

School of Accounting & Commercial Law

**ACCY 111 Accounting**

Trimester Three 2009

**COURSE OUTLINE**

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**Names and Contact Details**

**Lecturer & Course Coordinator**

<b>Martin Turner</b>	Office	RH712, Pipitea Campus Floor 7, Rutherford House
	Phone	463 6591
	Email	<a href="mailto:martin.turner@vuw.ac.nz">martin.turner@vuw.ac.nz</a>
	Office hours	By appointment

**Lecturer**

<b>Rose Anne Macleod</b>	Office	RH702, Pipitea Campus Floor 7, Rutherford House
	Phone	463 5044
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	Office hours	By appointment

**Course Administrator**

<b>Jane Perry</b>	Office	RH 710, Pipitea Campus Floor 7, Rutherford House
	Phone	463 6680
	Email	<a href="mailto:jane.perry@vuw.ac.nz">jane.perry@vuw.ac.nz</a>
	Office hours	Mon – Fri, 8.30 am – 5 pm

*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**

Teaching Period: Monday 16 November to Friday 12 February 2010

Examination Period: Monday 15 February to Saturday 20 February 2010 (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.**

**Mid Trimester (Christmas) Break: Saturday 19 December 2009 - Monday 4 January 2010. Note: There are no lectures, tutorials or workshops in Week 6.**

**Withdrawal dates: Late withdrawals with Associate Dean (Students) permission (See Section 8: Withdrawals - from the Personal Courses of Study Statute)**

<http://policy.vuw.ac.nz/Amphora!~policy.vuw.ac.nz~POLICY~000000001743.pdf>

**Withdrawal dates: refunds:**

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

### **Class Times and Room Numbers**

Monday	10.00am – 10.50am	KKLT303
Wednesday	9.00am – 10.50am	KKLT303

Note: On Wednesday in weeks 2, 4, 5, 10 and 11 from 10.00 to 10.50am, instead of a lecture, a workshop will be held.

The first tutorials will be held in the week beginning Monday 30 November. Each tutorial has a duration of 50 minutes each. Tutorial times and locations will be provided on the online *Blackboard* system during week 1 (<http://blackboard.vuw.ac.nz>). Please sign up for a tutorial group using the instructions at the end of this document.

### **Course Learning Objectives**

By the end of this course, students should be able to:	
1	explain the uses of financial statements;
2	explain the role of accounting in society;
3	analyse accounting information as a tool to aid internal decision making;
4	analyse accounting information as a tool to aid investment decisions.

### Attendance at Lectures

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

### Course Content – Lecture Outline

<b>Week</b>	<b>Commencing</b>	<b>Topic</b>	<b>Readings</b>
1	16 Nov	Financial Reporting What is accounting? Limitations of Financial Reporting	Atrill Chps 1,2,15 (pp 731-750)
2	23 Nov	Ethics Financial reporting Concepts Accrual Accounting	Atrill Chp 3 (pp 79-87, 97-107) Chp 4 (pp 154-156)
		ONLINE HOMEWORK ASSIGNMENT ONE worth 1%	
3	30 Nov	Balance Sheet	Atrill Chp 3 (pp 87-97, 107-117)
		ONLINE HOMEWORK ASSIGNMENT TWO worth 1%	
4	7 Dec	Income Statement Statement of Changes in Equity Case Study: The New Zealand Teachers Council	Atrill Chp 4 (read also Chp 5 and 6 for following week)
		ONLINE HOMEWORK ASSIGNMENT THREE worth 1%	
5	14 Dec	Measuring and Reporting Cash Flows Financial Statement Analysis	Atrill Chps 5,6,13,14
		ONLINE HOMEWORK ASSIGNMENT FOUR worth 2%	
		MID TRIMESTER TEST (Wednesday 16 December 5.00 pm)	
	Christmas break		
6		No Lectures	
7	11 Jan	Managers Need to Understand Reality	CMB: Chap 1

<b>Week</b>	<b>Commencing</b>	<b>Topic</b>	<b>Readings</b>
8	18 Jan	Understanding Key Cost Relationships	CMB: Chap 2 Atrill Chaps 7,8
9	25 Jan	Budget for the Short-Term	CMB: Chap 3 Atrill Chap 9
10	1 Feb	We Have Got to Make Some Decisions	CMB: Chap 4 Atrill Chap 11
11	8 Feb	Revision for Final Exam	

### **Course Delivery**

The course delivery comprises three hours of classes each week, which will include one hour workshops in weeks 2, 4, 5, 10 and 11. In addition, there will be tutorials in weeks 3, 4, 5, 8, 10 and 11. There are no lectures, tutorials or workshops in Week 6.

### **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 mid-trimester test and final examination).

How this time is made up varies from week to week, but typically comprises:

- 4 hours in scheduled lectures and workshop/case study time
- 4 hours preparing for, and participating in, tutorials / SPAs
- 3 hours reading for lectures, revising lecture and tutorial notes, and undertaking the prescribed *MyAccountingLab* online homework assignments.

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 mid-trimester 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.

### **Readings**

The prescribed textbook for this course is:

Atrill, P., McLaney, E., Harvey, D., and Jenner, M., (2009) *Accounting – an introduction, 4<sup>th</sup> Edition*, Pearson, Frenchs Forest, NSW. Students should purchase this book.

