

School of Accounting and Commercial Law

ACCY 111 ACCOUNTING

Trimester Three 2010

COURSE OUTLINE

Names and Contact Details

Lecturer and Course Coordinator

Rodney Dormer	Office	RH 727
	Phone	463 5233 ext. 7009
	Email	rodney.dormer@vuw.ac.nz
	Office hours	by appointment

Lecturer

Rose Anne MacLeod	Office	RH 702
	Phone	463 5044
	Email	roseanne.macleod@vuw.ac.nz
	Office hours	by appointment

Course Administrator

Jane Perry	Office	RH 710
	Phone	463 6680
	Email	jane.perry@vuw.ac.nz
	Office hours	Monday to Friday 8.30 a.m. – 5.00 p.m.

RH denotes Rutherford House, the high rise building next to the Lambton Quay bus-terminal on the Pipitea campus.

The Course Administrator should be contacted in relation to any changes to scheduled tutorial attendance and other enquires of an administrative nature.

Duty Tutor

From week 2 a duty tutor will be available to help with course material on a one-to-one basis in room EA 103 on the Kelburn Campus. The days and times will be notified on Blackboard.

Trimester Dates

Monday 15 November 2010 – Sunday 13 February 2011

Teaching Period

Monday 15 November – Wednesday 15 December 2010

Christmas mid-trimester break: Monday 20 December 2010 – Tuesday 4 January 2011

Monday 10 January 2011 – Wednesday 9 February 2011

Examination Period

Monday 14 February – Saturday 19 February (inclusive)

Withdrawal from Course

Your fees will be refunded if you withdraw from this course on or before: **19 November 2010.**

The last date for withdrawal from this course is the three-quarter point of the teaching period, i.e. **28 January 2011.**

After that date, students wishing to withdraw late must apply on an ‘*Application for Associate Dean’s Permission to Withdraw Late*’ including supporting documentation. The application form is available from either of our Student Customer Service Desks.

Class Times and Room Numbers

Week	Date		Time	Room
1	Monday 15 th November	lecture	11.00 – 11.50	MCLT 101
	Wednesday 17 th November	lecture	10.00 – 11.50	MCLT 101
2	Monday 22 nd November	workshop	11.00 – 11.50	MCLT 101
	Wednesday 24 th November	lecture	10.00 – 11.50	MCLT 101
3	Monday 29 th November	lecture	11.00 – 11.50	MCLT 101
	Wednesday 1 st December	lecture	10.00 – 11.50	MCLT 101
4	Monday 6 th December	workshop	11.00 – 11.50	MCLT 101
	Wednesday 8 th December	lecture	10.00 – 11.50	MCLT 101
5	Monday 13 th December	lecture	10.00 – 11.50	MCLT 101
	Wednesday 15 th December	mid-trimester test	10.00 – 11.50	MCLT 101
Christmas mid trimester break				
6	Monday 10 th January	lecture (see note 1 below)	11.00 – 11.50	MCLT 101
	Wednesday 12 th January	lecture	10.00 – 11.50	MCLT 101
7	Monday 17 th January	lecture	11.00 – 11.50	MCLT 101
	Wednesday 19 th January	lecture	10.00 – 11.50	MCLT 101
8	Monday 24 th January	Wellington Anniversary Holiday		
	Wednesday 26 th January	lecture	10.00 – 11.50	MCLT 101
9	Monday 31 st January	workshop (see note 2 below)	11.00 – 11.50	MCLT 101
	Wednesday 2 nd February	lecture	10.00 – 11.50	MCLT 101
10	Monday 7 th February	lecture	10.00 – 11.50	MCLT 101
	Wednesday 9 th February	workshop (see note 3 below)	10.00 – 11.50	MCLT 101

Note that all course material can be downloaded from the University's intranet site Blackboard. It is **essential** that all class materials be printed out and brought to lectures. Lecture slides will be available on Blackboard after the lecture has been delivered.

Note:

1. For the lecture on Monday 10th January please bring the Warehouse financial statements.
2. For the workshop on Monday 31st January please bring the NZ Teachers Council case study.
3. For the workshop on Wednesday 9th February please bring the comparative financial ratio handout.

Tutorials

Six tutorials, each of which will have a duration of 50 minutes, will be held in the following weeks:

Tutorial 1	week beginning 22 nd November 2010
Tutorial 2	week beginning 29 th November 2010
Tutorial 3	week beginning 6 th December 2010
Tutorial 4	week beginning 17 th January 2011
Tutorial 5	week beginning 31 st January 2011
Tutorial 6	week beginning 7 th February 2011

Tutorial times and locations will be provided on the online blackboard system (<http://blackboard.vuw.ac.nz/webapps/portal/frameset.jsp>) during week 1, beginning 15 November. Please sign up for a tutorial group using the instructions at the end of this document.

You will be required to prepare for and contribute to the tutorials. Preparation for tutorials will include the submission of four assignments.

Course Content

A lecture outline, which covers the topics covered in the course, is set out on page 8. 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 aspiring to a career as an accountant.

By the end of this course students should be able to:

1. explain the use of financial statements;
2. explain the role of accounting in society;
3. analyse accounting information as a tool to aid internal decision making; and
4. analyse accounting information as a tool to aid investment decisions.

Course Delivery

The course comprises two lectures a week, workshops in designated weeks and 6 tutorials. A significant part of this course is lecture based. Therefore, you are strongly recommended to attend *all* lectures. Much of the information that is examinable is conveyed by the spoken word only and is not posted on Blackboard or otherwise distributed.

