

Module Guide

Accounting & Finance for Managers

AFE_4_AFM

Business School

Level 4

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1. MODULE DETAILS

Module Title:	Accounting & Finance for Managers																								
Module Level:	4																								
Module Reference Number:	AFE_4_AFM																								
Credit Value:	20																								
Student Study Hours:	200																								
Contact Hours:	60																								
Private Study Hours:	140																								
Pre-requisite Learning (If applicable):	Not applicable																								
Co-requisite Modules (If applicable):	Not applicable																								
Course(s):	<table border="1"> <tr><td>4680</td><td>BA (Hons) Business Management</td></tr> <tr><td>4682</td><td>BA (Hons) Business Management with Analytics</td></tr> <tr><td>4683</td><td>BA (Hons) Business Management with E-Business</td></tr> <tr><td>4684</td><td>BA (Hons) Business Management with Economics</td></tr> <tr><td>4685</td><td>BA (Hons) Business Management with Enterprise & Entrepreneurship</td></tr> <tr><td>4687</td><td>BA (Hons) Business Management with HR</td></tr> <tr><td>4688</td><td>BA (Hons) Business Management with Law</td></tr> <tr><td>4689</td><td>BA (Hons) Business Management with Marketing</td></tr> <tr><td>4692</td><td>BA (Hons) Business Management with Project Management</td></tr> <tr><td>4693</td><td>BA (Hons) Business Management with Retail</td></tr> <tr><td>1262</td><td>BA (Hons) Marketing</td></tr> <tr><td>4691</td><td>BA(Hons) Business Management with Corporate Sustainability</td></tr> </table>	4680	BA (Hons) Business Management	4682	BA (Hons) Business Management with Analytics	4683	BA (Hons) Business Management with E-Business	4684	BA (Hons) Business Management with Economics	4685	BA (Hons) Business Management with Enterprise & Entrepreneurship	4687	BA (Hons) Business Management with HR	4688	BA (Hons) Business Management with Law	4689	BA (Hons) Business Management with Marketing	4692	BA (Hons) Business Management with Project Management	4693	BA (Hons) Business Management with Retail	1262	BA (Hons) Marketing	4691	BA(Hons) Business Management with Corporate Sustainability
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Year and Semester	Year 1 Semester 1																								
Module Coordinator:	Steve O'Connor																								
MC Contact Details (Tel, Email, Room)	07583-239808, connosa@lsbu.ac.uk , LR 369																								
Teaching Team & Contact Details:	Ibrahim Adewusi Olalaken Aladesanmi Michael Anthonio Shahbano Khan Lucy Ogbenjuwa Bim Osunsami Christie-Lee Phillips Maria Postoyeva Bola Samuel Contact Details available upon request																								
Subject Area:	Accounting, Finance & Economics																								
Summary of Assessment Method:	100% Coursework																								
External Examiner appointed for module:	N/A																								

2. SHORT DESCRIPTION

This module is designed to give students a practical approach to accounting and finance from a user perspective, including clarifying the meaning of certain terms and concepts and correcting certain widely held misconceptions of the same, rather than an accounting practitioner perspective. This module will also equip students to fully appreciate, understand and use basic accounting and business concepts leading to the interpretation of accounting and financial information in order to enhance business decision making in the current financial environment.

3. AIMS OF THE MODULE

In addition to introducing students to basic accounting theory and concepts, practical accounting techniques, the production of financial statements and the interpretation and use of financial information, the module aims to encourage students to use numerical information within a business context, and to grasp the underlying story being told by a set of financial statements. The module aims to enhance students' confidence in engaging with Accounting and Finance by showing its relevance to their chosen field of study, and illustrating the importance of financial literacy to making successful business and ethical decisions as a management professional.

4. LEARNING OUTCOMES

4.1 Knowledge and Understanding

- Describe the different requirements of stakeholders and discuss the extent to which accounting statements meet these needs.
- Explain and use basic accounting terminology and techniques and be able to use them in a business context.
- Apply the concepts and conventions for recording and preparing simple accounts, including adjustments.
- Understand the composition and layout of public & private limited company financial statements.
- Identify different models and methods of raising business finance and how to apply such models in a current business context
- Awareness of the use of analytical tools such as ratios, margins and investment returns to assess the financial performance of a business.
- Be able to understand and perform basic budgeting processes and apply them to a modern business.

