



School of Accountancy and Commercial Law

ACCY 111 ACCOUNTANCY

Trimester Two 2005

COURSE OUTLINE

Contact Details

Course coordinator & lecturer: Prof Don G Trow, RH610, dd 463 5364 don.trow@vuw.ac.nz

Course lecturers: Dr Melvin Roush, RH618 dd 463 5968 melvin.roush@vuw.ac.nz

Mr Philip Colquhoun RH 714 dd 463 5776 philip.colquhoun@vuw.ac.nz

Administrator: Ms S Fackney, RH 710 dd 463 6680 sandy.fackney@vuw.ac.nz

Class Times and Room Numbers

Lecture classes are on Monday, Wednesday and Thursday – in three streams - from 9-10am, 11-noon and 2–3pm, in the McLaurin lecture theatre McL 103

You are required to attend four tutorial classes. Instructions on how to enrol, and the location of these classes will be provided at the lecture class during the first week of the course. The final examination will be held during the examination period at the end of the course.

Course Objectives

The prescription for the course reads “The preparation, use and social impact of accounting information, both within organisations and in external reporting” The course provides an overview of financial accounting, business finance and management accounting that should be understood by those involved in company administration.

The mandatory requirements for the course are to attend and participate in all four tutorial classes, and to submit written answers to all four assignments. Each assignment is to be placed in the box on second floor of the Murphy building by 1pm on the date prescribed in the programme. Late assignments are not accepted. Attendance at the lecture class is not compulsory, but you should make sure that you attend ALL lectures. Much of the lecture content, which is examinable, is not included in the text book or this book of classroom materials.

All students must also sit the Terms examination at 4pm on Friday 12 August, and the Final examination at the end of the course. Please bring your ID card to each examination.

Course Content

A brief outline of the course content is contained in a schedule that follows this outline.

Readings from Text book

A list of readings from the text book is contained in each of the three sections of this Handbook. The text is *Contemporary Accounting* by Bazley, Hancock, Berry & Jarvis 5th edition. If you happen to use the 4th edition of the text, the chapter numbers are the same but the page numbers differ.

Materials and Equipment

For the examinations, if you wish, you may bring in to the exam room a calculator and a non electronic foreign language dictionary. Calculators that store/display anything other than arabic numbers are not permitted.

Assessment Requirements

The final grade for the course will be determined as follows:

10% of the grade, from the marks received for the four written assignments

40% of the grade, from the mark received for the Terms examination (100 minute exam).

50% of the grade, from the mark received for the Final examination (Two hour exam).

100% The over-all passing mark for the course is 50%

Penalties

Please note that assignments must be submitted by the due date. Late assignments are not accepted.

Mandatory Course Requirements

The mandatory requirements for the course are to attend and participate in all four tutorial classes and to submit written answers to all four assignments. In addition, students must sit the Terms exam at 4pm on Friday 12 August and the Final examination at the end of the course.

Communication of Additional Information

Additional information will be conveyed to students in the lecture room. Notices will be placed on Blackboard and on the Accountancy Notice Board on the second floor of the Murphy building.

Duty tutors are available to assist you if you have difficulty understanding any of the content of the lecture classes. The times at which these tutors are available will be posted on Blackboard and announced at the lecture class. You are strongly encouraged to make an

early visit to a Duty Tutor if you need further explanation of matters. Failure to attend to gaps in your knowledge may mean difficulty with understanding matters in the classes that follow.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at:

www.vuw.ac.nz/policy/StudentConduct.

The policy on Staff Conduct can be found on the VUW website at:

www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website:

www.vuw.ac.nz/policy/AcademicGrievances.

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work' means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (www.vuw.ac.nz/policy/studentconduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism and how to avoid it, on the University's website at:
www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: disability@vuw.ac.nz. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/ or email student-services@vuw.ac.nz.

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email education@vuwsa.org.nz.