

School of Accounting and Commercial Law

ACCY 111 ACCOUNTING

Trimester One 2011

COURSE OUTLINE

Names and Contact Details

Course Coordinator &

Lecturer: Dr Philip Colquhoun (PC) RH 715 463 5776
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Lecturer: Dr Rodney Dormer (RD) RH 727 463 5233
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Course Administrator: Jane Perry RH 710 463 6680
Email: jane.perry@vuw.ac.nz
(Office hours: Monday–Friday 8.30am–5.00pm)
Office is closed: 10.30–10.45am and 3.30–3.45pm.)

Duty Tutors Duty tutors will be available on a one-to-one, drop-in basis in Room EA 103 to help you with any course material. The days and times will be notified on the *Blackboard* system (<http://blackboard.vuw.ac.nz>).

RH denotes Rutherford House on the Pipitea campus. It is the high-rise building between the Railway Station and the Lambton Quay bus terminal. *EA* denotes the Easterfield Building on the Kelburn campus.

Trimester Dates

Teaching Period: Monday 28 February – Friday 3 June 2011

Study Period: Monday 6 June – Thursday 9 June 2011

Examination Period: Friday 10 June – Saturday 2 July (inclusive)

Withdrawal from Courses

Your fees will be refunded if you withdraw from this course on or before **11 March 2011**.

The last date for withdrawal from this course is **14 May 2011**. After this date, if you are forced to withdraw by circumstances beyond your control, you must apply for permission on an *Application for Associate Dean's Permission to Withdraw Late* form, including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks.

Course Delivery

Delivery of this course entails 2 lectures per week, 4 workshops, and 6 tutorials.

Class Times and Room Numbers

Lecture times are:

Tuesday and Thursday

Stream 1 (CRN 6603): 9:00am – 9:50am in KKLTL 303

Stream 2 (CRN 8501): 12:00pm – 12:50pm in MCLTL 103

Workshop:

Wednesday (only on the days specified under *Workshops* on page 5)

Stream 1 (CRN 6603): 9:00am – 9:50am in MCLTL 103

Stream 2 (CRN 8501): 12:00pm – 12:50pm in KKLTL 303

In addition, there are 6 tutorials of 50 minutes each. See details under *Tutorials* on page 6.

Attendance at Lectures

This is a lecture based course. 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! Not all PowerPoint slides used in lectures will be distributed to students.

We in the strongest terms suggest that you plan to attend every lecture.

Course Content

A lecture outline, which lists the topics covered in the course, is shown on page 4. Further information will be provided by 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.

You will be successful in this course if at the end of it you are able, at an introductory level, to:

1. understand and 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.

Assessment Requirements

To pass this course, you must obtain a weighted average mark of 50% or more from the assessment items stated below:

	<i>Percentage of final grade</i>	<i>Date</i>
Assignments (4 * 7.5%)	30%	
Mid-trimester test (100 minutes)	20%	5:30pm – 9:30pm, Wednesday 13 April 2011
Final examination (2 hours)	50%	During the mid-year examination period (10 June – 2 July 2011)

Mandatory Course Requirements

In addition to the *Assessment Requirements* above, to pass the course you *must*:

- attend and actively participate in at least **4** tutorials,
- obtain at least 40% in the final examination.

Students that receive a mark of 50% or above based on the assessment requirement AND fail to meet one or both of these conditions will receive a fail grade of K.

Important notice regarding impaired performance

Sickness or other personal difficulties

If your performance in the assignments or mid-trimester test, or your attendance at tutorials is affected by sickness or other personal difficulties (e.g. bereavement of a close relative), you must contact the Course Administrator, in writing, as soon as possible. You must not delay this until the end of the course or when 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.

For impaired performance relating to the final examination please contact the Student Administration Office.

IT Problems relating to the use of MyAccountingLab

In the unlikely event that you experience IT problems of such a magnitude that you are prevented from completing an assignment or the mid-trimester test by the close-off time, you must immediately advise the Course Administrator of the nature of the problem in writing. If you encounter a problem with *MyAccountingLab* you must log a call with the 24/7 *MyAccountingLab* helpline; remember to take note of your call number. Do not contact the VUW helpdesk if your problem relates to *MyAccountingLab*.

If your problems relate to your computer the onus is on you to provide convincing evidence (such as a statement from a reputable computer servicing firm) that your computer was unavoidably disabled for reasons beyond your control during the relevant time. To avoid such anxiety, you should complete and submit your assignment/take the mid-trimester test earlier in the lodgement period, rather than later.

Please note irrespective of the nature of the impaired performance we do not offer alternative assignments and mid-trimester test nor extend the specified time limits for submission of assignments and mid-trimester test.

