

Step	Content	Due Date	Submission	Mark
Step 1	Study Guide – Introduction and Chapter 1 <ul style="list-style-type: none"> Develop KCQ's across both topics. 	Week 2 – Monday 11am	Submission via Moodle as a word document. Use – Danielle Bradley's Example on Moodle as basic framework. No requirement for referencing. Step 1 should also be posted on your Blog after you have set it up in Week 2.	3
Step 2	Moodle and Blog Setup <ul style="list-style-type: none"> Create your personal profile in Moodle with description about yourself. Create a blog. Create a welcome message on your blog. Link your blog in Moodle. Create a profile picture on Moodle Profile. Link your blog on the unit Facebook page. 	Week 3 – Monday 11am	Moodle Profile via – Unit Moodle site, Admin Tab (left hand side), My Profile Settings, Edit Profile. Blog – via WordPress or similar site. Unit Facebook - https://www.facebook.com/groups/606638232724110/	Moodle – 1 Blog – 1 Photo/Description - 1
Step 3	Identify your company <ul style="list-style-type: none"> Week 1 - Friday find your company on the Moodle link "Find Your Company" Download at least 2 years of annual reports and company financials via your company's website. Provide background information on your company, what they do etc. Develop KCQ's via your company's annual report. Discuss areas of the reports you have difficulty understanding. Discuss challenges your company appears to be facing. Discuss how your company may overcome these challenges. Comment on other people's Step 3 KCQ's via Moodle, Facebook & Blogs – provide reference links to these interactions within your Step 3 document. Discuss if you are happy with the firm you have been given. Discuss the concerns you have at this stage of the assessment. Provide relevant media, articles and links to your company where available. 	Draft Week 3 – Friday 5pm Provide a draft of your current assignment on the Draft ASS#1 on Moodle. Final Week 5 – Monday 11am	Step 3 to be submitted as a word document on Moodle as a part of Step 3-6. Due Week 5 – Monday 11am. Step 3 should also be posted on your Blog. Draft Step 3 should also be posted to the Moodle Draft ASS#1 section as a word document to allow others to comment prior to Week 3 – Friday 5pm. No requirement for referencing.	Background Information – 2 Discussion on your company and KCQ's – 4 Comments on other blogs, Studiosity and your top 3 blogs - 2

Step	Content	Due Date	Submission	Mark
	<ul style="list-style-type: none"> Submit your Step 3 to Studiosity and discuss the outcome of your submission in your document. How did you find the process? Rate your top 3 blogs and discuss why you have chosen these and what your favourite blog was. Include links to these blogs in your document. Comment on other people's blogs and their blog and on Moodle. Provide links to these comments in your document. 			
Step 4	Input your company's financials <ul style="list-style-type: none"> Find your company's spreadsheet via the Moodle link "Company Spreadsheet" Watch the video ASS#1: Getting Started on Moodle. Watch the video "Entering your Financial Statements" on Moodle. Using your company's last four years of financial reports enter the figures into the relevant headings. 	Week 5 – Monday 11am	<p>To be submitted in the excel document "Company Spreadsheet" provided via Moodle. As a part of your Week 5 ASS#1 submission on Moodle.</p> <p>Ensure the excel document is separate to your word document in the final submission.</p> <p>Step 4 should also be posted on your Blog.</p> <p>No requirement for referencing.</p>	5
Step 5	Chapter 2 & 3 reflection <ul style="list-style-type: none"> Read Chapter 2 & 3 of the study guide. Discuss what you believe the author is saying. Develop your KCQ's for both chapters. 	Week 5 – Monday 11am	<p>Step 5 to be submitted as a word document as a part of Step 3-6. Due Week 5 – Monday 11am via Moodle.</p> <p>Step 5 should also be posted on your Blog.</p> <p>No requirement for referencing.</p>	3
Step 6	Feedback <ul style="list-style-type: none"> Using the peer feedback sheet provide quality feedback to at least 3 people. Include the peer feedback you have given in you final assignment Step 3-6. Discuss the feedback you have received from other people and if you found it helpful. 	<p>Draft Week 4 – Thursday 5pm</p> <p>Final Week 5 – Monday 11am</p>	<p>Initial feedback should be provided to each student using the feedback sheets provided by Week 4 – Thursday 5pm.</p> <p>Step 6 to be submitted as a word document as a part of Step 3-6. Due Week 5 – Monday 11am via Moodle.</p> <p>Step 6 should also be posted on your Blog.</p> <p>No requirement for referencing.</p>	3
Total				25