

School of Accounting and Commercial Law

## ACCY 130 ACCOUNTING FOR DECISION MAKING

Trimester 1, 2014

### COURSE OUTLINE

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#### Names and Contact Details

<i>Course Coordinator &amp; Lecturer</i>	Dr. Philip Colquhoun <a href="mailto:philip.colquhoun@vuw.ac.nz">philip.colquhoun@vuw.ac.nz</a>	RH 715	463 5776
<i>Lecturer</i>	Dr. Thu Phuong Truong Thuphuong.truong@vuw.ac.nz	RH 615	463 8961
<i>Course Administrator</i>	Lisa Lowe <a href="mailto:lisa.lowe@vuw.ac.nz">lisa.lowe@vuw.ac.nz</a> Office hours: Monday-Friday, 8.30am-5pm (Note: Office closed 10.30am-10.45am and 3.30pm-3.45pm)	RH Level 7, Enquiries Counter	463 7465
<i>Duty Tutor</i>	Michael van Zijl will be available on a one-to-one, drop-in basis to help you with any course material. This will start in week 3 and be held in EA 119 on Tuesday 12-12.50pm and Thursday 9-9.50am.		

*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 Easterfield on the Kelburn campus.

#### Trimester Dates

Teaching Period: Monday 3<sup>rd</sup> March – Friday 6<sup>th</sup> June

Study Period: Monday 9<sup>th</sup> June – Thursday 12<sup>th</sup> June

Examination Period: Friday 13<sup>th</sup> June – Wednesday 2<sup>nd</sup> July (inclusive)

#### Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 14<sup>th</sup> March 2014.
2. The standard last date for withdrawal from this course is Friday 16<sup>th</sup> May. 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.

### **Class Times and Room Numbers**

Monday and Thursday 12.00 noon – 12.50 pm  
New Kirk, KK LT303, Kelburn Campus

### **Course Delivery**

Delivery of this course entails two lectures per week and eight tutorials over the trimester.

The ACCY 130 lectures are recorded and a link will be available on *Blackboard* if you wish to view these. Please do not rely on these recordings for your learning as technical issues may result in lecture recordings not being available. (Regretfully, experience has shown us that not every lecture will be recorded.) It is most strongly recommended that you attend all lectures.

### **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**.

### **Expected Workload**

You should expect to spend **on average 10 hours per week** on course work (*excluding* time to study for the final examination). How this time is made up varies from week to week, but typically comprises:

- 2 hours in scheduled lectures
- 5 hours preparing for, and participating in, tutorials and completing your online quizzes (referred to under *Tutorials* and *Online Quizzes* below)
- 3 hours reading in preparation for lectures, 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 final examination. The tutorials and the online quizzes are designed to assist you to keep up with the course work.

### **Prescription**

An introduction to accounting for students not intending to advance in accounting or taxation. The course covers the use and social impact of accounting information, both within organisations and in external reporting.

### **Course Learning Objectives**

This course provides an introduction to accounting for students not intending to continue with an accounting major. The course covers the use and impact of accounting information, both within organisations and in external reporting.

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

1. explain the role of accounting in society
2. explain the use of financial statements as a decision making tool
3. interpret accounting information for internal and external decision making.

### **A note regarding ACCY 001, ACCY 111 and ACCY 130.**

All students enrolled in a BCom degree must pass **either** ACCY 111 **or** ACCY 130.

The major difference between ACCY 111 and ACCY 130 is that ACCY 130 provides an introduction to accounting for students not intending to continue with an accounting major, while ACCY 111 is intended for those wishing to undertake further study in accounting.

- ACCY 111 has a focus on concepts applicable to the preparation of accounting information as well as on the use of that information.
- ACCY 130 has a focus on the use of accounting information.

ACCY 001 covers the basics of bookkeeping. It is provided for those who intend to study 200 level ACCY and is a prerequisite to all 200 level ACCY courses.

