

**Summary Information**

<b>Module Code</b>	3522IFBSG
<b>Formal Module Title</b>	Introduction to Accounting and Finance
<b>Owning School</b>	Business and Management
<b>Career</b>	Undergraduate
<b>Credits</b>	10
<b>Academic level</b>	FHEQ Level 3
<b>Grading Schema</b>	40

**Module Contacts**

**Module Leader**

<b>Contact Name</b>	<b>Applies to all offerings</b>	<b>Offerings</b>
Michael Whitmore	Yes	N/A

**Module Team Member**

<b>Contact Name</b>	<b>Applies to all offerings</b>	<b>Offerings</b>
Amanda Mason	Yes	N/A

**Partner Module Team**

<b>Contact Name</b>	<b>Applies to all offerings</b>	<b>Offerings</b>
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**Teaching Responsibility**

<b>LJMU Schools involved in Delivery</b>
LJMU Partner Taught

## Partner Teaching Institution

Institution Name
Study Group

## Learning Methods

Learning Method Type	Hours
Lecture	13
Seminar	26

## Module Offering(s)

Offering Code	Location	Start Month	Duration
APR-PAR	PAR	April	12 Weeks
JAN-PAR	PAR	January	12 Weeks

## Aims and Outcomes

<b>Aims</b>	To provide a basic knowledge of bookkeeping and accounts for progression to a degree programme on business related subjects. To establish a firm foundation in mathematical applications for finance and accountancy.
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## Learning Outcomes

After completing the module the student should be able to:

Code	Description
MLO1	Maintain simple financial records
MLO2	Demonstrate a knowledge of accounting processes and procedures
MLO3	Prepare periodic financial statements of sole traders and limited companies

## Module Content

### Outline Syllabus

- Introduction to book-keeping, - Double-entry book-keeping, - Preparation of trial balance, - Preparation of a basic statement of a profit and loss for a sole trader – incorporating sales, cost of sales, gross profit, expenses and net profit - Preparation of a basic statement of financial position (balance sheet) – incorporating non-current assets, current assets, current liabilities, long term liabilities, capital, drawings and net profit.

### Module Overview

### Additional Information

### Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Learning Outcome Mapping
Exam	Exam	100	1.5	MLO2, MLO3, MLO1