

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