



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 Tamo, Ms O'Donnell & Ms Grinter

Key Terms: needs, wants, economy, market, business, consumer, producer, interdependence, right

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

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
Wk1	Introduction <ul style="list-style-type: none"> Introduction to economics and business Where businesses and households fit in the economy 		Course Planner
Wk2	Producers & Consumers <ul style="list-style-type: none"> The interdependence of consumers and producers Business responsibilities Consumer rights 		
Wk3	Market operations <ul style="list-style-type: none"> Consumers influencing market operations Supply and demand 		
Wk4	Influencing market operations <ul style="list-style-type: none"> Changing demands of consumers Market opportunities 	Consolidation Quiz	Quiz Feedback
Wk5	Trends and relationships <ul style="list-style-type: none"> Interpret and analyse trends and business data Identifying and responding to opportunities in the market 		
Wk6	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) 		
Wk7	Revision		
Wk8	Practise Exam	Practise Exam	Practise Exam Feedback
Wk9	Assessment	Exam	
Wk10	Review <ul style="list-style-type: none"> Changing world of business and technology Achievement ladder and feedback 		Achievement Ladder



Class Course Planner - 2018 Semester 2 - Term 3

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Class: Year 9 Applied Business Computing

Teacher: Mrs Tamo, Mr Hadgelias

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
T3Wk1	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
T3Wk2	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		
T3Wk3	Excel Worksheets Create new worksheet (naming/renaming) Know how to use help function Create charts and modify them		
T3Wk4	Print Worksheets/Formulae Demonstrate how to show formulae Printing settings for tables/formulae Skills to add headers and footers Skills to link (complex) worksheets		
T3Wk5	Advanced MS Excel skills Competency in advanced MS Excel skills - percentage, charts, etc		
T3Wk6	Revision	Revision Test	Written/verbal feedback on Revision Test
T3Wk7	Revise linked (complex) Worksheets to meet detailed specifications		
T3Wk8	Assessment: In class project Excel spreadsheet: formatting & editing table, inserting formulae, creating charts and printing worksheets and formulae	In class project (4 lessons)	
T3Wk9			
T3Wk10	Commercially designed documents		Achievement Ladder

Class Course Planner – 2018

Semester 1 – Term 3

Class: **Year 9 Economics & Business**

Teacher: Ms Cunningham ccunn33@eq.edu.au

Topic: **Entrepreneurship in the 21st Century**



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Term Week	Inquiry Questions:	Assessment x 3	Feedback x 3
	<ul style="list-style-type: none"> How can we grow our own job as an entrepreneur? How can we turn problems into business opportunities? 		
T3 Wk1 16-Jul	Connections to Prior Learning <ul style="list-style-type: none"> Exploring the Inquiry Question using a Q-Matrix (Exemplars from Term 1 & 2) Introduction to unit – 21st Century Context <ul style="list-style-type: none"> Entrepreneurship – attributes, role models and the need for innovation Deconstruct Assessment Task - Exemplar Shark Tank pitch 	Self-Assessment General Entrepreneurial Traits	Course Planner Achievement Ladder; Feed Forward sheets
T3 Wk2 23-Jul	How do Entrepreneurs work? <ul style="list-style-type: none"> Identifying Real World Problems, Elevator Pitches & Team Formation Team Roles, Team Meetings & Team Communication Team Profiles 		
T3 Wk3 30-Jul	Relationship between the Entrepreneur & the Customer <ul style="list-style-type: none"> Identifying Problems and Pain Points (Needs vs Wants) The Customer Persona 		
T3 Wk4 6-Aug	The Value Proposition <ul style="list-style-type: none"> Customer Jobs, Pains & Gains Products & Services, Pain Relievers & Gain Creators Measure the Fit 	Assessment Checkpoint	
T3 Wk5 13-Aug	Validating Our Ideas <ul style="list-style-type: none"> The Hypothesis Testing the Market Persevere or Pivot 		Feedback on Assessment
T3 Wk6 20-Aug	Creating a Social Enterprise <ul style="list-style-type: none"> How can we have a social impact? Social Lean Canvas 	Vocabulary Quiz	
T3 Wk7 27-Aug	The Business Model <ul style="list-style-type: none"> Bringing it all together 		
T3 Wk8 3-Sep	Assessment – Writing a Persuasive Pitch <ul style="list-style-type: none"> communication techniques for pitching a business proposal create PowerPoint/develop & practise pitch 	Assessment Checkpoint	Feedback on Assessment
T3 Wk9 10-Sep	Assessment – Shark Tank Friday <ul style="list-style-type: none"> deliver team pitches to panel of judges 	Assessment Checkpoint	
T3 Wk10 17-Sep	Assessment – Reflection on Learning <ul style="list-style-type: none"> self/ peer-assessment – revisit Q-Matrix from start of term entrepreneurship as a career choice 	Final Assessment Checkpoint	Feedback on Assessment

