

# 1 Module overview

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## 1.1 Introduction

The overall aim of this module is to introduce students to basic Financial and Management Accounting principles and techniques. Students will learn some of the basic accounting principles as well as the preparation of income and financial statements.

We have introduced UWLFlex – our new, online, flexible learning platform.

UWLFlex has been designed to complement face-to-face learning and build on our reputation for excellence in teaching, learning and student support. We will be able to deliver a University experience that is more collaborative, active, and relevant for an increasingly digital world thus enabling us to provide you with an improved student experience. UWLFlex will provide you with an enhanced range of online tools, to help facilitate your learning whether this takes place primarily on site or online.

In line with the UWL Flex strategy outlined above, all lectures for Business Accounting would be made available on Blackboard as online, pre-recorded asynchronous sessions. The seminars will be conducted on campus./Online

## 1.2 Module summary content and aims

Introduction to Business Accounting is a level four module taken by first year students. As a result it's likely you are a new student to UWL – so welcome to the University and welcome to the world of business. This module is well established and previous feedback indicates that students enjoyed their first opportunity to study accounting.

This is an introductory accounting module so no previous knowledge of accounting is assumed, although some students may have some experience of the subject from earlier studies or through employment.

If you attend all lectures and seminars, and undertake all seminar work, you should be able to pass the course. However, to do better than just pass the course, you should show evidence of further reading beyond the minimum recommended. In that way you will also get more out of the course.

It is also advisable to keep up to date with developments accounting and to keep abreast with practical examples of the topics we will be covering. The overall aim of this module is to introduce students to basic Financial and Management Accounting principles and techniques.

1. Introduction to Business Accounting–
  - The scope and purpose of financial statements for external reporting
  - Users' and stakeholders' needs
  - Main elements of financial reports
  - Forms of Business Organisations
  
2. Financial accounting and reporting
  - The Statement of Financial Position

- The Income statements
  - Applying Accounting conventions
  - Depreciation
3. Management Accounting:
- Cashflow
  - Ratios and interpretation of accounts
  - Marginal Costing and decision making
  - Budgets

## Expectations

Specific expectations students can have of tutors:

1. Constructive formative support on assessments during week 6 for assessment one and weeks 12/14 for assessment 2
2. Lecture /Videos slides made available on Blackboard 3 days prior to lecture.
3. Seminar activities made available on Blackboard 3 days prior to the first seminar group session in a week
4. Assessment marks and summative feedback given within 15 working days from the assessment submission deadline

Specific expectations tutors will have of students:

1. Engagement

You are expected to attend all the classes and seminars and be punctual. You will get the most out of your support by working in partnership with your tutor and student support team. This is a two-way process and by taking part in it fully you will gain more benefits from your experience at the University. You are therefore, expected to actively participate and engage in class activities and inform the tutor by e-mail when and if you are unable to attend any classes.

2. Preparation

You are expected to read any preparation material / attempt any practice questions prior to lectures/seminars as per instructions given.

3. Professional conduct

You are expected to behave professionally in classes and not cause any disruption that might affect other students' learning. You are also expected to communicate with your tutors in a professional manner.

4. Attempt all assessments

You are expected to attempt all assessments by the submission deadline unless there are extenuating circumstances (in which case please contact your Course Leader for extension request or mitigation claim prior to the assessment deadline).

## 1.3 Learning outcomes to be assessed

At the end of this module, you will be able to:

- L01 Develop the knowledge and understanding of difference accounting concepts, accounting terminology, the accounting equation, and the purpose of accounting in business
- L02. Apply accounting concepts and principles in relation to Non-Current, current assets, non-current liabilities, current liabilities, and capital.
- L03 Demonstrate an ability to classify gross profit vs net profit and difference between capital and revenue expenditures.
- L04 Examine financial trends for organisations with respect to liquidity, profitability, financial efficiency and gearing.
- L05 Demonstrate an ability to classify costs and be able to formulate simple break-even analysis.
- L06 Understand the purpose of a cash budget and be able to prepare one.

## 1.4 Indicative Contact Hours

Teaching Contact Hours	48 hours
Independent Study Hours	152 hours
Total Learning Hours	200 hours

## 2 Assessment and feedback

Students will be given assignment briefs which will detail the questions to be answered and how to submit their work. Feedback will be given three weeks after the submission deadline.

### 2.1 Summative assessment grid

Type of Assessment	Word Count or equivalent	Threshold (if Professional Body-PSRB applies)	Weighting	Pass Mark	Indicative Submission week	Method of Submission & Date of Feedback (refer to BB)
Online Assignment	1 hour 10 mins	35%	40%	40%	7	Via Blackboard;  Results within 15 working days
Online Assignment	2 hours 10 mins	35%	60%	40%	14	Via Blackboard;  Results within 15 working days

***If your course is accredited by a Professional Statutory Regulatory Body (PSRB), the module requirements will specify the elements of assessment that must be passed and may override the University regulations. Please speak to your Course Leader for further advice.***

### 2.2 Learning materials

The reading list for this module is available in our library and in the module area and online library. Further reading materials, videos, case studies where appropriate will be given to you by your Lecturer including links and how to download all relevant materials. Remember to log into Blackboard regularly for all the latest information and announcements.

