<table>
<thead>
<tr>
<th>TERM ALLOCATION AND LENGTH</th>
<th>UNIT</th>
<th>SUB TOPICS</th>
<th>ASSESSMENT</th>
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</table>
| TERM 1 10 weeks            | Analysing and Interpreting Financial reports | • Define key accounting terms  
• Understand the accounting equation and classify accounts  
• Prepare, interpret and analyse of financial data and information, reports (Balance Sheet, Income Statement) | • Supervised exam – theory and practical (in Excel) |
| TERM 2 10 weeks            | Managing Financial Risks & Rewards          | • Cash and Credit  
• Budgeting/Savings  
• Diversifying Investments (shares, bank accounts, term deposits, property)  
• Consumer protection  
• Scams and identity theft  
• Good and bad debt | • Research collection of work  
• Written Report |
| TERM 3 8 weeks             | Social Media & Business                    | • Global marketing  
• Cost-benefit analysis  
• Social media platforms  
• Trends in use of social media  
• Success in business with social media | • Magazine Article |
| TERM 3 & 4 (10 weeks)      | Workplace practices & Payroll              | • Types of employment  
• Unions  
• Roles & responsibilities of employees and employers  
• WPH&S  
• Anti-discrimination laws  
• Penalty rates, annual leave, SGC, personal leave allowances, LSL  
• Time cards, payslips  
• Payroll Register in Excel | • Short written response exam  
• Practical exam in Excel |