

### Summary Information

|                     |                               |
|---------------------|-------------------------------|
| Module Code         | 4504DGABW                     |
| Formal Module Title | Finance and Accounting Skills |
| Owning School       | Business and Management       |
| Career              | Undergraduate                 |
| Credits             | 20                            |
| Academic level      | FHEQ Level 4                  |
| Grading Schema      | 40                            |

### Teaching Responsibility

|                                   |
|-----------------------------------|
| LJMU Schools involved in Delivery |
| LJMU Partner Taught               |

### Partner Teaching Institution

|                   |
|-------------------|
| Institution Name  |
| Dong A University |

### Learning Methods

| Learning Method Type | Hours |
|----------------------|-------|
| Lecture              | 11    |
| Seminar              | 11    |
| Workshop             | 22    |

### Module Offering(s)

| Display Name | Location | Start Month | Duration Number Duration Unit |
|--------------|----------|-------------|-------------------------------|
| JAN-PAR      | PAR      | January     | 12 Weeks                      |

## Aims and Outcomes

|      |                                                                                                                                                                                                                                                                                                                                  |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aims | This module is designed to provide students with an understanding of essential finance and accounting terminology and methods to enable them to perform effectively and efficiently within their future workplace. Using practical examples, students will gain confidence to be able to financial modelling skills using Excel. |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**After completing the module the student should be able to:**

### Learning Outcomes

| Code | Number | Description                                                                                                                                                                                          |
|------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MLO1 | 1      | Recognise the importance of the finance and accounting function.                                                                                                                                     |
| MLO2 | 2      | Develop knowledge of finance accounting terminology thereby allowing students to make a valuable contribution to the workplace within meetings or in a supportive role.                              |
| MLO3 | 3      | Prepare financial statements within excel; statement of profit or loss and other comprehensive income, statement of financial position, cashflow statement and forecast budgets.                     |
| MLO4 | 4      | Develop excel financial models to evaluate performance, recommend appropriate action with reference to market and economic condition, produce a business plan, to support a venture capital request. |
| MLO5 | 5      | Create, manage and control budgets to aid cashflow / liquidity, improve profitability, reduce risk and make informed strategic decision using financial models                                       |

## Module Content

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Outline Syllabus       | The module will review key areas of finance and accounting in order to enable the students to be able to prepare the necessary financial statement and business plan with excel to support a venture capital request.1. Considerations of the legal forms of business, implications and financial accounting treatment of them.2. Financing structures of business-limitations and future considerations of these.3. Cost structures, capacity constraints, break-even points, margin of safety and financial implications of logistics.4. Book keeping and final accounts preparation - statement of financial position, statement of profit or loss and other comprehensive income.5. Cash flow forecast, key financial ratios and business plan preparation.6. Review the external environment factors such as economic and legal changes, which could have an impact on their selected sector business. |
| Module Overview        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Additional Information | This module is designed to provide students with an understanding of essential finance and accounting terminology and methods to enable them to perform effectively and efficiently within their future workplace. Using practical examples, students will gain confidence to be able to financial modelling skills using Excel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## Assessments

| Assignment Category | Assessment Name | Weight | Exam/Test Length (hours) | Module Learning Outcome Mapping |
|---------------------|-----------------|--------|--------------------------|---------------------------------|
| Exam                | Examination     | 30     | 1                        | MLO1, MLO2                      |
| Presentation        | Report          | 70     | 0                        | MLO3, MLO4, MLO5                |

## Module Contacts

### Module Leader

| Contact Name | Applies to all offerings | Offerings |
|--------------|--------------------------|-----------|
| Lucy McGrath | Yes                      | N/A       |

### Partner Module Team

| Contact Name | Applies to all offerings | Offerings |
|--------------|--------------------------|-----------|
|--------------|--------------------------|-----------|