Vocabulary (must know words/terms): business, business opportunity, business plan, capital, consumer, cost-benefit-analysis, demand, enterprise, entrepreneur, labour, market, marketing, needs, opportunity cost, producer, profit, resources, start-up, supply, wants



Class Course Planner – 2018

Semester 2 – Term 3

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Class: Year 10 Business & Accounting

Teacher(s): Mrs Duffy

Vocab list: internal controls, petty cash system, bank reconciliation, bank statement, cash budgets, what-if analysis, statement of estimated receipts and payments, statement of GST payable and receivable, input area, liquidity

Term Week	Curriculum Intent	Assessment	Feedback
T3 Wk1	Cash Management – Petty Cash <ul style="list-style-type: none"> Describe the administrative and accounting controls used to internally control cash Describe the petty cash system and variations of (e.g. use of corporate credit card) Explain how the petty cash system contributes to the internal control of cash 		Course Planner
T3 Wk2	Cash Management – Bank Reconciliation <ul style="list-style-type: none"> Describe electronic transactions especially cash Describe the bank reconciliation process Explain how the bank reconciliation process contributes to the internal control of cash Apply accounting principles and processes (handwritten using a calculator and/or spreadsheet) to prepare a bank reconciliation 		
T3 Wk3	Cash Management – Cash Budget (Preparation) <ul style="list-style-type: none"> Describe the cash budget and its purpose Explain how the process of preparing cash budgets assists to control cash Apply accounting principles and processes (handwritten using a calculator and/or spreadsheet) to prepare a cash budget including statement of estimated receipts from accounts receivable and statement of GST payable and receivable 		
T3 Wk4&5	Cash Management – Cash Budget (Analysis & Interpretation) <ul style="list-style-type: none"> Describe what-if analysis and its purpose with cash budgets Explain the variables which can be used for what-if analysis in cash budgets Explain the benefits of using what-if analysis Apply spreadsheet features and spreadsheet functions to prepare a cash budget including input and report areas and what-if analysis Analyse and interpret a cash budget to draw conclusions about the future liquidity of the business Create sentence and paragraph responses to communicate to business managers or owners descriptions, explanations, analysis, interpretations and conclusions relating to cash management 	Project Part A DUE Practical work	
T3 Wk6&7	Cash Management (Evaluating, Decision-making & Recommending) <ul style="list-style-type: none"> Evaluate, make decisions and propose recommendations including alternative proposed changes to accounting practices impacting the cash budget Evaluate, make decisions and propose recommendations: <ul style="list-style-type: none"> the effectiveness of internal control practices regarding cash management alternative projects and their impact on cash resources Create 1–2 page business report to communicate explanations, analysis, interpretations, conclusions, evaluations, decisions and recommendations relating to cash management to business managers or owners of a trading GST business. 		

T3 Wk8&9	Cash Management (Problem-solving) <ul style="list-style-type: none"> • Synthesise and solve accounting problems relating to cash management for example, the goal is to determine the optimum cash budget • Apply the problem-solving model to generate a solution for example students may be provided with a combination of unstructured and unfamiliar financial data and information relating to cash management (e.g. an incomplete budget or an existing budget with negative bank balances, information about the business and its activities, schedules of accounts receivable and payable, bank statement) 		
T3 Wk10	Assessment Practical & Written/Use of spreadsheets and word processing packages Introduction to new unit	Project Part B DUE Written work	<i>Written and oral feedback on assessment</i>



Class Course Planner - 2018 **Semester 2 - Term 3**

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Class: VBS - Certificate I Business

