

School of Accounting and Commercial Law

ACCY 001 BOOKKEEPING

Trimester Two 2011

COURSE OUTLINE

Names and Contact Details

Course Coordinator

Philip Colquhoun	Office	RH 715
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Course Administrator

Jane Perry	Office	RH 710
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Duty Tutor

Farzana Tanima	Office	RH 630
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	Duty Tutor Hours	Thursday 14:40 to 16.30 Railway West Wing 124

The course administrator should be contacted in relation to any enquiries of an administrative nature. The course administrator is available Monday to Friday from 8.30 am to 5.00 pm.

Trimester Dates

This is a six-week, self-taught course. Students should finish study materials by the week beginning 15 August 2011. There is only one introductory class for this course.

Class Time and Room Number

Thursday	14 July	13.10-14.00	Hugh Mackenzie LT 206
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Withdrawal from Course

1. The last date of withdrawal from this course is 22 July 2011
2. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late*' including supporting documentation

The application form is available from either of the Faculty's Student Customer Service Desks.

Course Content

The course will cover the accounting cycle from transactions to closing and reversing entries.

The *topics* in the courses are:

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

See the attached possible work plan on page 5.

Course Learning Objectives

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

- Demonstrate through a test a mastery of the principles of bookkeeping;
- Carry out a basic bookkeeping exercise.

This course is for students who are enrolled in or intend to take 200 level accounting courses.

Course Delivery

This is a self taught course. Students should prepare themselves for the course test using any resources they wish.

There is one introductory class on Thursday 14 July (Week 1)

Students may access the following resources to prepare for the course test:

- *Videos of lectures for ACCY 001 Bookkeeping, T3 2009*: These videos can be accessed on Blackboard.
- *Course Text Book: Bookkeeping ACCY 001 3rd Edition*, Compiled by Carolyn Cordery and Farzana Tanima

Every Monday weekly problem exercises will be posted on blackboard based on the topic for the week. The answers for the problems will be available on blackboard the following Monday each week. All students will receive mails automatically to their email address once the weekly materials are posted on blackboard.

Expected Workload

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

Students who have not studied bookkeeping previously should plan to spend approximately 8 hours per week for 6 weeks prior to the second test.

Materials and Equipment

Students are allowed to bring silent, non-programmable electronic calculators in the test. A non-electronic, non-annotated foreign language dictionary may be used in the test.

Assessment Requirements

There is only **ONE** item for assessment

Course Test 100 minutes- Required pass mark is 75%

Note: no grades will be awarded for this course other than pass or fail.

Each student will be permitted up to **two attempts** at the Course Test. The test will be offered three times in this trimester. Any student that fails their first attempt of the Course Test will be permitted a second attempt.

Test One: Thursday 21 July 2011	17.30-19.10	Rutherford House Pipitea Campus
Test Two: Wednesday 7 September 2011	17.30-19.10	Pipitea Campus
Test Three: Thursday 29 September 2011	17.30-19.10	Pipitea Campus

Only those confident of passing the test should attempt the test in week one. If at that stage you pass the test, you need not take part in the course any further.

Quality Assurance 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

Communication of Additional Information

Additional information or information on changes will be conveyed to students by announcements in the first class and notices on Blackboard. It is essential that students have access to Blackboard throughout the course.

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

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

www.victoria.ac.nz/home/study/academic-progress.

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

www.victoria.ac.nz/home/study/calendar (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/

Suggested Study Plan

Week	Topic	Video	Text Book Chapters
1	1. The General Journal a) The accounting equation and its components b) Double entry c) General journal entries 2. Goods and Services Tax a) How to calculate GST b) How to record GST components in financial transaction	1,2,3	1. The general journal 2. Goods and Services Tax
2	1. The General Ledger a) Source documents b) Chart of Accounts c) General Ledger Accounts d) The Trial Balance e) The Accounting Process 2. Inventory methods a) Inventory Accounting Methods b) Recording Inventory 3. Non-Current Assets and Depreciation a) Capitalisation b) Depreciation: Straight-Line-Method	4,5,8,9	3. The general ledger 4. Inventory methods 5. Non-current assets and depreciation
3	1. Balance Day Adjustments a) Accrued Expenses and Accrued Revenue b) Prepaid Expenses and Prepaid Revenue c) Reversing Journal Entries d) Closing Journal Entries	6,7	6. Balance-day adjustments
4	1. Financial Statements a) The statement of comprehensive income b) The statement of changes in equity c) The balance sheet (statement of financial position)	10	7. Financial statements
5 & 6	Revision		