

Students are expected to gain a competent understanding of the principles and practice of bookkeeping to allow them to study accounting further. This competency is assessed by one test, for which students are required to obtain a mark of 75% in order to pass the course.

Course Content

The course will cover the accounting cycle from journals to closing entries. A lecture outline annotated with references to readings is attached to this Course Outline.

Readings

There is no set text for this course.

Students will be provided the following two readings in the first lecture. These will be used as the course texts:

“**Chapter 3 The Mechanics of Double-Entry Accounting**” pages 46-92 from Raiborn C.A., & Watson S.F.

Survey of Accounting John Wiley & Sons, Hoboken, NJ., 2003.

“**7.4 Accounting for Inventory**” pages 256- 258 from Alfredson K., Leo K., Picker R., Pacter P., & Radford J.

Applying International Accounting Standards John Wiley & Sons, Milton, Qld., 2005.

Additional material for lectures may be provided on Blackboard. Note: Other lecture material including overheads will not be provided.

Materials and Equipment

Students are recommended to bring a calculator to each class and to the test. Silent, non-programmable electronic calculators may be used in the test. Calculators that have alphanumeric keyboards or can display anything other than standard numbers (1-9, 0) are not permitted.

Assessment Requirements

There is only **ONE** item for assessment.

Course Test 100 minutes – Required pass mark is 75%

Note: no grades will be awarded for this course other than pass or fail.

Each student will be permitted up to **two attempts** at the Course Test. There will be three options to sit the test in this trimester; however each student will be permitted only **two** attempts at the Course Test.

Test Dates and Times:

Friday 11 November 2005	2.00-4.00pm	EA LT 206
Monday 19 December 2005	2.00-4.00pm	EA LT 006
Friday 20 January 2006	2.00-4.00pm	KK LT 303

(This last test is a resit for those who have failed one attempt of the Course Test – students who have already attempted the Course Test twice are not permitted to take the Course Test a third time.)

YOU MUST BRING YOUR STUDENT ID CARD TO THE TESTS.

Note: Only those that are confident of passing the test should attempt the test in week one. If at that stage you pass the test you need not attend any further lectures, or take part in the course.

All three tests from *ACCY 001 Bookkeeping* 1st Trimester 2005 are available on Blackboard.

Mandatory Course Requirements

There are no other requirements for this course than sitting the test.

Communication of Additional Information

Additional information as well as material for class work and out of class revision will be posted on Blackboard. It is essential that students have access to Blackboard throughout the course.



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.



ACCY 001 Bookkeeping Lecture Outline

Topic	Reading
1. Introduction	
2. The Accounting System	
a. Purpose	
b. Business Process	
c. Key Concepts	
i. Financial Elements	
ii. Entity Concept	
iii. Periodic Reporting	
iv. Accrual Accounting	
v. Accounting Equation	Raiborn pp. 48-50
vi. Debits and Credits	Raiborn pp. 49-51
vii. Chart of Accounts	
d. The Accounting Cycle	Raiborn p. 52
3. Journals	Raiborn pp. 52-57
4. Ledger Accounts and Trial Balance	
a. 3 Column Ledger Accounts	Raiborn pp. 58-59
b. Trial Balance	Raiborn p. 59
c. 'T' Accounts	Raiborn pp. 49-51
5. Financial Statements	Raiborn pp. 70-72
a. Financial Performance	
b. Financial Position	
6. Closing Entries	Raiborn pp. 72-76
7. Adjusting Entries & Reversing Entries	Raiborn pp. 59-70
8. Specific Transactions	
a. Accounting for Inventory	Alfredson pp. 256-258
i. Perpetual	
ii. Periodic	
b. Depreciation	
i. Straight-line Method	
c. Owners Equity	
9. Revision	

Readings:

Raiborn = **“Chapter 3 The Mechanics of Double-Entry Accounting”** pages 46-92 from Raiborn C.A., & Watson S.F. *Survey of Accounting* John Wiley & Sons, Hoboken, NJ., 2003.

Alfredson = **“7.4 Accounting for Inventory”** pages 256- 258 from Alfredson K., Leo K., Picker R., Pacter P., & Radford J. *Applying International Accounting Standards* John Wiley & Sons, Milton, Qld., 2005.