4.2 Intellectual Skills

- Critical and analytical thinking
- Interpretation and judgement
- Evaluation and problem solving
- Independent learning

4.3 Practical Skills

- Use of information technology
- Development of written communication skills
- Relevant numeracy skills

4.4 Transferable Skills

- Oral and written communication skills
- Numeracy skills
- Time-management skills

5. ASSESSMENT OF THE MODULE

Formative Assessment:

- Evaluation of technical knowledge and understanding by completion of questions and quiz type questions in the lectures and seminars.
- Informal discussions with students during and after seminars to assess understanding and helping those with problems.

- Encouraging students to help each other with problems via informal study groups.

Summative Assessment:

The module will be assessed by 100% coursework as follows:

Coursework (100%)

- Sub-component 1 (Accounting Coursework) - 30% weight: Open-book, in-class, paper-based assignment in Week 7 requiring students to construct an Income Statement and Balance Sheet from a Trial Balance with adjustments. Maximum time 90 minutes. Any notes or materials may be referred to during the session but no form of communication with other students is allowed. This is worth 30% of the overall module mark.
- Sub-component 2 (Finance Coursework) - 30% weight: Open- book, in-class, paper-based assignment in Week 13 requiring students to answer objective testing questions on topics drawn from weeks 8 to 12. Maximum time 90 minutes. Any notes or materials may be referred to during the session but no form of communication with other students is allowed. This is worth 30% of the overall module mark.
- Sub-component 3 (Integrated Coursework) - 40% weight: Students will be given a case-study to analyse and reflect upon. This will be for a total of no more than 1,000 words, excluding appendices, and will be submitted in week 15. This will be worth 40% of the overall module mark.

Students must attain an overall mark of 40% to pass the module.

6. FEEDBACK

The ML will give an indication as to when feedback will be given to students following the completion of the coursework.

7. INTRODUCTION TO STUDYING THE MODULE

7.1 Overview of the Main Content

After studying this module students will have covered the following topics;

- The accounting world, ethics and accounting rules;
- The role of accountants as a source of business and enterprise support
- Recording financial data;
- Sole trader accounts;
- Final adjustments;
- Company accounts, content, structure and different sources of business finance;
- Interpretation of accounts and how analytical tools help assess financial performance;
- Cost behaviour and budgeting process.

7.2 Overview of Types of Classes

This module will be delivered via a weekly 2 hour lecture and a 2 hour seminar.

Weekly lectures will provide the framework for the areas of study and classroom based seminars will enable students to practically put to use and develop the knowledge gained in the lecture.

Students are expected to undertake a significant amount of practice and reading. The self-managed learning time is guided through a portfolio of exercises and readings

outlined in the supporting documentation for this module and provided by the teaching team.

Comprehensive solutions will be made available after the seminars have taken place. All of the module material will be made available via the module's VLE site.

There will be periodic evaluations to ensure students are developing the necessary skills and to provide feedback on progress.

7.3 Importance of Student Self-Managed Learning Time

Student responsibility in the learning and development process will be emphasised. Students are required to undertake directed self-study and prepare solutions/discussions to questions relative to various topic areas. Students will be encouraged to identify for themselves particular problems of difficulty and to use seminar discussions, where appropriate, for the resolution of these. Students must regularly access the Moodle site for this module.

If you are new to Accounting & Finance, it may be helpful to think of it in the same way as learning another language, learning to drive or learning to play a musical instrument. **Regular practice is vital**, and what you do outside the classroom is as important as what you do in the classroom.

7.4 Employability

The module content aims to enhance employability, as defined by the Higher Education Academy: 'a set of achievements – skills, understandings and personal attributes – that makes graduates more likely to gain employment and be successful in their chosen occupations, which benefits themselves, the workforce, the community and the economy.'

Experience of constructing, manipulating and interpreting sets of financial accounts will familiarise you with the details and meaning of financial information. Your work on the module should prepare you for the challenges of future employment in a range of posts. The development of practical skills, knowledge and understanding of accounting and finance are applicable, essential and relevant in today's business environment.

8. THE PROGRAMME OF TEACHING, LEARNING AND ASSESSMENT

SEMESTER 1			
WEEK	TOPIC		READING (CORE TEXT)
1	Introduce the conceptual framework and double entry together with a trial balance.	Bookkeeping and the trial balance	
2	Presenting the Financial Statements, an introduction to business combinations and understanding of cost of sales & inventory	Financial statements in action for a sole trader.	
3	An introduction to expenses, accruals and prepayments.	Practical application of expenses, accruals and prepayments.	

