


ACADEMIC SERVICES

MODULE SPECIFICATION

Part 1: Basic Data					
Module Title	Managing Business Finance				
Module Code	UMADLG-15-2		Level	2	Version1
UWE Credit Rating	15	ECTS Credit Rating	7.5	WBL module	Yes
Owning Faculty	FBL		Field	Accounting and Finance	
Department	BBS: Accounting, Economics and Finance		Module Type	Standard	
Contributes towards	BA(Hons) Leadership and Management Practice				
Pre-requisites	UMADL8-15-1 Understanding Business Finance		Co- requisites	None	
Excluded Combinations	None		Module Entry requirements	n/a	
First CAP Approval Date	14 July 2016		Valid from	September 2017	
Revision CAP Approval Date			Revised with effect from		

Part 2: Learning and Teaching	
Learning Outcomes	<p>On successful completion of this module students will be able to:</p> <ul style="list-style-type: none"> • Extract and analyse financial data and information (B and A). • Prepare cost information for both short term and long term decision making (A and B). • Critically appraise the impact of accounting on organisations and their stakeholders (A and B). • Evaluate the methods of managing working capital within organisations.(B) • Explain how financial information systems within business organisations aid senior managers in planning and controlling activities, within particular reference to the role of budgets (A). • Prepare simple budgetary control information (A and B). • Identify the potential organisational & behavioural implications of using accounting and management control systems (A and B). • Explore the use of performance measurement systems in organisations, with particular reference to scorecard type systems (A and B). • Write reports in a suitable form for use in business organisations (B) <p>In addition the educational experience may explore, develop, and practise <u>but not formally discretely assess</u> the following:</p> <ul style="list-style-type: none"> • Working in small groups to prepare answers which require some interpretation and evaluation. • Presenting results and expressing views orally.

	<ul style="list-style-type: none"> • Using spreadsheet packages to formulate financial data. • Searching electronic databases.
Syllabus Outline	<ul style="list-style-type: none"> • Cost classification and the behaviour of costs. • Short-term decision-making, including cost volume profit analysis, the importance of contribution, relevant costing and limiting factors. • Calculating full product costs: including absorption and activity based costing and its contribution to activity management. • Investment in new or expanded facilities based on evaluation of projected financial returns using investment appraisal techniques. • Long-term/short-term financing policies and financing working capital. • Development of plans and budgets and the influence of target setting on managers. • Calculation of flexible budgets. • The behavioural aspects of management control systems and the “beyond budget” agenda. • Key performance indicators, including the Balanced Scorecard, and the role of performance measurement in organisations. • Working capital management.
Contact Hours	<p>The module will typically be studied on a day release basis, although employer preference may dictate a different delivery pattern. Contact time per module will equate to 3 hours per week over a 12 week teaching block.</p> <p>There is a focus on flipped delivery supported by technology, here the delivery of core theoretical concepts moves from the classroom into the online space and face to face sessions focus on collaborative learning, sense making and sharing of experiences. Post session (face to face) online activities help the student to apply their learning to the context of their organisation and personal and professional development.</p>
Teaching and Learning Methods	<p><u>Teaching strategy</u></p> <p>Extensive use will be made of Blackboard to support students’ learning; to facilitate interactions between students e.g. for group project work and to provide access to course materials, lecture slides, useful research links, formative tests, case studies, announcements and discussion boards. Tutors in tutorials will support and advise students as they prepare the coursework for the module.</p> <p>Students will also be directed towards the University Library online Study Skills resources for the development of skills appropriate to the level and style of the module. In addition a number of e-learning resources will also be used:</p> <ul style="list-style-type: none"> • The MySkills Study Skills website at http://www.uwe.ac.uk/library/resources/hub/ Of particular interest will be the pages on ‘Being a student at level 1’ http://www.uwe.ac.uk/library/resources/bbs-study-skills/student/level1.htm • iSkillzone http://iskillzone.uwe.ac.uk [‘Getting Started’ ; ‘Lost in the Library’ ; workshops for information retrieval and evaluation skills http://www1.uwe.ac.uk/library/help.aspx] • Learn Higher http://www.learnhigher.ac.uk/Students.html • Espresso Maths http://www.cems.uwe.ac.uk/mslc/ <p><u>Learning and teaching methods</u></p> <p>There will be 36 hours scheduled teaching time (3 hours a week for 12 weeks). In addition students will be expected to spend a further two hours a week in independent study reviewing lecture notes and suggested reading and preparing for day release workshops. The assessments will require a further 42 hours for group and individual work on coursework and revision for the final examination</p> <p><u>Scheduled learning activities:</u> Day release workshops 12 weeks x three hours Total hours: 36</p> <p><u>Independent Study</u> hours engaged with essential reading, question preparation,</p>

