



MAA363 Corporate Accounting

PORTFOLIO ASSIGNMENT – Part Two TRIMESTER 1, 2015

IMPORTANT DATES: SUBMISSION INFORMATION

Due date: Monday 18 May, 2015 before 11.59 pm

Marks: This assignment represents 7% of the total marks for the unit.

Dropbox open: Monday 23 March, 2015, 9.00 am

Dropbox close: Friday 29 May, 2015, 5.00 pm

Submission: ONLINE only to Dropbox – no hard copy to be submitted.

Mark in Grades: Monday 1 June, 2015 after 5.00 pm

Online assistance* Blackboard collaborate online Monday 11 May, 7.00 pm

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

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 18 May, 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

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 11 May, 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) prior to the session with any particular questions so that material can be prepared as a response.

Portfolio Assignment - Part Two

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

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>

(7 marks)

Detailed Instructions

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 3 and 4 need to be submitted at the beginning of week 10 (Monday 18th May, 2015)

TASK 3

Consider how having an active LinkedIn account will help you to achieve your professional identity

Now that you have an account, explore LinkedIn's features and your site. Consider how you could use the features offered by LinkedIn to help you develop your professional identity.

Consider the advantages of having a LinkedIn account.

What are some of the features that LinkedIn offers that you could take advantage of?

Start making a list of the Groups and Companies that you could link in with that provide information and advice on areas that you are interested in.

As starters, here are some corporate accounting groups and companies that you may want to follow:

CPA Australia	Big 4
Deloitte	KPMG
PWC	Accounting Consulting
Financial Review Group	ATO
IFRS	IASB
APESB	AASB

You may also choose to follow groups and companies focusing on career development, leadership, entrepreneurship and management to name some other suggestions.

Required:

1. **Develop and present a goal that you would like to achieve by having a LinkedIn account.**

Make sure that your goal is specific and measurable. It is not enough to have goal such as "have a LinkedIn account that is viewed regularly". It is better to state a goal with specific target that are to be met, such as successfully connect with two new Accounting Professionals on a weekly basis for six weeks. Another example could be write reflective

summary on corporate accounting and/or career development and leadership issues (including posts) that are currently discussed/posted on three different corporate accounting groups and companies every week for six weeks. These examples are more specific and you can see whether you have achieved the goal at the end of the six week period.

2. Prepare an Action Plan that supports the achievement of your goal (150 words).

The Action Plan is based on the goal that you have set. The action plan should be broken down into steps that you need to take in order to help you achieve the goal. Within your Action Plan consider answering the following types of questions:

- What features of LinkedIn do I need to use in order for me to achieve my goal?
- How can I find out information about groups and companies within LinkedIn?
- How can I find out about people that I do not actually know, but that are influential in the industry?
- What do I have to do to connect with people who I do not know?
- Are there any special resources and features within LinkedIn that I could take advantage of?

TASK 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?

After being an active participant (either as posting questions to discussion groups, sharing articles of interest through your account and/or following current issues relating to corporate accounting* and career development) in your selected corporate accounting/career related groups and companies, you are now asked to **reflect and discuss** the following:

1. How has being an active participant broaden your corporate accounting knowledge? Provide evidence.
2. How has your professional identity developed and how is this evidenced through your LinkedIn account?
3. How you will use your LinkedIn account in the future to:
 - a. Continue broadening your corporate accounting knowledge*
 - b. Further your professional identity
 - c. Assist in achieving a graduate position.

**These issues need not be limited to the topics covered in this unit. It may cover the broader aspects of corporate accounting and career development.*

(400 words)

Tasks 3 and 4 MUST be submitted on Monday, 18 May 2015 (beginning of Week 10).