Students who have passed ACCY 130 with a B+ grade or better will be permitted to enrol in 200 level ACCY courses without passing ACCY 111. Such enrolment will be subject to participating in “makeup” tutorials of material covered in ACCY 111 but not in ACCY 130 at the start of their 200 level courses.

### **Course Content**

A lecture outline, which lists the topics covered in the course, can be found on the next page.

### **Readings**

The prescribed text for this course is:

Atrill, P., and E. McLaney, (2013) *Accounting and Finance for Non-Specialists*, Pearson, eighth edition.

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

Much of the course content follows the textbook. You must read and understand the relevant chapters or section of the textbook that are listed in the lecture outline on the next page.

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 online quizzes.

### **Materials and Equipment**

Additional material will be posted on *Blackboard*. You will often need copies of course materials, and should 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. The lecturer does not hold copies of any course materials and hard copies are not distributed in lectures. Questions and other material for tutorials are also posted on *Blackboard*.

In the final examination calculators and non-electronic foreign language translation dictionaries may be used. Only silent non-programmable calculators or silent programmable calculators with their memory cleaned are permitted in the examination.

## Lecture Outline (subject to modification)

Week	Topic	Readings
<b>Beginning</b>		
<b>Part One: Management Accounting – Dr Philip Colquhoun</b>		
3 March	<b>Introduction to Accounting &amp; Management Accounting</b>	A&M, Chapter 1
10 March	<b>Cost Behaviour &amp; Cost-Volume-Profit Analysis</b>	A&M, Chapter 7
17 March	<b>Marginal Costing Decisions</b> <ul style="list-style-type: none"> <li>• Tutorial 1</li> <li>• Online Quiz 1</li> </ul>	A&M, Chapter 7
24 March	<b>Full Cost</b> <ul style="list-style-type: none"> <li>• Tutorial 2</li> <li>• Online Quiz 2</li> </ul>	A&M, Chapter 8
31 March	<b>Measuring, Managing and Strategy</b> <ul style="list-style-type: none"> <li>• Tutorial 3</li> <li>• Online Quiz 3</li> </ul>	Reading – available on <i>Blackboard</i>
7 April	<b>Planning and Budgeting</b> <ul style="list-style-type: none"> <li>• Tutorial 4</li> <li>• Online Quiz 4</li> </ul>	A&M, Chapter 9 Reading – available on <i>Blackboard</i>
14 April	<b>Tax Policy and Practice</b>	TBA
<i>Mid-Trimester Break 21 April – 4 May</i>		
<b>Part Two: Financial Accounting – Dr Thu Phuong Truong</b>		
5 May	<b>Introduction to Financial Reporting</b> <ul style="list-style-type: none"> <li>• Tutorial 5</li> <li>• Online Quiz 5</li> </ul>	
12 May	<b>Measuring &amp; Reporting Financial Position</b> <ul style="list-style-type: none"> <li>• Tutorial 6</li> <li>• Online Quiz 6</li> </ul>	A&M, Chapter 2 and Chapter 6 (pp. 207-209)
19 May	<b>Measuring &amp; Reporting Financial Performance</b> <ul style="list-style-type: none"> <li>• Tutorial 7</li> <li>• Online Quiz 7</li> </ul>	A&M, Chapter 3
26 May	<b>Financial Statement Analysis</b> <ul style="list-style-type: none"> <li>• Tutorial 8</li> <li>• Online Quiz 8</li> </ul>	A&M, Chapter 6
2 June	<i>Monday 2 June (Queen's Birthday) – no lecture</i> <b>Cash Flows</b> <ul style="list-style-type: none"> <li>• Online Quiz 9</li> </ul>	A&M, Chapter 5

A&M refers to the textbook: Atrill, P., and E. McLaney, (2013) *Accounting and Finance for Non-Specialists*.

## Assessment

From Trimester 1, 2014, a revised Assessment Handbook will apply to all VUW courses: see <http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

In particular, there will be a new grade scheme, in which the A+ range will be 90-100% and 50-54% will be a C-.

