

Week	Date	Lesson	Topic
1	2 Mar 2010	1	Introduction and Enrolment / Income
	3 Mar 2010	2	Income
2	9 Mar 2010	3	Deductions
	10 Mar 2010	3	Deductions
	12 Mar 2010	3	Computer Training
3	16 Mar 2010	4	Depreciation
	17 Mar 2010	4	Depreciation
	19 Mar 2010	4	Computer Training
4	23 Mar 2010	5	Motor Vehicle Expenses
	24 Mar 2010	6	Tax Calculations, Medicare Levy, Adjustments
	26 Mar 2010	5 - 6	Computer Training
5	30 Mar 2010	7	Rebates Appearing on Return
	31 Mar 2010	7	Computer Training
6	13 Apr 2010	7	Rebates Not Appearing on Return
	14 Apr 2010	7	Computer Training
	16 Apr 2010	1 - 7	REVIEW
7	20 Apr 2010		MID TERM ASSESSMENT
	21 Apr 2010		REVIEW MID TERM EXAM
	23 Apr 2010	9	Supplement Income Part 1
8	27 Apr 2010	10	Supplement Income Part 2
	28 Apr 2010	11	Supplement Deductions and Offsets
	30 Apr 2010	9 - 11	Computer Training
9	4 May 2010	9 - 11	Computer Training
	5 May 2010	12	Property Income and Expenses
	7 May 2010	13	Declarations, Penalties, PAYG & Special Circumstances
10	11 May 2010	12	Computer Training
	12 May 2010	13	Computer Training
	14 May 2010	14	Business and Professional Part 1
11	18 May 2010	14	Computer Training
	19 May 2010	15	Business and Professional Part 2
	21 May 2010	15	Computer Training
12	25 May 2010	16	Partnerships and Primary Production
	26 May 2010	16	Computer Training
13	1 Jun 2010	9 - 12	REVIEW
	2 Jun 2010	13 - 16	REVIEW
14	8 Jun 2010		FINAL ASSESSMENT
	9 Jun 2010		REVIEW FINAL ASSESSMENT
15	15 Jun 2010	18	Goods and Services Tax (GST)
	16 Jun 2010	18	Computer Training
16	22 Jun 2010		Policy & Procedures Training
	23 Jun 2010		Policy & Procedures Training

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, calculator, pens, pencils and highlighters.

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: THE DATES OF CLASSES MAY BE SUBJECT TO CHANGE

NO CLASSES ON PUBLIC OR SCHOOL HOLIDAYS