

School of Accounting and Commercial Law

ACCY111 ACCOUNTING

Trimester 2, 2016

COURSE OUTLINE

Prescription

The preparation, use and analysis of internal and external accounting information.

Course Learning Objectives

The objective of the course is to provide an introduction to financial accounting and management accounting concepts applicable to the preparation and use of accounting information both within organisations and for external reporting. *The course is for those students intending to continue with an accounting major.*

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

1. explain the use of accounting information;
2. explain financial reporting concepts;
3. prepare basic financial statements;
4. prepare internal accounting information; and
5. analyse accounting information for internal and external decision making.

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

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

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

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

Course Content

A lecture outline, which lists the topics covered in the course, is shown on page 8. Further information will be provided by lecturers.

Trimester Dates

Teaching Period: Monday 11th July – Friday 14th October

Study Period: Monday 17th October – Thursday 20th October

Examination Period: Friday 21st October – Saturday 12th November (inclusive)

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 22nd July 2016.
2. The standard last date for withdrawal from this course is Friday 23rd September 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

Course Coordinator Dr. Rodney Dormer (RD) RH 727 463 5233
Email: rodney.dormer@vuw.ac.nz ext. 7009
Office Hours: Please email
to make an appointment.

Lecturer Katie Makale (KM) RH 612 463 8538
Email: kathleen.makale@vuw.ac.nz
Office Hours: Thursdays 2.00pm – 3.00pm (Weeks 1,2 and 6) MY 215

Lecturer Matthew Sorola (MS) RH 713 463 8547
Email: matthew.sorola@vuw.ac.nz
Office Hours: Thursdays 2.00pm – 3.00pm (Weeks 3,4,5) MY 215

Course Administrator Jane Perry RH 710 463 6680
Email: jane.perry@vuw.ac.nz
Office hours: Monday-Friday, 8.30am-5pm
(Note: Office closed 10.30am-10.45am and 3.30pm-3.45pm)

Duty Tutor A duty tutor will be available on a one-to-one, drop-in basis in Room MY 206 to help you with any course material.
Days and times will be notified on Blackboard
(<https://blackboard.vuw.ac.nz>)

Class Times and Room Numbers

Lecture Times:

Tuesday 3:10pm – 4.00pm in Kirk Lecture Theatre 303 (Kelburn Campus)
Thursday 3:10pm – 4.00 pm in Kirk Lecture Theatre 303 (Kelburn Campus)

Workshops:

(only in the weeks specified under Workshops on page 3)
Friday 12:00 – 12:50pm in Maclaurin LT 103 (Kelburn Campus)

In addition, there are 6 tutorials of 50 minutes each. See details under *Tutorials* on page 3.

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!

We strongly suggest that you plan to attend every lecture.

Workshops

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

Friday 15 July 2016 (*MyAccountingLab* Introduction)
Friday 5 August 2016
Friday 16 September 2016
Friday 24 September 2016
Friday 7 October 2016
Friday 14 October 2016

Workshops generally 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 normally* 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* below. 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 one week before the tutorial.

Tutorials take place in the following weeks:

	<i>Week beginning</i>
Tutorial 1	25 July 2016
Tutorial 2	8 August 2016
Tutorial 3	12 September 2016
Tutorial 4	19 September 2016
Tutorial 5	26 September 2016
Tutorial 6	3 October 2016

Tutorial sign-up instructions for ‘My Allocator’ can be found on *Blackboard* under Tutorials.

If you have a *compelling reason* for not attending your regular tutorial group 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; solutions to tutorial questions are generally not provided outside tutorials.

Readings

The prescribed text for this course is:

Atrill, P., E. McLaney, and S. Weil, (2013) *Accounting – An Introduction*, Pearson, 2nd New Zealand edition.

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

Much of the course content follows the textbook. Many of the tutorial and workshop questions are taken from the textbook. You must read and understand the relevant chapters or section of the textbook that are listed in the Lecture Outline on page 8.

By enrolling in this course, you obtain free access to *MyAccountingLab* which is a website aligned with the text book that will be used to deliver the (online) assignments.

We recommend that you obtain the second edition (2013) of the textbook. If you purchase second hand copies of the first edition, you will need to refer to the second edition in the library to bring yourself up to date and to ensure that you answer the correct tutorial and workshop questions set from the second edition.

Mandatory course requirements

In addition to achieving an overall pass mark of at least 50%, students must:

- attend and actively participate in at least **4** tutorials, because tutorials provide an opportunity to develop technical and analytical skills in relation to all of the course learning objectives; and
- obtain at least 40% in the final examination, in order to demonstrate that they have achieved course learning objectives 1, 4 and 5 independently of any external assistance.

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 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 complete an assignment or 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 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* 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.

Assessment

The Assessment Handbook will apply to all VUW courses: see

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

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%	See page 6.
Mid-Trimester Test (75 minutes)	20%	6.00 – 7.15pm, Wednesday 7 th September, 2016
Final Examination (2 hours)	50%	During the examination period (21 st October – 12 th November 2016)

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 Faculty of Commerce Student and Academic Services 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 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 assignment 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.

