

School of Accounting and Commercial Law

ACCY 130 ACCOUNTING FOR DECISION MAKING

Trimester 1, 2016

COURSE OUTLINE

Prescription

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

Course Learning Objectives (CLOs)

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

1. Explain the role of accounting in business;
2. Explain the use of financial statements as a decision making tool;
3. Interpret accounting information for internal and external decision making.

Course Content

This course covers an introduction of both management accounting (how a company uses accounting information to make decisions) and financial reporting (how a company reports its finances to outsiders). Thus those who pass this course successfully will gain an insight into the traps and delights of accounting in the real-world. The lecture outline, which lists in detail the topics covered, may be found on page 8.

Trimester Dates

Teaching Period: Monday 29th February – Friday 3rd June

Study Period: Monday 6th June – Thursday 9th June

Examination Period: Friday 10th June – Wednesday 29th June (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 11th March 2016.

2. The standard last date for withdrawal from this course is Friday 13th May 2016. 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 or [online](#).

Names and Contact Details

<i>Course Coordinator & Lecturer</i>	Professor Rachel Baskerville Email: rachel.baskerville@vuw.ac.nz	RH 625 463 6951 Cell phone: 021 033 8671
<i>Lecturer</i>	Assoc. Professor Martien Lubberink Email: martien.lubberink@vuw.ac.nz	RH 702 463 5968 Cell phone: 021 134 7500
<i>Course Administrator</i>	Rachel Qi Email: rachel.qi@vuw.ac.nz Office hours: Monday-Friday, 8.30am-5pm (Note: Office closed 10.30am-10.45am and 3.30pm-3.45pm)	RH 708 463 7465
<i>Duty Tutor</i>	Room Easterfield 119; times to be advised on Blackboard	

RH denotes Rutherford House on the Pipitea campus. It is the high-rise building between the Railway Station and the Lambton Quay bus terminal. Easterfield is the high-rise building on the Kelburn campus between the Hub and Kelburn Parade, with the Bookshop on Level one.

Class Times and Room Numbers

CRN 23001

Tuesday and Thursday 15:10 – 16:00
New Kirk KKL303, Kelburn Campus

Course Delivery

Delivery of this course entails two lectures per week and eight tutorials over the 13-week trimester.

The ACCY 130 lectures from KKL303 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.

Readings

The prescribed text for this course is:

Cunningham, B., Nikolai, L., Bazley, J., Kavanagh, M, Slaughter, G & Simmons, S.
Accounting: Information for Business Decisions, Cengage, second edition.

An eBook is also available from the Cengage student website <http://www.cengagebrain.co.nz>. Any additional reading material will be advised in lectures or provided on Blackboard. You should read and understand the chapters of the textbook as listed in the lecture outline on page 8. The textbook, whether soft or hard copy, is an integral part of the course material to guide your learning.

Mandatory Course Requirements (MCRs)

In addition to obtaining an overall course mark of 50 or better, students must:

- attend at least six out of the eight tutorials - so that they will have the opportunity to develop oral communication and technical skills in relation to application of the techniques discussed in lectures.
- attend and make a fair attempt in both of the Tests - in order to demonstrate the achievement, independent of external assistance, of the CLOs for this course as described above

If you believe that exceptional circumstances may prevent you from meeting the mandatory course requirements, contact the Course Coordinator for advice as soon as possible.

If you cannot sit a test or examination, refer to www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

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
- 7 hours preparing for tests and tutorials, and completing your online quizzes (referred to under *Tutorials* and *Online Quizzes* below)
- 1 hour in tutorial

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.

Assessment

The Assessment Handbook will apply to all VUW courses: see

<http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

In particular, the

A+ range will be 90-100%; and the

C- range will be 50-54%

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

Percentage of final grade

Online Quizzes on Chapters 2-3, 5-12 (10 worth 1% each)	10%
Test 1 April 6 th - from after 6pm – around 7.15pm	15%
Test 2 May 9 th - from after 6pm – around 7.15pm	15%
Final Examination (closed book exam, 2 hours)	60%

All learning objectives (CLOs) may be examined across these assessment items.

