

School of Accounting and Commercial Law

ACCY 111 ACCOUNTING

Trimester Two 2009

COURSE OUTLINE

Names and Contact Details

Course Administrator:	Jane Perry jane.perry@vuw.ac.nz	RH 710	463-6680
Course Coordinator & Lecturer:	Kevin Simpkins kevin.simpkins@vuw.ac.nz	RH 716	463-9651
Lecturer	Rose Anne MacLeod roseanne.macleod@vuw.ac.nz	RH 702	463 5044
Lecturer:	John Bradshaw john.bradshaw@vuw.ac.nz	RH 617	463-5779

RH denotes *Rutherford House*, the high-rise building next to the Lambton Quay bus terminus, on the Pipitea Campus.

The Course Administrator should be contacted in relation to any changes to scheduled tutorial attendance and other enquiries of an administrative nature. The Course Administrator is available Monday to Friday from 8.30am to 5.00pm.

Duty Tutors

Duty tutors are available to help you with course material on a one-to-one basis in Room EA 005 on the Kelburn Campus from Week 2. The days and times will be notified on *Blackboard*.

Trimester Dates

Trimester 2 begins on Monday 13th July and ends on Saturday 14th November (examination period inclusive).

Teaching Period: Monday 13 July to Friday 16 October 2009

End of Year Study Period: Monday 19 October to Monday 26 October 2009

Examination Period: Tuesday, 27 October to Saturday 14 November 2009 (inclusive)

Note: Students who enrol in courses with examinations should be able to attend an examination at the University at any time during the formal examination period.

Withdrawal dates: Information available via
<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

Class Times and Room Numbers

Stream 1 (CRN 6604)			Stream 2 (CRN 6605)		
Day	Time	Room	Day	Time	Room
Monday	09.00 – 09.50	KKLT303	Monday	11.00 – 11.50	KKLT303
Wednesday	09.00 – 09.50	KKLT303	Wednesday	11.00 – 11.50	KKLT303
Thursday	09.00 – 09.50	KKLT303	Thursday	11.00 – 11.50	KKLT303

Note: You are *not* permitted to change the stream in which you are enrolled without consent from the Course Administrator.

All class times will be used in Week 1. For the remainder of the course lectures are on Monday and Wednesday with Workshops on designated Thursdays, namely weeks 2, 4, 6, 8, 10 and 12. There will therefore be no Thursday class in weeks 3, 5, 7, 9, and 11.

In addition, there are 8 tutorials of 50 minutes each. Tutorial times and locations are listed on the online *Blackboard* system (<http://blackboard.vuw.ac.nz>). See also under *Tutorials* on page 6.

Attendance at Lectures

A significant part of this course is lecture based. Therefore, you are strongly recommended to attend *all* lectures and workshops. Much information, which is examinable, is conveyed by the *spoken word only* and is not posted on *Blackboard* or otherwise distributed!

Course Content

A lecture outline, which lists the topics covered in the course, is set out in pages 9 and 10. Further information will be provided by the lecturers.

Course Learning Objectives

The objective of the course is to provide you with 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 subjects 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;
- explain the role of accounting in society;
- analyse accounting information as a tool to aid internal decision making;
- analyse accounting information as a tool to aid investment decisions.

This course also appraises you of ethics in accounting and business. Part of this topic will be conveyed by way of participation in a simulation project on tax evasion, which you must attend. This will be held in the Wednesday class of Week 1.

Readings

The prescribed textbook for this course is:

Atrill, P., McLaney, E., Harvey, D., and Jenner, M., (2009) *Accounting – an introduction*, 4th Edition, Pearson, Frenchs Forest, NSW.

Much of the course content follows the textbook. Most tutorial questions are taken from the textbook. You **must** read and understand the chapters of the textbook that are listed in the Lecture Outline on pages 9 and 10. To help you accomplish this, the supplementary website for the textbook provides on-line revision exercises for relevant chapters to test your understanding of the material. In addition you are required to complete online revision tests as part of the Assessment Requirements for this course (see below). Therefore, **you must purchase a copy of the textbook and register on MyAccountingLab** with Pearson so that your performance in the online revision tests can be electronically recorded. **The MyAccountingLab course ID number is XL0D-01Y3-701Y-3HH2 (NB: 0 = zero)** (See also further details under *MyAccountingLab Online Revision Tests* below.)

Additional reading material will be provided on *Blackboard*.

