

Authority Subject

USER PAY FEES: NIL

SUBJECT INFORMATION: Accounting is often described as the 'language of business'. Accountants record, classify, summarise, interpret and communicate the financial information about a business. It involves analysing and using financial information to understand and evaluate the financial position of an organisation. It can involve anything from basic book-keeping to more complicated management of Balance Sheets and Income Statements. Studying Accounting is not just for those who want to become Accountants – it will equip you for a broad spectrum of successful careers in small and large businesses, financial services and in the Government sector.

Semester 1	Semester 3
<ul style="list-style-type: none"> • Introduction to Accounting Concepts • Preparation of Statement of Financial Performance and Statement of Financial Position • Balance Day Adjustments 	<ul style="list-style-type: none"> • Controls over non-current Assets • Spread sheeting • Cash Budgets • Accrual Accounting • Financial Reports and Decision Making
Semester 2	Semester 4
<ul style="list-style-type: none"> • Recording Cash Transactions • Preparation of Cash Flow Statements • Accounting for Receivable and Payable • Inventory Control • Electronic Business 	<ul style="list-style-type: none"> • Internal Controls • Accounting Package - Quickbooks • Personal Finance and Investing

<p>Special Features of the Course</p> <ul style="list-style-type: none"> • Integrated Accounting Package – MYOB • Personal Finance 	<p>Assessment Techniques</p> <ul style="list-style-type: none"> • Class Tests • Practical Assessment • Examinations • Assignments x 2
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WHERE DOES STUDYING **ACCOUNTING** LEAD ME AFTER YEAR 12?

<p>Further Study Opportunities</p> <p>TAFE</p> <ul style="list-style-type: none"> • Certificate IV in Accounting • Diploma of Accounting <p>UNIVERSITIES</p> <ul style="list-style-type: none"> • Bachelor of Business • Bachelor of Business (Accounting) • Bachelor of Business (Financial Planning) • Bachelor of Business (Management) • Bachelor of Commerce (Financial Planning)
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<p>Employment Opportunities</p> <ul style="list-style-type: none"> • Industry and Commerce • Government • Own Business
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<p>Careers</p> <p>Professional Recognition</p> <ul style="list-style-type: none"> • Certified Practising Accountants (CPA) • Chartered Accountant (CA) <p>Specialist Areas</p> <ul style="list-style-type: none"> • Management • Auditing • Financial Planning • Taxation • Marketing • International Business • Stockbroking • Banking
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Authority Subject

USER PAY FEES: NIL

SUBJECT INFORMATION: Studying Ancient History can help us live more effectively as global citizens by developing the knowledge, skills and values needed to make decisions. Through the study of Ancient History, students can understand the process of change and continuity that have shaped the today's world, their causes and the role people have played in these processes.

Semester 1	Semester 3
<ul style="list-style-type: none"> • Studies of Archaeology • A study of Pharaohic power in Egypt 	<ul style="list-style-type: none"> • A study of Political centrism in Ancient Rome
Semester 2	Semester 4
<ul style="list-style-type: none"> • Studies of changing practices in society and government in the Ancient Greek world 	<ul style="list-style-type: none"> • A study of Ancient government and religion in Ancient India • A study of bureaucratic control in Ancient China

Assessment Techniques

- Short response exam
- 600 word essay exam
- 2 x 800 word research assignments (1 written and 1 spoken)
- Content exam

WHERE DOES STUDYING **ANCIENT HISTORY** LEAD ME AFTER YEAR 12?

Further Study Opportunities

University degrees in:

- Arts
- Law
- Humanities
- Modern Asian studies
- Education

Employment Opportunities

- Education
- Government
- Law
- Armed forces

Careers

- Academia
- Historical research
- Archaeology

USER PAY FEES: \$10 (Print Balance)
Training Provider: Caloundra State High School (RTO No. 30058)



Course Description:

This qualification will prepare individuals for an entry-level position in business administration with training in customer service, communication, computer skills, spreadsheet creation, business record-keeping and WPH&S. It will enable you to enter the workforce in an administration role within a broad range of industries.