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>
Online Quizzes (8 worth 2.5% each)	20%
Tutorial Assessments (8 worth 2.5% each)	20%
Final Examination (2 hours)	60%

All learning objectives will be examined across all three types of assessment items.

## Penalties/Impaired Performance

### *Sickness or other personal difficulties*

If your performance in the online quizzes, tutorial assessment activities, 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 refer to the hyperlink under *Mandatory Course Requirements* and contact the Faculty of Commerce.

### *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 online quiz 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 ITS 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 online quiz earlier in the lodgement period, rather than later.

**Please note irrespective of the nature of the impaired performance we do not offer alternative online quizzes and tutorial assessment activities nor extend the specified time limits for submission of online quizzes.**

## Tutorials

The course includes 8 tutorials, *all of which you are expected to attend*. You must attend **and** actively participate in **6** of the 8 tutorials: see under *Mandatory Course Requirements*. 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* at least one week before the tutorial.

Every tutorial will include an assessment activity. These will count for 20% of the final grade (2.5% per tutorial). The assessment activity will not be provided in advance. It will be based on previous weeks' material and/or material covered in the tutorial. It will take the form of a short (5-10 minute) activity. Tutorial assessment activities take place at the start of the tutorial and are intended to *inter alia* review your preparation for the tutorial.

Tutorials take place in the following weeks:

	<i>Week beginning</i>
Tutorial 1	17 March
Tutorial 2	24 March
Tutorial 3	31 March
Tutorial 4	7 April
Tutorial 5	5 May
Tutorial 6	12 May
Tutorial 7	19 May
Tutorial 8	26 May

Tutorial sign-up is on-line (<https://signups.victoria.ac.nz>); times for sign-up will be notified via *Blackboard*. Instructions for signing up are at the back on the course outline and on *Blackboard*. The places in each tutorial are allocated on a “first-come, first-served” basis. Tutorial groups can be found on S-cubed.

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 and tutorial assessment grade have been recorded.

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

## Online Quizzes

There are 9 online quizzes to be completed in this course.

- Each online quiz is to be completed in *MyAccountingLab*.
- Each online quiz 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 online quizzes outside these times.
- Once you begin an online quiz, you have **1 hour** to complete each attempt.
- You have a maximum of **2 attempts** at each online quiz – your grade for that online quiz will be your highest score.
- Once you have submitted your online quiz, you cannot recall it.
- The online quiz 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* information under the *General information* hyperlink before you start your first online quiz.
- Your performance in your best eight quizzes will contribute 20% (2.5% each) of your final grade for the course.

	<i>Available 6:00 am</i>	<i>Closes 11:59 pm</i>
Online quiz 1	21 March	24 March
Online quiz 2	28 March	31 March
Online quiz 3	4 April	7 April
Online quiz 4	11 April	14 April
Online quiz 5	9 May	12 May
Online quiz 6	16 May	19 May
Online quiz 7	23 May	26 May
Online quiz 8	30 May	2 June
Online quiz 9	6 June	9 June

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

Please see the above note regarding impaired performance.

### **Examinations**

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 following period:

Friday 13<sup>th</sup> June – Wednesday 2<sup>nd</sup> July (inclusive)

### **Mandatory Course Requirements**

In addition to obtaining an overall course mark of 50% or better, to pass the course you *must*:

- attend and actively participate in at least **6** tutorials, and
- obtain at least 40% in the final examination.

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

If you cannot complete an assignment or sit a test or examination, refer to

[www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat](http://www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat)

### **Early Alerts (Course Signals)**

This course is trialing the Early Alerts (Course Signals) System which aims to help students to be successful in their study at VUW. The system is designed to help students assess their progress in their study, so that they can adjust their work effort or seek support early in the semester, to help them succeed.

Students will receive a traffic light signal through the course Blackboard page:



Green tick means high likelihood of succeeding in the course (if your progress does not decline);



Yellow triangle means potential problem with succeeding in the course (if your progress does not improve); and



Red cross means high likelihood of failing the course (if your progress does not improve).