Lecture Outline

Week	Beginning	Topic	Readings	Lecturer
1	28 February	<i>Financial Accounting</i> Introduction to accounting Introduction to the company	AAI, Chps 1, 2 (pp. 31–52), 14 & 15 (pp. 666–670)	PC
2	7 March	Financial reporting concepts Accrual accounting <hr/> WORKSHOP 1 ASSIGNMENT 1 <hr/>	AAI, Chp 2 (pp. 53 – 63)	PC
3	14 March	Financial position: Balance Sheet <hr/> TUTORIAL 1 <hr/>	AAI, Chp. 3	PC
4	21 March	Financial performance: Income Statement <hr/> TUTORIAL 2 ASSIGNMENT 2 <hr/>	AAI, Chp. 4	PC
5	28 March	Cash Flow Statement <hr/> WORKSHOP 2 <hr/>	AAI, Chp. 5 (pp. 201–222)	PC
6	4 April	Analysis and interpretation of Financial Statements <hr/> TUTORIAL 3 ASSIGNMENT 3 <hr/>	AAI, Chps 6 & 14	PC
7	11 April	<i>Management Accounting</i> Uses and users of management accounting information Planning and control	AAI, Chps 1 (pp9-18)&15 (pp. 692-696)	RD
Wednesday 13 April		Mid-trimester test	5:30pm – 9:30pm	
Mid-trimester break				
8	2 May	Cost behaviour Cost-volume-profit analysis	AAI, Chp. 7 (pp. 318-339)	RD
9	9 May	Introduction to decision making <hr/> TUTORIAL 4 WORKSHOP 3 ASSIGNMENT 4 <hr/>	AAI, Chp. 7 (pp. 340-345)	RD
10	16 May	The planning and budgeting process <hr/> TUTORIAL 5 <hr/>	AAI, Chp. 9(pp. 400-415)	RD
11	23 May	The planning and budgeting process (cont.) <hr/> TUTORIAL 6 WORKSHOP 4 <hr/>	AAI, Chp. 9 (pp. 415-433)	RD
12	30 May	Capital investment decisions <hr/> ASSIGNMENT 5 <hr/>	AAI, Chp 11	RD
10 June – 2 July (actual date to be advised)		Final Examination (2 hours)		

This is a general lecture outline only. Some topics may be addressed in a different week from that shown here.
AAI ≡ Atrill, McLaney, Harvey, Jenner and Weil, (2011) *Accounting – an introduction*, Pearson, 1st New Zealand edition.

Notes:

Any additional material in each of the above chapters that is not covered in the course will be advised in lectures.

The mid-trimester test on 13 April 2011 is a 100-minute online test. It may be taken during any consecutive 100 minutes within the above 3-hour period.

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

Expected Workload

You should expect to spend **on average 10 hours per week** on course work (*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:

- 3 hours in scheduled lectures and workshops
- 4 hours preparing for, and participating in, tutorials and completing your online assignments (referred to under *Tutorials* and *Assignments and Mid-trimester test* below)
- 3 hours reading in preparation for lectures and workshops, revising lecture and tutorial notes, and revision using *MyAccountingLab*.

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 the final examination.

Readings

The prescribed text for this course is:

Atrill, P., E. McLaney, D. Harvey, M. Jenner and S. Weil, (2011) *Accounting – an introduction*, Pearson, 1st New Zealand edition.

Any additional reading material will be advised in lectures and provided on *Blackboard*.

Much of the course content follows the textbook. Most of the tutorial and workshop 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 4.

By enrolling in this course, you obtain free access to *MyAccountingLab*. *MyAccountingLab* is a website aligned with the text book that will be used to deliver the assignments and the mid-trimester test (see below).

We strongly recommend that you purchase the new New Zealand edition of the textbook. If you purchase second hand copies of the older Australian editions, you will need to refer to the New Zealand edition in the library to bring yourself up to date with New Zealand circumstances and to ensure that you answer the correct tutorial and workshop questions set from the textbook.

Materials and Equipment

Any additional material will be posted on *Blackboard*. You will often need to print copies of course materials, and bring them to lectures. You therefore need to regularly consult *Blackboard*, particularly the *Announcements* and *Course Material* pages to ensure that you are organised for lectures. Lecturers do not hold spare copies of any course materials and hard copies are not distributed in lectures.

In the final examination, calculators and non-electronic foreign language dictionaries may be used. Calculators must be battery powered and silent in operation.

Workshops

A 50-minute workshop will be held on the following dates:

- Wednesday 9 March 2011
- Wednesday 30 March 2011
- Wednesday 11 May 2011
- Wednesday 25 May 2011

Workshops involve the lecturer working through revision questions and examples relating to course material selected from earlier lectures. No new course content is provided in workshops. Workshops are typically interactive sessions. Depending on the topic, the exercises and examples will either be provided in advance of the workshop – in which case you need to prepare your answers *before* the workshop – or issued at the workshop. Solutions to workshop exercises are *not* provided on *Blackboard* or elsewhere (other than in the workshop).