Expected Workload

Most students who take this course have not studied accounting before. The course is therefore structured to accommodate that cohort. You should **expect to spend on average 10 hours per week** on course work, not including time to study for the mid-trimester test and final examination. How this time is made up varies from week to week but typically will include:

- 3 hours in scheduled lectures and workshops;
- 4 hours preparing for and participating in tutorials and preparing for and completing assignments;
- 4 hours reading in preparation for lectures and workshops, revising lecture and tutorial notes, and revision using MyAccountingLab.

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 Academic Integrity and Plagiarism on page 7.

Readings

The prescribed text for this course is:

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

Much of the course content follows the textbook. Most of the tutorial questions are taken from the textbook. You must read and understand the relevant chapters of the textbook that are listed in the lecture outline on page 8. To help you accomplish this, the supplementary material provided in the website MyAccountingLab contains on-line revision exercises to test your understanding of the material. In addition you will be required to complete specific online revision tests (see below).

For ACCY111 Tri 3 2010, you have received free access to MyAccountingLab. You have been registered by Pearson with access to MyAccountingLab and will receive an email by Wednesday 17 November containing your login name and password at the email address you provided to the University.

Enrolling into your course within MyAccountingLab:

1. Go to www.myaccountinglab.com and **LOGIN**
2. Choose to **ENROLL IN A NEW COURSE**
3. Choose **I am taking a course that is using MyAccountingLab and need to enrol in my instructor's course**

4. Type in this **Course ID: XL0K-Z1LM-101Y-3HH2** (NB: 0 is the number zero)
5. Click **ENROLL**
6. If you are using MyAccountingLab at home, run **BROWSER CHECK** to ensure that you have the proper plug-ins

Support and More Information:

For MyAccountingLab support please visit www.myaccountinglab.com and choose **STUDENT SUPPORT** from the **SUPPORT** tab on the upper right hand side of the home page. Here you'll find links to:

- Difficulty with registration
- Getting Started with MyAccountingLab
- Tips on using the Installation Wizard
- Forgot your login and password

Equipment

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

Mobile phones are not permitted in the mid-trimester test or final examination. If you are in doubt, check with the course coordinator.

Assessment Requirements

The course assessment will be as follows:

Online tests – each week	10%
Mid-trimester test (100 minutes) – December 15 th 2010	45%
Final exam (2 hours) – week beginning 14 th February 2011	45%

Note that the above assessment percentages may differ from, and supersede, those shown in the Bachelor of Commerce and Administration Prospectus 2010 and in the Accounting and Commercial Law Prospectus 2010.

To pass this course you must obtain a weighted average mark of 50% or more over the on-line tests, mid-trimester test, and final examination. In addition, you must meet the mandatory course requirements (see below). If you obtain a weighted-average mark of 50% or more but fail to meet the mandatory course requirements, you will **FAIL** the course and be given a 'K' grade.

If your performance or attendance at tutorials 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.

Mid-trimester Test and Final Examination

The **mid-trimester test** takes place on **Wednesday 15 December 2010**. The duration of the test will be one hour and forty minutes (100 minutes) and it will account for 45% of your final grade. This test will cover all material relating to Weeks 1 to 5 (inclusive) of the course, i.e. the management accounting component.

The **final examination** for this course will be scheduled at some time during the period from **Monday 14 February 2011 to Saturday 19 February 2011**. It will be a two hour examination and will cover course material relating to Weeks 6 to 10 (inclusive) of the course (i.e. financial accounting component). It will account for 45% of your grade.

Further details, 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 examination 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.

Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period.

Online Tests

There will be ten online tests each worth 1% of the final grade. Each test will relate to the lecture material in that week and will be made available in MyAccountingLab at 9.00 a.m. on the Friday preceding the lectures and close at 9.00 p.m. on the following Sunday. During that period you may revisit the test as many times as you wish.

Mandatory Course Requirements

In addition to the Assessment Requirements above, to pass the course you must attend at least 5 of the 6 tutorials in the course and submit all four of the assignments.

Class Representative

A class representative will be elected in the first class, and that person's name and contact details made 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.

Use of Turnitin

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 compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. 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.

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>

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/

**ACCY 111
LECTURE OUTLINE**

<i>Week</i>	<i>Beginning</i>	<i>Topic</i>	<i>Readings</i>
1	15 November 2010	Management Accounting The nature and role of accounting Financial vs. management accounting Uses and users of management accounting information Planning and control	chapter 1 chapter 15 (pp 750-754)
2	22 November 2010	Cost Behaviour Cost-volume-profit analysis	chapter 7 (pp. 352-373)
3	29 November 2010	An introduction to decision making	chapter 7 (pp. 374-379)
4	6 December 2010	The planning and budgeting process	chapter 9
5	13 December 2010	Capital investment decisions	chapter 11
mid-trimester break			
6	10 January 2011	Financial Accounting Financial reporting concepts Accrual accounting Ethics in accounting	chapter 2 chapter 15 (pp 731-750)
7	17 January 2011	Financial position – the Balance Sheet	Chapter 3 (pp 87-97 and 107-117)
8	24 January 2011	Financial performance - Income Statement Statement of Changes in Equity	chapter 4 (read also chapters 5 and 6 for the following week)
9	31 January 2011	Analysis and interpretation – Profitability and liquidity Measuring and reporting cash flows	chapters 5 and 14
10	7 February 2011	Analysis and interpretation – Solvency and investment ratios	chapters 6 and 13

Note: this is a general outline of the material covered in the lectures; some topics may be addressed in a different week to that shown.

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. 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.* 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.
14. 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 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.

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.