

## Correspondence 2018 Students Study Guide

Date	Topic
Thu 15/03/2018	Introduction & Enrolment / Income
Fri 16/03/2018	Deductions – Part 1
Thu 22/03/2018	Deductions – Part 2
Fri 23/03/2018	Depreciation – Part 1
Thu 29/03/2018	Depreciation – Part 2
Thu 05/04/2018	Motor Vehicle Expenses
Fri 06/04/2018	Motor Vehicle Expenses
Thu 12/04/2018	Tax Calculations, Medicare Levy and Adjustments
Fri 13/04/2018	Tax Offsets & Rebates Appearing on Return
Thur 19/04/2018	Practice Exam
Fri 20/04/2018	Review and Role Play
Thu 26/04/2018	<b>Midterm Exam - results will be emailed to students</b>
Fri 27/04/2018	Review MidTerm Exam
Thu 03/05/2018	Supplementary Income
Fri 04/05/2018	Supplementary Deductions
Thu 10/05/2018	Property Income & Expenses Part 1
Fri 11/05/2018	Property Income & Expenses Part 2
Thu 17/05/2018	Declarations, Penalties, PAYG & Special Circumstances
Fri 18/05/2018	Business & Professional – Labour Hire and PSI
Thu 24/05/2018	Business & Professional – Labour Hire and PSI
Fri 25/05/2018	Goods and Services Tax (GST)
Thu 31/05/2018	Practice Exam
Thu 01/06/2018	Review of Practice Exam
Fri 01/06/2018	Practice Final Exam and Review of Practice Exam
Thu 07/06/2018	<b>Final Exam – results will be emailed to students along with offer of Interview times</b>
Fri 08/06/2018	Review Final Exam
Mon 11 June 18 – Wed 13 June 18	Top Graduates Interviews
Mon 18 June 17 – Wed 21 June 18	Successful Applicants Policy and Procedure Training (Compulsory)
Fri 22 June 2018	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