



BUSINESS SCHOOL  
Te Kura Pakihi

## COURSE OUTLINE

***ACCT 102***

***Principles of Accounting***

Semester One, 2024

This course outline contains information specific to this paper. For more general information common to your papers, please refer to the COMMERCE\_UG\_2023: Commerce Undergraduate Students site on Blackboard.

## Paper Description and Aims

This paper is designed as a pre-requisite for students wanting to continue into 200 level accounting courses. It reviews the basic concepts, principles and techniques of financial accounting. Its focus is on preparing financial statements using the double entry system. This enables a deeper examination and evaluation of basic financial reports than was possible in BSNS 115. Further, this offers an introduction to some of the current issues relating to accounting and accountability.

Description:

Pre-requisite: BSNS115

0.15 EFTS – 18 points

13 weeks, each consisting of 150 minutes of lectures and 50 minutes of tutorial

Important notice: This paper is a prerequisite for ACCT211 and ACCT222.

## Learning Outcomes

Upon successful completion of this paper, you should be able to:

1. Critically examine some current issues relating to accounting, including ethics and accountability;
2. Understand the New Zealand legislative and professional environment of accounting;
3. Understand and be able to apply double entry accounting techniques to translate business activities into financial language;
4. Understand what the basic financial reports communicate to users of accounting information and how those reports are used in business;
5. Gain skills in using computerized accounting software.

These learning outcomes contribute to the development of the Graduate Profile (<http://www.otago.ac.nz/business/study/undergraduate/otago033074.html>) in the areas of Specialist Business Knowledge, Written Communication, Ethics and Global Perspective.

## Teaching Staff

### Paper Coordinator

Name: Dr Mariela Carvajal

Office: Business School, 5<sup>th</sup> floor, room 504

Email: mariela.carvajal@otago.ac.nz

Office Hours: Tuesday 3.30pm – 5.30pm

Thursday 10.30am – 11.30pm

Contact Dr Mariela Carvajal for any administrative enquiries about the paper. Please include “ACCT 102” in the subject line. Emails will be answered, but not necessarily straight away.

Any changes to office hours will be posted on Blackboard (and announced in lectures if possible). Appointments are not needed for office hours. Please use these sessions to ask any questions about the course or for general course advising.

## Tutors

The names and contact details for the tutors in ACCT 102 can be found in Blackboard.

## Class Representatives

Class representatives are an important means of communication between students and staff. Contact details for your student class representatives will be posted on the Blackboard page for this paper.

## Course Delivery

Lecture Day/Time:	L1	Monday	2.00 – 2.50 pm	RMOOT
	L2	Tuesday	2.00 – 2.50 pm	ARCH3
	L3	Thursday	1.00 – 1.50 pm	TGo8
Tutorials Day/Time:	T1	Wednesday	9.00 – 9.50 am	CASTA
	T2	Wednesday	3.00 – 3.50 pm	OBSLG05
	T3	Thursday	3.00 – 3.50 pm	SDAVF
	T4	Friday	12.00 – 12.50 pm	QUAD3

Students must attend *all* weekly lectures and their assigned tutorial session. You should always attend the tutorial for which you are streamed. Exceptions only by prior arrangement with the lecturer/tutor.

## Expectations and Workload

For a typical 18-point paper at the University of Otago, you are expected to commit about 14 hours to study every week. Lectures and tutorials will take 4 hours such that you are expected to commit at least 10 hours weekly to readings, private study and preparing assignments.

## Course Learning Resources

The textbook is Carlon, S., McAlpine, R., Lee, C., Mitrione, L., Kirk, N., and Wong, L. (2023). Financial accounting: Reporting, analysis and decision making. 7th Edition. Wiley & Sons Australia.

The University Library provides a multitude of other resources. These include subject guides, research resources, and citation styles. As well as an extensive range of books, there is an Audio-visual Centre that contains many interesting and useful videos, documentaries and other resources. If you are unfamiliar with the University Library and all its facilities, please sign up for a tour at the beginning of the semester. Check it all out at <http://www.library.otago.ac.nz/services/undergrad.html>. Further, your lecturer may provide additional readings through eReserve on Blackboard.

## Blackboard

<https://blackboard.otago.ac.nz/> provides you with access to course materials, class notices, and resources. Blackboard is used to email the whole class so it is important that you check your student email and Blackboard regularly.

Further information about student support, learning support and information, academic integrity and other University resources for students is available on the COMMERCE\_UG\_2023: Commerce Undergraduate Students site on Blackboard.