Tutorials

The course includes 6 tutorials, *all of which you are expected to attend*. You *must* attend and actively participate in **4** of the 6 tutorials: see under *Mandatory Course Requirements* above. Actively participating in a tutorial includes preparing beforehand and participating in discussions and questions in the tutorial. The topics/questions for the tutorials will be posted on *Blackboard* approximately 7–10 days before the week of the tutorial.

Tutorials take place in the following weeks:

	<i>Week beginning</i>
Tutorial 1	14 March 2011
Tutorial 2	21 March 2011
Tutorial 3	4 April 2011
<i>Mid-trimester break</i>	
Tutorial 4	9 May 2011
Tutorial 5	16 May 2011
Tutorial 6	23 May 2011

Tutorial sign-up is on-line (<https://signups.victoria.ac.nz>) between *4.00 pm Tuesday 1 March and 11.00 am Friday 4 March*. Tutorial times and locations are listed at <http://www.victoria.ac.nz/timetables/2011%20Academic%20Timetable%20at%2020110208.htm>. Instructions for signing up are on page 11. The places in each tutorial are allocated on a “first-come, first-served” basis. Tutorial groups will be posted on *Blackboard* by 7 March 2011.

If you have a ***compelling reason*** for not attending the regular tutorial group in which you are enrolled in a particular week, you may attend another tutorial group (subject to seating capacity in that group). If you do so, you must advise the “alternative” tutor of your details; also check the *My Grades* on *Blackboard* the following week to ensure your attendance has been recorded.

If you need to permanently change tutorials please contact the Course Administrator.

You are expected to contribute to the discussion in your tutorial, and to answer coherently questions put to you by the tutor. Not doing so will result in failure to meet the active participation requirement mentioned above and therefore failure to meet the *Mandatory Course Requirement*. This means that you must be properly prepared for all tutorials that you attend. Tutorial questions will be worked through in tutorials only; **no solutions to tutorial questions provided outside tutorials**.

Further information regarding assessment items.

Assignments

There are 5 assignments to be completed online in this course.

- Each assignment is to be completed in *MyAccountingLab*.
- Each assignment must be completed between 6:00 am on the Friday and 11:59 pm the following Monday on the designated dates.
- There is no facility for submission of assignments outside these times.
- Once you begin an assignment, you have **3 hours** to complete it.
- You can log out and re-login within your 3 hours.
- Once you have submitted your assignment, you cannot recall it.
- The assignment questions are individually assigned to each student, i.e. different computer generated questions of equal standard are sent to each student.
- Ensure that you read the information at the *Academic Integrity and Plagiarism* hyperlink on page 9 before you start your first assignment.
- Your performance in the assignments counts towards your final grade for the course, as follows:

	<i>Available 6:00 am</i>	<i>Closes 11:59 pm</i>	<i>%</i>
Assignment 1	Friday 11 March	Monday 14 March	zero
Assignment 2	Friday 25 March	Monday 28 March	7.5
Assignment 3	Friday 8 April	Monday 11 April	7.5
Assignment 4	Friday 13 May	Monday 16 May	7.5
Assignment 5	Friday 3 June	Monday 6 June	<u>7.5</u>
Total value of assignments			<u>30.0</u>

All students who enrol in this course must plan around the assignment times set out above.

Specific instructions on how to access the assignments will be posted on *Blackboard*.

Please see the above note regarding impaired performance.

Mid-trimester test

The mid-trimester test is to be completed online using *MyAccountingLab*.

The mid-trimester test must be completed online on **Wednesday 13 April 2011 between 5:30pm and 9:30pm**. This is the **only time** range available to sit the mid-trimester test. You may sit it anywhere there is an internet link. It is your responsibility to ensure that you have access to the internet at the above time.

All students who enrol in this course must plan around the mid-trimester test time set out above.

The time allowed for the mid-trimester test is 100 minutes (i.e. 1 hour 40 minutes). The 100 minutes commences from the time that you click on the relevant button to start the test. The system automatically closes after 100 minutes or at 9:30pm, whichever occurs first. More information about the content and format of the test will be given in lectures and posted on *Blackboard*.

Final examination

Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period. The final examination for this course will be scheduled at some time during the period from **Friday 10 June – Saturday 2 July 2011**.

The final examination is 2 hours long. The final examination will be comprehensive, i.e. will cover all parts of the course. More information about the content and format of the final examination will be given in lectures and posted on *Blackboard*. This examination is a standard written examination, held in traditional examination conditions.

It is a mandatory course requirement that you obtain a mark in the final examination of at least **40% to pass the course**. In other words, regardless of how well you performed in the online assignments and the mid-trimester test, if you do not get at least 40% in the final examination, you will fail the course.

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 the information at the *Academic Integrity and Plagiarism* hyperlink on page 9.

