

School of Accounting and Commercial Law

ACCY 111 ACCOUNTING

Trimester Two 2006

COURSE OUTLINE

Contact Details

Teaching Staff

Professor Kevin Holmes	RH 618	Phone: 463 5968	Email: kevin.holmes@vuw.ac.nz
Professor Tony van Zijl	RH 606	Phone: 463 5329	Email: tony.vanzijl@vuw.ac.nz
Dr Philip Colquhoun	RH 715	Phone: 463 5776	Email: philip.colquhoun@vuw.ac.nz

Course Coordinator – Administration

Sandy Fackney RH 710 Phone: 463 6680 Email: sandy.fackney@vuw.ac.nz

Course Coordinator – Academic

Kevin Holmes

Administrative Assistant

Jan May RH 708 Phone: 463 7465 Email: janet.may@vuw.ac.nz

Duty Tutors

Duty tutors are available to help students with course material on a one-to-one basis in Room EA 005 from Week 2, at the following times:

Monday	12:00pm-2:00pm
Wednesday	11:00am-1:00pm
Thursday	3:00pm-5:00pm

Lecture Times and Room Numbers

Lecture times are:

Monday Wednesday and Thursday

Stream 1: 11:00am – 11:50am

Stream 2: 1:10pm – 2:00pm

Stream 3: 3:10pm – 4:00pm

All lectures are in Kirk LT 303 at the Kelburn Campus.

Tutorial times and locations are listed on *Blackboard*.

Course Objectives

The objective of the course is to provide an overview of financial accounting, business finance and management accounting concepts applicable to the preparation and use of financial statements both within organisations and for external reporting. The course is

designed so that you will benefit whether you are studying a range of commerce studies or are an aspiring career accountant.

You will be successful in this course if at the end of it you are able, at an introductory level, to:

- understand and explain the uses of financial statements; and
- use accounting information to aid internal management decision making.

Course Content

A lecture outline is included in this Course Outline. Further details will be provided by lecturers.

Readings

The prescribed text for this course is:

Bazley, M., Hancock, P., Berry, A., & Jarvis, R., (2004) *Contemporary Accounting*, 5th Edition, Thomson, Southbank, Victoria.

Most tutorial and assignment questions are taken from the textbook. For much of the course the lectures follow the textbook. It is strongly recommended that you have access to a copy of the textbook. You must also purchase the *ACCY 111 Course Materials Book* from the Student Notes Distribution Centre.

Additional reading material will be provided in lectures and on *Blackboard*.

Materials and Equipment

For the terms test and final examination, if you wish, you may take into the exam room a calculator and a non-electronic foreign language dictionary. Calculators that store or display anything other than arabic numbers are **not** permitted.

Assessment Requirements

	Percentage of final grade	Date
Terms Test (100 minutes)	40%	Friday 18 August, 2006 at 4:00pm
Final Examination (2 hours)	60%	During examination period (21 October–11 November) – actual date and time to be advised

Mandatory Course Requirements

To pass the course you **must**:

- (i) Obtain a weighted average mark of at least 50% over the test and final examination;
- (ii) Attend at least **four** of the **five** tutorials; and
- (iii) Hand in to a satisfactory level at least **four** of the **five** assignments on time.

Assignments

The course includes five assignments, **all of which you are expected to complete**. You **must** complete four of the five satisfactorily. "Satisfactorily" means a serious attempt at all questions.

Late assignments will **not** be marked and will **not** be recorded as received.

The assignment questions for the entire course are included in the *ACCY 111 Course Materials Book*.

Assignments **must** be handed in before **3.00pm** on the due date in the appropriate assignment box on 2nd floor, Murphy Building.

Assignment 1	Thursday 20 July 2006
Assignment 2	Thursday 3 August 2006
Assignment 3	Thursday 17 August 2006
<i>Mid trimester break</i>	
Assignment 4	Thursday 14 September 2006
Assignment 5	Thursday 28 September 2006

Tutorials

The course contains five tutorials, **all of which you are expected to attend**. You must attend and actively participate in four of the five tutorials. Actively participating in a tutorial includes preparing beforehand and participating in discussions and questions in the tutorial. The questions for tutorial discussions for the entire course are included in the *ACCY 111 Course Materials Book*.

Tutorials are every second week. You will be placed into *either* Stream A *or* Stream B. Both streams are the same. NB. The lecture streams and the tutorial streams are totally unrelated.