The course content follows the textbook as shown in the Course Content – Lecture Outline (refer previous section) . Most tutorial questions are taken from the textbook. You **must** read and understand the chapters of the textbook that are listed in the Course Content - Lecture Outline (see previous section). To help you accomplish this, the supplementary website for the textbook provides on-line homework exercises for relevant chapters to test your understanding of the material. In addition you are required to complete online homework 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 homework can be electronically recorded. **The MyAccountingLab course ID number will be**

**posted to Blackboard.** (See also further details under *MyAccountingLab* Online Revision homework assignments below.)

Additional material for the first half of the course will be posted to Blackboard. Additional material for the second half of the book will require the purchase of a Course Materials Book (CMB).

### **Materials and Equipment**

In the mid trimester test and final examination students will be permitted to use a nonprogrammable calculator.

### **Assessment Requirements**

The course assessment will be as follows:

Component	% Weight	Date	Course Learning Objectives
On-line homework assignments	5	Weeks 2-5	1, 2
Mid-trimester test (100 mins)	30	Wed 16 Dec 5.00 pm	1, 2
SPA#1	5	Sun 17 Jan, 11.00pm	3
SPA#2	5	Tue 26 Jan, 11.00 pm	3,
SPA#3	5	Sun 31 Jan, 11.00 pm	3, 4
Final examination (2 hrs)	50	TBA	1, 2 3, 4

(Note that the above assessment percentages may 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 online homework assignments, mid-trimester test, SPAs 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 at least **4** of the **6** tutorials in the course (see below).

### **Workshops / Case Study**

Some of the lecture time will be spent on workshops and a case study. Workshops 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 (including the case study) 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 read the case study / prepare your answers to the workshop *before* the workshop – or be issued at the workshop. This is 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 Homework**

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 4 online revision homework assignments, each contributing either 1% or 2% towards your final grade (see Course Content – Lecture Outline in previous section for actual weekly assessment). The homework assignments will be required to be taken within a specified time period and you will have a maximum time to complete each homework assignment. The homework assignments will be in each of weeks 2 to 5. Topics to be covered for each homework assignment directly relate to the chapters in Atrill which are listed in the Course Content – Lecture Outline in a previous section.

If you cannot complete a homework assignment in the required timeframe 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.

### **Tutorials**

The course contains 6 tutorials. You must attend 4 of the 6 tutorials in the course: see under *Mandatory Course Requirement* above.

Tutorials take place in the following weeks:

#### *Week Beginning*

Tutorial 1 (RM) 30 November 2009

Tutorial 2 (RM) 7 December 2009

Tutorial 3 (RM) 14 December 2009

Mid-trimester break

Tutorial 5 (MT) 18 January 2010

Tutorial 6 (MT) 1 February 2010

Tutorial 7 (MT) 8 February 2010

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. Places in tutorials are allocated on a "first-come, first-served" basis.

### **SPAs**

There are three Session Preparation Assignments (SPAs). SPAs are reflective assignments on pre-readings for classes on management accounting in the second half of the course.

You should clearly understand that simply summarising the readings will not be sufficient to gain a pass in your SPAs. You will be expected to provide your Key Concepts and Questions (KCQs) from the readings. **This is not a simple summary of the readings.** It is rather the key ideas from the readings that *you think* are important and your description of your personal engagement with the material: whether you agree or not with the ideas and why, what questions you have, what you do not understand, what personal sense or meaning you make from the readings.

Further information on the SPAs will be provided on Blackboard. SPAs are to be lodged electronically on Blackboard. If you have any difficulty with this, please contact Martin Turner for assistance. If you have not electronically lodged assignments through Blackboard before you may find you need some assistance initially. You are strongly advised to plan to submit your SPA#1 at least a few hours before the deadline. **You may attach your SPA#1 to an email to Martin Turner prior to the deadline if you have difficulty electronically lodging your SPA#1 to avoid any penalty for late submission.** However, if you do this you will still need to electronically lodge your SPA#1 for it to be graded. It is expected all students will have mastered the process of electronically lodging assignments and SPAs by the end of Week 8.

Each SPA contributes up to 5% to final grade.

Penalty for late submission of SPAs:

Up to 1 week late: Deduct 1% from grade.

Between 1 and 2 weeks late: Deduct 2% from grade.

SPAs submitted more than 2 weeks late will not be accepted.

### **Feedback on SPAs**

Each of your SPAs will be thoroughly read and reviewed by Martin Turner and/or by a tutor. You will be given a grade for each SPA. You can confidentially access your personal grades on Blackboard and compare them with the average for students in the course.

You will be given general written feedback on your SPAs. This will be provided to all students on Blackboard within four (4) working days of the due date for each SPA.

### **Mid Trimester Test and Final Examination**

The mid-trimester test takes place on **Wed 16 December 2009 at 5.00 pm (Week 5)**. The duration of the test will be 100 minutes and will account for 30% of your final grade. The mid-

trimester test covers all material relating to Weeks 1 to 4 (inclusive) of the course, i.e. the financial accounting component.

The final examination for this course will be scheduled at some time during the period from Monday 15 February to Saturday 20 February 2010. It will be a two hour test and will cover all material relating to Weeks 5 to 10 (inclusive) of the course.

Further details, if any, (including rooms) will be advised on *Blackboard* at least one week before the mid-trimester test or final examination. Refer also to *Materials and Equipment* above regarding what you can bring to the mid-trimester test and final examination.

We expect all students who enrol in this course to plan around the mid-trimester 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 in a later section. Before the mid-trimester 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.

### **Communication of Additional Information**

Additional information or information on changes will be conveyed to students by announcements in class and notices 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/)



## 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.

**MID-TRIMESTER 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 mid-trimester test.