

Module Details	
Module Title	Introduction to Accounting and Finance (in company)
Module Code	AFE4002-B
Academic Year	2022/3
Credits	20
School	School of Management
FHEQ Level	FHEQ Level 4

Contact Hours	
Type	Hours
Lectures	12
Tutorials	16.5
Directed Study	171.5

Availability	
Occurrence	Location / Period
BDA	University of Bradford / Semester 2

Module Aims
The module aims to provide a broad understanding of financial accounting and management accounting concepts and techniques that are relevant in today's business environment, and to promote the awareness of issues relating to sustainable and responsible reporting and financing. The module content will also support the development of mapped Knowledge, Skills and Behaviours, as set out in the relevant Apprenticeship Standard and highlighted in this module specification.

Outline Syllabus

The role of accounting and its development; Understand finance within organisations; Know how to set and manage budgets.

Topics may include:

The nature and significance of accounting information; Record keeping and data processing; Financial statements and performance; Basic interpretation of accounts; Relevant costs, cost behaviour, break-even analysis, cost-profit-volume analysis, marginal costing; Introduction to budgeting and variance analysis; Financial corporate objectives; Promote awareness of issues related to sustainable and responsible reporting and financing.

Specific Knowledge elements of the relevant apprenticeship standard to be delivered:

C1.1 Evaluate the importance of strategic financial management in relation to the organisational strategy.

C1.2 Assess the key elements of financial planning and review.

C1.3 Create and analyse financial reports.

C3.1 Assess the commercial context that own organisation operates within.

Specific Skills elements of the relevant apprenticeship standard to be delivered:

C4 Identify how a budget can be produced taking into account financial constraints and achievement of targets, legal requirements and accounting conventions. Demonstrate competent management of a budget ensuring control over expenditure in accordance with targets. Assess financial data, its validity and produce clear financial reports that analyse data and draw conclusions.

Learning Outcomes

Outcome Number	Description
LO1	Understand the role of financial reporting and management accounting in organisations; Know how to set and manage budgets; Understand the key concepts and techniques used in accounting and finance.
LO2	Prepare and interpret financial statements, including understanding their limitations; Understand the application of management accounting information in organisational decision-making processes; Appreciate in broad terms the financial corporate objectives of the organisation.
LO3	Demonstrate numerical, writing and time management skills; Demonstrate the ability to use computer packages.

Learning, Teaching and Assessment Strategy

In line with programme learning and teaching strategy this module adopts a blended approach to learning and involves 3 main approaches:

1. On campus, face-to-face teaching in block over a week. This will be a mix of lectures and tutorials and will include group work within tutorials. Concepts will be explored in lectures with linked demonstration/tutorials. Formal taught sessions will be supported by on-line resources and specific support from the sponsoring organisation as appropriate. Practical skills developed by completion of tutorial assignments. Oral feedback and assistance given in plenary sessions and via email and VLE.
2. An element of distance learning between face-to-face sessions. For this 20-credit module this will consist of 2x 1 hour sessions run as assessment workshops to allow you to seek clarity on assessment criteria, feedback on assessment progress and interact with fellow apprentices regarding the assessment.
3. Work-based learning. You will be set tasks based on applying ongoing learning to your work experiences. This will be supported by online resources and specific support from the sponsoring organisation as appropriate.

During directed study, you will be expected to read for further knowledge gain and complete work-based tasks and research to help develop your individual coursework and collect relevant evidence that you can apply to the skills and behaviours associated with this subject area and the Apprenticeship Standard.

Assessment is by an individual assignment of up to 4000 words equivalent.

Mode of Assessment

Type	Method	Description	Weighting
Summative	Coursework - Written	Individual assignment (up to 4000 words/equivalent)	100%

Reading List

To access the reading list for this module, please visit <https://bradford.rl.talis.com/index.html>

Please note:

This module descriptor has been published in advance of the academic year to which it applies. Every effort has been made to ensure that the information is accurate at the time of publication, but minor changes may occur given the interval between publishing and commencement of teaching. Upon commencement of the module, students will receive a handbook with further detail about the module and any changes will be discussed and/or communicated at this point.