Teacher/s: Misc

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T3 Wk1	BSBCMM101 Apply Basic Communication Skills <ul style="list-style-type: none"> Know the different types of workplace communication (verbal, non-verbal, written) and when to use each Practice using effective questioning, listening and speaking skills to gather and convey information Recognise and use appropriate non-verbal communication 	Pre-test on communication skills	Course Planner
T3 Wk2	BSBADM101 Use Business Equipment and Resources <ul style="list-style-type: none"> Know how to access, operate, identify and report faults, and maintain a data projector and laptop 		
T3 Wk3	BSBCMM101 Apply Basic Communication Skills / BSBADM101 Use Business Equipment and Resources <ul style="list-style-type: none"> Prepare a role play that demonstrates appropriate communication skills to operate and maintain a data projector and laptop 		Feedback on script drafts
T3 Wk4	BSBCMM101 Apply Basic Communication Skills / BSBADM101 Use Business Equipment and Resources <ul style="list-style-type: none"> Present a role play 	VSBPROJ5: Role play	
T3 Wk5	BSBADM101 Use Business Equipment and Resources <ul style="list-style-type: none"> Know and demonstrate how to access, operate, identify and report faults on, and maintain, a photocopier 		
T3 Wk6	BSBADM101 Use Business Equipment and Resources <ul style="list-style-type: none"> Complete questioning to demonstrate understanding of business equipment Interview business employee regarding business equipment 	VSBPROJ6: Questioning and observation	
T3 Wk7	BSBWHS201 Contribute to health and safety of self and others <ul style="list-style-type: none"> Know how to work safely and respond to emergency incidents Know how to undertake equipment and system safety checks 		
T3 Wk8	BSBWHS201 Contribute to health and safety of self and others <ul style="list-style-type: none"> Know how to implement work safety requirements (reporting and recording hazards, emergency incidents and injuries to designated personnel) 	VSBPROJ7: Observation	Feedback on WHS folio drafts
T3 Wk9	BSBWHS201 Contribute to health and safety of self and others <ul style="list-style-type: none"> Participate in WHS consultative processes (contribute to meetings, inspections and consulting activities, raise WHS issues, and take action to eliminate hazards and risks) 	VSBPROJ7: Folio	
T3 Wk10	Working towards competency <ul style="list-style-type: none"> Students work towards competency in all units 		Achievement Ladder



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Semester 2: Term 3

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Class: Year 10 – Certificate II in Business

Teacher/s: Mrs Duffy

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T3 Wk1	<u>Spreadsheets</u> <ul style="list-style-type: none"> Apply conservation techniques and ergonomic and occupational health and safety requirements Know how to use Microsoft Excel to enter data and create simple, formatted spreadsheets <p>Friday – Cairns Show Holiday</p>		Course Planner
T3 Wk2&3	<u>Data manipulation using spreadsheets and charts</u> <ul style="list-style-type: none"> Know how to use formulae to manipulate data Understand how to create and modify charts Utilise assistance to overcome difficulties in operation of technology 		
T3 Wk4	<u>Spreadsheet verification</u> <ul style="list-style-type: none"> Know how to proofread and adjust spreadsheets and charts Follow organisational requirements to finalise spreadsheets 	Quiz	
T3 Wk5	<u>Technology maintenance</u> <ul style="list-style-type: none"> Know how to replace routine consumables Undertake routine maintenance on business equipment Identify equipment faults and determine appropriate action 		
T3 Wk 6-8	BSBITU202A Create and Use Spreadsheets: <u>Critical aspects for assessment and evidence required to demonstrate competency:</u> <ol style="list-style-type: none"> Designing a minimum of two spreadsheets Using cell-based formulae Creating charts using relevant data Knowledge of purpose and range of spreadsheet functions BSBWOR204A Use Business Technology: <u>Critical aspects for assessment and evidence required to demonstrate competency:</u> <ol style="list-style-type: none"> Selection and application of appropriate equipment and software Access, retrieval and storage of required data Performance of basic maintenance on a range of office equipment 	Assessment Item 3 (Project 3)	Return Student Assessment Item for editing to achieve Competency
T3 Wk9	Block exams		
T3 Wk10	Repeat Competencies		

Class Course Planner – 2018

Semester 1: Term 3, Year 10

Contract Law

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Term Week	Curriculum Intent	Assessment	Feedback
Wk1	<u>Introduction to Civil Obligations</u> <ul style="list-style-type: none"> Term overview Unit pre-test Examine the meaning of civil law Explore the types of issues dealt with by civil law Compare and contrast the standard of proof and onus of proof in a civil case with a criminal case 	Pre-test	Course Planner
Wk2	<u>Offer</u> <ul style="list-style-type: none"> Identify the general principles of an offer Compare an offer with an invitation to treat Read and evaluate the case of <i>Carlill v Carbolic Smoke Ball Company</i> [1893] 1 QB 256 <p>Complete weekly practice test</p>		
Wk3	<u>Acceptance</u> <ul style="list-style-type: none"> Identify the general principles of acceptance Examine the postal acceptance rule Investigate the laws of acceptance in relation to digital communication <p>Complete weekly practice test</p>		
Wk4	<u>Intention to create legal relations and consideration</u> <ul style="list-style-type: none"> Examine the requirement that parties show an intention to be legally bound Investigate the legal position in relation to domestic agreements Identify whether different contracts are supported by consideration <p>Complete weekly practice test</p>		
Wk5	<u>The terms of a contract</u> <ul style="list-style-type: none"> Describe the difference between an express term and an implied term Compare a condition with a warranty to explain the legal difference <p>Complete weekly practice test</p>		
Wk6	<u>Remedies</u> <ul style="list-style-type: none"> Investigate the remedies available for a breach of contract <p>Complete weekly practice test</p>		
Wk7	<u>Case application</u> <ul style="list-style-type: none"> Analyse an example of legal writing to identify language and structural features Apply the elements of offer, acceptance, intention to create legal relations and consideration to determine if a valid contract exists in a variety of different case scenarios Respond to questions using correct language and structural features <p>Complete formative practice exam</p>	Practice Exam	Practice exam feedback
Wk8	<u>Contemporary issues</u> <ul style="list-style-type: none"> Investigate contemporary issues within contract law Apply the contractual elements to a contemporary case issue 		
Wk9	<u>Revision and Exam</u> <ul style="list-style-type: none"> Students revise for, and complete, the exam 	Combination Response Exam	
Wk10	<u>Consolidation Activities</u>		Achievement Ladder and Student Conference



