

School of Accounting and Commercial Law

ACCY 111 ACCOUNTING

Trimester Three 2006

COURSE OUTLINE

Contact Details

Teaching Staff

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Course Coordinator – Academic

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Administrative Assistant

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Duty Tutor

A duty tutor is 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	11:00am-12:00pm
Thursday	10.00am-11:00am

Class Times and Room Numbers

Lecture times are:

Tuesday, Wednesday from 11.00am to 12.00pm
Thursday from 11.00am to 1.00pm

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

The lecturers of the course will run a series of voluntary workshops. These workshops will focus on class content and develop key skills in the course.

The full class schedule is attached to this course outline. We suggest you read this carefully.

The final examination will be held during the examination period at the end of the course, from 12 February-18 February. Actual date and time to be advised.

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 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., (2006) *Contemporary Accounting*, 6th Edition, Thomson, Southbank, Victoria.

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

Assessment Item	Percentage of Final Grade	Date
Assignments	10%	See assignment schedule below.
Terms Test (100 minutes)	35%	Tuesday, 19 December 2006 at 11:00am KK LT 301 and EA LT 006
Final Examination (120 minutes)	55%	During Examination Period (12 February – 18 February) 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 assignments, test and final examination;
- (ii) Attend and actively participate in at least **three** of the **four** 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. The five assignments are worth a combined 10% of your final grade.

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	Topic	Due Date	Weight
Assignment 1	Management Accounting	Thursday, 23 November	1%
Assignment 2	Management Accounting	Thursday, 8 December	1%
<i>Mid-Trimester Break</i>			
Essay Assignment 3	What is Accounting?	Thursday, 11 January	6%
Assignment 4	Financial Accounting	Thursday, 25 January	1%
Assignment 5	Financial Accounting	Thursday, 1 February	1%

Tutorials

The course contains four tutorials, **all of which you are expected to attend**. You must attend and actively participate in **three** of the **four** 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*.

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. Tutorial times and locations are listed on *Blackboard*.

Tutorial	Topic	Stream A Week Beginning	Stream B Week Beginning
Tutorial 1	Management Accounting	20 November 2006	27 November 2006
Tutorial 2	Management Accounting	4 December 2006	11 December 2006
<i>Mid-Trimester Break</i>			
Tutorial 3	Financial Accounting	15 January 2007	22 January 2007
Tutorial 4	Financial Accounting	29 January 2007	5 February 2007

Workshops

There are 3 course workshops and 2 essay-writing workshops in this paper. These are voluntary to attend, but they can be very useful.

The course workshops will immediately follow lectures, and will focus on calculation and how to answer a question. The essay-writing workshops will focus on core essay skills, such as sentence structure, paragraph writing, as well as how to approach the topic.

Workshop	Topic	Date	Time and Place
Course Workshop 1	Management Accounting	Thursday, 23 November	12.00pm – 1.00pm KK LT 303
Essay Workshop 1	Writing Skills	Thursday, 30 November	1.00pm – 2.00pm MY LT 101
Course Workshop 2	Management Accounting	Thursday, 7 December	12.00pm – 1.00pm KK LT 303
Essay Workshop 2	How to Construct an Essay	Thursday, 14 December	1.00pm – 2.00pm MY LT 101
Course Workshop 3	Financial Accounting	Thursday, 1 February	12.00pm – 1.00pm KK LT 303

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).
- Examinations-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

Students should familiarise themselves 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 unsatisfied, 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 student 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.

Notice of Turnitin Use

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <<http://www.turnitin.com>>. Turnitin is an online plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of cheating or plagiarism. At the discretion of the head of School, handwritten work may be copy typed by the School and subject to checking by turnitin. You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

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

The Pacific Support Coordinator is also available on the Pipitea Campus, Room 212, Level 2, Railway West Wing, every Thursday, 1-4pm. No appointment is necessary. You can either come in, email or phone with any issue that you need help with. Fa'afai links Pacific students to the services and support they need while studying at Victoria.