**You are reminded that the College applies penalties to students who commit an academic offence, in which case the [Academic Offences Regulations](#) will be used to deal with any cases of academic misconduct including examination offences, plagiarism, use of ghost writing services and other means of cheating to obtain an advantage.**

You can access the college's academic misconduct policy [here](#)

**Remember to log into Blackboard daily to receive all the latest news and support available at**

## **your module sites!**

Subject guides are also available to help you find relevant information for assignments, with contact details of the Academic Support Librarian for your School.

## **Essential Reading:**

Franklin, E. and Dyson, J (2020). *Accounting for Non-Accounting Students*. 10<sup>th</sup> Edn. London: Pearson

## **Recommended Reading**

Sangster, A and Wood, F. (2018). *Frank Wood's Business Accounting Volume 1*. 14<sup>th</sup> Edn. London: Pearson

## **Further Reading:**

Tracy, J. (2016). *Accounting For Dummies*. 6<sup>th</sup> Edn. London: For Dummies

Piper, M. (2013). *Accounting Made Simple: Accounting Explained in 100 Pages or Less (Financial Topics...in 100 Pages or Less)*. Colorado: Simple Subjects LLC

## 3 Things you need to know

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### 3.1 Engagement

Teaching at OBC during the academic year 2021-22 may involve a range of on site and online teaching and learning activities. Whether you are engaging with teaching and learning activities on site or via the college's Virtual Learning Environment (VLE), we expect the same level of commitment and engagement from you. If you are unable to attend scheduled on site or online activities or complete activities in the time frames set out, you should let your tutors know. You should aim to stick to assessment deadlines; if you are concerned that you will not be able to complete your assessments on time, you should talk to your tutors. Your engagement, whether online or on site, will be tracked and if we see that you are not engaging, we will get in contact with you. However, we encourage you to let us know if you are having problems so we can work with you to find solutions and get you back on track as soon as possible. Give yourself the best possible chance to succeed by engaging with the full range of learning and teaching activities available to you.

All students should refer to the Attendance and Engagement Monitoring Policy which can be downloaded from [here](#)

### 3.2 Need help, just ask

We recognise that there are times when you may encounter difficulties during your course of study and provisions are made to help you. If you think you will be unable to meet deadlines please talk to us, whether it's your course/module leader, personal tutor or any member of staff, so they can get you the support you need to succeed. You can extend your deadline if you have a good reason why you are not able to submit a piece of coursework on time before your deadline. If an extension is not sufficient and circumstances beyond your control are preventing you from completing your assessment, then you can apply for mitigation.

Please remember late submission without extension or mitigation may result in penalties depending on how late it is, see University [Academic Regulations](#).

As a student of the University of West London you are expected to behave in line with UWL expectations, irrespective of whether your interactions with staff and other students are in person or online. As you will be engaging with others online and with a range of online materials, it is important to consider how to stay safe online and ensure your communications are secure and appropriate. If you have any questions about how to manage your online activities, please contact your module leader.

If you have an issue about the module, you should speak to your Module Leader or Course Leader informally in the first instance. Your Course Representative can also raise your concerns at Course Committees, which take place each semester. If you are unable to resolve it informally, you should refer to our Complaints Procedure which is outlined on our website through this link

<https://www.oxfordbusinesscollege.ac.uk/news/how-to-make-a-complaint/>

The College will always aim to ensure that issues are resolved informally as quickly as possible to have minimum impact on your studies.

### 3.3 Getting support for your studies

Throughout your course of study, you will have access to a wide variety of sources of support depending on your individual circumstances and needs. Your first point of call for getting general academic support is your Personal Tutor. As well as approaching your Module Leader with any questions specifically related to your module and your Course Leader with questions on your Course, do contact your Personal Tutor or Partnership Support Link Tutor for academic advice in relation to your studies and your academic development.

Oxford Business College takes pride in its student support, guidance and wellbeing, complemented by our ethos that every student is an individual. Staff are committed to the College's mission statement "to provide each learner with the most positive learning experience".

We ensure that students at the College can expect a supportive and responsive experience from the initial inquiry by completing a course and progression within or outside the College. This demonstrates our commitment to provide support for inclusive, high-standard students and provides students with a foundation for high achievement.

Our students' changing needs and their varied reason for learning guide our approach to providing innovative learning opportunities from entry-level to higher learning that promotes individual progress. Either for personal development & wellbeing, academic progression or career advancement, whilst supporting those facing learning barriers to overcome them and succeed. The College is committed to helping its student's Academic and Professional Development (APD) via examples currently in place, such as personal tutorials, a mentor system and pastoral care.

#### PERSONALISED SERVICE

Oxford Business College provides a personalised service adapted to the different needs of different students by:

Developing effective individual learning plans

Effective pastoral care. The College has a dedicated Student Welfare Officer and Counsellor, and students may, in addition, meet the Head of academics or Principal to discuss their concerns

Tutorial meetings

A mentor system with a tutor or member of the academic team

Peer mentor

You can read more on our support services via the link below:

<https://www.oxfordbusinesscollege.ac.uk/support-wellbeing/>

## **3.4 Module evaluation – have your say!**

Towards the end of the module you will be invited to provide some anonymous feedback to the Module Leader through an online survey. This is your opportunity to give some direct feedback about the module through a series of questions and free text. Your constructive feedback will help the Module Leader and teaching team to understand the module experience from your perspective and helps inform the development of the module. At the end of the survey period, a response to the survey will be available so that you can see exactly how your voice has been heard.