

The Institute of Commercial Management
The Fusee, 20A Bargates, Christchurch, Dorset, BH23 1QL, England

COURSE HANDBOOK
2006



Accounting and Finance
Certificate Diploma Advanced Diploma

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Contents

Introduction	3
The Institute of Commercial Management	3
ICM Articulation Agreements with Universities	3
Learning, Teaching and Assessment Strategy	4
Assessment	4
Student Work Load	4
ICM Qualifications and Progression	5
ICM Certificates	5
ICM Diplomas	6
ICM Advanced Diplomas	6
Graduate Diploma in Commercial Management	6
Relative Positioning of ICM Qualifications	7
ICM Academic Calendar	8
Examinations	8
Examination Closing Dates	8
Examination Results	8
Subject Exemptions	8
Study Methods	8
Copies of past examination papers and other forms of assessment	8
Subject advice, educational guidance and student support	8
Module Information	9
Programme Objectives:	9
Recommended Course Duration	9
Examination Grades	9
Continuing Education	9
Entry Requirements	9
Course Structure	9
Bookkeeping Syllabus	11
Business Management & Administration Syllabus	14
Economics for Business Syllabus	18
Numeracy & Statistics Syllabus	22
Accounting II Syllabus	26
Business Law Syllabus	29
Computer Appreciation & Applications Syllabus	33
Cost Accounting Syllabus	37
Accounting III Syllabus	40
Auditing & Taxation Syllabus	43
Financial Management Syllabus	46
Management Theory & Practice Syllabus	49

Introduction

The purpose of this course handbook is to provide you with information about your programme of study and to direct you to other general information about studying with the ICM.

This handbook must be read in conjunction with other guidelines available on the ICM website which may change from time to time.

The material in this handbook is as accurate as possible at the date of production and should you have any comments on improvements to this handbook please put them in writing along with the name of the course handbook to ccurran@icm.ac.uk

The Institute of Commercial Management

The Institute of Commercial Management has been providing support and guidance for life long learning in over 120 countries for more than 30 years.

Delivery of ICM courses takes place through over 1,300 teaching centres and provides an extensive global network that penetrates down to the grass roots of even the poorest countries of the world.

ICM is committed to providing high quality global education, training and consulting services which raise performance standards for business, encourage lifetime learning and provide professional status for individuals.

Working in close partnership with commerce, government, education providers, international development agencies and its own professional membership, ICM has built an enviable reputation for excellence based on global standards and integrity.

ICM is known for the design and development of progressive, practical and multi-functional programmes of study for use by universities, business schools, colleges and other education and training providers and is acknowledged as a specialist in this field.

Growth has been entirely organic in the truest sense and has been achieved through consistency and tenacity in even the most challenging markets.

ICM Articulation Agreements with Universities

Recognised as an international examining board for professional business and management studies, ICM is renowned for examining and certifying candidates to an internationally consistent standard.

Qualifications are offered in a number of subjects ranging from accounting and finance to tourism and development, and from marketing and advertising to project management and export.

ICM has a formal partnership arrangement with Bolton, Southampton and Swansea and the ICM Centre for Social and Economic Development is located in the Southampton Business School.

The three Business Schools offer a BSc Commercial Management and articulation with their BA/BSc Degrees.

These articulation arrangements provide direct access to the second and final years of a wide range of BA/BSc degrees for ICM Diploma and Advanced Diploma holders.

Subject to status and grades obtained, students holding ICM professional level Diploma, Advanced Diploma and Graduate Diploma awards are accepted onto undergraduate and post-graduate degree programmes offered by institutions in Europe, North America, South East Asia, Sub Saharan Africa and Australasia.

Our strategic partners have agreed that students can enter their degree programmes with advanced standing if they have the right grade profile and are able to meet the other admissions criteria such as language competence.

Entry to the second year

Application for entry to the second year will be considered for students who have passed the two year Institute of Commercial Management (ICM) Diploma and have met the following requirements:

- obtained at least 24 Points from 8 subjects leading to the Diploma
- obtained at least Grade C in all subjects in the Diploma

Entry to the Final year

- obtained at least 32 Points from 12 subjects leading to the Advanced Diploma
- obtained at least Grade C in all subjects in the Advanced Diploma

The following rules apply:

- an 'A' (distinction) is awarded 6 points
- a 'B' (Credit) awarded 4 points
- a 'C' (Pass) is awarded 2 points
- a 'D' (Marginal Pass) is awarded 0 points

Your first step is to complete the enclosed ICM University Application form and return it to us. Do not send it to our partner institutions as they will simply send it to us for verification.

Students wishing to study with one of the strategic partners should contact the ICM directly at icm@icm.ac.uk

The Institute's awards are also recognised by leading professional examining boards for either subject exemption or registration purposes.

Learning, Teaching and Assessment Strategy

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis.

Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class.

Students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment

Almost without exception, the assessment of ICM subjects is based of a final exam. Many qualifications are gained by studying modules and passing a series of essays and exercises with only a small emphasis on the final exam.

The ICM believes that students should be assessed on the body of knowledge covered during the course and be assessed as individuals as opposed to teams.

Student Work Load

In accordance with nationally accepted codes of practice in the UK, each 20 credit module represents a total of approximately 200 hours work.

Typically, an ICM Advanced Diploma comprises 240 Credits being 12 subjects of 20 credits each. Students must complete 4 subjects at each level leading to the awards of Certificate, Diploma or Advanced Diploma.

A 20-credit course is assumed by the ICM and accordingly assessed by the Examiners, to require 200 hours of your work, all told.

20 credit modules involve a notional 200 hours of study which is subdivided into appropriate categories, such as lectures, seminars, preparation time, directed study, time spent on assessment items and exam preparation. Approximately one quarter of this time should be devoted to contact time. A further one quarter of this time should relate to directed learning. The balance of effort is made up of individual student learning and revision.

Note that for a module delivered in standard mode, the ICM examinations calendar accommodates a teaching year of approximately 2 x 26 teaching weeks, including 4 weeks of revision/end of year assessment. This enables teaching to take place around the 2 major exam sittings of the year being June and December and for re-sits to take place around the other exam sittings.

Furthermore, each module is assigned to a particular 'Level', each Level corresponding to the subjects contained within the programmes leading to the awards of Certificate, Diploma or Advanced Diploma.

As a rule and unless there is a specific exception stated, you must take course modules as follows:

Certificate at Level 1 (or higher)
Diploma at Level 2 or 1/2 (or higher)
Advanced Diploma at Level 3 or 2/3

ICM Qualifications and Progression

Understanding your qualifications is important and the following guidelines outline how ICM qualifications fit with the UK National Qualifications Framework and our own ICM membership programme.

ICM has benchmarked its qualifications against the UK National Qualifications Curriculum Framework and the Department for Education and Skills (www.dfes.gov.uk) level descriptors.

Having compared the original and revised NQF levels and their broad indications of FHEQ levels, the Institute of Commercial Management has produced the following level descriptors which should be read in conjunction with the table below.

ICM approves a number of qualifications for entry to Associate Membership and Graduate Membership of the Institute of Commercial Management. The appointment to Fellow is an exceptional appointment and demands exceptional experience as well as qualifications.

It is important to realize that this table provides a general guideline only and that each application will be assessed on its own individual merits.

In addition to academic qualifications existing and prospective members should check that they meet any relevant experience requirements.

ICM Certificates

Entry to ICM Certificates requires completion of secondary education or equivalent as specified on each course syllabus. ICM Certificates typically comprise 4 or 5 post Secondary School level units and represent a level of qualification that recognises the ability to gain, and where relevant apply a range of knowledge, skills and understanding.

ICM Certificate holders should be able to display competence in the application of knowledge in the performance of a range of varied work activities, some of which may be routine and predictable with some being complex or non-routine.

Learning at this level involves obtaining knowledge and skills appropriate for people working semi-independently, or receiving basic supervision and training from others in their field of work.

Students should begin to develop a degree of individual responsibility or autonomy in their study as well as the ability to collaborate with others, perhaps through membership of a work groups or teams.

Progression is available from the Certificate in to the first year of pertinent degree programmes at Bolton University, Southampton Solent University, and Swansea Institute

ICM Diplomas

Entry to the ICM Diploma requires completion of an ICM Certificate or equivalent programme of study. ICM Diplomas typically comprise 4 or 5 post Certificate level units and represent a level of qualification that recognises the ability to gain, and where relevant apply a range of knowledge, skills and understanding.

ICM Diploma holders should be able to display competence in the application of knowledge in a broad range of varied work activities performed in a wide variety of contexts, most of which are complex and non-routine.

Learning at this level involves obtaining detailed knowledge and skills and is appropriate for people working independently, or providing basic supervision and training of others in their field of work and people wishing to go to university.

Progression is available from the Diploma in to the second year of pertinent degree programmes at Bolton University, Southampton Solent University, and Swansea Institute

ICM Advanced Diplomas

Entry to an ICM Advanced Diploma requires completion of an ICM Diploma or equivalent qualification. ICM Advanced Diplomas typically comprise 4 or 5 post Diploma level units and represent a level of qualification that involves specialist learning and detailed analysis of a high level of information and knowledge in a specified area of work or study.

Students perusing an ICM Advanced Diploma should demonstrate the ability to increase their depth of knowledge and understanding of an area of work or study to enable them to formulate solutions and responses to complex problems and situations.

