Module Guide

Employability Skills for Accountants

BAF-5-ESA

Business School

Level Five

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1. MODULE DETAILS

Module Title:	Employability Skills For Accountants
Module Level:	Five
Module Reference Number:	BAF-5-ESA
Credit Value:	20 credits
Student Study Hours:	200 hours
Contact Hours:	52 hours
Private Study Hours:	148 hours
Pre-requisite Learning (If applicable):	None
Co-requisite Modules (If applicable):	None
Course(s):	BA Accounting & Finance
Year and Semester	Year Two Semester One
Module Coordinator:	Steve O'Connor
MC Contact Details (Tel, Email, Room)	Tel: 07583-239808
	Email: oconnosa@lsbu.ac.uk
	Room: academic hub α
Teaching Team & Contact Details (If applicable):	Christie-Lee Philips
	Suresh Theivenvran
	Contact details TBC
Subject Area:	Accounting, Finance & Economics
Summary of Assessment Method:	100% Coursework
External Examiner appointed for module:	David Frederick; Managing Director, Marcus Bishop Associates Ltd

2. SHORT DESCRIPTION

This module covers two key but different areas related to employability. Firstly the module supports the development of employable graduates by developing their career management skills and secondly affords the opportunity to work with and develop skills in accounting software and apply the fundamental technique of bookkeeping.

It will also help prepare you to apply for and carry out a placement year in industry if you so wish.

3. AIMS OF THE MODULE

This module aims to:

- Develop key transferable graduate employability skills, including career management;
- Learn the objectives of accounting information systems;
- Develop skills in bookkeeping and financial analysis;
- Gain practical, problem - solving skills;
- Prepare students for business through the development of career-management and employment skills.
- Contribute to student success in their immediate and future studies and work place roles; and
- Develop a critical understanding of the ever-changing employment market for graduate accountants.

4. LEARNING OUTCOMES

4.1 Knowledge and Understanding

On completion of this module students will be able to:

- Demonstrate an understanding of the main objectives of accounting information systems and explain the types of reports that can be produced for stakeholders.
- Explain the main principals for ensuring the security, legality and integrity of the accounting data and applications maintained by a business.

- Discuss the need for effective performance procedures and the importance of CPD in achieving this.

4.2   Intellectual Skills

On completion of this module students will be able to:

- Evaluate and interpret data and information from a variety of sources and present in new ways to others.
- Critically discuss issues in graduate employability.
- Manage own learning, time, priorities and resources to achieve personal goals.

4.3   Practical Skills

On completion of this module students will be able to:

- Identify and develop areas for their improvement and development.
- Produce a CV and perform effectively at an interview.
- Produce a reflective portfolio demonstrating their skills & academic abilities.
- Produce professional CPD documentation as required.

4.4   Transferable Skills

On completion of this module students will be able to:

- Communicate, network, negotiate with and influence others in a professional environment.
- Create, apply and reflect upon effective personal external-facing communications to develop careers.

5.   ASSESSMENT OF THE MODULE

The module is assessed by 100% coursework comprising four elements. The elements are as follows with the relative weightings of marks that together will aggregate to the final module mark:

1. An in-class test on books of prime entry, personal and impersonal accounts, control accounts with reconciliations and preparation of a trial balance (25%);
2. An in-class test on creating items on Sage accounting software, capturing and managing information and exporting reports to Excel (25%)I;
3. An on-line training course on Excel which introduces students to various aspects of the software and which expands, reinforces and assesses knowledge, skills, fluency and application, and for which further details are set out as follows:-

   Microsoft Office Specialist Excel 2016

   Microsoft Office Specialist (MOS) is Microsoft's own globally recognised certification scheme, through which students can demonstrate and validate their skills in using various Office365 applications. For this module, Excel 2016 will be studied.

   Using on-line training resources, students are guided and assisted through various tasks in Excel in preparation for sitting the MOS Exam. The Exam is performance-based and so assesses the candidate's knowledge, skills and abilities in using Excel on a practical, 'real-world' basis.

   For Excel, there are two certification levels, 'Specialist' and the higher 'Expert'. There is no requirement to pass Specialist before taking the Expert exam, so either exam may be taken at the end of the course depending on the level achieved in training.

   For reference, the Exam Objectives for both Excel levels may be found at https://certiport.pearsonvue.com/Certifications/Microsoft/MOS/Certify/Excel (25%);

4. The Employability Hour assessment consists of a 1,500 word reflective career development research log, incl. a 250 word action (25%).

The module is validated such that elements 1, 2 and 3 comprise one component worth 75% and element 4 composes the other component of 25%. The pass mark for each component is 30% and the overall pass mark for the module is 40%.

6. FEEDBACK

The MC 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

- The maintenance of accounting records and sources of accounting information such as ledger accounts, books of prime entry and journals.
- Recording of transactions and events both on paper and using SAGE Software;
- Development of external-facing communications to enhance employability skills and career development for economists and associated career opportunities including:
  - Interviews;
  - Networking;
  - Elevator pitching;
  - LinkedIn/business cards;
  - Encouraging extra curricula activity;
  - CV's;
  - Professional Body and employer talks, together with PDP.