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Semester 2 - Term 3

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Class: Year 11 Business Management

Teacher: Ms O'Donnell

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T3 Wk1	Operations Management <ul style="list-style-type: none"> Transformations: inputs, processes, outputs Strategic planning Operational planning 	Pre-Test	Course Planner
T3 Wk2	Operations Management <ul style="list-style-type: none"> Goods versus service operations Ethics and social responsibilities 		
T3 Wk3	Operations Management <ul style="list-style-type: none"> Product choice, selection, definition Production technologies, process flow, capacity Facilities location and layout 		
T3 Wk4	Operations Management <ul style="list-style-type: none"> Approaches to quality control Inventory management: physical control, accounting control, just-in-time 	<i>Revision Test: Production Control</i>	
T3 Wk5	Operations Management <ul style="list-style-type: none"> Production control Gantt charts PERT diagrams 	<i>Revision Test: Quality Control</i>	
T3 Wk6	Operations Management <ul style="list-style-type: none"> Preventative maintenance Corrective maintenance Evaluate business policies 	<i>Revision Test: Inventory Management</i>	
T3 Wk7	Assessment Preparation <ul style="list-style-type: none"> Examine innovative systems Identify strategies for efficiency, customer satisfaction, employee retention and continued success 	<i>Revision Test: Preventative Maintenance</i>	
T3 Wk8	Assessment Preparation <ul style="list-style-type: none"> Exam revision Deconstruct exam genre Practise exams 	Practice exams	Feedback on practice exams
T3 Wk9	Assessment <ul style="list-style-type: none"> Exam revision In class exam 	Examination	
T3 Wk10	Feedback & Feedforward <ul style="list-style-type: none"> Feedback from exam Feedforward for term 4 Unit reflection and extension 		Achievement Ladder



Class Course Planner – 2018
Semester Two – Term 3
Binnacle Training RTO 31319

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Class: Year 11 Certificate III Business

Teacher/s: Mrs Tamo

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T3 Wk1	Unit Plan, Projects & OC3 Requirements Overview Mental Health in the Workplace	Unit Plan, Projects, OC3	
T3 Wk2	Introduction to Team Effectiveness	MP2.1	
T3 Wk3	Contributing to Team Effectiveness	MP2.2	
T3 Wk4	Contributing to Team Effectiveness	MP2.2	
T3 Wk5	Leadership and Team Effectiveness	MP2.2	
T3 Wk6	Managing Workplace Performance	K4, MP2.2	
T3 Wk7	Team Effectiveness	CS5, MP2.2	
T3 Wk8	R U OK? Day - Mental Health Awareness Week Preparation	N/A	
T3 Wk9	Mental Health Awareness Week	MP2.3	
T3 Wk10	Flexible lessons - Finalise ALL assessment	ALL	Achievement Ladder Student Conference