Expected Workload

Most students who take this course have not studied accounting before. The course is therefore structured to accommodate this cohort. You should expect to spend on average 10–12 hours per week on the course (*excluding* time to study for the term test and final examination). How this time is made up varies from week to week, but typically comprises:

- 2 hours in scheduled lectures;
- 1 hour in scheduled workshops (in designated weeks);
- 4 hours preparing for, and participating in, tutorials and preparing and writing the assignment; and
- 3 hours reading for lectures, revising lecture and tutorial notes, and undertaking the prescribed *MyAccountingLab* online revision tests.

Unless you keep up with the course work, you are likely to face considerable problems catching up later in order to be adequately prepared for the Term Test and Final Examination.

In order to benefit fully from lectures, you should read the relevant sections of the textbook relating to each lecture topic *before* the lectures.

Group Work

All of the assessment in this course is based on your own work. There is no group assessment of any kind and **no group work can be submitted for assessment**: see also under *Academic Integrity and Plagiarism* on pages 7 and 8.

Materials and Equipment

Course materials can be downloaded from *Blackboard*. Lecturers do not hold spare copies of any course materials. If you are having any trouble obtaining course materials, please contact the Course Administrator.

Electronic calculators and non-electronic foreign language dictionaries may be used in the tests and final examination. Calculators with alphanumeric keyboards and programming functions, or which store or display anything other than Arabic numbers, are *not* permitted. Calculators *must* be battery powered and silent in operation. Mobile phones are *not* permitted in the Term Test or Final Examination. If you are in doubt, check with the Course Coordinator.

Pass Programme

The Peer Assisted Study Support (PASS) programme offers informal weekly study groups in core courses. Led by students who have recently excelled in the course, PASS complements the formal teaching programme. Rather than giving answers, study group Leaders encourage active learning, helping you to develop effective strategies for success at university. **Sign-up** online in Week 2 (times will be posted on Blackboard): log-in to CareerHub, then go to ‘Events’-‘Other’ to select your PASS time; PASS begins in Week 3. For more information go to: http://www.victoria.ac.nz/st_services/slss/whats-on/pass.aspx

Assessment Requirements

There are 4 assessment categories which make up your final grade for this course. These are as follows:

	<i>Percentage of final grade</i>	<i>Date</i>
Online tests (10x1% each)	10%	During each of Weeks 2 to 11
Term test (2 hours)	40%	6:00pm Tuesday 8 September 2009
Written assignment	10%	5:00pm Thursday 15 October 2009
Final examination(2 hours)	40%	During examination period (27 October – 14 November) – actual date and time to be advised

(Note that the above assessment percentages differ from, and supercede, those shown in the *Bachelor of Commerce and Administration Prospectus 2009* and in the *Accounting and Commercial Law Prospectus 2009*.)

To pass this course you must obtain a weighted average mark of 50% or more over the written assignment, online tests, term test and final examination. In addition, you must meet the Mandatory Course Requirement (see below). *If you obtain a weighted-average mark of 50% or more but fail to meet the Mandatory Course Requirement, you will **FAIL** the course and be given a ‘K’ grade.*

If your performance is affected by sickness or other personal difficulties (e.g. bereavement of a close relative), you must contact the Course Administrator as soon as possible. You must not delay this until the end of the course or when final results are posted. In case of sickness, it is essential that you see a registered medical practitioner as soon as possible while you are sick and obtain a medical certificate that certifies that in the opinion of the doctor you are sick and the extent of disability suffered by you during the period of sickness. Medical certificates that simply state “student X visited me and told me he/she was sick last week”, or something to that effect, and do not contain any professional assessment or opinion of the doctor, are of no value.

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 Requirement

In addition to the *Assessment Requirements* above, to pass the course you **must** attend and participate in at least **6** of the **8** tutorials (see below).

Final Examination

The Final Examination for this course will be scheduled at some time during the period from Tuesday 27 October to Saturday 14 November 2009.

Workshops

The Thursday classes will (except in week 1 when it will be a normal lecture) take the form of workshops. They involve working through revision questions and examples relating to the course material, *including material from the textbook, which is not necessarily addressed in lectures*. Workshops are typically interactive sessions. Depending on the topic, the exercises will either be provided in advance of the workshop – in which case you need to prepare your answers *before* the workshop – or be issued at the workshop. Workshops are an essential part of the course, in which you get the opportunity to work on important course material, to evaluate your own progress, and to get some insight into possible assessment questions. Note that solutions to workshop exercises are given only in the workshops. ***Written solutions are not available on Blackboard or from the lecturers.***

MyAccountingLab Online Revision Tests

When you purchase the textbook, you must enrol with the publisher's (Pearson's) online *MyAccountingLab*. Instructions on how to do this, and your access code, are at the beginning of your textbook. Further details will be provided on *Blackboard* and in class in Week 1.

