

Module Title:	Basics of Accounting and Finance	Level:	4	Credit Value:	20
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Module code:	BUS442	Is this a new module? Yes	Code of module being replaced:	n/a
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Cost Centre:	GAMG	JACS3 code:	N411
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Trimester(s) in which to be offered:	2	With effect from:	September 17
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School:	Business	Module Leader:	Kelvin Leong
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Scheduled learning and teaching hours	30hrs
Guided independent study	170hrs
Placement	0hrs
Module duration (total hours)	200hrs

Programme(s) in which to be offered	Core	Option
BSc (Hons) in Financial Technology Management	✓	<input type="checkbox"/>
BA (Hons) in Performance and People Management	✓	<input type="checkbox"/>
BSc (Hons) in Business Decision Making	<input type="checkbox"/>	✓
BA (Hons) Retail Management	✓	
BA (Hons) Business Development Management	✓	

Pre-requisites
None

Office use only

Initial approval February 17

APSC approval of modification *Enter date of approval*

Have any derogations received SQC approval?

Version 1

N/A

Module Aims

The aim of this module is to provide students with an understanding of financial and management accounting as well as financial knowledge on decision making.

Intended Learning Outcomes

Key skills for employability

- KS1 Written, oral and media communication skills
- KS2 Leadership, team working and networking skills
- KS3 Opportunity, creativity and problem solving skills
- KS4 Information technology skills and digital literacy
- KS5 Information management skills
- KS6 Research skills
- KS7 Intercultural and sustainability skills
- KS8 Career management skills
- KS9 Learning to learn (managing personal and professional development, self-management)
- KS10 Numeracy

At the end of this module, students will be able to

Key Skills

At the end of this module, students will be able to		Key Skills	
1	Explain the functions of accounting and finance in an organisation.	KS1	
		KS5	
		KS8	
2	Understand financial accounting processes and interpret financial statements.	KS1	KS6
		KS3	KS10
		KS5	
3	Apply basic management accounting skills to support business decision making.	KS1	KS6
		KS3	KS10
		KS5	
4	Conduct financial planning and evaluate business performance.	KS1	KS10
		KS2	
		KS5	

Transferable/key skills and other attributes

Numeracy

Derogations

N/A

Assessment:

Assessment 1 requires students to undertake a piece of research into relevant issues about financial accounting and financial statement analysis.

In assessment 2 students will be presented with a real or hypothetical case study and be required to analyse and evaluate the issues and options they face in respect of making financial decisions.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	1,2	Essay	50%		2000
2	3,4	Case Study	50%		2000

Learning and Teaching Strategies:

According to the learning outcomes, lectures will allow concepts, theories and principles to be outlined. Tutorials and activity-based sessions will provide further use of real world business examples in applying relevant concepts, theories and principles into practice. In addition, students will be encouraged to undertake self-directed study and further research on selected topics to acquire additional perspectives which will provide them with a deeper understanding of the topics covered.

Syllabus outline:

1. Functions of accounting and finance in organisations
2. Introduction to financial accounting
3. Interpretation and analysis of financial statements
4. The concept of cost behaviour
5. Cost Volume Profit analysis and decision making
6. Introduction to budgeting and profit planning
7. Accounting rate of return and payback period
8. Business performance measurement

Bibliography:

Essential reading

Textbook:

Atrill, P. and McLaney, E. (2015). *Accounting and finance for non-specialists*, 9th edition, London: Pearson Education.

Other indicative reading

Textbooks

- Dyson, J. (2010). *Accounting for non-accounting students*, 8th edition, Harlow, England: Financial Times Prentice Hall.
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Wood, F. and Sangster, A. (2012). *Frank Wood's business accounting*, 13th edition, Harlow: Pearson Education Limited.

McLaney, E. (2008). *Accounting: an introduction*, 4th edition, Harlow: Financial Times Prentice Hall.

Atrill P, (2011), *Financial Management for Decision Makers*, 6th edition, FT Prentice Hall.

Journals

ACCA Student Accounting Magazine,
ACCA Accounting & Business Research,
CIMA Financial Management Magazine,
Journal of Accountancy, AICPA
Financial Management

Websites

www.icaew.com

www.accaglobal.com

www.cimaglobal.com

www.frc.org.uk