Class Representative

Two class representatives for each stream will be elected in the first class, and their names and contact details made available to VUWSA, the Course Coordinator and the class. The class representatives provides a communication channel to liaise with the Course Coordinator on behalf of students.

Communication of Additional Information

This Course Outline, along with other information and materials relating to the course, is available 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. You will not gain access to *Blackboard* until you are fully enrolled in the course.

Additional information is also conveyed to you in the lectures, and important announcements are e-mailed to your VUW student email.

For the following important information, follow the links provided below:

Academic Integrity and Plagiarism

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

General University Policies and Statutes

Find key dates, explanations of grades and other useful information at

www.victoria.ac.nz/home/study

Find out about academic progress and restricted enrolment at

<http://www.victoria.ac.nz/home/study/academic-progress.aspx>

The University's statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the Calendar webpage at

<http://www.victoria.ac.nz/home/study/calendar.aspx> (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at

www.victoria.ac.nz/home/about_victoria/avcacademic/default.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

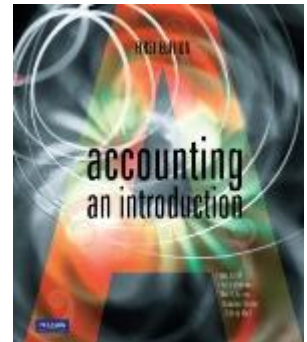
<http://www.victoria.ac.nz/fca/studenthelp/>

Manaaki Pihipihinga Programme

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



Welcome to **MyAccountingLab** where the “I get it” moment meets the **power of practice**. **MyAccountingLab** exercises are directly correlated to your textbook, **Atrill et al/Accounting, An Introduction 1ed** and gives you a personalized interactive learning environment, where you can learn at your own pace and measure your progress.



For **ACCY111 Trimester 1 2011**, you have been registered to **MyAccountingLab** by Pearson, the publisher of the book and will have received an email from Pearson Right Now containing your login name and password by 7 March 2011.

Please go to www.myaccountinglab.com and **Log In**

If you have forgotten your login name or your password, please click on the link, enter your university email address and it will be sent to you.

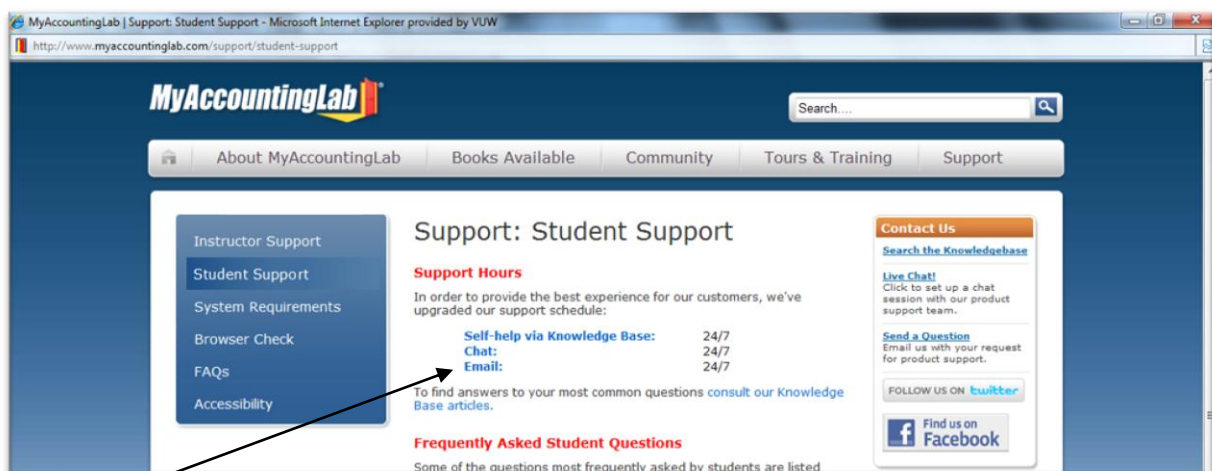
Enrolling into your course within MyAccountingLab

1. Choose to **ENROLL IN A NEW COURSE**
2. Choose **I am taking a course that is using MyAccountingLab and need to enroll in my instructor’s course**
3. Type in your **Course ID: XL0N-G1LY-801Z-6C62 (NB the 0 in the number zero)**
4. Click **ENROLL**
5. 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:

- Getting Started with MyAccountingLab
- Tips on using the Installation Wizard
- Forgot your login and password
- Technical support 24/7



Tutorial Signup Instructions

You must enrol for a tutorial for ACCY 111 between 4.00 pm Tuesday 1 March and 11.00 am Friday 4 March.

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. You should enrol in only **ONE** tutorial and may join the waitlist for only **ONE** other tutorial.
12. 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.
13. 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.

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.