Class Course Planner – 2018 Semester 2, Term 3

Class: **FSK20113Cert II in Skills for Work and Vocational Pathways**

Teacher: **Jeremy Ningiga**

Week	CURRICULUM INTENT NOTE: Includes continuing / completion of term 3 units	Assessment x 3	Feedback x 3
1	<p>BSBWHS201A Contribute to health and safety of self and others FSKOCM05 Use oral communication skills for effective workplace presentations</p> <ul style="list-style-type: none"> Course overview: student induction/ unit requirements/ housekeeping Locating and saving files to my documents Reviewing activity and assessment tasks for term 4 units Case Study 1 Completed incident form/ Completed Hazard form 	Pre-test (Writing sample)	Course Planner
2	<p>BSBWHS201A Contribute to health and safety of self and others FSKOCM05 Use oral communication skills for effective workplace presentations</p> <ul style="list-style-type: none"> Case Study 2 Case Study 3 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
3	<p>BSBWHS201A Contribute to health and safety of self and others FSKOCM05 Use oral communication skills for effective workplace presentations</p> <ul style="list-style-type: none"> Short answer Questions OH&S WORKBOOK 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
4	<p>BSBWHS201A Contribute to health and safety of self and others FSKOCM05 Use oral communication skills for effective workplace presentations</p> <ul style="list-style-type: none"> Short answer Questions OH&S WORKBOOK 	Ongoing –portfolio activity and assessment tasks	Review of progress through portfolio tasks
5	<p>BSBWHS201A Contribute to health and safety of self and others FSKOCM05 Use oral communication skills for effective workplace presentations</p> <ul style="list-style-type: none"> Assignment 1 Prepare an WHS Report 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
6	<p>BSBWHS201A Contribute to health and safety of self and others FSKOCM05 Use oral communication skills for effective workplace presentations</p> <ul style="list-style-type: none"> Assignment 1 Present WHS Report 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
7	<p>BSBWHS201A Contribute to health and safety of self and others FSKOCM05 Use oral communication skills for effective workplace presentations</p> <ul style="list-style-type: none"> Assignment 2 Prepare PowerPoint presentation for staff induction 	Ongoing –portfolio activity and assessment	Review of progress through portfolio tasks
8	<p>BSBWHS201A Contribute to health and safety of self and others FSKOCM05 Use oral communication skills for effective workplace presentations</p> <ul style="list-style-type: none"> Assignment 2 Prepare PowerPoint presentation for staff induction QUIZ 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
9	Completing BSBWHS and FSKOCM Portfolio work.	Ongoing –portfolio activity and assessment tasks	Feed-forward; review progress through competencies
10	<ul style="list-style-type: none"> Work Experience 		Ongoing –feedback on portfolio activity and assessment tasks



Class Course Planner – 2018

Semester 2: Term 3

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Class: Year 11 Legal Studies

Teacher/s: Ms Perkins

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
Term 2			
T Wk9	Introduction to unit: Human Rights <ul style="list-style-type: none"> Introduction to unit: Human Rights Identify what human rights are Brainstorm and describe individual rights and responsibilities in Australia 	Pre-test	Course Planner
T Wk10	BLOCK EXAMS – NO CLASS		
T Wk 11	Human Rights at International Law <ul style="list-style-type: none"> Understand the development of human rights law over time Know the rights attributed to citizens at an international level Examine examples of international human rights conventions including the United Nations Declaration of Human Rights 		
Term 3			
T Wk1	Human Rights in Australia <ul style="list-style-type: none"> Investigate how rights are protected in Australia through implied Constitutional protections, common law and anti-discrimination legislation and finally international conventions Understand that these operate as shields against government action as opposed to positive rights. 		
T Wk2	Applying Human Rights Law to a Case Study <ul style="list-style-type: none"> Apply international law to a case study on American's infamous Guantanamo Bay detention centre 	Quiz	
T Wk3	Bill of Rights <ul style="list-style-type: none"> Understand the concept of a Bill of Rights Investigate countries with a Bill of Rights Evaluate whether Australia should have a Bill of Rights 		Feedback on quiz
T Wk4	Current Legal Issues Relating to Human Rights <ul style="list-style-type: none"> Investigate a contemporary human rights issue to identify its legal implications and evaluate the type of breach of human rights the issue poses Prepare a mini-report that discusses whether this issue balances individual rights with the greater interest of the community 		
T Wk5	Assessment: Report <ul style="list-style-type: none"> Distribute and explain assessment Demonstrate research process and appropriate sources of information Students undertake initial research and formulate hypothesis 		
T Wk6	Assessment: Research and Drafting <ul style="list-style-type: none"> Complete research for assessment Begin preparation of draft report 		
T Wk7	Assessment: Drafting Continued		
T Wk8	Assessment: Drafting <ul style="list-style-type: none"> Complete and submit draft 	Draft due	Feedback on drafts
T Wk9	Assessment <ul style="list-style-type: none"> Finalise and submit assessment 	Report due	
T Wk10	Reflection <ul style="list-style-type: none"> Unit reflection Achievement ladder and student conference 		Achievement Ladder and student conference



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Class: 11 Tourism – Global Tourism

