

School of Accounting and Commercial Law

## ACCY001 BOOKKEEPING

Trimester 2 2012

### COURSE OUTLINE

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<b>Names and Contact Details</b>	<b>Office</b>	<b>Telephone</b>
<i>Course Coordinator &amp; Lecturer</i> Dr Rodney Dormer <a href="mailto:rodney.dormer@vuw.ac.nz">rodney.dormer@vuw.ac.nz</a>	RH 727	463 5233 ext. 7009
<i>Duty Tutor</i> Farzana Tanima <a href="mailto:farzana.tanima@vuw.ac.nz">farzana.tanima@vuw.ac.nz</a> Duty Tutor Hours: TBC RH 630	RH 630	463 5758
<i>Course Administrator</i> Jane Perry <a href="mailto:jane.perry@vuw.ac.nz">jane.perry@vuw.ac.nz</a> Office hours: Monday-Friday, 8.30am-5pm (Note: Office closed 10.30am-10.45am and 3.30pm-3.45pm)	RH 710	463 6680

#### Trimester Dates

Monday 16 July to Thursday 27 September.

This is a six-week, self-taught course. Students should finish study materials by the week beginning 10<sup>th</sup> September 2012. There is only one introductory class for this course.

#### Class Time and Room Number

Friday 20<sup>th</sup> July                      16.40-17.30                      Rutherford House LT 1

#### Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 27 July 2012.

2. The standard last date for withdrawal from this course is Friday 10 August. 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**

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

- *Videos of lectures for ACCY001 Bookkeeping, T3 2009*: These videos can be accessed on Blackboard.
- *Course Text Book: Bookkeeping ACCY 001 3<sup>rd</sup> 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.

## Readings

- *Course Text Book: Bookkeeping ACCY 001 3<sup>rd</sup> Edition, Compiled by Carolyn Cordery and Farzana Tanima.*

## 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 26<sup>th</sup> July 2012 6.00 pm  
Rutherford House Lecture Theatre 2  
Pipitea Campus

#### **Test Two:**

Tuesday 21<sup>st</sup> August 6.00 pm  
Kelburn Campus (lecture theatres to be advised)

#### **Test Three:**

Thursday 27<sup>th</sup> September 6.00pm  
Pipitea Campus (lecture theatres to be advised)

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 FCom 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](http://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](http://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](http://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](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx)

**Faculty of Commerce Office**

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

**Te Putahi Atawhai**

**Maori and Pacific Mentoring Programme**

<http://www.victoria.ac.nz/tpa/>

### Possible Study Plan

Week	Topic	Video	Text Book Reading
1	<b>1. The Accounting System</b> a) Purpose b) Business Process c) Key Concepts i. Financial Elements ii. Entity Concept iii. Periodic reporting iv. Double Entry v. Accrual Accounting vi. Accounting Equation vii. Debits and Credits viii. Journals <b>2. Accounting for GST</b> a) How to calculate GST b) How to record GST component in financial transaction	1,2,3	Chapter 1 and 2
2	<b>1. General Ledger</b> a) Source documents b) Chart of Accounts c) General Ledger Accounts d) The Trial Balance e) The Accounting Process <b>2. Inventory</b> a) Inventory Accounting Methods b) Recording Inventory <b>3. Non-Current Assets and Depreciation</b> a) Capitalisation b) Depreciation: Straight-Line-Method	4,5,8,9	Chapter 3, 6, 9
3	<b>1. Balance Day Adjustments</b> a) Accrued Expenses and Accrued Revenue b) Prepaid Expenses and Prepaid Revenue c) Reversing Journal Entries d) Closing Journal Entries	6,7	Chapter 8
4	<b>1. Financial Statements</b> a) Statement of Comprehensive Income/Income Statement b) Statement of Changes in Equity c) Statement of Financial Position/Balance Sheet	10	Chapter 10
5 & 6	<b>Revision</b>		