Online Quizzes

There are ten online quizzes to be completed in this course. Each is worth 1% of your final grade.

- a) Each online quiz must be completed between 6:00 am on the Monday and 11:59 pm the Friday in the designated weeks. You will find the link on Blackboard.
- b) There is no facility for submission of online quizzes outside these times.
- c) Once you begin an online quiz, you have one hour to complete each attempt.
- d) You have a maximum of two attempts at each online quiz – your grade for that online quiz will be your highest score.
- e) Once you have submitted your online quiz, you cannot recall it.
- f) The online quiz questions are individually assigned to each student, i.e. different computer generated questions of equal standard are sent to each student.
- g) Ensure that you read the requirements for Academic Integrity and Plagiarism at <http://www.victoria.ac.nz/home/study/plagiarism.aspx> before you start your first online quiz.

Your performance in each of the ten quizzes will contribute 10% (1% each) of your final grade for the course. Note that your answers to the Quiz on Chapter One are not part of the assessable quizzes, but are part of the formative (non-assessed) learning in this course.

Tests in Week 6 and Week 10

The two tests will be held in large lecture rooms outside normal class schedule. The venues will be advised as soon as determined. The tests will be in week 6 (April 6th starting as soon as possible after 6 pm) and week 10 (May 9th starting as soon as possible after 6 pm). Each test will each be fifty minutes long. The scope of each test will cover all material as per the Table below. Bring along a biro and also an HB pencil, pencil sharpener, rubber and calculator in a clear plastic bag. Display your ID card on the desk in front of you during the test. You are not permitted to initiate **any** form of communication whilst undertaking the test except to the test supervisor. You are not permitted to leave the test room until the end of the 50 minutes.

Scope of tests

	Lectures: coverage in	Tutorials	Quizzes
Test one in week 6:	Week 1 – Week 5 inclusive	One and two	On Chapters 1 – 5
Test two in week 10:	Week 6 – Week 9 inclusive	Three, Four, Five	On Chapters 6 - 9

A note regarding 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.

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. They may also be required to pass a Bookkeeping module.

Tutorials

The course includes eight tutorials, all of which you are expected to attend and actively participate in. You are required to attend at least six out of the eight tutorials. The topics/questions for the tutorials will be posted on *Blackboard* at least one week before the tutorial.

	<i>Week beginning</i>
Tutorial 1	14 March – week 3
Tutorial 2	21 March and 28 March – weeks 4 & 5
Tutorial 3	11 April – week 7
Tutorial 4	18 April – week 8
Tutorial 5	2 May – week 9
Tutorial 6	16 May – week 11
Tutorial 7	23 May – week 12
Tutorial 8	30 May – week 13

Tutorials will start **in the third week** of the trimester, i.e. in the week commencing 14 March 2016. (NOTE: unlike other VBS courses, we do not start in week 2). Tutorial sign up instructions for 'MyAllocator' can be found on Blackboard under 'Tutorials'. The places in each tutorial are allocated on a "first-come, first-served" basis. 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). It is your responsibility to make sure the tutor at the group where you are a guest has a note from you with the date, your ID and name on it, so that your

attendance may be recorded accurately. If you need to permanently change tutorials to the one at which you are a guest, please seek approval from the tutor.

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 is closed book exam. It will be scheduled at some time during the following period:

Friday 10th June – Wednesday 29th June (inclusive)

Penalties

Sickness or other personal difficulties

If your performance in the tests, or online quizzes 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 please refer to

www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

Please note irrespective of the nature of the impaired performance we do not offer alternative test times, nor extend the specified time limits for submission of online quizzes.

Group Work

All of the assessment in this course is based on your own work.

Materials and Equipment

Additional material and the link to the on-line quizzes will be posted on Blackboard. You need to regularly consult Blackboard, particularly the Announcements and Course Material pages to ensure that you are organised for lectures and tutorials. The lecturer does not distribute any copies of any course materials. Questions and other material for tutorials are all posted on Blackboard.

In the tests and 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 cleared are permitted in the examination.