	assignment preparation and completion etc.																																		
	Essential reading and preparation for seminars 72 Assignment preparation and completion 25 Revision and preparation for final examination 17 Total hours: 114																																		
Key Information Sets Information	Key Information Set - Module data																																		
	Number of credits for this module				15																														
	Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours																														
	150	36	114	0	150																														
	The table below indicates as a percentage the total assessment of the module which constitutes a -																																		
	Written Exam: Unseen written exam, open book written exam, In-class test Coursework: Written assignment or essay, report, dissertation, portfolio, project Practical Exam: Oral Assessment and/or presentation, practical skills assessment, practical exam																																		
	Please note that this is the total of various types of assessment and will not necessarily reflect the component and module weightings in the Assessment section of this module description:																																		
	<table><tr><td colspan="4">Total assessment of the module:</td><td></td></tr><tr><td colspan="4"></td><td></td></tr><tr><td colspan="4">Written exam assessment percentage</td><td>70%</td></tr><tr><td colspan="4">Coursework assessment percentage</td><td>30%</td></tr><tr><td colspan="4">Practical exam assessment percentage</td><td>0%</td></tr><tr><td colspan="4"></td><td>100%</td></tr></table>					Total assessment of the module:										Written exam assessment percentage				70%	Coursework assessment percentage				30%	Practical exam assessment percentage				0%					100%
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				100%																															
Reading Strategy	All students will be encouraged to make full use of the print and electronic resources available to them through membership of the University. These include a range of electronic journals and a wide variety of resources available through web sites and information gateways. The University Library's web pages provide access to subject relevant resources and services, and to the library catalogue. Many resources can be accessed remotely.																																		
	Students will be presented with opportunities within the curriculum to develop their information retrieval and evaluation skills in order to identify such resources effectively.																																		
	By necessity students will need to develop as autonomous learners and will be actively encouraged to develop information skills to enable them to identify, retrieve and evaluate relevant sources of information.																																		
	Essential reading McLaney, E. and Atrill, P. (2014) Accounting: An Introduction (7th Edition), London: Pearson Education.																																		
	An earlier version of this book is available through the library as an electronic book																																		

	<p>Scott P. (2016) Accounting for business (2nd edition) Oxford University Press.</p> <p>Further reading Additional guidance on further reading will be provided on a week by week basis during the module. This further reading will provide additional material and allow the student to go into greater depth. Wherever possible, this additional reading will be available through the library or Blackboard and web links will be given to open-access learning materials for further reading.</p> <p>Electronic resources To aid in the development of key skills students will be encouraged to utilise the university mySkills website (for example, How to use the library, How to Reference). In addition students have access to electronic databases available via the UWE Library network.</p>
Indicative Reading List	<p><i>The following list is offered to provide validation panels/accrediting bodies with an indication of the type and level of information students may be expected to consult. As such, its currency may wane during the life span of the module specification. However, as indicated above, CURRENT advice on readings will be available via other more frequently updated mechanisms.</i></p> <p>Further reading will be suggested where appropriate and will encourage the student to broaden their knowledge base, particular in the area of control and performance measurement. Wherever possible, this additional reading will be available through the library or Blackboard and web links will be given to open-access learning materials for further reading. Examples of additional recommended reading include:</p> <p><i>Chartered Institute of Management Accountants (2007) Beyond Budgeting 'Topic Gateway Series No.35',</i></p> <p>DeBusk and Crabtree (2006) "Does the Balanced Scorecard improve performance", <i>Management Accounting Quarterly</i>, 2006, Vol.8, No.1.</p> <p>Dugdale and Lyne (2010), "Budgeting practice and organisational structure", Chartered Institute of Management Accountants.</p> <p>Hope and Fraser (2003) "Who needs budgets?" <i>Harvard Business Review</i>, Vol. 81, Issue 2.</p> <p>Kaplan R. S. and Norton D. P. (2007) 'Using the Balanced Scorecard as a Strategic Management System', <i>Harvard Business Review</i>, July-August 2007.</p> <p>Libby and Lindsay (2010) "Beyond budgeting or better budgeting reconsidered", <i>Management Accounting Research</i>, Vol. 21, pp.56-75.</p> <p>Seal W. (2011) <i>Management Accounting for Business Decisions</i>, London: McGraw-Hill.</p>

Part 3: Assessment	
Assessment Strategy	<p>Written exam as % of total assessment of module: 70% Coursework as% of total assessment of module: 30%</p> <p>The assessment methods are chosen to assess the full range of students' skills and knowledge based on the learning outcomes above. Formative assessment and feedback opportunities are built into module delivery and in the form of tests provided for individual work on Blackboard.</p> <p>Summative assessment consists of : Component A - a 2 hour examination - final assessment Component B - Individual report evaluating and analysing business finance concepts and their application in the workplace. 1500 words</p>

Identify final assessment component and element	Component A	
% weighting between components A and B (Standard modules only)	A:	B:
	70%	30%
First Sit		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	
1. Examination (2 hours)	100%	
Component B Description of each element	Element weighting (as % of component)	
1. Individual Report (1500 words)	100%	
Resit (further attendance at taught classes is not required)		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	
1. Examination (2 hours)	100%	
Component B Description of each element	Element weighting (as % of component)	
1. Individual Report (1500 words)	100%	
If a student is permitted a retake of the module under the University Regulations and Procedures, the assessment will be that indicated by the Module Description at the time that retake commences.		