

School of Accounting and Commercial Law

ACCY 111 Accounting

Trimester One 2008

COURSE OUTLINE

Contact Details

Teaching Staff

Dr Philip Colquhoun	RH 715	Phone	463 5776
Mr Ken Bates	RH 716 A	Phone	463 6474

Course Coordinator – Administration

Sandy Fackney	RH 710	Phone	463 6680
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Course Coordinator – Academic

Dr Philip Colquhoun

Administrative Assistant

Michelle Sainsbury	RH 708	Phone	463 7465
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Duty Tutors

Available to help students one-on-one with course material.

Times will be posted on Blackboard as soon as confirmed.

Lecture Times and Room Numbers

Lecture times are:

Monday, Thursday and Friday 9.00 am – 9.50 am, Hugh McKenzie LT 206

Course Objectives

The objective of the course is that it should benefit those students who are pursuing a range of commerce studies as well as career accountants.

Students who are successful in this course will, at an introductory level, be able to:

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

Course Content

The preparation, use and social impact of accounting information, both within the organisation and in external reporting.

The course is divided into two sections:

- **Management Accounting**
Dr Philip Colquhoun
25 February 2008 – 4 April 2008

- **Financial Accounting**
Mr Ken Bates
7 April 2008 – 30 May 2008

Further details will be provided by the lecturers.

Readings

The prescribed text for this course is:

Bazley, M., & Hancock, P. (2007), *Contemporary Accounting (6th Edition)* Thomson, Victoria.

Most tutorial questions will be taken from the textbook. For a sizeable portion of the course the lectures will follow the textbook. It is recommended that all students ensure they can access a copy of the textbook.

Additional material will be provided on Blackboard. Please note that students should not expect that the PowerPoint slides used in lectures will be made available. Attendance at lectures is expected.

Materials and Equipment

Non-programmable silent calculators are permitted in the Terms Test and Examination rooms.

Assessment Requirements

	Percentage of final grade	Date
Written Assignment	4%	Thursday 15 May 12.00 noon.
Tutorial tests (4)	16%	During weeks 4, 6, 9 & 11.
Test (100 minutes)	30%	Time and date to be advised in the period 7-11 April.
Final Examination (2 hours)	50%	During examination period – date to be advised.

Mandatory Course Requirements

- (i) Attend **six** of the **eight** tutorials; and
- (ii) Hand in the written assignment on time.

Tutorial Tests

The course includes four tutorial tests. They take place during regular tutorial times; **each student must attend his/her own allocated tutorial**. Students that cannot sit a test due to illness etc must contact the Course Coordinator – Administration ASAP; evidence will be required (e.g. medical certificate).

The tests will be for no more than 25 minutes.

Each test will contribute up to 4 marks to final grade; allocated as follows:

75% - 100 %	(A)	4 marks
60 % - 74%	(B)	3 marks
50% - 59%	(C)	2 marks
40% - 49%	(D)	1 mark
Below 40%	(E)	0 marks

The topics covered and suggested revision for each test will be provided on Blackboard.

The tutorial tests will be held during tutorials on the weeks beginning:

17 March 2008

31 March 2008

5 May 2008

19 May 2008

Tutorials

The course contains eight tutorials, all of which students are expected to attend. You must actively participate in six of the eight tutorials – being active in a tutorial includes preparing before hand and participating in discussions and questions in the tutorial. The questions for tutorial discussions will be provided on Blackboard.

	<i>Week beginning</i>	
Tutorial one	10 March 2008	
Tutorial two	17 March 2008	includes tutorial test 1
<i>Easter Week – no tutorials this week</i>		
Tutorial three	31 March 2008	includes tutorial test 2
<i>Test and mid trimester break</i>		
Tutorial four	28 April 2008	
Tutorial five	5 May 2008	includes tutorial test 3
Tutorial six	12 May 2008	
Tutorial seven	19 May 2008	includes tutorial test 4
Tutorial eight	26 May 2008	

Written Assignment

The course includes one written assignment to be handed in by 12 noon Thursday 15 May 2008. **Completing the assignment is a mandatory course requirement.**

The assignment will require a written answer of between 1,000 – 1,200 words. Details and the question for the assignment will be provided on Blackboard.

A workshop will be provided to help students with answering the assignment – details to follow.

Late assignments will not be marked. Any assignment received after 12 noon Thursday 15 May and before 12 noon Thursday 29 May will be accepted to fulfil mandatory course requirements (ii).

Communication of Additional Information

Additional information concerning this course will be provided in lectures and posted on the web-based Blackboard system. Please note this is a lecture-based course and lecture notes will not be available on Blackboard.

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 on the ground floor (EA005). This counter is the first point of contact for :

- 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.

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 on-line 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 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.

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 or go to www.victoria.ac.nz/home/about/policy/students.aspx

For information on the following topics, go to the Faculty's website www.victoria.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

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 penalized 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:

www.victoria.ac.nz/home/studying/plagiarism.html

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.

Detailed Tutorial Signup Instructions

1. Go to the signup website at: <https://signups.vuw.ac.nz>
2. Enter your SCS username and password to login the system.
3. The “Signup Home” page opens. It displays all courses you are enrolled for and that use the S-Cubed Tutorial & Workshop Signup system. Click on the course you wish to sign up for.
4. The selected course page opens. It will show the course contact and brief details of the signup instructions. A “key” is provided at the bottom that explains all buttons and what they do.
5. The schedule of tutorials includes the day/time, location, maximum group size, and spaces left in the tutorial sessions.
6. If there are spaces left in a particular session, you will see the “ENROL” button next to it. You can click this button to enrol yourself into that tutorial session.
7. If there are NO more spaces left in a particular session, you will see the “JOIN WAITLIST” button, if available. You can click this button to join the waitlist for that tutorial session. Please note that you will be removed from any other waitlist you may have joined earlier. If somebody withdraws from this session, you will automatically be moved up the waitlist or enrolled into the session. In this case you are enrolled in the session; an email will be sent to you if you are enrolled into the session from a waitlist.
8. You can only “JOIN WAITLIST” if you have already enrolled in one of the other available sessions. In other words, “ENROL” in one session and then you can choose to join the waitlist for another preferred session.
9. You can choose to “WITHDRAW” from a session you have already enrolled for. You can also choose to “CANCEL WAITLIST” to remove yourself from a particular waitlist.
10. A “FULL” button indicates all seats and waitlist are full for that tutorial session. You must choose another session.
11. More details on the various buttons are available in the “Key” section at the bottom of the signup page.
12. You should “ENROL” in only ONE tutorial session and may “JOIN WAITLIST” for only ONE other tutorial session.
13. You can login and signup (or change your signup) anytime before the **closing date of the tutorial signup. You will NOT be able to sign up or change your choice after the tutorial signups have closed.**
14. You can view/confirm details of the sessions you are enrolled and waitlisted for, such as day/time and location by clicking on “My Signups” on the left hand menu.
15. Click on “Support” on the left hand menu if you are having problems.

This online signup system is available around the clock over the internet. Any requests after this date will need to be manually handled by the course administrator. You will need to submit a written application stating the reason why you were not able to sign up on time using the online system, along with other relevant documentation such as medical certificate etc.

Finally, **you must always attend the tutorial sessions that you have signed up for.** If you attend a different session, your attendance may not be recorded.