Course Information

Core Units of Study:

SEMESTER 1		SEMESTER 3	
BSBWHS201	Contribute to Health & Safety of others (Core)	BSBITU302	Create Electronic Presentations
BSBSUS201	Participate in environmentally sustainable work practices	BSBITU303	Design & produce text documents
BSBITU202	Create and use spreadsheets	BSBWOR204	Use business technology
BSBCMM201	Communicate in the workplace	BSBWOR203	Work effectively with others
SEMESTER 2		SEMESTER 4	
BSBITU201	Produce simple word processed documents	BSBINM201	Process and maintain workplace information
BSBWOR202	Organise and complete daily work activities	FNSIACC301	Process financial transactions & extract interim reports

Assessment:

Students will undertake competency-based assessment towards the achievement of the selected certificate. This is the process of gathering evidence and making judgments on whether the student can consistently demonstrate knowledge and skill and the application of that knowledge and skill to the standard of performance required in the workplace. Assessment is competency based and therefore no levels of achievement are awarded. Students work through self-paced modules available on the school network.

RPL Information:

Students may apply for Recognition of Prior Learning. Please refer to VET Student Handbook for details of RPL and the application process.

Student activities including Learning Experiences:

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|----------------|----------------|--------------|
| • Projects | • Observations | • Activities |
| • Case Studies | • Folios | • Quizzes |

Possible Career Pathways:

A variety of industry related careers can be obtained from this course of study. Personal Assistant, Administrative Assistant, Office Worker, Office Junior, Receptionist.

Disclaimer: The school reserves the right to cancel or suspend the vocational component of the course should it not be able to meet the human resources standards as outlined in the Standards for Registered Training Organisations (2015) or the physical resources as detailed in the relevant training packages.

Students who commence after the official start date of the course will be required to complete units of competency already delivered to be eligible to be awarded this qualification at the end of the course. All students will be issued with a Statement of Attainment for the units of competency achieved.

Authority Subject

USER PAY FEES: NIL

SUBJECT INFORMATION: Students learn the technical knowledge and skills involved in owning their own business including the activities of marketing, operations management, human resource management and financial management.

Semester 1	Semester 3
<ul style="list-style-type: none"> Management Practices Marketing Management 	<ul style="list-style-type: none"> International Business Event Management
Semester 2	Semester 4
<ul style="list-style-type: none"> Operations Management Financial Management 	<ul style="list-style-type: none"> Human Resource Management Entrepreneurship
Special Features of the Course <ul style="list-style-type: none"> Options for owning your own business Skills and knowledge required for business ownership Options for studying business courses 	Assessment Techniques <ul style="list-style-type: none"> Business Plans Research assignments Exams Feasibility Studies

WHERE DOES STUDYING *BUSINESS MANAGEMENT* LEAD ME AFTER YEAR 12?

Further Study Opportunities TAFE <ul style="list-style-type: none"> Certificate in Business Diploma of Business (various choices) UNIVERSITIES <ul style="list-style-type: none"> Degrees Bachelor of <ul style="list-style-type: none"> Business Environmental Management Human Resources Management Industrial relations Commerce Logistic studies Marketing Organisational behaviour International Business
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Employment Opportunities <ul style="list-style-type: none"> Industry and Commerce as a Manager/Assistant Manager in varying fields such as marketing, human resource, administration. Business owner

Careers Professional Recognition Depending on major: Australian Institute of Management, Australian Marketing Institute, Australian Human Resource Institute Specialist Areas <ul style="list-style-type: none"> Human Resource Marketing International Tourism Public Relations Administration Operations

Authority Subject

USER PAY FEES: NIL

EXCURSIONS: Year 11 – Field visit to Pumicestone Passage – approx. \$30
Year 12 – Mooloolah River – approx. \$30

ADDITIONAL COST: Australian Geography Competition – approx. \$4

SUBJECT INFORMATION: Geography is a subject that has links to the local, national and global environment. Geographers are taught a wide range of skills and concepts that are transferable to a number of occupations and personal pursuits.