The course includes 10 online revision tests, each contributing 1% towards your final grade. The tests will be required to be taken within a specified time period and you will have a maximum time to complete each test. The tests will be in each of weeks 2 to 11. Topics to be covered for each test and further details about the tests will be announced in lectures and posted on *Blackboard*.

If you cannot sit a test because of illness or a bereavement, you must immediately contact the Course Administrator to provide evidence of your impairment (e.g. a medical certificate) if you want us to take your circumstances into account in determination of your final grade.

Term Test

The term test takes place at **6:00pm** on **Tuesday 8 September 2009**. It accounts for 40% of your final grade. The term test covers all material relating to Weeks 1 to 6 (inclusive) of the course, i.e. the financial accounting component. Further details (including rooms) will be advised on *Blackboard* at least one week before the test. Refer also to *Materials and Equipment* above regarding what you can bring to the Term Test and Final Examination.

We expect all students who enrol in this course to plan around the term test and final exam dates. Given the number of enrolments in the course, it is not logistically feasible for us to run alternative tests. The only exceptional circumstances that are taken into account are where, at the time of a test or the final exam, a student suffers the death of a close relative or

is ill (as evidenced by a proper medical certificate). However, even in these cases, no alternative test is available.

Assessment of your ability in this course takes on a variety of forms to cater for different aptitudes of different students. The assessment methods include multiple choice questions, short-answer questions, calculation questions, and essay questions. An example of a multiple choice answer sheet is shown on page 13. Before the term test make sure that you look over the example to ensure that you understand how to record your name, student ID number, and answers properly.

Tutorials

The course contains 8 tutorials, **all of which you are expected to attend**. You must attend and actively participate in **6** of the **8** tutorials: see under *Mandatory Course Requirement* above. Actively participating in a tutorial includes preparing beforehand and participating in discussions and questions in the tutorial. The questions for the tutorials will be posted on *Blackboard*.

Tutorials take place in the following weeks:

	<i>Week Beginning</i>
Tutorial 1 (RM)	27 July 2009
Tutorial 2 (RM)	3 August 2009
Tutorial 3 (RM)	10 August 2009
Tutorial 4 (KS)	17 August 2009
	Mid-trimester break
Tutorial 5 (JB)	21 September 2009
Tutorial 6 (JB)	28 September 2009
Tutorial 7 (JB)	5 October 2009
Tutorial 8 (KS)	12 October 2009

Tutorial sign-up is on-line (<https://signups.victoria.ac.nz>) during the first week of the trimester. The exact time that the signup starts (and any access denial times) will be given in the first week's lectures and on *Blackboard*. Instructions for signing up are on page 11. Places in tutorials are allocated on a "first-come, first-served" basis.

Suggested solutions to tutorial questions are generally not provided on *Blackboard* or elsewhere, or distributed by tutors. Therefore, you need to attend the tutorials to ensure that you get full coverage of the subject material.

Written Assignment

The course includes one written assignment. This assignment accounts for 10% of your overall grade for the course. The assignment will require a written answer of 1,000–1,200 words. Your assignment must be written in comprehensible and legible English and include your name, student ID number and your tutorial number on the cover page. Further details and the question for the assignment will be posted on *Blackboard*.

Your assignment must be handed in before **5.00pm on Thursday 15 October 2009**. In the absence of genuine and credible reasons, late assignments will **not** be accepted. If you have concerns about your assignment being late, you should contact the Course Administrator.

Communication of Additional Information

This Course Outline is available, along with other information and materials relating to the course, on *Blackboard*. You are expected to have access to *Blackboard* to participate in this course. All announcements and notices are posted in the *Announcements* section of *Blackboard*. If you have problems accessing *Blackboard*, you should contact Student Computing Services or the Course Administrator.

Additional information is also conveyed to you in the lectures, and important announcements are e-mailed to you – so check your emails at the address that you gave us.

