

VCE Exam Revision Lectures 2023 – Unit 3 & Unit 4 Accounting, Business Management & Legal Studies



What Will Be Covered? What Will I Learn?

Unit 3 Accounting ● REC

(5 Hours in Total)

You Will Cover the Following Topics:

The application of Accounting Assumptions and Qualitative Characteristics to recording and reporting financial information. The double entry recording of cash and credit transactions into the General Journal and Ledger accounts, including the GST Clearing ledger. Inventory recording using the FIFO and Identified Cost methods, distinguishing between product and period costs and the application of the Lower of Cost and Net Realisable Value rule. Preparing the Income Statement, Balance Sheet and Statements of Cash Flows. Ethical considerations and financial analysis.

Unit 4 Accounting ● REC

(4 Hours in Total)

You Will Cover the Following Topics:

Recording & reporting financial data Using a double entry accrual-based system, recording & reporting balance day adjustments (both expenses & revenues), the purchase & disposal of non-current assets, different methods of depreciation, analysing budgeted accounting reports & variance reports & the effect of alternative strategies on the performance of a business, as well as the ethical considerations of business owners when making decisions, including financial, social & environmental.

Unit 3 & Unit 4 Business Management

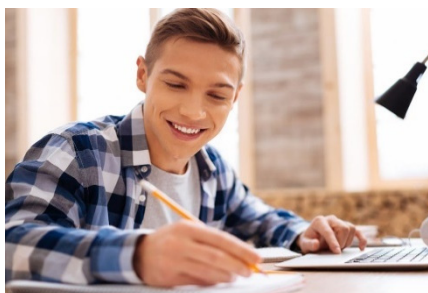
1 Part = 3.5 Hours Total



Unit 3 Business Management

You Will Cover the Following Topics:

Business Foundations: Types of businesses & their objectives, stakeholders; their characteristics & potential conflicts, management styles & the appropriateness of each style in relation to the nature of a task & employee involved, management skills, their features & relationship to management styles & corporate culture.



What Happens During Each Lecture?

During each subject course, you will **thoroughly revise** examinable materials and **extend on** the knowledge you've acquired so you can secure the **highest possible ATAR** result.

You will also:

- Work through **carefully selected** exam-style questions that target the key knowledge **most likely** to appear in the exam(s).
- Receive **first-hand advice** regarding how marks are awarded in the exams & what to include in your exam responses to get **full marks**.
- Revise the **harder concepts** (not just the basic principles) & cover the areas that have been **poorly answered** in past VCE exams.
- Learn new **problem-solving strategies** & strengthen examination skills so you can secure **every possible mark** in your exams.
- Discover the **safest & most effective** way to work through questions you haven't seen before.
- Learn how to spot & process the **tricks & traps** that result in the **loss of valuable examination marks**.

This **mark boosting** program is being delivered by the very same teachers who will be **marking your VCE exams!**

Each subject course draws on the key knowledge & key skills outlined in the 2023 VCE Study Design.

Human Resource Management: The relationship between human resource management & achieving business objectives, theories of motivation & their key principles, including Hierarchy of Needs (Maslow), Goal Setting Theory (Locke & Latham) & the Four Drive Theory (Lawrence & Nohria), motivating employees, effects of using motivation strategies on employees, the advantages & disadvantages of the different motivation strategies & on/off-the-job training options, termination management, the roles of participants in the workplace, awards & agreements, the dispute resolution process including mediation & arbitration.

Operations Management: Key elements & management of operations systems, strategies to maximise efficiency & effectiveness of operations (technological developments, materials quality & waste minimisation), the pull, one-piece flow, takt, zero defects strategy, corporate social responsibility & global considerations for operations management.



Unit 4 Business Management

You Will Cover the Following Topics:

Reviewing Performance – The Need for Change: Business change, proactive & reactive approaches to change, using KPI's to analyse the performance of businesses, the Force Field Analysis theory (Lewin), driving & restraining forces for change in business, strategic management according to Porter's Generic Strategies. **Implementing Change:** The importance of effective management strategies & leadership in change management; management strategies to respond to KPI's &/or seek new business opportunities, corporate culture & strategies for its development, the Learning Organisation (Senge), high & low risk strategies to overcome employee resistance, the Three-step Change Model (Lewin), the effect of change on stakeholder groups, incorporating corporate social responsibility into the change process, reviewing KPI's to evaluate the effectiveness of business transformation.



**“TODAY I WILL
DO WHAT OTHERS WON'T,
SO TOMORROW
I CAN ACCOMPLISH WHAT OTHERS CAN'T.”**

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What Will Be Covered? What Will I Learn?



Unit 3 & Unit 4 Legal Studies



1 Part = 3.5 Hours Total)

Unit 3 Legal Studies

You Will Cover the Following Topics:

The Victorian Criminal Justice System: The principles of justice & the key concepts in the Victorian criminal justice system, rights of victims & the accused, the role of Victoria Legal Aid & Victorian community legal centres, committal proceedings & plea negotiation, the Victorian court hierarchy & the responsibilities of key personnel in a criminal trial, factors considered in sentencing, sanctions, fines, community corrections orders & imprisonment & their specific purposes, factors that affect the ability of the criminal justice system to achieve the principles of justice, recent reforms & recommended reforms to the criminal justice system. **The Victorian Civil Justice System:** The factors to consider when initiating a civil claim, institutions & methods used to resolve civil disputes, the purposes & types of remedies & the factors that affect the ability of the civil justice system to achieve the principles of justice.

Unit 4 Legal Studies

You Will Cover the Following Topics:

The People and the Australian Constitution: The role of the Crown and the Houses of Parliament in law-making, the division of constitutional law-making powers of the state and Commonwealth parliaments, Section 109 of the Australian Constitution, the means by which the Australian Constitution acts as check on parliament in law-making. **The People, the Parliament & the Courts:** Factors that affect the ability of parliament and the courts to make law, the roles of the Victorian courts and the High Court in law-making, statutory interpretation, the relationship between courts and parliament in law-making and law reform.

Advantage



Get the Marks You Deserve

The Fastest
Way to
Prepare for
Your Exams

Experienced
VCE Teachers
NOT
University
Students

Study With
the Assessors
who will be
Marking Your
Exams!

Get FREE
Recordings
of the
Lectures

Pause &
Rewind Your
Teacher

Detailed A+
Notes With
Everything
You Need
to Know