Assignments

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

- Each assignment is to be completed in *MyAccountingLab*. (See page 9.)
- 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 **1 hour** to complete each attempt.
- You have a maximum of 3 attempts at each assignment – your grade for that assignment will be your highest score.
- 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 on Academic Integrity and Plagiarism at <http://www.victoria.ac.nz/home/study/plagiarism> 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 22 July	Monday 25 July	zero
Assignment 2	Friday 5 August	Monday 8 August	7.5
Assignment 3	Friday 19 August	Monday 22 August	7.5
Assignment 4	Friday 23 September	Monday 26 September	7.5
Assignment 5	Friday 14 October	Monday 17 October	<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.

Further guidance on how to access the assignments will be posted on *Blackboard*.

Please see the above notice 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 21st October –Saturday 12th November (inclusive)

Penalties

In fairness to other students, any assignment submitted after the deadline will be subject to a penalty of 5% of the total marks available for every day or part of a day (including Saturdays and Sundays) that the assignment is submitted late. For example, an assignment marked out of 100 due by 2pm on Monday 1 January but submitted at 1pm on Wednesday 3 January, would be marked out of 100 and then have 10 marks deducted from the marks awarded. No marks will be awarded to any assignment submitted after the assignment has been discussed in class or marked and returned to other students or after 10 days have elapsed, whichever occurs first.

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**.

Materials and Equipment

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 mid-trimester test and final examination, calculators and non-electronic foreign language dictionaries may be used. Only silent non-programmable calculators or silent programmable calculators with their memory cleared are permitted in the test or examination.

Student feedback

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php.

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 Student Computing Services 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.

Course Delivery

Lecture Outline

Week	Beginning	Topic	Readings	Lecturer
1	11 July	<u>Financial Accounting</u> Introduction to accounting <i>Friday 15 June WORKSHOP 1 (RD)</i>	AAI, Chp 1	KM
2	18 July	Different Accounting Entities & the World of Accounting ASSIGNMENT 1	AAI, Chp 2	KM
3	25 July	Measuring and Reporting Financial Position TUTORIAL 1	AAI, Chp. 3	MS
4	1 August	Measuring and Reporting Financial Performance <i>Friday 5 August WORKSHOP 2 (MS)</i> ASSIGNMENT 2	AAI, Chp. 4	MS
5	8 August	Measuring and Reporting Cash Flows TUTORIAL 2	AAI, Chp. 5	MS
6	15 August	Analysis & interpretation of Financial Statements ASSIGNMENT 3	AAI, Chp. 6	KM
22 August – 2 September Mid-Trimester Break				
7	5 Sept	<u>Management Accounting</u> Uses and users of management accounting information Planning and control	AAI, Chps 1 (pp 10-18) & 14 (pp. 672-678)	RD
Wednesday 7 September Mid-Trimester Test 6:00pm – 7:15pm				
8	12 Sept	Cost behaviour Cost-volume-profit analysis <i>Friday 16 September WORKSHOP 3 (RD)</i> TUTORIAL 3	AAI, Chp. 7 (pp. 321-341)	RD
9	19 Sept	Introduction to decision making <i>Friday 24 September WORKSHOP 4 (RD)</i> ASSIGNMENT 4 TUTORIAL 4	AAI, Chp. 7 (pp. 341-351)	RD
10	26 Sept	Capital investment decisions TUTORIAL 5	AAI, Chp. 11	RD
11	3 October	The planning and budgeting process <i>Friday 7 October WORKSHOP 5 (RD)</i> TUTORIAL 6	AAI, Chp. 9 (pp. 405-439)	RD
12	10 October	Planning and Budgeting and revision <i>Friday 14 October WORKSHOP 6 (KM)</i> ASSIGNMENT 5	AAI, Chp. 9 (pp. 420-439)	RD
21 October – 12 November (inclusive) Final Examination (2 hours) (actual date to be advised)				

This is a general lecture outline only. Some topics may be addressed in a different week from that shown here.
AAI ≡ Atrill, McLaney, and Weil, (2013) *Accounting – an introduction*, Pearson, 2nd 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. In order to benefit fully from lectures, you must read the relevant sections of the textbook relating to each lecture topic *before* the lectures

KM = Katie Makale MS = Matthew Sorola RD = Rodney Dormer

How to Register and Enrol in Your MyAccountingLab.com Course



Welcome to MyAccountingLab!

Your instructor has set up a MyAccountingLab.com course for you.

Textbook: *Atrill: Accounting, An Introduction, 2e (NZ)*

Course Name: ACCY111 Trimester 2 2016.

Course ID: **XL2C-Z1YO-8020-1T82**

To join your instructor's course, please complete the following **two** steps:

1. Register for MyAccountingLab
2. Enrol in your instructor's course

To register, you will need:

1. A valid e-mail address.
2. The access code.
3. The Course ID listed above.

Step 1: Register for MyAccountingLab

1. Go to <http://www.pearsoned.co.nz/bridge/myaccountinglab/default.html>
2. Select your textbook and click the **Register** button.
3. Select **'I'm a Student'** and **'MyLab without etext'**
4. Answer the Access Information question and enter the access code:

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5. Enter your personal information.

Step 2: Enrol in your instructor's course

1. With your newly created Login Name and Password, sign in to MyAccountingLab at <http://www.pearsoned.co.nz/bridge/myaccountinglab/default.html>
2. Select I am taking a course that is using MyAccounting Lab and need to enrol in my instructor's course.
3. Enter your course ID: **XL2C-Z1YO-8020-1T82**

Need Help? For assistance, please visit <https://support.pearson.com/getsupport/s/>