Teacher/s: J Brennan

Term Week	Curriculum Intent	Assessment	Feedback
T3 Wk1	Global Tourism <ul style="list-style-type: none"> <i>Locations</i> – students discuss and map popular locations for global and Australian tourists <i>Popular Destinations</i> – students identify global tourist hot spots and discuss reasons for their popularity <i>Case Study</i> – students examine a case study of one key hot spot 		Course Planner
T3 Wk2	Location Draw Cards <ul style="list-style-type: none"> <i>Attractions</i> – students identify global tourist attractions <i>Transport</i> – students examine various types of tourist transportation and their viability in different locations 		
T3 Wk3	Factors Affecting Global Travel <ul style="list-style-type: none"> <i>24-hour Clock & Time Zones</i> – students understand time differences throughout the world <i>Customs and Immigration</i> – students look at the laws surrounding customs and immigration and their impact on tourists <i>Visas</i> – students compare different visas and ways of travelling <i>Currency Exchange</i> 		
T3 Wk4	Factors Affecting Global Travel <ul style="list-style-type: none"> <i>Legal & Ethical Requirements</i> – students study the basic laws and ethics of travel and compare to laws in Australia <i>The Do's and Don'ts of travel</i> – Students will focus on specific laws and rules that tourists must keep in mind when travelling <i>Case Study</i> – smarttraveller.gov.au current international affairs limiting travel to foreign countries. 		
T3 Wk5	Factors Affecting Global Travel <ul style="list-style-type: none"> <i>Religions & Culture</i> – students understand cultural sensitivities involved in travel <i>Health</i> – students examine the impacts of major health issues in tourism across recent times 		Review Bookwork
T3 Wk6	Assessment Preparation – Researching a Global Destination <ul style="list-style-type: none"> Students use this time to prepare their assessment piece 		
T3 Wk7	Assessment Preparation – Building Website <ul style="list-style-type: none"> Students use this time to prepare their assessment piece 		Draft Feedback
T3 Wk8	Assessment Preparation – Building Website <ul style="list-style-type: none"> Students use this time to prepare their assessment piece 		
T3 Wk9	Submit assessment – Presentation of Website <ul style="list-style-type: none"> Edit assessment and submit/present 	Website Due/ Presentation	
T3 Wk10	Introduction to Current Events of 2018 <ul style="list-style-type: none"> <i>Students review major events of the year reflecting on the impact to tourism</i> 		ACHIEVEMENT LADDER



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Class: 12 Accounting

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

Vocab list: (ES 2): Source documents, cash receipts journal, cash payments journal, bank reconciliation, dishonored cheque, authorized, improper, drawer's, un-presented cheques, adjustment, cash flow statement, bank errors, business errors, dividend, mortgage.

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T3 Wk1 Jul 16-20	ES 2 Accounting for Cash Introduction to unit and the importance of cash to a business Format & how to use the cash receipts journal, cash payments journal and revision on posting to the general ledger Exercises 3.1-3.6 Friday – Cairns Show Holiday		Course Planner Assessment feedback Achievement ladder
T3 Wk2 Jul 23-27	Columnar cash journals Recording of transactions in columnar cash receipts & payments journals. The difference between specialist journals & the general journal		
T3 Wk3 Jul 30- Aug 3	Columnar cash journals Posting of cash journals to ledger & trial balance Bank's records compared to the business records: Bank Reconciliation Process Exercises 3.15-3.19	Practice Test	
T3 Wk4 Aug 6-10	Bank Reconciliation Process Completion of bank reconciliation process with both debit and credit balances: Comparison of items recorded by the business but not by the bank, items recorded by the bank but not the business and the adjustments required by both parties. Exercises 3.22-3.33		
T3 Wk5 Aug 13-17	Bank Reconciliation Process & Revision week Revision & practice test Include dishonoured cheques, errors, previous bank reconciliations Exercise 3.34-3.38 90 min in class supervised, unseen APP exam *Lunchtime start of 11.40am*	Friday 17 Aug – APP Exam 90 minutes	
T3 Wk6 Aug 20-24	ES 9 Analysis of Financial Reports <ul style="list-style-type: none"> • Limitations of the income statement and balance sheet • The reported profit in an income statement is an estimate of the true profit because of the many items (e.g. inventories, depreciation, doubtful debts) in this statement that are subject to estimate and/or opinion. • The balance sheet does not reveal the real net worth of a business. This is because assets are usually recorded at their historical cost rather than at market or benefit value and are also subject to estimate and/or opinion when calculating such items as inventories, provision for doubtful debts and accumulated depreciation. • Comparisons of report items over a period of time are complicated because of price changes and the changing value of money. Additively is another problem to consider when adding together dollars that have changed value. • Calculation of appropriate ratios for income statement, balance sheet and cash flow statement • Calculations of profitability or earning capacity include: Gross profit ratio, net profit ratio, return on owner's equity, return on total assets, ratios of expenses to sales Exercises 12.1-12.10		