Student feedback

There was no recent course evaluation for ACCY130 in 2015. However, the previous textbook associated my-Accounting-Lab (which had been problematic in terms of access) was replaced by a new textbook (Cunningham et al, 2nd edition) in 2015, with on-line quizzes from that textbook being available free of charge and on Blackboard. Tutors also reported much improvement in the level of the instruction, and engagement by students with the new textbook and its structure/order of topics. The new Chapter ten on corporate social responsibility and environmental issues in project appraisal was a valuable addition to previous teaching materials, and the opportunity for developing awareness

of the ethical component of accounting information for users will be further strengthened in 2016 in the week 4 lectures.

The on-line quizzes were a major improvement in opportunities for student engagement, and were fully incorporated in the assessment for the course; in Tri 1 2015 100% of the students who completed all ten quizzes also passed the course. The lecturers do receive some queries from students about the quizzes and are continually improving the detailed wording etc to clarify ambiguities. Such feedback is very welcome. In line with stakeholder expectations, the course has included a brief introduction to the new (2015) concept of distinctive reporting for public benefit entities. Two Mid-trimester tests were also introduced, which has proved most suitable for the optimal pedagogical outcomes. The overall pass rate at the end of the course exceeded 80% in Tri 2 for the first time in recent years.

Student feedback on University courses may be found at

http://www.cad.vuw.ac.nz/feedback/feedback_display.php

Class Representative

A class representative will be elected in the third lecture, and that person's name and contact details made available to VUWSA, the course coordinator and the class via Blackboard. The class representative provides a communication channel to liaise with the lecturers, course coordinator or Head of School on behalf of students.

Communication of Additional Information

This Course Outline, along with the quizzes, 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. Do not ask the lecturers; they are not in a position to assist. You cannot gain access to Blackboard until you are fully enrolled in the course.

Communication with Lecturers

Email is not a substitute for asking questions in class, which are welcome. For any questions outside of the lecture hour, please

- visit the lecturer in their Office hour on Kelburn campus in room Easterfield 110 (refer to Blackboard for the times);
- telephone the lecturer for a chat; or
- email to arrange an appointment with them at some other time in the week in their office in Rutherford House, Pipitea Campus.

You may also ask any questions of the Duty Tutor, who has office hours on the Kelburn Campus in room Easterfield 119 (see page 2) or your own tutor.

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 Victoria Business School programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Lecture and Assessment Outline

Week	Week of:	Topic	Text book	Lecturer	Tutorial
1	29-Feb	Introduction to Business Accounting	Cunningham et al Chapter one	Martien Lubberink	
2	7-Mar	Developing a Business plan: Cost-Volume-Profit Analysis	Cunningham et al Chapter two	Martien Lubberink	
3	14-Mar	Developing a Business plan: Budgeting	Cunningham et al Chapter three	Martien Lubberink	One
4	21-Mar (Tuesday)	Accruals v Cash accounting (No lecture on 23 rd March)	Part of Cunningham et al Chapters four & five	Martien Lubberink	Two
5	28-Mar (Thursday)	Ethics in Accounting (No lecture on 26 th March)	Chapter 11 of Elliott and Elliott	Martien Lubberink	
6	4-Apr	Managing and reporting working capital	Cunningham et al Chapter six	Martien Lubberink	
April 6th Test one in Week 6 on Chapters one to five incl.					
7	11-Apr	The Income Statement & ratios	Cunningham et al Chapter seven	Martien Lubberink	Three
8	18-Apr	The Balance Sheet & ratios	Cunningham et al Chapter eight	Rachel Baskerville	Four
Mid-Trimester Break 25 th April – 1 st May					
9	2-May	The Cash Flow Statement	Cunningham et al Chapter nine	Rachel Baskerville	Five
10	9-May	Sustainable business	Cunningham et al Chapter ten	Rachel Baskerville	
May 9th Test two in week 10 on Chapters six to nine incl.					
11	16-May	Short term planning decisions	Cunningham et al Chapter eleven	Rachel Baskerville	Six
12	23-May	Capital expenditure decisions	Cunningham et al Chapter twelve	Rachel Baskerville	Seven
13	30-May	Revision and practice short answer questions in class of the chapters tested in final exam		Rachel Baskerville	Eight
