

Module specification

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Module code	BUS4A6
Module title	Financial Knowledge and Skills for Modern Businesses
Level	4
Credit value	30
Faculty	Glyndwr University: Faculty of Social and Life Sciences Bloomsbury Institute: School of Business and Accounting
Module Leader	Dr Nnamdi Obiosa
HECoS Code	100078
Cost Code	GAMG

Programmes in which module to be offered

Programme title	Is the module core or option for this programme
BA (Hons) Business Management	Core
BA (Hons) Business Management (Marketing)	Core
BA (Hons) Business Management (Entrepreneurship)	Core
BA (Hons) Business Management (Human Resource Management)	Core

Pre-requisites

None

Breakdown of module hours

Learning and teaching hours	66 hrs
Placement tutor support	0 hrs
Supervised learning e.g. practical classes, workshops	0 hrs
Project supervision (level 6 projects and dissertation modules only)	0 hrs
Total active learning and teaching hours	66 hrs
Placement / work based learning	0 hrs
Guided independent study	234 hrs

Learning and teaching hours	66 hrs
Module duration (total hours)	300 hrs

For office use only	
Initial approval date	8 April 2022
With effect from date	June 2022
Date and details of revision	
Version number	1

Module aims

The module aims to provide students with an understanding of fundamental financial concepts and tasks which business owners and managers complete in the course of their work. Students will not only learn about financial markets, institutions and products but will also complete basic financial tasks, such as budget preparation and budgetary control, and will explore technological solutions which assist business owners and managers. Additionally, students will consider the latest developments in the field of financial services and will analyse their impact on modern businesses.

Module Learning Outcomes - at the end of this module, students will be able to:

1	Describe financial markets and institutions and essential financial products, and explain common financial terms used in modern businesses.
2	Interpret basic financial statements, make recommendations for financial planning, and prepare a financial budget.
3	Complete basic financial tasks using technological solutions where appropriate.
4	Discuss the trends in financial services and analyse their impact on modern businesses.

Assessment

This section outlines the type of assessment task the student will be expected to complete as part of the module. More details will be made available in the relevant academic year module handbook.

Indicative Assessment 1: Will take the form of a portfolio (2,100 words equivalent), divided into several tasks that could take one or more of the following formats: online quizzes (30-60 minutes), open questions (700-1,000 words), case studies (700-2,000 words), completion of tasks with the use of relevant software (1 hour).

Indicative Assessment 2: Will take the form of a report (900 words).

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)
1	1, 2, 3	Portfolio	70%

2	4	Report	30%
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Derogations

No

Learning and Teaching Strategies

The module will be completed over one term.

Students will undertake 2-weeks of pre-reading and online activities.

The module is taught through weekly 2-hour lectures, 2-hour seminars and 2-hour workshops.

Lectures provide a broad outline structure for each topic to be covered. Lectures offer a good way of covering a lot of information and, more importantly, of conveying ideas to many people at once.

Seminars enable students to undertake directed self-study and to answer questions and solve problems which are set by the lecturer. Students will present their answers and solutions within the seminar group. Seminars enable students to explore further the topics introduced in the lectures.

Workshops follow on from lectures and seminars. They are designed to enable students to work within a small group to perform set tasks (e.g. working on an exercise or case study). They reinforce proactive learning by providing opportunities for discussion and interaction.

The seminar/workshop groups are small, thereby enabling students to develop a deep understanding.

Student digital literacies are developed on this module through the use of:

- Online libraries and databases for gaining access to full-text journal articles and eBooks.
- Communication means provided through the VLE and learning technology applications.
- Online group-work, for planning, developing, improving, submitting and reflecting on collaborative work completed as part of the module.
- Assessment and feedback tools such as Multiple Choice Tests/Quizzes, Turnitin and the VLE's Gradebook – enabling timely and detailed feedback on student work.
- Web-based Office 365.
- MS Excel.
- Relevant accounting software/online tools.

Indicative Syllabus Outline

- Finance within organisations (the relationship between the financial function and other functional areas within organisations, the impact of financial objectives on decision making within organisations, management accounting, financial accounting, impact of organisational and regulatory frameworks on an organisation's approach to financial management, challenges organisations face accessing finance)
- Financial markets, institutions and products

- Financial statements: statement of cash flows, income statement, statement of financial position
- Essentials of analysing and interpreting financial statements
- Financial planning and budgeting (budget setting vs financial forecasting, budget setting approaches, formulating and justifying a budget for an area of management responsibility, factors that impact on budget management, corrective actions to be taken in response to budgetary variance, reporting procedures for authorising corrective actions to a budget)
- Sources of finance
- Financial responsibilities of business owners/managers (e.g. record keeping, invoicing, bank accounts oversight, setting up online payment methods, essentials of payroll, tax, tracking budgets etc.)
- Overview of software for completing basic financial tasks
- Trends in financial services, e.g. rethinking the concept of money, online security.

Indicative Bibliography:

Please note the essential reads and other indicative reading are subject to annual review and update.

Essential Reads

- McLaney, E, Atrill, P, Atrill, P, McLaney, E, Atrill, P, & McLaney, E (2018), *Accounting and Finance for Non-Specialists* 11th Edition Ebook PDF, Pearson Education, Limited, Harlow.

Other indicative reading

- Resources available from CMI Management Direct

Employability skills – the Glyndŵr Graduate

Each module and programme is designed to cover core Glyndŵr Graduate Attributes with the aim that each Graduate will leave Glyndŵr having achieved key employability skills as part of their study. The following attributes will be covered within this module either through the content or as part of the assessment. The programme is designed to cover all attributes and each module may cover different areas.

Core Attributes

Engaged
Enterprising
Ethical

Key Attitudes

Commitment
Curiosity
Resilience
Confidence
Adaptability

Practical Skillsets

Digital Fluency
Organisation
Critical Thinking
Communication