Students will also receive email messages from their Course Coordinator via their Blackboard email address, which by default is their @myVUW account.

Student feedback is an important part of our evaluation of the Early Alert (Course Signals) System, and students will be invited to participate in a student survey at the end of the course.

If you would like to find out more about this pilot please contact Sheila Law, Team Lead, +64 4 463 5233 ext. 4845, or email [sheila.law@vuw.ac.nz](mailto:sheila.law@vuw.ac.nz)  
Information on resources and support services are available at [www.victoria.ac.nz/students/support](http://www.victoria.ac.nz/students/support)

### **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**

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 VUW ITS helpdesk or the Course Administrator. You cannot gain access to *Blackboard* until you are fully enrolled in the course.

### **Link to general information**

For general information about course-related matters, go to  
<http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

### **Note to Students**

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 academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.





Welcome to **MyAccountingLab** where the “**I get it**” moment meets the **power of practice**. **MyAccountingLab** exercises are directly correlated to your textbook, **Atrill & McLaney/Accounting and Finance for Non-Specialists 8<sup>th</sup> ed** and gives you a personalized interactive learning environment, where you can learn at your own pace and measure your progress.

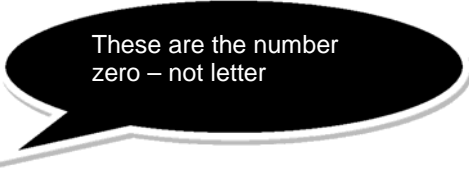
For **ACCY 130 Trimester 1 2014**, you have been registered to **MyAccountingLab** by Pearson, the publisher of the book.

Details of your login name and password will be announced on *Blackboard*.

Once you have your login name and password please go to [www.myaccountinglab.com](http://www.myaccountinglab.com) and **Log In**

### **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 enrol in my instructor’s course**

A black speech bubble with a white border and a tail pointing towards the bottom left. It contains the text "These are the number zero – not letter".

These are the number zero – not letter

3. Type in your **Course ID** XL1E-J1EC-6020-54P2
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](http://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

## Detailed Tutorial Signup Instructions

1. Go to the signup website at: <https://signups.victoria.ac.nz>
2. Enter your SCS username and password to login the system.
3. The “Signup Home” page opens. It displays all courses you are enrolled for and that use the S-Cubed Tutorial Signup system. Click on the course you wish to sign up for.
4. The selected course page opens. It will show 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 tutorial sessions.
6. If there are spaces left in a particular session, you will see the “ENROL” button next to it. You can click this button to enrol yourself into that tutorial session.
7. If there are NO more spaces left in a particular session, you will see the “JOIN WAITLIST” button, if available. You can click this button to join the waitlist for that tutorial session. Please note that you will be removed from any other waitlist you may have joined earlier. If somebody withdraws from this session, you will automatically be moved up the waitlist or enrolled into the session. In this case you are enrolled in the session; an email will be sent to you if you are enrolled into the session from a waitlist.
8. You can only “JOIN WAITLIST” if you have already enrolled in one of the other available sessions. In other words, “ENROL” in one session and then you can choose to join the waitlist for another preferred session.
9. You can choose to “WITHDRAW” from a session you have already enrolled for. You can also choose to “CANCEL WAITLIST” to remove yourself from a particular waitlist.
10. A “FULL” button indicates all seats and waitlist are full for that tutorial session. You must choose another session.
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 session and may “JOIN WAITLIST” for only ONE other tutorial session.
13. You can login and signup (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.**
14. You can view/confirm details of the sessions you are enrolled and waitlisted for, such as day/time and location by clicking on “My Signups” on the left hand menu.
15. 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 will need to be manually handled by the course administrator. You will need to submit a written application stating the reason 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 tutorial sessions that you have signed up for.** If you attend a different session, your attendance may not be recorded.

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