**Lecture Times and Tutorial Weeks for ACCY 111
Trimester Three 06/07**

Week 1 – Monday, 13 November to Friday, 17 November, 2006

Lecture	Date	Time	Tutorials
Lecture 1	Tues, 14 Nov	11.00 – 12.00	No Tutorials
Lecture 2	Wed, 15 Nov	11.00 – 12.00	
Lecture 3	Thurs, 16 Nov	11.00 – 12.00	
Lecture 4	Thurs, 16 Nov	12.00 – 1.00	

Week 2 – Monday, 20 November to Friday, 24 November

Lecture	Date	Time	Tutorials
Lecture 5	Tues, 21 Nov	11.00 – 12.00	Tutorial 1 Stream A
Lecture 6	Wed, 22 Nov	11.00 – 12.00	
Lecture 7	Thurs, 23 Nov	11.00 – 12.00	
Workshop 1	Thurs, 23 Nov	12.00 – 1.00	

Week 3 – Monday, 27 November to Friday, 1 December

Lecture	Date	Time	Tutorials
Lecture 8	Tues, 28 Nov	11.00 – 12.00	Tutorial 1 Stream B
Lecture 9	Wed, 29 Nov	11.00 – 12.00	
Lecture 10	Thurs, 30 Nov	11.00 – 12.00	
Lecture 11	Thurs, 30 Nov	12.00 – 1.00	
Essay Workshop	Thurs, 30 Nov	1.00 – 2.00	

Week 4 – Monday, 4 December to Friday, 8 December

Lecture	Date	Time	Tutorials
Lecture 12	Tues, 5 Dec	11.00 – 11.50	Tutorial 2 Stream A
Lecture 13	Wed, 6 Dec	11.00 – 11.50	
Lecture 14	Thurs, 7 Dec	11.00 – 11.50	
Workshop 2	Thurs, 7 Dec	12.00 – 1.00	

Week 5 – Monday, 11 December to Friday, 15 December

Lecture	Date	Time	Tutorials
Lecture 15	Tues, 12 Dec	11.00 – 11.50	Tutorial 2 Stream B
Lecture 16	Wed, 13 Dec	11.00 – 11.50	
Lecture 17	Thurs, 14 Dec	11.00 – 11.50	
Lecture 18	Thurs, 14 Dec	12.00 – 1.00	
Essay Workshop	Thurs, 14 Dec	1.00 – 2.00	

Week 6: Tuesday, 19 December 2006.

ACCY 111 TERMS TEST – Tuesday 19 December 2006 at 11.00am.

Rooms: KK LT 301 and EA LT 006

Test is 100 minutes long and is worth 35% of your grade.

Please also note that there are no lectures or tutorials this week.

Week 7 – Monday, 8 January to Friday, 12 January, 2007

Lecture	Date	Time	Tutorials
Lecture 19	Tues, 9 Jan	11.00 – 11.50	No Tutorials
Lecture 20	Wed, 10 Jan	11.00 – 11.50	
Lecture 21	Thurs, 11 Jan	11.00 – 11.50	
Lecture 22	Thurs, 11 Jan	12.00 – 1.00	

Week 8 – Monday, 15 January to Friday, 19 January

Lecture	Date	Time	Tutorials
Lecture 23	Tues, 16 Jan	11.00 – 11.50	Tutorial 3 Stream A
Lecture 24	Wed, 17 Jan	11.00 – 11.50	
Lecture 25	Thurs, 18 Jan	11.00 – 11.50	
Lecture 26	Thurs, 18 Jan	12.00 – 1.00	

Week 9 – Monday, 22 January to Friday, 26 January

Lecture	Date	Time	Tutorials
Lecture 27	Tues, 23 Jan	11.00 – 11.50	Tutorial 3 Stream B
Lecture 28	Wed, 24 Jan	11.00 – 11.50	
Lecture 29	Thurs, 25 Jan	11.00 – 11.50	
Lecture 30	Thurs, 25 Jan	12.00 – 1.00	

Please Note: Monday, 22 January is Wellington Anniversary Day, a Public Holiday. If you have a tutorial that falls on Monday, 22 January, you will be expected to attend another tutorial.

