

Short Form Unit Details

Unit Title	Professional Accountant in Business
Level	4
Reference No. (<i>showing level</i>)	TBA
Credit Value	20
Student Study Hours	Contact hours: 52 Student managed learning hours: 148
Pre-requisite learning	N/A
Co-requisites	Other level 4, semester 1 units
Excluded combinations	Nil
Unit co-ordinator	John Opute
Faculty/Department	Business
Short Description	This unit is designed to provide students with the opportunity to recognise and develop a range of skills relevant to both their academic study and to their future employment. The input from this unit will contribute to an understanding of the role of the accountant in a wider business context, whilst developing the practical application of the theoretical study of managing human resources and appropriate work place skills. It will also provide an understanding of the dynamics of business organisations and highlights the socio-political context which businesses operate.
Aims	<p>The unit aims to provide an understanding of the role of the accountant as a manager and in a wider business context, the processes involved in interactive behaviour at work and to develop communication skills.</p> <p>It allows the learner to practice the skills necessary to facilitate this understanding and to develop the skills necessary to effectively contribute to business decision making.</p>
Learning Outcomes	<p>Knowledge and Understanding:</p> <ul style="list-style-type: none"> - Recognise their own learning needs and develop strategies to begin to achieve these - Identify and reflect on their own involvement in a range of potential interpersonal relationships at work - Recognise the need for precise and clear communication and the importance of developing good communication skills - Understand the political, economic, social and political environment in which business activities take place - Develop an awareness of issues of equality & diversity and the business case for valuing diversity in the workplace - Develop an awareness of key employment legislation and the role of training and development as well as performance management in the workplace

	<p>Intellectual Skills:</p> <ul style="list-style-type: none"> - Critically evaluate the impact of internal and external factors affecting business activities - Evaluate the advantages and disadvantages of some key HR strategies used by organisations - Evaluate and develop interpersonal skills which are associated with people management and personal development <p>Practical Skills:</p> <ul style="list-style-type: none"> - Team work skills developed as part of group seminar preparation and working in groups - Decision making skills developed as part of seminar exercise - Interviewing and presentation skills developed through seminars and formal assessment <p>Transferable Skills:</p> <ul style="list-style-type: none"> - Effective learning - Oral and written communication - Presentation skills - Recruitment and interviewing skills - Teamwork
Employability	<p>The unit aims to meet the expectations of employers in that students will be able to demonstrate business awareness, manage roles and responsibilities. It will also help students develop teamwork skills, skills in interviewing, presentations, principles of training and development. Equally important is the appreciation of the need and importance of personal development in organisations. The unit therefore concentrates on those behavioural and management skills that research has shown to be key differentiators for professional accountants.</p>
Teaching and learning pattern	<p>The unit uses a combination of weekly lectures and seminars. Both lectures and seminars are for 2 hours. The seminars will provide additional forum for further examination of lecture materials, practical exercise/case studies and role play.</p>
Indicative content	<p>The unit draws on the content of the current Professional & Interpersonal Skills, Business Economics and Business Organisation units by developing an understanding of the business environment and the relevant workplace skills required. The indicative teaching contents are as follows:</p> <p>Personality and learning styles Group and team dynamics Communication Job search skills/Personal development Business Economics</p>

	<p>The business organisation and its environment Managing performance in the workplace/Reward management The legal framework of employment/ Equality and Diversity/Ethical issues Training and development in the workplace</p> <p>The topics will be taught in the following order:</p> <p>Week 1: Introduction to the unit Weeks 2-4: Business Organisation Topics Week 5: Business Economics Topics Weeks 6 -9: Professional & Interpersonal Skills Topics Week 10: Review Week: Diagnostic Review Weeks 11 – 12: Group Presentation Week 13: Feedback</p>
<p>Assessment Elements & weightings</p>	<p>Group Presentation: 40%</p> <p>The aim of this assignment is to give students practical experience of working in teams as well delivering a business presentation. It offers the opportunity for the students to demonstrate their understanding of a wider content of the unit by applying it to solving a work based problem. The group presentation also assesses students' problem solving, presentation and communication skills.</p> <p>Portfolio: 60%</p> <p>The aim of the portfolio is to offer the students the opportunity to develop effective learning skills by engaging in active, reflective learning about their study and work experiences. The portfolio will focus on student learning, incorporating a reflective record of activities undertaken during seminar sessions and require students to develop personal development plans.</p>
<p>Indicative Sources (Reading lists)</p>	<p>Core Materials: Hack-Polay, D (2010) Reframing the Business Context, Harlow, Pearson. Professional and Interpersonal Skills and Learning for Work, 1st Edition. A Pearson Custom Publication (2011).</p> <p>Optional Materials: Mullins, L.J (2007) Management and organisational Behaviour, 8th Edition FT Prentice Hall. Weightman, J.J (2004) Managing People, London, CIPD.</p>