4	Developing a further understanding of assets, depreciation and non-current assets register	Practical application of assets, depreciation and non - current assets register.	
5	Developing a further understanding of liabilities, credit control, bad and doubtful debts Guest lecture accounting for small business	Practical application of liabilities, credit control, bad and doubtful debts.	
6	Practise question for next week's test	Mock test	
7	Prep for test	In class test	
8	Business finance: financial liability and its management, corporate reporting and different forms of finance, ways of raising finance and financial analysis	Exploration and review of the financial statements of a listed UK company.	
9	.Business finance: the use of financial ratios in financial performance management	Practical application of financial ratio analysis	
10	Business finance: theory, practice and limitations of financial analysis	Application, analysis and interpreting financial ratios.	
11	Introduction to the management of costing, budgeting processes and how this applies to businesses today	Practical application and use of costing and budgeting techniques for decision making.	
12	How managers use cash flow management in managing business finance.	Application of cash flow management..	
13	Review and reflection of managing finance.	In-class open book assignment (Finance)	
14	Providing feedback on the drafts of their self-managed, independent, integrated coursework	Providing feedback on the drafts of their self-managed, independent, integrated coursework	
15	Submission of third element of assessment		

9. STUDENT EVALUATION

This is the first year that this module has been delivered and so no evaluation is available..

10. LEARNING RESOURCES

Reading List

Core Reading:

You will be provided with appropriate hand-outs and exercises to facilitate the introduction, reinforcement and revision of this essentially technical subject. However if you might find further referencing and explanations helpful then the following textbook can be recommended:

Dyson, J. (2017) *Accounting for non-accounting students*. Harlow, FT Prentice Hall.

It is **NOT** essential for you to buy this or any other textbook for this module.

Optional Reading:

Jones, M.J. *Financial Accounting for Non-Specialists*. Wiley.

Jones, M.J. *Management Accounting for Non-Specialists*. Wiley.

Black G. *Introduction to Accounting and Finance*, FT Prentice Hall

Atrill, P. *Financial Management for Decision Makers*, Pearson

Background Reading:

Websites

ACCA - <http://www.accaglobal.com/>

ICAEW - <http://www.icaew.com/>

CIMA - <http://www.cimaglobal.com/>

LIBRARY - <http://www1.lsbu.ac.uk/library/>

LIBRARY: Access to online resources for Accounting and Finance:
<https://my.lsbu.ac.uk/page/bus-resources-accounting-finance>

The online version of this reading list can be found on Reading Lists Online: <http://readinglists.lsbu.ac.uk>. It can also be accessed via the Moodle site of this module.

In addition, set out below is a brief description to LLR services:

Library and Learning Resources (LLR)

Library webpage: <https://libguides.lsbu.ac.uk/subjects> > select your subject guide (e.g. Accounting and Finance). On every subject guide, you can

- search for books and e-books, journal articles and industry reports;
- get help about Harvard referencing and how to avoid plagiarism;
- contact us for training and 1:1 support

Electronic resources are available 24/7 and are accessible from home.

Library support for students:

- You are encouraged to book additional workshops to learn how to find research materials and reference them: MyLSBU > Library > [Events and Workshops](#)
- Visit the drop-in Research Help Desk located on Level 3 Bridge in the Perry Library (open Monday-Friday 11:00-16:00 term time).
- If you would like further help, please contact the Information Skills Librarian at: LLRbus@lsbu.ac.uk.

Students IT support and training

- Students can contact LRC for IT issues such as LSBU account, printing, and accessing wifi network: LLRithelpdesk@lsbu.ac.uk. IT workshops can be booked via MyLSBU > Library > [Events and Workshops](#).
- If you need further help in using a particular software (e.g. Excel or SPSS) or application, please contact IT and Digital Skills Training team: digitalskills@lsbu.ac.uk

Self-learning materials on Lynda.com

LSBU has subscribed to video platform called Lynda.com. It has 4000+ video courses in different business and technology subjects including social media, project management and Excel applications.

How to sign up: go to <https://www.lynda.com/> and click "Sign In". Click 'Sign in with your organization portal', and type **lsbu.ac.uk**. Continue. Follow the steps to enter your LSBU logins.

For reasons of educational soundness and/or events beyond the control of the lecturer responsible for this module, s/he reserves the right to exceptionally vary and/or modify, the lecture programme to ensure that the module learning outcomes can be fully met.