T3 Wk7 Aug 27-31	Ratio calculations Measures of liquidity and financial stability include: <ul style="list-style-type: none"> • short-term liquidity (current ratio, quick ratio or acid test ratio) • long-term liquidity (equity ratio, debt or gearing ratio) • Measures of effectiveness of certain managerial policies (turnover of inventories and turnover of accounts receivable) • Inventory turnover is a factor of both sales and inventory levels and may vary significantly from industry to industry. • Accounts receivable should be turned over in accordance with the credit policy of the firm. • Measures of cash flow include (cash flow adequacy ratio, long-term debt repayment ratio, cash flow to revenue ratio) Exercises 12.11-12.20		ES 2 exam result and review of term feed forward and goal setting for remainder of year
T3 Wk8 Sep 3-7	Report writing The decision-making process in accounting involves: <ul style="list-style-type: none"> • Collecting and organising relevant data, analysing and interpreting the data, making and justifying decisions, evaluating and assessing decisions made • Ratio analysis is completed on income statement, balance sheet and cash flow statement • Apply internal benchmarks • Decision making and report writing <u>Tuesday and Wednesday – QCS Test</u>		
T3 Wk9 Sept 10-14 T3 Wk10 Sept 17-21	Revision Week & Assessment Week <ul style="list-style-type: none"> • Student will be required to complete practice tests and work independently on revision. Scheduled 140 minute supervised unseen KPP & IE exam – requires computers and writing.	Exam block KPP & IE exam	Achievement ladder QCAA verification submission



Class Course Planner – 2018

Semester Two – Term 3

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
T3 Wk1	Business Development <ul style="list-style-type: none"> Continue with case study: <ul style="list-style-type: none"> Prepare a mind map or factsheet which provides a picture of the internal operations of the organisation. The mind map or factsheet should consider factors such as: business objectives, management structure, corporate culture, style of management, operations management, human resource management, ethical and socially responsible management. <p>Show Holiday - Friday</p>		Oral feedback on case study.
T3 Wk2	Business Development <ul style="list-style-type: none"> Continue with case study: <ul style="list-style-type: none"> Analyse major pressures for change that could have affected the organisation in recent years. Prepare a role play which evaluates, predicts and suggests how the organisation may have or could have response to each pressure for change. 		Check Folders x 9 students Oral feedback on case study
T3 Wk3	Business Development <ul style="list-style-type: none"> Continue with case study: <ul style="list-style-type: none"> Using the global financial crisis as an example of a pressure for change, evaluate the management strategies used by the organisation. Recommend possible changes that the organisation should consider in the future. 	Quiz on Business Development	Results of Quiz Oral feedback on case study
T3 Wk4	Business Development <ul style="list-style-type: none"> Outline of Small Business Feasibility Study Work on Small Business Feasibility Study 		Marking of drafts
T3 Wk5	Business Development <ul style="list-style-type: none"> Work on Small Business Feasibility Study 		Marking of drafts
T3 Wk6	Business Development <ul style="list-style-type: none"> Work on Small Business Feasibility Study 		Marking of drafts
T3 Wk7	Business Development <ul style="list-style-type: none"> Work on Small Business Feasibility Study Small Business Feasibility Study due 	Feasibility Study	Written feedback on Feasibility Study
T3 Wk8	International Business Management <ul style="list-style-type: none"> Introduction to International Business Culture and customs QCS Test 	Pre-test on International Business	Check Folders x 9 students
T3 Wk9	International Business Management <ul style="list-style-type: none"> Time differences Business cards and appointments Status of men and women in business Block Exams 		
T3 Wk10	International Business Management <ul style="list-style-type: none"> Business decision making Gift giving protocols Status of men and women in business 		Achievement Ladder Student Conference



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Semester 2: Term 3

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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	BSBWHS201 Contribute to the Health and Safety of Self and Others <ul style="list-style-type: none"> Identifying hazards in a workplace Identifying who to report hazards to Workplace policy and procedures – developing an OPPM 	Development of OPPM	Course Planner
T2 Wk2	BSBWHS201 Contribute to the Health and Safety of Self and Others <ul style="list-style-type: none"> Identify and implement WHS procedures and workplace instructions Continue developing instruction manual in OPPM 	Development of OPPM	
T2 Wk3	BSBWHS201 Contribute to the Health and Safety of Self and Others <ul style="list-style-type: none"> Identify and report emergency incidence and injuries to designated persons – continual development of OPPM Completing Hazard Report and Health and Safety Risk Assessment 	Develop template for Hazard Report and Health and Safety Risk Assessment	
T2 Wk4	BSBWHS201 Contribute to the Health and Safety of Self and Others <ul style="list-style-type: none"> Contribution to workplace meetings and raising WHS issues with dedicated person Continue developing instruction manual in OPPM 	Undertake a WHS Meeting recording minutes based on particular issues in workplace	
T2 Wk5	BSBITU203 – Communicate Electronically <ul style="list-style-type: none"> Continual development of OPPM and how to deal with returned emails, layout of emails, how to store them, how to maintain individual mailboxes 	Development of OPPM	
T2 Wk6	BSBITU203 – Communicate Electronically <ul style="list-style-type: none"> Continual development of OPPM and how to empty inboxes/delete emails, prepare and maintain electronic lists 		
T2 Wk7	Assessment <ul style="list-style-type: none"> WHS & Electronic Development of Workplace Procedures Observation of team meeting Observation of pre-start check in classroom and emergency evacuations 	VSBPROJ8 – WHS & Electronic Development of Workplace Procedures	<i>Written feedback on project</i>
T2 Wk8	Assessment <ul style="list-style-type: none"> WHS & Electronic Development of Workplace Procedures Year 12 QCS	VSBPROJ8 – WHS & Electronic Development of Workplace Procedures	<i>Written feedback on project</i>
T2 Wk9	Assessment VSBPROJ8 – WHS & Electronic Development of Workplace Procedures Block Exams		
T12 Wk10	Assessment – Finalise/Catch up Week		

