



## MAA363 Corporate Accounting

### PORTFOLIO ASSIGNMENT – Part One TRIMESTER 1, 2015

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<b>IMPORTANT DATES:</b>	<b>SUBMISSION INFORMATION</b>
<b>Due date:</b>	<b>Monday 23 March, 2015 before 11.59 pm</b>
Marks:	This assignment represents 3% of the total marks for the unit.
Dropbox open:	Monday 9 March, 2015, 9.00 am
Dropbox close:	Friday 3 April, 2015, 5.00 pm
Submission:	ONLINE only to Dropbox – no hard copy to be submitted.
Mark in Grades:	Wednesday 8 April, 2015 after 5.00 pm
<b>Online assistance*</b>	<b>Blackboard collaborate online Monday 16 March, 7.00 pm</b>

#### Threshold Learning Standards (TLS):

TLSs are the minimum accounting discipline national standards graduates are expected to meet or exceed upon graduation. This assessment item provides students with the opportunity to develop and evidence the following TLSs that are aligned to the Deakin graduate learning outcomes (DGLO) and more importantly the Unit learning outcomes (ULO):

TLS		Description
TLS05 (ULO5)	Self-management	Reflect on performance feedback to identify and action learning opportunities and self-improvements

Refer to the marking rubric for details of how to evidence these TLS in your assessment submission.

## Assignment instructions

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1. Please monitor CloudDeakin for any instructions/announcements.
2. This is an **Individual** assignment (there is **no group** option).
3. It must be completed as a Portfolio through CloudDeakin. You have been provided with a template, but you can create your own template if you wish too, as long as all the components in the provided template are included, as a minimum.
4. You don't need to have completed any topic to complete this assignment, it is about your own experience with this unit.
5. If you choose not to submit this question you will score zero – the marks cannot be added to the final examination result.
6. NOTE: The submission **Due Date is Monday 23 March, 2015**. The Dropbox will remain open for **late submissions**. A **penalty** of one mark per day will be applied once 24 hours or more late.
7. **Submit/upload your Portfolio to the Assignment Dropbox under the Assessments tab.**

## A note on plagiarism and collusion

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Plagiarism and collusion are forms of cheating and is considered a serious academic misconduct, and severe penalties are associated with them. Please refer to the MAA363 unit guide for your responsibilities with regard to plagiarism and other academic offences.

## Online assistance – Blackboard Collaborate on **Monday 16 March, 2015 at 7.00pm**

The purpose of the online assistance is to provide you with clarification of any technical or administrative issues relating to the assessments. The sessions will take the form of a short introduction by the facilitator (5-10 mins) and the remainder of the session will be spent dealing with your questions. It may assist if you could email the facilitator ([david.arundell@deakin.edu.au](mailto:david.arundell@deakin.edu.au)) prior to the session with any particular questions so that material can be prepared as a response.

## Portfolio Assignment - Part One

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Detailed instructions on what is expected for your ePortfolio can be found within your Portfolio space on CloudDeakin. To access your Portfolio click on the Portfolio link on the top Navbar.

In your Dashboard, you will find two portfolios. One contains instructions for this assessment item, and the other is the template that you can edit to complete the assessment piece.

The portfolios are named:

T1 2015 MAA363 Corporate Accounting Portfolio Instructions

T1 2015 MAA363 Corporate Accounting Portfolio Template

Additional instructions on how to navigate through the Portfolio tool can be found at

<http://www.deakin.edu.au/learning/clouddeakin/clouddeakin-guides/eportfolio/eportfolio-overview>

## Submitting your Portfolio

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Click the name of the Assignment folder that you want to submit an assignment to.

Carefully read the instructions relating to the assignment criteria and submission.

Click Add a File.

Note: You can upload a maximum of 250 MB file.

Submit items from your Portfolio

Click on Portfolio link and select the object you wish to submit.

Click Select Item.

Add a comment if required.

Click Submit.

You will receive confirmation that your file submission was successful.

For further instructions on editing or sharing your Portfolio, refer to the CloudDeakin help guides for Portfolios - <http://www.deakin.edu.au/students/clouddeakin/help-guides>

(3 marks)

## Detailed Instructions

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This assessment item asks you to build a LinkedIn account in order to start your online professional networking activity. There are four tasks associated with this activity:

1. Develop your Career aspirations
2. Develop your LinkedIn account
3. Consider how having an active LinkedIn account will help you to develop your professional identity
4. How have you used your LinkedIn account during the course of the trimester to advance your knowledge in corporate accounting and in turn advance your professional identity?

Tasks 1 and 2 need to be submitted at the beginning of week 3 (Monday 23<sup>rd</sup> March, 2015).

The remaining tasks (Tasks 3 and 4) are to be submitted at the beginning of week 10 (Monday 18<sup>th</sup> May, 2015).

### TASK 1

#### Develop your Career Aspirations

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In this component of your Portfolio task you are required to reflect on your learning to date and make connections with your future career aspirations. *Please write approximately 200 words.*

To help you with this task, complete the following steps:

##### Step 1:

Visit the Deakin University website My Course My Career - [What can I do with my course in accounting?](#) to gain insights about:

- [Careers in accounting](#)
- [Skills and related occupations](#)
- [Salary and job outlook](#)

##### Step 2:

Make some reflective notes, keeping your career in mind:

##### 1. What? (Report)

- *What have you learned.*
- *How what you have learned has changed and developed you: what can you do now that you could not do before.*

## 2. So What? (Relate/Reason)

- *How you will use what you have learned, in particular....*
- *How what you have learned is relevant to the workplace and the job you want.*

## 3. Now What? (Reconstruct)

- *What you still need to know or develop and how you might do that.*

### Step 3:

Looking to the future, develop a career objective statement that you can include on your CV and in your LinkedIn account.

### Required:

Looking to the future, develop a career objective statement that you can include in your CV and in your LinkedIn account (100 words).

### Useful Resources

Here are some resources to continue to reflect on your learning and aligning with your career aspirations:

#### 1. [My Course My Career](#)

Understand where you can go with your qualification once you have graduated. My Course My Career provides you with course-relevant career information to assist you with developing your pathway.

#### 2. [Jobs and Career](#)

Information on developing professionally, search current job listings, experience and preparation, interviewing and assessment centres...and more!

#### 3. [Accounting Course site on CloudDeakin](#)

Connect with students, staff and industry; Advance your career and job opportunities; and Stay up to date with developments in the Accounting discipline.

## TASK 2

### Develop your LinkedIn account

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If you have not already done so, sign up to LinkedIn – <https://linkedin.com>

Start populating your LinkedIn account with your details. If you have an account, make sure that the details are current. It is very important that your account contains at least the following:

- A recent professionally acceptable photo is uploaded to your webpage
- A professional headline
- A summary (you can put your career objective here)
- A list of your experience
- A list of organisations that you are or have been affiliated with
- A list of your education to date, including where you completed schooling
- A list of Volunteer experiences
- A list of your skills and expertise

A recommendation from someone that you have an association with (this is not a friend, but someone you have worked with or for, a mentor or a recent past teacher).

#### Required:

1. Present a collage containing evidence that you have created a LinkedIn account. Include a minimum of 3 screen shots, showing different aspects of your LinkedIn account.
2. Add a direct weblink to your LinkedIn account as part of your collage presentation.

Task 1 and 2 need to be submitted at the beginning of Week 3 (Monday 23<sup>rd</sup> March, 2015)