



School of Accounting & Commercial Law

ACCY 001 BOOKKEEPING

Trimester One 2010

COURSE OUTLINE

Names and Contact Details

Course Co-ordinator

Martin Turner

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Course Administrator

Jane Perry

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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 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. Details of duty tutoring times and locations will be posted on Blackboard.

Trimester Dates

Teaching Period: Monday 1 March 2010 (one class only)

Mid Trimester Break: Monday 5 April 2009 - Sunday 18 April 2010.

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>

Class Times and Room Numbers

Monday 1 March 16.40 – 18.30 RHLT1

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

This is a self taught course. Students can prepare themselves for the Course Test using any resources they wish.

There is one introductory class on Monday 1 March (Week 1).

Students may access the following resources to prepare for the Course Test:

- AME Learning online software. This software includes access to an online textbook and exercises. Instructions on how to purchase your registration and access the AME Learning online software is set out on Blackboard.
- Videos of lectures for ACCY001 Bookkeeping, T3 2009. These videos can be accessed on Blackboard.
- The textbook: McIntosh, R., *Professional Accounting Practices* 2nd 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).

Expected Workload

The expected workload is approximately:

- 33 hours learning bookkeeping by accessing any of: the videos of lectures, AME Learning online software and the textbook, or using any other resources plus
- 15 hours preparing for the Course Test(s)
Total 48 hours (or 8 hours per week over 6 weeks)

The total workload for this course could be expected to vary significantly from student to student depending on whether they have studied bookkeeping before.



Example of a Possible Work Plan

It is recommended that you develop a personal work plan for this course. A suggested work plan for this course is as follows:

Week	Video	Online software & text from AME Learning	McIntosh Professional Accounting Practices 2 nd edition Pearson Custom Print 2007
1	Lectures 1 & 2	Ch 1, 2 & 3	Ch 1
2	Lectures 3, 4 & 5	Ch 5; Sales Tax Unit	Ch 2, 3
3	Lectures 6, 7 & 8	Ch 6, 7	Ch 6, 8
4	Lectures 9 & 10	Ch 8	Ch 9, 10
5	Revision*	Revision*	Revision*
6	Revision*	Revision*	Revision*

* If sitting Course Test 3

Course Content

The topics in the course are:

- General Journals
- General Ledgers
- Inventory (including GST)
- Balance-day Adjustments
- Non-Current Assets and Depreciation
- Financial Statements

Materials and Equipment

In the Course Tests students will be permitted to use a nonprogrammable calculator.

Assessment Requirements

Course Test 100%

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. These will be held in Weeks 1, 4 and 7. You can sit the Course Test a second time if you fail it at your first attempt. If you fail the Course Test twice, you cannot sit the Course Test a third time. The dates and times of the tests will be advised on Blackboard.

In the Course Tests you will only need to be able to account for GST in questions concerning inventory.

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.

Class Representative

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

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>

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support

http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

Faculty of Commerce and Administration Offices

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

Manaaki Pihipihinga Programme

http://www.victoria.ac.nz/st_services/mentoring/