

Manual Practice Sets



What is a practice set?

A practice set is a teaching tool that gives students direct and practical experience in all elements of a manual accounting cycle, and in a very hands-on way.

They will work through activities such as recording transactions into the general journal and special journals of their company and then manually post those transactions into its general ledger and subsidiary ledgers.

At the end of the one month accounting cycle, students construct a trial balance, record adjusting entries, manually prepare the financial statements, and journalise closing entries.

Unique VirtualTutor practice set approach

Perdisco's VirtualTutor manual practice sets are designed to be a similar experience to the paper-based practice set books that many accounting instructors frequently use.

The key difference is that they are delivered online using a web browser. No special software is required and students can access the online practice sets from any internet connected computer.

Why online?

Using technology enables us to improve the experience for both students and instructors.

- Our AutoGrade functionality scores students' work automatically, giving each completed practice set a very detailed grade (out of hundreds of points) that is free from bias. No manual marking is required!
- Our VirtualTutor functionality delivers real-time feedback. Students find out immediately if they have made any mistakes, helping them to learn as they go.
- Our Back-on-Track functionality means students can correct their work and avoid carrying forward any mistakes.
- Our AntiCheat functionality delivers a different practice set version to every student so that they cannot copy answers from each other. (If you would prefer to have all students complete an identical practice set – for example because you would like to work through the entire activity collaboratively in class – that is also fine.) You can change the business context and 'look and feel' of the practice set every semester to make it look different for every new cohort of students.

By automating the grading and administrative processes, our online delivery approach enhances learning opportunities for students and makes the experience of using a practice set more streamlined for instructors.

"I liked how it was very comprehensive and covered a great deal in the accounting cycle. I liked how I got feedback after every exercise so I knew if I was going alright. It was a very useful exercise and I have learnt a lot about the accounting cycle and feel that if I did it again I would improve enormously. The transactions were very descriptive and relevant to what we had covered in the course." (Student, UNSW)

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"It gave you instant feedback and you could check where you went wrong and why. Also your constant score that you could check meant that you knew that you needed to score higher in the next pages to raise your score or that you were doing fine."

(Student, Edith Cowan University)

"The assignment was a gradual process that allowed for learning, thinking and checking time and then gave immediate feedback so you were able to see errors and get positive reinforcement when you were correct."

(Student, Macquarie University)

"I liked the step by step process, lets you know what stage you are at so you know what is required to complete it. I liked it is very precise on little details so it gets you in the habit of consistency - check and balance ideology. Overall well-structured and tailored to current learning outcomes of my unit."

(Student, Curtin University)

"It allows me to complete the whole business circle and therefore I get a chance to practice what I learned in one place. That is very helpful."

(Student, University of Sydney)

"It was a practice set that closely mirrored real life accounting practices which helped to familiarise students with the whole accounting process."

(Student, UNSW)



Administrative features

Student and Instructor Companions: Each practice set title has its own separate companions for students and instructors that explain the concepts covered in the practice set, the pedagogical design and how the grading works.

Set up and information for students: When you adopt, our customer support team will contact you to check the details of your course and will provide documents that you can use to provide guidance to your students on how to access and use their practice set.

Regular reporting: We automatically provide you with regular reports on your students' performance throughout the practice set period. These reports can also be customised for specific requirements that you may have.

Accounting Cycle Supplement

A 100-page mini textbook is available in e-book format that supplements our manual practice sets. Its sections match the structure of the practice sets, making it an easy to use reference guide for students as they work through the entire exercise.

Content areas covered include journalising transactions and posting them to the ledger, perpetual and periodic inventory systems, special journals and subsidiary ledgers, bank reconciliation statement, end of month posting, worksheet, adjusting entries, schedules of accounts, closing entries, post-closing trial balance, financial statements and reversing entries.

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Comparison of available titles

	Performing Arts College	Music and Book Wholesaler	Coffee and Café Supplier	Coffee and Café Supplier (paper/Excel)	Specialty Sports	Technology Boutique
Format	Online	Online	Online	Hand-graded paper or Excel	Online	Online
Time required	Up to 10 hours	Up to 17 hours	Up to 18 hours	Up to 18 hours	Up to 19 hours	Up to 21 hours
Total points	284	1,036	1,106	50	1,050	1,281
Difficulty	Low	Medium	Medium	Medium	Medium	High
Instructor & student companions	Included	Included	Included	Instructor only	Included	Included
Inventory system	None	Periodic	Periodic	Periodic	Perpetual	Perpetual
Tax	None	None	None	None	None	GST
Reversing entries	None	None	Yes	Yes	None	None
Business structure	Sole trader	Company	Company	Company	Company	Company
Journals	General journal only	Special and General	Special and General	Special and General	Special and General	Special and General
Bank reconciliation & worksheet	None	Included	Included	Included	Included	Included
Automatic Grading	Included	Included	Included	Grading Guide supplied	Included	Included
Immediate feedback	Included	Included	Included	None	Included	Included
Back-on-track feedback	Included	Included	Included	None	Included	Included
Anti-Cheat	Included	Included	Included	None	Included	Included

MYOB practice sets are also available. Visit our website or contact us for more information.

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Reviewer access

We provide free review copies of our content to instructors. Contact us to let us know which titles you would like to see.

Demonstrations

Contact us to arrange a demonstration of our content over the phone.

How to adopt

If you would like to adopt any of our content, please contact us. Our adoption pack includes information that you can provide to your students (including a PowerPoint presentation and PDF you can put on your course website).

Cost

Manual practice sets are AU\$24.95 or NZ\$29.95 (except the paper and Excel versions – which are free).

The Accounting Cycle Supplement can be packaged with a practice set for a further \$9.90.

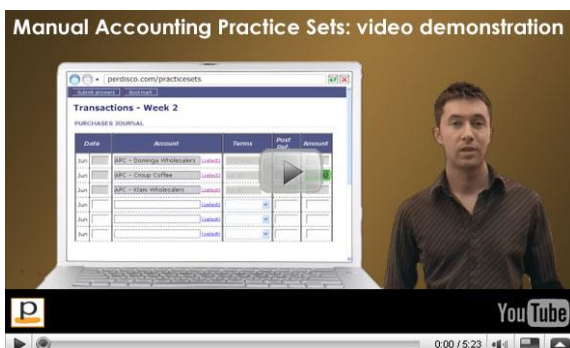
Who is using our practice sets?

Institutions such as Australian Catholic University, Australian Institution of Commerce and Technology, Australian Institute of Professional Education, Australian National University, Charles Sturt University, Curtin University of Technology, Edith Cowan University, Eynesbury, Federation University of Australia, Flinders University, Holmes Institute, Kaplan, La Trobe University, Macquarie University, RMIT, Southern Cross University, Torrens University, UNITEC Institute of Technology, University of Adelaide, University of Otago, University of New South Wales, University of Newcastle, University of Sydney, Victoria University, Waikato University, Western Sydney University and more.



“It allows a complete cycle of accounting procedures to be completed step by step and it is a great help in gathering all my theoretical knowledge and putting it into practice.” (Student, UNSW)

“I liked the questions, the feedback and the way it’s set out. The questions really helped me revise what I had learned, make mistakes and learn so that the same mistakes weren’t made in the test” (Student, Macquarie University)



For more information contact us by phone or email, visit our website, or view this introductory video at:

www.perdisco.com/au/practicesets

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