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/

ACCY 111 Accounting

LECTURE OUTLINE

Week	Beginning	Topic	Readings	Lecturer
1	13 July	Financial Accounting Introduction What is accounting? Limitations of Financial Reporting	Atrill, Chps 1, 2 (pp. 33-52), 15 (pp. 731-750)	Rose Anne MacLeod
2	20 July	Ethics Financial reporting concepts Accrual accounting <u>ONLINE TEST 1</u>	Atrill, Chp 3 (pp. 79-87, 97-107), Chp 4 (pp. 154-156)	Rose Anne MacLeod
3	27 July	<u>Balance Sheet</u> TUTORIAL 1 ONLINE TEST 2	Atrill, Chp 3 (pp. 87-97, 107-117)	Rose Anne MacLeod
4	3 August	Income Statement Statement of Changes in Equity TUTORIAL 2 ONLINE TEST 3	Atrill, Chp 4	Rose Anne MacLeod
5	10 August	Measuring and Reporting Cash Flows TUTORIAL 3 ONLINE TEST 4	Atrill, Chps 5, 14	Kevin Simpkins
6	17 August	<u>Financial Statement Analysis</u> TUTORIAL 4 ONLINE TEST 5	Atrill, Chps 6, 13	Kevin Simpkins
Mid-Trimester Break				
7	7 September	Management Accounting Introduction Cost-Volume-Profit Analysis and Marginal Analysis <i>No Tutorials</i> ONLINE TEST 6	Atrill, Chp 7	John Bradshaw
TERM TEST: 6:00pm Tuesday 8 September (2 hours)				
8	14 September	<u>Cost-Volume-Profit Analysis and Marginal Analysis (cont.)</u> <i>No Tutorials</i> ONLINE TEST 7	Atrill, Chp 7	John Bradshaw
9	21 September	<u>Budgeting</u> TUTORIAL 5 ONLINE TEST 8	Atrill, Chp 9	John Bradshaw

10	28 September	<u>Budgeting (cont.)</u> TUTORIAL 6 ONLINE TEST 9	Atrill, Chp 9	John Bradshaw
11	5 October	<u>Capital Investment Decisions</u> TUTORIAL 7 ONLINE TEST 10	Atrill, Chp 11	Kevin Simpkins
12	12 October	<u>Capital Investment Decisions</u> Conclusion TUTORIAL 8 WRITTEN ASSIGNMENT DUE 5.00pm THURSDAY 15 OCTOBER	Atrill, Chp 11	Kevin Simpkins

FINAL EXAMINATION (2 hours)
during Examination period, 27 October to 14 November (actual date to be advised)

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

Detailed Tutorial Signup Instructions

To sign up for your ACCY 111 tutorial you need to follow the instructions below.
Read these instructions carefully and take your time to follow the procedure step-by-step.

1. Go to the signup website at: <https://signups.victoria.ac.nz>
2. Enter your SCS username and password to log into 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 **ACCY 111**.
4. The ACCY 111 course page opens. It shows 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 tutorials.
6. If there are spaces left in a particular tutorial, you will see the **ENROL** button next to it. Click this button to enrol yourself in that tutorial.
7. If there are no more spaces left in a particular tutorial, you will see the **JOIN WAITLIST** button, if a waitlist is available. Click this button to join the waitlist for that tutorial. (Note that if you do this, you will be removed from any other waitlist that you may have joined earlier). If somebody withdraws from this tutorial, you will automatically be moved up the waitlist or, if you are already at the top of it, you will be enrolled in the tutorial. An email will be sent to you if you are enrolled in the tutorial from the waitlist.
8. Note that you can only join a waitlist if you have *already enrolled* in one of the other available tutorials. In other words, you must first enrol in one tutorial and then you can choose to join the waitlist for another preferred tutorial.
9. You can choose to **WITHDRAW** from a tutorial you have already enrolled in. You can also choose to **CANCEL WAITLIST** to remove yourself from a particular waitlist.
10. A **FULL** button indicates that all seats and the waitlist are full for that tutorial. You must choose another tutorial.
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 and may join the waitlist for only **ONE** other tutorial.
13. This online signup system is available around the clock over the internet. You can log in and sign up (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.*** Any requests after this date are manually handled by the Course Administrator. You must submit a written application stating why you were not able to sign up on time using the online system, along with other relevant documentation, such as medical certificate, etc.
14. You can view/confirm details of the tutorials that you are enrolled in and waitlisted for, such as the 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.

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

TERM TEST
EXAMPLE OF MULTIPLE CHOICE ANSWER SHEET

Study this example of a (partially) completed Multiple Choice Answer Sheet so that you understand how to fill out your answer sheet *before* you sit the term test.