Semester 1	Semester 3
Managing the natural environment <ul style="list-style-type: none"> Responding to natural hazards Managing catchments 	Resources and environment <ul style="list-style-type: none"> Living with climate change Sustaining biodiversity
Semester 2	Semester 4
Social environments <ul style="list-style-type: none"> Sustainable communities Connecting people and places 	People and Development <ul style="list-style-type: none"> People and development Feeding the world's people
Special Features of the Course: <ul style="list-style-type: none"> Field work is an integral part of the subject and is undertaken for 4 days over the 2 years. Field work sites include Pumicestone Passage, Mooloolah River National Park 	Assessment Techniques <ul style="list-style-type: none"> Stimulus response essay Prac test Field Report Short response test

WHERE DOES STUDYING *GEOGRAPHY* LEAD ME AFTER YEAR 12?

Further Study Opportunities: * Arts * Urban Education Planning *Geographical science *Planning and environment *Spatial Sciences *Education *Humanities *Environmental studies *Geographical Information Systems (GIS)

Employment Opportunities and Careers *Industry and Commerce *Government *Cartography *Tourism *Town planning *Recreation officer *National parks and Wildlife officer *Meteorology
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USER PAY FEES: \$600 approx. (This is for the cost of external provider and is a one off fee/non-refundable).
EXCURSION: Year 11 and 12 to Brisbane Courthouse – approx. \$30
Training Provider: Unity College (RTO No. 32123)
Course Description:



Certificate IV in Justice provides relevant skill and knowledge for those wishing to enter a variety of justice occupations (see below). The course is a two (2) year course. Students also enrolled in QSA Legal Studies may be eligible for RPL (Recognised Prior Learning) for some of their course study.

Special Features of the Course:

- Successful completion of the course gives students direct entry into the Bachelor of Justice and Legal Studies at the University of the Sunshine Coast with 4 credit points (equivalent to 6 months off the duration of the course)
- “Hands on” approach to Justice Studies
- Whole day and night tutorials / court visits / police lectures
- Completion of the course will require extra outside class and school hours commitment.
- External RTO with content delivered by Caloundra SHS staff to assist students to achieve competency.

Core Units of Study:

SEMESTER 1	SEMESTER 3
BSBLEG413A <ul style="list-style-type: none"> • Identify and apply the legal framework QLD594JUS01A <ul style="list-style-type: none"> • Communicate with clients on justice related issues BSBWOR404A <ul style="list-style-type: none"> • Develop work priorities 	BSBRES401A <ul style="list-style-type: none"> • Analyse and present research information PSPREG411A <ul style="list-style-type: none"> • Gather information through interviews BSBLEG416A <ul style="list-style-type: none"> • Apply the principles of the law or torts
SEMESTER 2	SEMESTER 4
QLD594JUS02A <ul style="list-style-type: none"> • Prepare documentation for court proceedings PSPREG409B <ul style="list-style-type: none"> • Prepare a brief of evidence 	QLD594JUS03A <ul style="list-style-type: none"> • Analyse social justice issues BSBWOR402A <ul style="list-style-type: none"> • Promote team effectiveness

Assessment:

Students may apply for Recognition of Prior Learning. Please refer to VET Student Handbook for details of RPL and the application process.

Assessment Techniques *Research assignments *Online reading and activities *Open book Exams

RPL Information:

Students may apply for Recognition of Prior Learning. Please refer to VET Student Handbook for details of RPL and the application process.

Student activities including Learning Experiences:

A range of teaching and learning strategies will be used to deliver the competencies. These include-

*Simulations *Observations *Activities *Case Studies *Folios of work

Students undertake meaningful and authentic tasks, and reflect on what they have achieved. They will be challenged to produce effective solutions to problems, so that skills are developed.

Further Study Opportunities

- Diploma in Justice Studies
- Certificate in Mediation
- Diploma in Mediation
- Bachelor of Laws
- Bachelor of Laws/Bachelor of Business
- Bachelor of Counselling
- Bachelor of international studies
- Bachelor of Social Work
- Bachelor of Justice and Legal Studies

Employment Opportunities

- Police Service / Corrective Services
- Justice-related occupations
- Courts
- Legal Offices
- Customs Services
- Security Industry

Disclaimer: The school reserves the right to cancel or suspend the vocational component of the course should it not be able to meet the human resources standards as outlined in the Standards for Registered Organisations (2015) or the physical resources as detailed in the relevant training packages.