Qualifications such as this are appropriate for people working as higher grade supervisors, professionals or managers who need to demonstrate high levels of knowledge, a high level of work expertise in job roles and competence in managing and training others. Learning at this level is appropriate for people working in technical and professional jobs, and/or managing and developing others.

The NQF equivalent is Level 5 and these qualifications are equivalent to UK intermediate Higher Education qualifications such as HND's Diplomas of Higher Education and Foundation Degrees that do not typically provide access to postgraduate programmes.

Progression is available from the Advanced Diploma in to the final year of pertinent degree programmes at Bolton University, Southampton Solent University, and Swansea Institute.

Graduate Diploma in Commercial Management

Students at this level study highly developed and complex levels of knowledge which enables the development of in-depth and original responses to complicated and unpredictable problems and situations.

Learning at this level involves the demonstration of high level specialist professional knowledge and is appropriate for senior professionals and managers. Indicative competencies involve the application of a range of fundamental principles across a wide and often unpredictable variety of contexts as well as the ability to perform technical or professional work activities in a variety of contexts with a substantial degree of personal responsibility and autonomy.

A qualification at this level is appropriate for people working as knowledge-based professionals or in professional management positions.

This qualification is equivalent to a Bachelors degree with honours, graduate certificates and graduate diplomas.

Relative Positioning of ICM Qualifications

National Qualifications Framework		Framework for ICM Levels	Framework for Higher Education Qualification levels (FHEQ)	
Original levels	Revised levels			
Level 5 NVQ in Construction Project Management* Diploma in Translation	Level 8 Specialist awards		D (doctoral) doctorates	
	Level 7 Diploma in Translation		M (masters) masters degrees, postgraduate certificates and diplomas	
Level 4 NVQ in Advice and Guidance* Diploma in Management BTEC Higher National Diploma in 3D Design Certificate in Early Years Practice	Level 6 Diploma in Management	ICM Graduate Diploma	H (honours) bachelors degrees, graduate certificates and diplomas	
	Level 5 BTEC Higher National Diploma in 3D Design	ICM Advanced Diploma	I (intermediate) diplomas of higher education and further education, foundation degrees, higher national diplomas	
	Level 4 Certificate in Early Years Practice	ICM Diploma		
Level 3 Certificate in Small Animal Care NVQ in Aeronautical Engineering A levels Level 2 Diploma for Beauty Specialists NVQ in Agricultural Crop Production GCSEs Grades A*-C Level 1 Certificate in Motor Vehicle Studies NVQ in Bakery GCSEs Grades D-G Entry Entry Level Certificate in Adult Literacy		ICM Certificate	C (certificate) certificates of higher education	

ICM Academic Calendar

Examinations

Examinations are externally set and marked by the Institute. Examinations are held in March, June, September and December each year. Candidates must be registered and paid-up Student Members of the Institute at the time they undertake the examinations.

ICM examinations take place four times each year in March, June, September and December with invigilation by ICM approved centres, British Council or similar.

Exam papers are securely distributed to centres and scripts are graded in the UK by ICM appointed markers.

Results and certificates are issued approximately twelve weeks from receipt of candidates' answer scripts.

Full details of exam dates are sent to ICM Approved Centres.

Examination Closing Dates

Candidates entering for examinations must ensure that their completed examination entry forms and fees reach the Institute at least eight weeks before the date of the examinations. Examination timetables indicate the closing date for receipt of entries for each sitting.

Examination Results

These are distributed within twelve weeks after each examination diet. Please do not call for results as we can not disclose confidential information over the phone.

Subject Exemptions

Students holding relevant recognised qualifications from other professional bodies may apply for exemptions on a subject-for-subject basis.

Study Methods

Your Teaching Centre has been provided with a detailed syllabus and reading list for each subject area. Each subject syllabus clearly defines the areas that you will be required to cover for each subject and your examination questions will be based on the areas and topics detailed for each subject. It is important to ensure that you obtain a copy of each subject syllabus from your Teaching Centre.

Each subject syllabus is normally linked to one main textbook and the examiners base their questions on the contents of the nominated text.

The subject syllabuses also give details of 'Alternative Texts' and texts recommended for further reading. Where possible you should read one or more of the 'Alternative Texts' in order to broaden your knowledge of the subject area.

Copies of past examination papers and other forms of assessment

The 24-7 website provides you with a database of recent exam papers at: www.icm.ac.uk

Subject advice, educational guidance and student support

You are expected to be independent and to take responsibility for your own academic and personal life. However, your study centre should also provide help and assistance. Your tutors will direct your studies and ensure that you know what work you need to cover in any given module. Seek advice from academic staff either during or after class or see them during their office hours.

Module Information

Programme Objectives:

To provide employees and prospective accounting and finance students with a body of knowledge which will:

- increase their employment opportunities
- prepare them for careers in the field of accountancy and
- provide them with a qualification which will enable them to progress to supervisory positions at a later stage in their careers.

