

## My Course View

Each course in Moodle may vary in appearance depending on how your course coordinator has designed the course and what resources/activities it contains.

The course content area usually resides in the centre of the **Course** main page. It is in this area that your course coordinator will place the material which makes up the online element of your course. The course home page

For example, the **Course** page you see below has **Blocks** on both sides and the main content in the middle. Some of the blocks on either side of the content are similar to ones located on the initial **Home** page.

The screenshot displays a Moodle course page for 'Budgets and Financial Plans'. The main content area is titled 'Topic outline' and contains two numbered elements: 'Element 1 – Plan financial management approaches' and 'Element 2 – Implement financial management approaches'. The left sidebar contains a 'Navigation' block with links like 'Home', 'My home', 'Site pages', 'My profile', 'View profile', 'Forum posts', 'Blogs', 'Messages', 'My private files', 'My courses', 'Budgets and Financial Plans', and 'ANC CE'. Below it is a 'Settings' block with options for 'Course administration', 'Grades', 'My profile settings', 'Edit profile', 'Change password', 'Messaging', and 'Blogs'. The right sidebar features a 'Search forums' block, a 'Latest news' block with a post from Moira O'Sullivan, an 'Upcoming events' block for 'Element 1' on Monday, 20 February, and a 'Recent activity' block. Two yellow arrows point from labels 'Navigation Block' and 'Settings Block' to their respective blocks in the interface.

The two main course formats in Moodle are **Topics** or **Weekly** format.

**Topics** format is identified by numbers (pictured above). Course material is organised according to topics. Under each topic (1, 2, 3 ...) you will find different information.

**Weekly** format is identified by from/to dates. If your course coordinator is using the Weekly outline, each section of the course has the from/to date of the week as a title, and course material will be posted according to weeks.

20 March - 26 March	<input type="checkbox"/>
27 March - 2 April	<input type="checkbox"/>
3 April - 9 April	<input type="checkbox"/>

You may prefer to view content by only viewing one week/topic at a time. You can do this by clicking the box to the right of the topic/week number; this will hide the other topics.

To make all the weeks/topics visible again, click the accordion boxes to the right of the topic/week.

Some units are set up in a way that allows any or all the topics to be collapsed. You will know if the site has been set up this way as the first time you access it, all the topics or weeks will be collapsed so that only the topic headings appear.

You can expand or close any of the topics/weeks by clicking on the heading for that topic/week.

While the topics/weeks are collapsed, you can also use the **Jump to** option located in the centre bottom of the screen to choose which topic/week you want to view.

## Topic outline

-  [News forum](#)
-  [BSBFIM501A Manage Budgets and Financial Plans](#)
-  [BSBFIM501A Manage Budgets and Financial Plans Workbook](#)
-  [BSBFIM501A Manage Budgets and Financial Plans Presentation](#)

**1** **Element 1 – Plan financial management approaches** 

PC 1.1 Access budget/financial plans for the work team

PC 1.2 Clarify budget/financial plans with relevant personnel within the organisation to ensure that documented outcomes are achievable, accurate and comprehensible

PC 1.3 Negotiate any changes required to be made to budget/financial plans with relevant personnel within the organisation

PC 1.4 Prepare contingency plans in the event that initial plans need to be varied

 **Element 1 Lesson Plan**

 Element 1 PowerPoint Presentation  
Available from 2 March 2012.

**Jump to..**

Choose...

Element 2 – Implement financial management approaches

Topic 3

Topic 4