## Student Webmail

Students' university email is the preferred means of communicating information relevant to this paper. It is recommended to forward your University email address to an email address that you use regularly.

## Assessments

All material presented is examinable. Assessment information such as due dates and times, content, guidelines and so on is discussed during lectures and, where appropriate, detailed on Blackboard. *Students are responsible for ensuring that they are aware of this information, keeping track of their own progress, and catching up on any missed classes.*

Assessment	Weighting	Requirements to pass this paper
Tutorial Exercises	8%	
Assignments	35%	Submit each one
MYOB Assignment	7%	Submit
Final Exam	50%	At least 50 / 100

*Note: Students must complete the above assessments to be eligible to pass this paper. Failure to complete any of the assessments entails failing the whole paper and having this result shown in students' records as "FC - Failed Course Requirements".*

## Course Requirements

### **Tutorial Exercises (8%)**

The purpose of the weekly tutorials is to provide students with the opportunity to review the learning contents discussed in class. They are designed to foster discussion and class participation. As such, oral participation during tutorials is encouraged. There are 12 weekly tutorials in total. A set of exercises will be made available the week prior and students need to submit the answers to their tutor at the beginning of each tutorial. The best eight of these tutorial exercises will count for the final grade.

### **Assignments (35%)**

There are three individual assignments throughout the semester. Information about each one will be provided in lectures and on Blackboard. The individual assignments must be submitted in the ACCT 102 box on level 5 by 3pm on the dates indicated below. Assignments submitted to the drop box after 3pm will be penalised.

Assignment	Due date
Assignment 1	8 April
Assignment 2	22 April
Assignment 3	6 May

### MYOB Assignment (7%)

Students will be introduced to the MYOB accounting software in order to complete a set of practice exercises. For this assessment students work independently, at their own pace, in a self-directed learning mode. Students are expected to take responsibility for their own learning experience. Additional information will be provided on Blackboard.

Assignment	Due date
MYOB Practice Set	20 May

### Final Exam (50%)

The Final Exam takes place during the official University's examination time. Date, time, and location will be advised in due course. Students who might have some exceptional issue with date, time or location will have to contact the Examinations Office in the Registry Building. The logistics of the final exam is not handled at the departmental level. The final exam covers all learning outcomes.

## Learning Outcomes

Learning Outcome	Tutorials Exercises	Assignments	Xero Practice Set	Final Exam	Total
Critically examine some current issues relating to accounting, including ethics and accountability;	✓			✓	
Understand the New Zealand legislative and professional environment of accounting;	✓			✓	
Understand and be able to apply double entry accounting techniques to translate business activities into financial language;	✓	✓	✓	✓	
Understand what the basic financial reports communicate to users of accounting information and how those reports are used in business;	✓	✓	✓	✓	
Gain skills in using computerized accounting software.			✓		
Total	10%	30%	10%	50%	100%

## Course Calendar

Week	Dates	Topic	Reading	Notes
1	26 Feb – 1 Mar	Introduction to accounting	Chapter 1	
2	4 Mar – 8 Mar	Recording process	Chapter 2	Tutorial 1
3	11 Mar – 15 Mar	Recording process	Chapter 2	Tutorial 2
4	18 Mar – 22 Mar	Accruals	Chapter 3	Tutorial 3
5	25 Mar – 29 Mar	Inventory	Chapter 4	Tutorial 4
Mid-Semester Break 1 – 5 April				
6	8 Apr – 12 Apr	Inventory	Chapter 5	Tutorial 5 Assignment 1
7	15 Apr – 19 Apr	Current assets	Chapter 7	Tutorial 6
8	22 Apr – 26 Apr	Non-current assets	Chapter 8	Tutorial 7 Assignment 2
9	29 Apr – 3 May	Non-current assets	Chapter 8	Tutorial 8
10	6 May – 10 May	Liabilities	Chapter 9	Tutorial 9 Assignment 3
11	13 May – 17 May	Statement of cash flow	Chapter 11	Tutorial 10
12	20 May – 24 May	Financial statement analysis	Chapter 12	Tutorial 11 MYOB Assignment
13	27 May – 31 May	Review		Tutorial 12
Examination Period 5 – 19 June				

## Disclaimer

While every effort is made to ensure that the information contained in this document is accurate, it is subject to change. Changes will be notified in class and via Blackboard. Students are encouraged to check Blackboard regularly. It is the student's responsibility to remain properly informed.