Week 10 – Monday, 29 January to Friday, 2 February

Lecture	Date	Time	Tutorials
Lecture 31	Tues, 30 Jan	11.00 – 11.50	Tutorial 4 Stream A
Lecture 32	Wed, 31 Jan	11.00 – 11.50	
Lecture 33	Thurs, 1 Feb	11.00 – 11.50	
Workshop 3	Thurs, 1 Feb	12.00 – 1.00	

Week 11 – Monday, 5 February to Friday, 9 February

Lecture	Date	Time	Tutorials
No Lecture	<i>Tues, 6 Feb</i>	11.00 – 11.50	Tutorial 4 Stream B
Lecture 34	Wed, 7 Feb	11.00 – 11.50	
Lecture 35	Thurs, 8 Feb	11.00 – 11.50	
Lecture 36	Thurs, 8 Feb	12.00 – 1.00	

Please Note: Tuesday, 6 February is Waitangi Day, a Public Holiday. If you have a tutorial that falls on Tuesday, 6 February, you will be expected to attend another tutorial.

ACCY 111 ACCOUNTING LECTURE OUTLINE

Week	Date	Topic	Readings	Lecturer
1	13 Nov – 17 Nov	What is Accounting? Introduction to Key Concepts	Bazley, Chp 1, 17 “Accounting and Management Decisions” (in the <i>ACCY 111 Course Materials Book</i>)	David Carter
		Management Accounting Introduction Cost behaviour		
2	20 Nov – 24 Nov	Cost-Volume-Profit (CVP) Analysis Decision making	Bazley, Chp 18-19	David Carter
		STREAM A TUTORIAL 1 ASSIGNMENT 1 DUE 3.00pm THURSDAY 23 NOVEMBER		
3	27 Nov – 1 Dec	Budgeting and Planning Budgeting, Costing and Corporate Behaviour	Bazley, Chp 20 “Behavioural Aspects of Budgeting” (in the <i>ACCY 111 Course Materials Book</i>)	David Carter
		STREAM B TUTORIAL 1	“Corporate Budgeting is Broken” (in the <i>ACCY 111 Course Materials Book</i>)	
4	4 Dec – 8 Dec	Performance Evaluation	Bazley, Chp 21 “Performance Evaluation and Control” (in the <i>ACCY 111 Course Materials Book</i>)	David Carter
		STREAM A TUTORIAL 2 ASSIGNMENT 2 DUE 3.00pm THURSDAY 8 DECEMBER		
5	11 Dec – 15 Dec	What is Accounting? Social Impact of Accounting	Morgan “Accounting as a Reality Construction” (in the <i>ACCY 111 Course Materials Book</i>)	David Carter
		STREAM B TUTORIAL 2		
6	TERMS TEST: 4.00pm TUESDAY 19 DECEMBER (100 mins) Mid-Trimester Break			
7	8 Jan – 12 Jan	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 Course Materials Book</i>) Statement of Concepts (in the <i>ACCY 111 Course Materials Book</i>) NZIAS 1 Presentation of Financial Statements (in the <i>ACCY 111 Course Materials Book</i>)	Rose Anne MacLeod
		ASSIGNMENT 3 DUE 3.00pm THURSDAY 11 JANUARY		

8	15 Jan – 19 Jan	Statement of Financial Position	Bazley, Chps 4, 8-9	Rose Anne MacLeod
		STREAM A TUTORIAL 3		
9	22 Jan – 26 Jan	Statement of Financial Performance	Bazley, Chps 5, 7	Rose Anne MacLeod
		STREAM B TUTORIAL 3 ASSIGNMENT 4 DUE 3.00pm THURSDAY 25 JANUARY		
10	29 Jan – 2 Feb	Statement of Cash Flows Other Information Taxation	Bazley, Chps 12-13	Rose Anne MacLeod
		STREAM A TUTORIAL 4 ASSIGNMENT 5 DUE 3.00pm THURSDAY 1 FEBRUARY		
11	5 Feb – 9 Feb	Financial Statement Analysis Capital Investment Decisions	Bazley, Chp 14	Rose Anne MacLeod
		STREAM B TUTORIAL 4		

FINAL EXAM (120 minutes) during Exam period 12 February – 18 February
(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.

<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, 1 February 2007 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, 25 January 2007 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 Essay Assignment No 3 Due on Thursday, 11 January 2007 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, 8 December 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, 23 November 2006 by 3.00 pm</p>