

## Liverpool John Moores University

Title: SMALL BUSINESS MANAGEMENT AND ACCOUNTS  
Status: Definitive  
Code: **5016KAPBM** (118061)  
Version Start Date: 01-08-2014

Owning School/Faculty: Liverpool Business School  
Teaching School/Faculty: Kaplan Financial London

Team	Leader
Adam Frost	Y

**Academic Level:** FHEQ5  
**Credit Value:** 24.00  
**Total Delivered Hours:** 80.00  
**Total Learning Hours:** 240  
**Private Study:** 160

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Tutorial	26.000
Workshop	52.000

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	Rep.	Individual report (2500 words)	40.0	
Exam	Exam.	2 hour examination	60.0	2.00

### Aims

- 1. To enable students to examine the concept and implication of small business management.*
- 2. To enable students to analyse the special requirements of management within small to medium enterprise (SMEs).*
- 3. To introduce the students to fundamental accounting concepts and to facilitate the understanding of the financial reporting statements, which assist in the process of managing a small business.*

## Learning Outcomes

After completing the module the student should be able to:

- LO 1 Analyse the position and importance of small business to the UK economy.
- LO 2 Analyse the special problems and opportunities associated with self-employment/free-lancing and SMEs.
- LO 3 Critically identify reasons for business failure.
- LO 4 Explain the fundamental accounting concepts which underlie the interpretation of financial reporting statements in the context of a small business.
- LO 5 Define and identify range of public policy and support.

## Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

Individual Report (2500 words)	LO 2	LO 5	
Examination	LO 1	LO 3	LO 4

## Outline Syllabus

*Defining and measuring SMEs:*

*SMEs and the UK economy;*

*Issues in business start-ups;*

*The process of a business start-up;*

*Support for new businesses and SMEs;*

*Definitions and issues relating to social enterprises;*

*Managing a small business: people, marketing, money and motives.*

*Financial resources and small business management:*

*Understanding a financial situation: the balance sheet and the income statement;*

*Working capital and the cash flow statement;*

*Financing a small business;*

*From planning to exit:*

*Business planning;*

*Innovation;*

*Stages of growth of SMEs;*

*Barriers to growth;*

*E-business and SMEs;*

*Succession planning and strategies for ending a venture.*

## Learning Activities

The module will be delivered in a series of workshops where various activities including formal input, small group discussion and drop-in sessions with help on an individual level will take place. Workshops comprise discussion and evaluation of case studies and interactive sessions with guest speakers who may be practitioners or other specialists.

## References

<b>Course Material</b>	Book
<b>Author</b>	Stokes, D and Wilson, N
<b>Publishing Year</b>	2010
<b>Title</b>	Small Business Management and Entrepreneurship
<b>Subtitle</b>	
<b>Edition</b>	6th edition
<b>Publisher</b>	Andover: Cengage Learning EMEA
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Hisrich, R B, Peters, M P and Shepherd, D A
<b>Publishing Year</b>	2010
<b>Title</b>	Entrepreneurship
<b>Subtitle</b>	
<b>Edition</b>	8th edition
<b>Publisher</b>	New York: McGraw-Hill/Irwin
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Dyson, J R
<b>Publishing Year</b>	2010
<b>Title</b>	Accounting for Non-Accounting Students
<b>Subtitle</b>	
<b>Edition</b>	9th edition
<b>Publisher</b>	London: Pearson
<b>ISBN</b>	9780273709220

<b>Course Material</b>	Book
<b>Author</b>	Deakins, D and Freel, M
<b>Publishing Year</b>	2009
<b>Title</b>	Entrepreneurship and Small Firms
<b>Subtitle</b>	
<b>Edition</b>	5th edition
<b>Publisher</b>	Maidenhead: McGraw-Hill Education
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Wood, F and Sangster, A
<b>Publishing Year</b>	2008

<b>Title</b>	Business Accounting 1
<b>Subtitle</b>	
<b>Edition</b>	11th edition
<b>Publisher</b>	London: Pearson
<b>ISBN</b>	139780273712121

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## Notes

The module will provide an insight into the theoretical and practical aspects of self employed and small business management.

More specially, this module will help the students to examine the resources (human resources and financial resources) available to a small business and additional supports which small businesses can obtain from different sources. This module also enhances the practicability of small business management studies by examining and forecasting company performance from an accounting point of view.

This module also offers an understanding of the life course of a small business, from setting up to exit.