

Correspondence 2017 Students Study Guide

Date	Topic
Thu 23/02/2017	Introduction & Enrolment / Income
Fri 24/02/2017	Deductions – Part 1
Thu 02/03/2017	Deductions – Part 2
Fri 03/03/2017	Depreciation – Part 1
Thu 09/03/2017	Depreciation – Part 2
Fri 10/03/2017	Motor Vehicle Expenses
Thu 16/03/2017	Motor Vehicle Expenses
Fri 17/03/2017	Tax Calculations, Medicare Levy and Adjustments
Thu 23/03/2017	Tax Offsets & Rebates Appearing on Return
Fri 24/03/2017	Practice Exam
Thur 30/03/2017	Review and Role Play
Fri 31/03/2017	Midterm Exam - results will be emailed to students
2 nd April to 18 th April 2017	School Holidays - NO CLASSES This time can be used to come into the Clontarf location to use our training computers
Thu 20/04/2017	Review Mid Term Exam & Supplementary Income – Part 1
Fri 21/04/2017	Supplementary Income – Part 2
Thu 27/04/2017	Supplementary Deductions
Fri 28/04/2017	Review, Question, Catch up
Thu 04/05/2017	Property Income & Expenses
Fri 05/05/2017	Property Income & Expenses
Thu 11/05/2017	Declarations, Penalties, PAYG & Special Circumstances
Fri 12/05/2017	Role Play
Thu 18/05/2017	Business & Professional – Labour Hire and PSI
Fri 19/05/2017	Business & Professional – Labour Hire and PSI
Thu 25/05/2017	Review of Chapters 9 – 12 and Role Play
Fri 26/05/2017	Practice Final Exam and Review of Practice Exam
Thu 01/06/2017	Practice Final Exam and Review of Practice Exam
Fri 02/06/2017	Final Exam – results will be emailed to students along with offer of Interview times
Thu 08/06/2017	Review Final Exam
Mon 12 June 17 – Wed 14 June 17	Top Graduates Interviews
Mon 19 June 17 – Wed 21 June 17	Successful Applicants Policy and Procedure Training (Compulsory)
Fri 23 June 2017	Staff Pre-Season Meeting (Compulsory)

Recommendations

For you to receive the maximum benefit from this course, we suggest the following:

1. Read and complete exercises prior to commencement of each lesson.
2. Students are required to supply their own notepaper, calculators, pens, pencils and highlighters.
3. Allow additional time at home – 1-3 hours a day for homework and review questions.

Assessment Weighting

Mid Term (40%)

Final Assessment (55%)

Homework Completed (5%)

For successful completion of this course, students are required to obtain a minimum overall score of 85%.

NOTE: * THAT WHILE ALL CARE IS TAKEN TO ENSURE THAT THE DATES ON THIS GUIDE ARE CORRECT AND FINAL, THEY ARE STILL SUBJECT TO CHANGE ON SHORT NOTICE.

* NO CLASSES ARE HELD ON PUBLIC HOLIDAYS OR DURING SCHOOL HOLIDAYS