7.2 Overview of Types of Classes

This module is to be delivered via a team based approach to tuition. The first hour of each lecture will be dedicated to Employability and will be delivered by a variety of speakers, both internal and external to LSBU. The second hour will be dedicated to various financial data capture, collation, management, presentation and reconciliation systems. This will include paper based systems, bespoke accounting software and introductory, intermediate and advanced usage of Microsoft Excel. The seminars will be supporting the second hour and will be located in either a classroom or a computer lab, so please ensure that you check your personal timetable so that you go to the right one

In class activities will include group work, laboratory based work, in class debate, presentations and research activities.

Self-managed learning will be built upon reflection and PDP, which will often be based around the second coursework assignment.

Students will also be encouraged to spend time developing skills and networking via the extra curricula support available running alongside this module.

Learning materials will be made available either in the lectures or through the module's VLE site.

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. They should download the class/lecture material from the Moodle site, and do the recommended reading, before each lecture/class.

Where appropriate, students are also expected to download the relevant seminar questions and study them in advance of each seminar, in order to derive maximum benefit from seminar time. The programme of teaching, learning and assessment gives guidance on the textbook reading required for each week, the purpose of which is to encourage further reading both on and around the topic.

7.4 Employability

The evidence in the employability literature for accounting and finance professionals is that employers are generally happy with the technical skills of graduates, but they are lacking in high-level skills including how to apply for positions, working effectively with others and understanding their legal and professional obligations as professionals.

The skills acquired and developed through the practical applications in this module are thus linked to the needs of the accountancy industry.

8. THE PROGRAMME OF TEACHING, LEARNING AND ASSESSMENT

Week	Lecture	Seminar
1	Intro/Excel	Excel exercises
2	Excel	Excel exercises
3	Double entry book-keeping	Double entry book-keeping
4	Sales and cash	Sales and cash
5	Purchases and petty cash	Purchases and petty cash
6	Review	Test 1 (15%)
7	Sage intro	Lab
8	Sage records	Lab
9	Sage export to Excel	Lab
10	Review	Test 2 (15%)
11	Career management	Excel exercises
12	Career management	Excel exercises

9. STUDENT EVALUATION

Students enjoyed the content, philosophy and delivery of the module. They particularly liked the ways that they were enabled and empowered with a variety of skills, knowledge and understanding. However, a striking skills gap in both competence and confidence in the use of Microsoft Excel was indisputably confirmed. Following feedback from both this, and the previous, cohort resources have been identified and scheduled to deal with this gap, and the assessment structure of the module modified to reflect this.

10. LEARNING RESOURCES
Reading List

Link: https://lsbu.rl.talis.com/lists/5B596D80-D0AF-B205-1D24-F2E4D80D425A.html
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.

NOTES
Plagiarism means presenting another person's work as your own. Some examples of it are:

1.   The inclusion in a student's assignment of more than a single phrase from another person's work without the use of quotation marks and due acknowledgement of the source.
2.   The summarising of another's work by simply changing a few words or altering the order of presentation, without proper acknowledgement.
3.   The use of the ideas or intellectual data of another person without acknowledgement of the source or the submission or presentation of work as if it were the student's, when in fact they are substantially the ideas or intellectual data of another person.
4.   Copying the work of another person (be it a co-student or any other source).

Students are rightly expected to draw upon other people's ideas but in an appropriate manner. Students will certainly use books and journals to assist with their studies and in students may have access to other people's work on computer disk or over a computer network. When undertaking coursework assignments they may legitimately make reference to publication made by others.

However, other people's work must be used in a principled way, with due acknowledgement of authorship. Students, in acknowledgement of the work of others must use a recognised standard and for business students this is the Harvard system of referencing.

For guidance on plagiarism refer to:
https://my.lsbu.ac.uk/assets/documents/library/h2g-library-4.pdf

For guidance on the Harvard system of referencing:
https://my.lsbu.ac.uk/assets/documents/library/h2g-library-30.pdf

The consequences of plagiarism are extremely serious. This should be borne in mind at all times and especially when students are completing their assignments.
In cases of plagiarism and other forms of cheating, University regulations will be strictly applied. Penalties may include failure in the module, without the right to be re-assessed or even termination of studies.

If you have any concerns about plagiarism, you must discuss them with your lecturer or seminar tutor before submitting your final work for marking.

Student Support

London South Bank University offers many ways to offer you support while you study with us. We appreciate that many factors can impact on student success and so offer a suite of services students can rely on. Services can be accessed at: http://www.lsbu.ac.uk/student-life/student-services

There is a PDF guide to student support which can be found at:
http://www1.lsbu.ac.uk/library/documents/CLSDStudentGuide1011.pdf

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.

End