

School of Accounting and Commercial Law

**ACCY 001 BOOKKEEPING**

Trimester Two 2009

**COURSE OUTLINE**

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**Names and Contact Details**

**Lecturer and Course Co-ordinator**



**Martin Turner**

B.Com (Hons 1 and University Medal), LLB, MBA

**Senior Fellow**

**Office:** RH 712, Pipitea Campus  
7<sup>th</sup> Floor, Rutherford House

**Mobile:** 021 476 200

**E-mail:** [martin.turner@vuw.ac.nz](mailto:martin.turner@vuw.ac.nz)

**Preferred Contact Method:** **Email**

**Method:**

**Office Hours** By appointment

**Martin Turner** is your lecturer for the Course. He combines extensive experience as a practitioner ('doing') with being an academic ('thinking'). He is a Senior Fellow in the School of Accounting and Commercial Law and has 20 years experience in investment banking, funds management and private equity. He has been chairman or director of a number of mid-size private companies, including Arthur Ellis (Fairydown/Great Outdoors), Donaghys and Dress-Smart. He is a director of Falcon Private Equity and a past chairman of the New Zealand Venture Capital Association. One of his dreams is to meaningfully support people to develop the intellectual and academic foundations for business.

**Course Administrator**

**Jane Perry**

**Office:** RH 710, Pipitea Campus  
7<sup>th</sup> Floor, Rutherford House

**Phone:** 463 6680

**E-mail:** [Jane.perry@vuw.ac.nz](mailto:Jane.perry@vuw.ac.nz)

**Preferred Contact Method:** **F2F and Email**

**Office Hours** Mon-Fri: 8.30am – 5.00pm  
(Note: office closed 10.30am – 10.45am  
and 3.30pm-3.45pm)

**Trimester Dates**

**Teaching Period:** Weeks starting Monday 13 July to Monday 17 August 2009

**Class Tests:** Wednesday 15 July, Wednesday 19 August and Monday 7 September 2009

**Withdrawal dates:** Information available via

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

**Class Times and Room Numbers**

<b>Day</b>	<b>Time</b>	<b>Room</b>
Monday	9.00 – 10.50	SU229
Tuesday	9.00– 9.50	SU229
Wednesday	9.00 – 10.50	SU229

SU229 is the Memorial Theatre in the Student Union.

**Course Content**

*Bookkeeping* is an entry-level undergraduate course for those seeking to major in Accounting in their BCA degree. Bookkeeping is about how accounting data is created and gets into the accounting system of a firm. Thus this course gives you an opportunity to reflect on where a firm's accounts come from. An appreciation of how and why a firm's accounts are put together will help you better understand *how* aspects of the economic and business realities of firms can be captured into a firm's accounts. This will support you in your future study of accounting as you consider how a firm's accounts can help (or, indeed, hinder) you to better understand the economic and business realities of firms.

<b>ACCY 001: BOOKKEEPING COURSE SCHEDULE</b>			
<b>DATES</b>	<b>SESSION TOPICS</b>	<b>READINGS</b>	<b>ASSESSMENTS</b>
<b>WEEK 1</b>			
Mon 13 July Tues 14 July Wed 15 July	Introduction  What Do you Think Learning Is?  Conceptual Issues	Chap 1, <i>TKWACF</i>	<b>COURSE TEST</b>
<b>WEEK 2</b>			
Mon 20 July Tues 21 July Wed 22 July	Conceptual Issues	Chap 2: 2.1, 2.2, <i>TKWACF</i>	
<b>WEEK 3</b>			
Mon 27 July Tues 28 July Wed 29 July	Inventory & GST		
<b>WEEK 4</b>			
Mon 3 Aug Tues 4 Aug Wed 5 Aug	Balance Day Adjustments		
<b>WEEK 5</b>			
Mon 10 Aug Tues 11 Aug Wed 12 Aug	Financial Statements & Closing Entries		
<b>WEEK 6</b>			
Mon 17 Aug Tues 18 Aug Wed 19 Aug	Revision  Going Forward		<b>COURSE TEST</b>
<b>WEEK 7</b>			
Mon 7 Sept			<b>COURSE TEST</b>

*TKWACF*: Turner M, *Bookkeeping: To Know Where Accounts Come From*, draft April 2008.

### Course Learning Objectives

By the end of this course, students should be able to:	
1	demonstrate through a test a mastery of the principles of bookkeeping;
2	carry out a basic bookkeeping exercise.

## Course Delivery

The course will be delivered by way of 5 hours of lectures over 6 weeks. There will be three Class Tests in Weeks 1, 6 and 7. There are no tutorials in the course.

## Expected Workload

**These figures represent the course coordinator's best (maximum) estimates:**

1. 30 hours engaging actively in classes (15 @ 2 hours)
2. 3 hours completing the readings.
3. 15 hours preparing for the Course Test(s)

## **Total 48 hours (or 8 hours per week over 6 weeks)**

Please note: Since each of us works at an individual pace, the above estimates for 2 and 3 should be considered as rough guidelines only. Many people will no doubt be able to complete this work in less time. Some may take more time for some of these tasks.

## Readings

McIntosh, R., *Professional Accounting Practices* 2<sup>nd</sup> edition. Pearson Custom Print. 2007. Note: the earlier edition is equally suitable. Copies are available in Closed Reserve in the Commerce Library (Pipitea campus) and also in the Central Library (Kelburn campus).

## Materials and Equipment

Students will be allowed to use silent, non-programmable electronic calculators in the Class Tests. Calculators that have alphanumeric keyboards or can display anything other than standard numbers (1-9,0) are not permitted in the Class Tests.

Non-electronic foreign language dictionaries are permitted in the Class Tests.

## Assessment Requirements

Course Test	100%
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No grades will be awarded for this course other than pass or fail. The required pass mark for the course is 75%.

There will be three Course Tests in Weeks 1, 6 and 7. If you pass the Course Test in Week 1, you would no longer need to attend classes or participate further in the course.

If you do not pass the Course Test in Week 1, you can sit the Course Test again in Week 6; you have a third chance to sit the Course Test in Week 7.

*Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.*

## Mandatory Course Requirements

There are no mandatory course requirements.

### **Communication of Additional Information**

Additional information concerning this course will be communicated to you by email (to your myvictoria student email account) or posted on Blackboard.

**For the following important information follow the links provided:**

#### **Academic Integrity and Plagiarism**

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

#### **General University Policies and Statutes**

<http://www.victoria.ac.nz/home/about/policy/academic.aspx>

#### **Faculty of Commerce and Administration Offices**

<http://www.victoria.ac.nz/fca/studenthelp/Contactus.aspx>

#### **Manaaki Pihipihinga Programme**

[http://www.victoria.ac.nz/st\\_services/mentoring/](http://www.victoria.ac.nz/st_services/mentoring/)