	Stream A	Stream B
	Week beginning	Week beginning
Tutorial 1	24 July 2006	31 July 2006
Tutorial 2	7 August 2006	14 August 2006
<i>Mid trimester break</i>		
Tutorial 3	4 September 2006	11 September 2006
Tutorial 4	18 September 2006	25 September 2006
Tutorial 5	2 October 2006	9 October 2006

Communication of Additional Information

Additional information will be conveyed to you in the lectures. Notices will be placed on *Blackboard* and on the Accountancy Noticeboard on the 2nd floor, Murphy Building.

Duty tutors are available to assist you if you have difficulty understanding any of the content of the lectures. The times at which the duty tutors are available are set out on page 1 of this Course Outline. You are strongly encouraged to make an early visit to a duty tutor if you need further explanation of the course content. Failure to attend to gaps in your knowledge may mean difficulty with understanding matters in subsequent lectures.

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examination related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

General University Policies and Statutes

You should familiarise yourself with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied: see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at www.vuw.ac.nz.

Student 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 are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy 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; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in this process. If, after trying the above channels, you are still dissatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website at 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. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

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

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 Impairments

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as 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, 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 (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building, telephone (04) 463 6070, email disability@vuw.ac.nz. The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

Student Support

Staff at Victoria want students to have positive learning experiences at the University. Each Faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email student-services@vuw.ac.nz) is available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/.

VUWSA employs 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 (tel. 04 463 6983 or 04 463 6984, email education@vuwsa.org.nz) is located on the ground floor, Student Union Building.

Manaaki Pihipihinga - Maori and Pacific Mentoring Programme (Faculty of Commerce and Administration)

This is a mentoring service for Maori and Pacific students studying at all levels. Weekly one hour sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade, and Room 210 and 211, Level 2, Railway West Wing. Sessions cover drafting and discussing assignments, essay writing, and any questions that may arise from tutorials and/or lectures. A computer suite networked to Cyber Commons is available for student use.

To register with Manaaki Pihipihinga, please contact one of the following:

Puawai Wereta
Room 210, Level 2
Railway West Wing
Tel. (04) 463 8997
Email: Puawai.Wereta@vuw.ac.nz

Fa'afai Seiuli
Room 109 B
14 Kelburn Parade
Tel. (04) 463 5842
Email: Faafoi.Seiuli@vuw.ac.nz

ACCY 111 ACCOUNTING LECTURE OUTLINE

Lecture times: Monday, Wednesday and Thursday
 Stream 1: 11:00am – 11:50am
 Stream 2: 1:10pm – 2:00pm
 Stream 3: 3:10pm – 4:00pm

Lecture location: Kirk LT 303

Week	Beginning	Topic	Readings	Lecturer
1	10 July	Financial Accounting Introduction Accrual accounting Financial reporting concepts Valuation	Bazley, Chps 1-3 Framework for the Preparation and Presentation of Financial Statements (in the <i>ACCY 111</i> <i>Course Materials Book</i>)	Kevin Holmes
2	17 July	<u>Statement of Financial Position</u> ASSIGNMENT 1 DUE 3.00pm THURSDAY 20 JULY	Bazley, Chps 4, 8-9	Kevin Holmes
3	24 July	<u>Statement of Financial Performance</u> STREAM A TUTORIAL 1	Bazley, Chps 5, 7	Kevin Holmes
4	31 July	<u>Statement of Cash Flows Other Information</u> STREAM B TUTORIAL 1 ASSIGNMENT 2 DUE 3.00pm THURSDAY 3 AUGUST	Bazley, Chps 12-13	Tony van Zijl
5	7 August	<u>Taxation Limitations of Financial Reporting</u> STREAM A TUTORIAL 2		Kevin Holmes
6	14 August	<u>Financial Statement Analysis</u> STREAM B TUTORIAL 2 ASSIGNMENT 3 DUE 3.00pm THURSDAY 17 AUGUST	Bazley, Chp 14	Tony van Zijl
TERMS TEST: 4.00pm FRIDAY 18 AUGUST (100 mins)				
Mid-Trimester Break				
7	4 September	<u>Financial Statement Analysis Capital Investment Decisions</u> STREAM A TUTORIAL 3	Bazley, Chps 14, 16	Tony van Zijl
8	11 September	<u>Capital Investment Decisions</u> STREAM B TUTORIAL 3 ASSIGNMENT 4 DUE 3.00pm THURSDAY 14 SEPTEMBER	Bazley, Chp 16	Tony van Zijl