Students who commence after the official start date of the course will be required to complete units of competency already delivered to be eligible to be awarded this qualification at the end of the course. All students will be issued with a Statement of Attainment for the units of competency achieved.

Authority Subject

USER PAY FEES: NIL
EXCURSION: Year 11 and 12 – Brisbane Courthouse – approx. \$30

SUBJECT INFORMATION The course is designed for students who have an interest in our legal system and issues relating to it. Students who undertake this course will acquire a general understanding of legal principles and an informed appreciation of our legal system, developing competencies, skills, processes, attitudes and values to become a critical and active member of our democratic society.

Semester 1	Semester 3
<ul style="list-style-type: none"> The Legal System <p>Focus question: How does the Australian legal system meet society's needs?</p>	<ul style="list-style-type: none"> Family & the Law <p>Focus question: How does the law recognise and regulate family relationships?</p> <ul style="list-style-type: none"> Human Rights <p>Focus question: Does the Australian legal system adequately protect and enforce individual rights?</p>
Semester 2	Semester 4
<ul style="list-style-type: none"> Criminal Law <p>Focus question: To what extent does the criminal justice system successfully balance the rights of individuals with society's need for order?</p> <ul style="list-style-type: none"> Introduction to Civil Obligations: <p>Focus question: How do civil agreements and the laws of negligence impact on citizens in a society?</p>	<ul style="list-style-type: none"> Independent Study <p>An independent Study involves students undertaking an independent, self-directed, in-depth investigation of a topical legal issue facing Australian society.</p> <ul style="list-style-type: none"> Employment and the Law <p>Focus question: How does the legal system attempt to balance the rights and responsibilities of employer and employee?</p>

<p>Special Features of the Course:</p> <ul style="list-style-type: none"> Court Visits Guest Speakers 	<p>Assessment Techniques:</p> <p>Examinations:</p> <ul style="list-style-type: none"> 1 Short response test 2 extended response tests <p>Extended Response:</p> <ul style="list-style-type: none"> 1 extended research response 2 extended responses to stimulus
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WHERE DOES STUDYING **LEGAL STUDIES** LEAD ME AFTER YEAR 12?

<p>Further Study Opportunities</p> <ul style="list-style-type: none"> Diploma in Justice Studies Certificate in Mediation Diploma in Mediation Bachelor of Laws Bachelor of Laws/Bachelor of Business Bachelor of Counselling Bachelor of international studies Bachelor of Social Work Bachelor of Justice and Legal Studies

<p>Employment Opportunities / Careers</p> <ul style="list-style-type: none"> Legal Services Police Force/Corrective Services Courts Legal Offices Customs Service Security Industry Social Work Law (Barrister/Solicitor) Justice

Authority Subject

USER PAY FEES: NIL

SUBJECT INFORMATION The Modern History course explores a range of topical and historical moments which have shaped the world we live in. In particular this subject provides students with a key to understanding the Modern World, an active interest in current events, news and politics both in Australia and abroad.

Semester 1	Semester 3
<p>Studies of change</p> <ul style="list-style-type: none"> • The legacy of the French Revolution • The Cold War • Israel and Palestine – will there ever be peace in the Middle East? 	<p>Studies of conflict</p> <ul style="list-style-type: none"> • Imperialism in South East Asia • Modern China • Australia and its place in the world
Semester 2	Semester 4
<p>Studies of hope</p> <ul style="list-style-type: none"> • Colonialism – India and the legacy of Mohandas Gandhi • Race relations – USA and South Africa 	<p>Studies of history and the future</p> <ul style="list-style-type: none"> • The Global village in the 21st century • Contemporary society and family

Assessment Techniques

- 70 minute short response exam
- 600 word essay exam
- 2 x 800 word research assignments – 1 written and 1 spoken
- 70 minute content exam

WHERE DOES STUDYING **MODERN HISTORY** LEAD ME AFTER YEAR 12?

Further Study Opportunities
Universities:

- Arts
- Law
- Education
- Journalism
- Humanities
- Modern Asian Studies

Employment Opportunities and Careers

- Law
- Foreign Affairs
- Teaching
- Journalism
- Academia
- Diplomatic services
- Research
- Strategist