

School of Accounting and Commercial Law

## **ACCY 130 ACCOUNTING FOR DECISION MAKING**

Trimester 2, 2016

### **COURSE OUTLINE**

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#### **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 (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 11<sup>th</sup> July – Friday 14<sup>th</sup> October

Study Period: Monday 17<sup>th</sup> October – Thursday 20<sup>th</sup> October

Examination Period: Friday 21<sup>st</sup> October – Saturday 12<sup>th</sup> November (inclusive)

## Withdrawal from Course

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

<i>Course Coordinator &amp; Lecturer</i>	Professor Rachel Baskerville Email: <a href="mailto:rachel.baskerville@vuw.ac.nz">rachel.baskerville@vuw.ac.nz</a>	RH 625 463 6951 Cell phone: 021 033 8671
<i>Lecturer</i>	Dr Sendirella George Email: <a href="mailto:sendirella.george@vuw.ac.nz">sendirella.george@vuw.ac.nz</a>	RH 622 463 8202
<i>Course Administrator</i>	Rachel Qi Email: <a href="mailto:rachel.qi@vuw.ac.nz">rachel.qi@vuw.ac.nz</a> 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>	Murphy room 206; 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. Murphy is the high-rise building on the Kelburn campus opposite the Stout/ Hunter courtyard.

## Class Times and Room Numbers

### CRN 23002

Monday and Wednesday in Hugh Mackenzie HMLT205 13:10 14:00

### CRN 23003

Monday and Wednesday in Hugh Mackenzie HMLT205 14:10 15:00

## Course Delivery

Delivery of this course entails two lectures per week and eight tutorials over the 12-week trimester.

The ACCY 130 lectures from HMLT205 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](http://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 1-3, 6-12 (10 worth 1% each)	10%
Test 1 August 4 <sup>th</sup> - from after 6pm – around 7.15pm	15%
Test 2 September 22 <sup>nd</sup> - 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.

- 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.
- There is no facility for submission of online quizzes outside these times.
- Once you begin an online quiz, you have one hour to complete.
- You have a maximum of two attempts at each quiz – your grade for the 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 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.

### Tests in Week 4 and Week 9

The two tests will be held in large lecture rooms outside normal class schedule. The tests will be in week 4 (August 4<sup>th</sup> starting as soon as possible after 6 pm) and week 9 (September 22<sup>nd</sup> starting as soon as possible after 6 pm). Each test will 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 4:	Week 1 – Week 3 inclusive	One	On Chapters 1 – 3
Test two in week 9:	Weeks 4 – Week 8 inclusive	Two, Three, Four, Five	On Chapters 4 - 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, and ACCY 115. They will 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	25 July – week 3
Tutorial 2	8 August – week 5
Tutorial 3	15 August – week 6
Tutorial 4	5 September – week 7
Tutorial 5	12 September – week 8
Tutorial 6	26 September – week 10
Tutorial 7	3 October – week 11
Tutorial 8	10 October – week 12

Tutorials will start **in the third week** of the trimester. (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 – see list on Blackboard). 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 21<sup>st</sup> October – Saturday 12<sup>th</sup> November (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](http://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 2016. 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 was further strengthened in Trimester One 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 2015 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](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 the Murphy building room 213 (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 Murphy building room 206 (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 of:	Topic	Text book	Lecturer	tutorial
July 11th	Introduction to Business Accounting and the New Zealand regulatory environment; uses and users of accounting information	Cunningham et al Chapter one, and additional material	RB	
July 18th	Internal accounting information: Cost-Volume-Profit Analysis	Cunningham et al Chapter two	RB	
July 25th	Internal accounting information: Budgeting	Cunningham et al Chapter three	RB	one
<b>First Test on August 4<sup>th</sup> on chapters one to three</b>				
Aug 1st	The accounting system and accounting concepts, assets and liabilities in public and private sectors.	Part of Chapters four and five, and additional material	SG	No tutorial
Aug 8th	Managing and reporting working capital; inventory accounting principles and systems	Cunningham et al Chapter six & Appendix to Chapter seven	SG	two
Aug 15th	The Income Statement: content and use including ratio analysis	Cunningham et al Chapter seven	SG	three
<b>Mid-trimester break</b>				
Sept 5th	The Balance Sheet: content and use including ratio analysis	Cunningham et al Chapter eight	SG	four
Sept 12th	The Cash Flow Statement: content and use including ratio analysis	Cunningham et al Chapter nine	SG	five
<b>Test 2 on September 22<sup>nd</sup> on chapters four to nine</b>				
Sept 19th	Sustainable business	Cunningham et al Chapter ten	SG	No tutorial
Sept 26th	Short term planning decisions	Cunningham et al Chapter eleven	RB	six
Oct 3rd	Capital expenditure decisions	Cunningham et al Chapter twelve	RB	seven
Oct 10 <sup>th</sup>	Ethics and Sustainable business	Elliott & Elliott chapter 11	RB	eight

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