9	18 September	Management Accounting Introduction Cost behaviour <u>STREAM A TUTORIAL 4</u>	For the Management Accounting Component, see detailed outline and reading list in the Management Accounting section of the <i>ACCY 111 Course Materials Book</i>	Philip Colquhoun
10	25 September	Cost-Volume-Profit (CVP) Analysis Decision making <u>STREAM B TUTORIAL 4</u> <u>ASSIGNMENT 5 DUE</u> 3.00pm THURSDAY 28 SEPTEMBER		Philip Colquhoun
11	2 October	Budgeting and Planning Budgeting and Performance Evaluation <u>STREAM A TUTORIAL 5</u>		Philip Colquhoun
12	9 October	Budgeting, Costing and Corporate Behaviour Capital Investment Decisions <u>STREAM B TUTORIAL 5</u>		Philip Colquhoun

FINAL EXAM (2 hrs) during Exam period 21 October – 11 November (actual date to be advised)

This is a general lecture outline only. Some topics may be addressed in a different week to that shown here.

TUTORIAL SIGN-UP INSTRUCTIONS

To sign up for your ACCY 111 tutorial you need to follow the instructions below:

1. Log in to *Blackboard*. To log in to *Blackboard* you must use your Victoria University student domain (SCS) user name and password.
2. Select the **Discussion Board** button on the left-hand side of the screen.
3. Click on **Tutorial Sign-up**, which will open a list of tutorial times. Click on the tutorial time of your choice. Note that **only 16 students per tutorial are accepted**. Count the number of names under the tutorial to ensure that there are no more than 16 names. If there are fewer than 16 names and you want to register your name for this tutorial, you must click on the **Reply** button at the bottom of the page.
4. Place an 'x' in the **message** box, which is below **subject** and click on **submit** at the bottom of the page. You have now registered for this tutorial. Your name should appear under the tutorial of your choice.
5. If you need to change your tutorial group, please **remove** your name from the tutorial you signed up for. To do this, follow Steps 1 and 2 above. Select **Tutorial Sign-up** and double click on the tutorial time beside your name. Click the **remove** button, followed by **OK**. You can now choose a different tutorial time by following Steps 4 and 5.
6. If you sign up more than once you will be placed into your last requested tutorial, provided there are vacancies. All previous requests will be deleted.
7. If you sign up after a tutorial group has been filled, you will be placed into the next available tutorial group that has vacancies.

<p>For most efficient processing, use the labels provided on this page when submitting your assignments. The labels have been pre-numbered for assignments 1 to 5. For each assignment, cut out and complete the correct assignment label and place your stapled and labelled assignment in the correct assignment box allocated for ACCY111 on the 2nd floor, Murphy Building.</p> <p><u>If you are not sure which box to use</u>, check the Tutorial timetable on Blackboard or on the Accounting noticeboard, 2nd floor, Murphy Building.</p>	<p>SURNAME:.....</p> <p>FIRST NAME:.....</p> <p>STUDENT ID:.....</p> <p>TUTORIAL GROUP NUMBER:.....</p> <p style="text-align: center;">ACCY 111 Assignment No 5 Due on Thursday, 28 September 2006 by 3.00 pm</p>
<p>SURNAME:.....</p> <p>FIRST NAME:.....</p> <p>STUDENT ID:.....</p> <p>TUTORIAL GROUP NUMBER:.....</p> <p style="text-align: center;">ACCY 111 Assignment No 4 Due on Thursday, 14 September 2006 by 3.00 pm</p>	<p>SURNAME:.....</p> <p>FIRST NAME:.....</p> <p>STUDENT ID:.....</p> <p>TUTORIAL GROUP NUMBER:.....</p> <p style="text-align: center;">ACCY 111 Assignment No 3 Due on Thursday, 17 August 2006 by 3.00 pm</p>
<p>SURNAME:.....</p> <p>FIRST NAME:.....</p> <p>STUDENT ID:.....</p> <p>TUTORIAL GROUP NUMBER:.....</p> <p style="text-align: center;">ACCY 111 Assignment No 2 Due on Thursday, 3 August 2006 by 3.00 pm</p>	<p>SURNAME:.....</p> <p>FIRST NAME:.....</p> <p>STUDENT ID:.....</p> <p>TUTORIAL GROUP NUMBER:.....</p> <p style="text-align: center;">ACCY 111 Assignment No 1 Due on Thursday, 20 July 2006 by 3.00 pm</p>