Class Course Planner – 2018

Semester 2: Term 3

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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>Introduction to unit: Torts and the Law</u> <ul style="list-style-type: none"> Understand the nature of tort law Know the methods of resolution available for civil disputes 	Pre unit quiz	Course Planner
T Wk2	<u>Nuisance and Defamation</u> <ul style="list-style-type: none"> Understand the tort of nuisance: private and public Know defences and remedies available in the tort of nuisance 		
T Wk3	<u>Defamation</u> <ul style="list-style-type: none"> Investigate case law in the tort of defamation Analyse the development of defamation laws in light of technological advances 		
T Wk4	<u>Trespass</u> <ul style="list-style-type: none"> Know the forms of trespass to person: assault, battery and false imprisonment Investigate the application of trespass to land and goods (chattels) 		
T Wk5	<u>Assessment: Extended Response to Stimulus</u> <ul style="list-style-type: none"> Understand requirements of assessment task Begin extended response to stimulus assessment 		
T Wk6	<u>Assessment: Drafting</u> <ul style="list-style-type: none"> Continue and complete draft assessment 	Draft due	
T Wk7	<u>Assessment</u> <ul style="list-style-type: none"> Finalise and submit assessment 	Assessment: Extended response to stimulus	<i>Feedback on draft</i>
T Wk8	<u>QCS / Work Experience / Introduction to Environmental Law</u> <ul style="list-style-type: none"> Know key terms and legislation Investigate environmental disasters, Chernobyl power plant disaster, Exxon Valdez oil spill and the Bhopal gas leak Understand the concept of the Environmental Legal System 		
T Wk9	<u>Block Exams / The Environmental Legal System</u> <ul style="list-style-type: none"> Block exams Explain the role of stakeholders in environmental management, including environmental protection groups, traditional land owners, property owners and occupiers, developers, courts and governments 		
T Wk10	<u>Legislation and environmental law</u> <ul style="list-style-type: none"> Understand the legal responsibilities regarding environmental protection Investigate the relevant sources of environmental law, including international law, federal and state legislation and local government planning policies, with reference to case law 		Achievement Ladder and student conference



Class Course Planner – 2018

Semester 2 Term 3

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Class: 12 TOURISM – Package Tourism Products

Teacher/s: Mr Barnett

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T3 Wk1	Title – Travel Agency Operations <ul style="list-style-type: none"> • Introduction, Types of travel agencies operating in our local area • Overview of one local business • Planning a holiday package 	<i>Investigation assignment handed out</i>	<i>Course Planner</i>
T3 Wk2	Title – Cairns Tourist Activities on land <ul style="list-style-type: none"> • Restaurants and Resorts • Skyrail • Rainforestation 		
T3 Wk3	Title – Cairns Tourist Activities at Sea <ul style="list-style-type: none"> • Reef trips • Yachting • Island trips 		
T23Wk4	Title – Local Region Activities <ul style="list-style-type: none"> • Mossman Gorge • Wineries and Coffee at Mareeba • Port Douglas Markets • Ocean cruises 		
T3 Wk5	Title – Adventurous activities in the local area <ul style="list-style-type: none"> • Bungee Jumping • Parasailing • Canoeing • White Water Rafting 		<i>Investigation assignment submitted for assessment</i>
T23Wk6	Title – Planning an overseas trip - Europe <ul style="list-style-type: none"> • Preparing client portfolio – Research destination 		
T3Wk7	Title – Planning an overseas trip – North America <ul style="list-style-type: none"> • Preparing client portfolio 		
T3 Wk8	Title – Planning an overseas trip – South America <ul style="list-style-type: none"> • Preparing client portfolio 		
T3 Wk9	Title – Planning an overseas trip - Africa <ul style="list-style-type: none"> • Preparing client portfolio 		
T3Wk10	Title – Planning an overseas trip - Asia <ul style="list-style-type: none"> • Preparing client portfolio 		<i>Achievement Ladder & Feed forward</i>