create a draft office memo to inform all employees on the appropriate manual handling techniques. • Use the Admin4U Memo Template • Send the draft to the office manager (teacher) for approval; amended the draft in accordance to any feedback received. • Saved and Print 	Ongoing – portfolio activity and assessment tasks	Review of progress through portfolio tasks
8-11	<p>FSKDIG03-Use digital technology for routine workplace tasks Assignment</p> <ul style="list-style-type: none"> • Distribute the daily Report by Job Officer. Provide a PDF for each report and email reports to the Help Desk Support Manager (Teacher) • Use the Help Desk Database to answer job requests <p>FSKWTG09-Write routine workplace texts</p> <ul style="list-style-type: none"> • Complete unfinished tasks 	Ongoing –portfolio activity and assessment tasks	Feed-forward; review progress through competencies



Class Course Planner – 2018

Semester 1: Term 2

Trinity Bay SHS

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Class: Year 12 Legal Studies

Teacher/s: Ms Perkins

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T Wk1	<u>Independent Inquiry</u> <ul style="list-style-type: none"> Students writing their assignment 		
T Wk2	<u>Independent Inquiry</u> <ul style="list-style-type: none"> Students undertake final editing of draft Independent inquiry task due 	Independent Inquiry due	
T Wk3	<u>Introduction to Civil Obligations: Elements of an Agreement</u> <ul style="list-style-type: none"> Introduction to unit content and assessment requirements Investigate the elements of a contract: offer and acceptance, intention to be legally binding and consideration 	Pre unit quiz	Course Planner <i>Feedback on quiz</i>
T Wk4	<u>Terms and Validity of Agreements</u> <ul style="list-style-type: none"> Understand the terms of an agreement including representations, conditions, warranties, parol evidence rule, remedies, implied / express terms Know the implications of misrepresentation, undue influence, mistake, unconscionable dealing, duress, lack of good faith, restraint of trade, frustration 		
T Wk5	<u>Statutory Protection</u> <ul style="list-style-type: none"> Identify the components of Australian consumer legislation, including <i>Competition and Consumer Act 2010 (Cth)</i>, <i>Sale of Goods Act</i>, <i>Civil Liability Act</i> Evaluate the effectiveness of statutory protections afforded to individuals 		
T Wk6	<u>Elements of Negligence</u> <ul style="list-style-type: none"> Investigate the elements of negligence (duty of care, breach of duty and damages) through the analysis of relevant case studies 		
T Wk7	<u>Defences to Negligence</u> <ul style="list-style-type: none"> Understand the defences of contributory negligence and acceptance of risk Apply defences to contemporary real case studies 		
T Wk8	<u>Remedies for Breach</u> <ul style="list-style-type: none"> Know the remedies for breach of contract: specific performance, damages, rescission, injunctions 		
T Wk9	<u>Revision and Practice Exam</u> <ul style="list-style-type: none"> Complete practice exam Undertake self-directed revision 	Practice exam	<i>Feedback on practice exam</i>
T Wk10	<u>BLOCK EXAMS</u>	Short response exam	
T Wk11	<u>Case Studies</u> <ul style="list-style-type: none"> Read case studies of Tort Law and its remedies Participate in a class debate on a Tortious issue 		Achievement Ladder and student conference



Class Course Planner – 2018

Semester 1 Term 2

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Class: 12 TOURISM – Cultural Awareness Indigenous Tourism

Teacher/s: Mr Barnett

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T2 Wk1	Title – History of indigenous culture <ul style="list-style-type: none"> How indigenous culture is a drawcard for tourists Which tourism markets are interested in indigenous culture? 		Course Planner
T2 Wk2	Title – Indigenous Tourism businesses <ul style="list-style-type: none"> Djunbunji Tjapukai www.tjapukai.com.au www.qld.gov.au/atsi/cultural-awareness-heritage-arts (community histories) 		
T2 Wk3	Title – Indigenous Tourism in other countries <ul style="list-style-type: none"> North American Indians Greece and Rome China's Terracotta Army and Great Wall 		
T2 Wk4	Title – Local Aboriginal groups <ul style="list-style-type: none"> Mandingalbay Yidinji Djabugai Kuku Yalanji Yrrganydji Gunggandji 		
T2 Wk5	Title – Project work – designing a good multi-modal presentation <ul style="list-style-type: none"> Visuals Audio Information 		
T2 Wk6	Title – Project Work <ul style="list-style-type: none"> Examination of global advertising campaigns. Creating your own advertisement 		
T2 Wk7	Title - Assessment <ul style="list-style-type: none"> Draft of multimodal presentation 		Checking drafts
T2 Wk8	Title - Assessment <ul style="list-style-type: none"> Draft of advertisement 		Checking drafts
T2 Wk9	Title – Assessment <ul style="list-style-type: none"> Completion and presentation of project 		
T2 Wk10	Title – Evaluation <ul style="list-style-type: none"> Topic evaluation and reflection Start next topic 		Achievement Ladder & Feed forward