

## Day Course 2018 Students Study Guide

| Date                            | Topic   |
|---------------------------------|---|
| Thu 15/03/2018                  | Introduction/ Income  |
| Fri 16/03/2018                  | Deductions – Part 1   |
| Thu 22/03/2018                  | Deductions – Part 2   |
| Fri 23/03/2018                  | Depreciation  |
| Thu 29/03/2018                  | Depreciation  |
| 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 Practice Exam  |
| 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   |
| Fri 01/06/2018                  | 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                  | <b>Review Final Exam</b>  |
| Mon 11 June 18 – Wed 13 June 18 | Top Graduates Interviews  |
| Mon 18 June 18 – 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 note-paper, 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