Recommended Course Duration

To help calculate the duration of the programme, please refer to the section entitled 'Student Work Load'

It is expected that a student will need at least 18 months of full-time study at an ICM Approved Centre (6 months for each level) to complete this programme.

Examination Grades

Grade A - Distinction	70% and above
Grade B - Credit	60% to 69%
Grade C - Pass	50% to 59%
Grade D - Marginal Pass	40% to 49%
Grade F - Fail	39% and under

Certification

On successful completion of all the examinations in Part 1, students are awarded the ICM Certificate in Accounting & Finance; on successful completion of all the examinations in Parts 1 & 2 students are awarded the ICM Diploma in Accounting & Finance. On successful completion of all the examinations in Part 3 students are awarded the ICM Advanced Diploma in Accounting & Finance and may apply for Associate Membership of the Institute.

Continuing Education

The Accounting programme will serve as an excellent route for students who ultimately seek full professional status and will provide first class underpinning knowledge for the mainstream UK based Accounting Bodies such as CIMA and ACCA.

CIMA will give full exemption for all four of their current (1995 scheme) stage one examinations to candidates who have passed the eight subjects which now make up Parts 1 & 2 of the ICM Diploma in Accounting & Finance.

Entry Requirements

The Institute operates an 'Open Entry' policy in respect of many of its vocational programmes but prospective students should note that the following entrance qualifications are recommended for those wishing to undertake this programme:

Five GCSEs at grades A, B or C (or equivalents)
A suitable BTEC National Award
Any qualification equivalent to one of the above

Applicants over the age of 19 who do not hold one of the recommended entrance qualifications may also register for the programme providing they have been in full-time employment for a minimum of two years.

Course Structure

The Diploma in Accounting & Finance - Part 1

1. Bookkeeping
2. Business Management & Administration

3. Economics for Business

4. Numeracy & Statistics

(A Certificate in Accounting & Finance is awarded on completion of all Part 1 subjects)

The Diploma in Accounting & Finance - Part 2

5. Accounting II

6. Business Law

7. Computer Appreciation & Applications

8. Cost Accounting

(The Diploma in Accounting & Finance is awarded on completion of all Part 1 & Part 2 subjects)

The Advanced Diploma in Accounting & Finance

9. Accounting III

10. Auditing & Taxation

11. Financial Management

12. Management Theory & Practice

(The Advanced Diploma in Accounting & Finance is awarded on completion of the above subjects)

Course Title	Bookkeeping (Formerly Accounting I)
Unit Code	BKK-0605
Level	1
Credits	20
Unit Leader	JC
Pre-requisites	

Main Aim(s) of the Unit:

This module introduces the fundamentals of accounting theory and practice and develops the accounting techniques and skills necessary to provide a foundation for further study and practical experience.

Main Topics of Study:

Introduction

- What is Accounting?
- Business organisations and sources of finance
- Financial statements: P&L and the Balance Sheet
- The role of the Accountant and the Accounts Office

The Accounting Model

- Recording Financial Transactions: the Ledger System and Trial Balance
- The Running Balance method of recording
- The Purchase Day Book and the Returns Day Book
- VAT
- Banking Services
- Cash Book / Bank Reconciliation Statements / Petty Cash Books
- Capital and Revenue Expenditure
- The trial balance, journal and suspense accounts

Management Control

- Control Accounts
- Sales and Purchase ledgers

Management Control

- Control Accounts
- Sales and Purchase ledgers

Learning Outcomes for the Unit

At the end of this Module, students will be able to:

1. Understand key concepts and techniques useful in recording and analysing accounting information.
2. Produce solutions to accounting problems, which make appropriate use of accounting practice and principles and which are well organised and clearly stated.

3. Prepare statements reporting the financial performance and financial position of business entities.
4. Analyse accounting data and accounting reports using appropriate tools and techniques.
5. Demonstrate an awareness of the context within which accounting operates and through which it relates to the business environment.

The numbers below show which of the above module learning outcomes are related to particular cognitive and key skills.

Knowledge & Understanding	1,5
Analysis	4
Synthesis/Creativity	3
Evaluation	4
Interactive & Group Skills	0
Self-appraisal/ Reflection on Practice	5
Planning and Management of Learning	1-5
Problem Solving	2
Communication & Presentation	3
Other skills (please specify):	0

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods and weighting which enable students to demonstrate the learning outcomes for the Unit:

Assignment One:	0%
Assessment Two:	0%
Examination: 3 hours duration	100%

Indicative Reading for this Unit:

Main text:

Finance & Accounting – R Giles (ICM) – Chapters 1-4, 5-16, 21, 22-25 and 40.

Alternative texts and further reading:

Frank Wood's Bookkeeping & Accounts – Robinson & Wood (Prentice Hall)

Students should also be prepared to read other suitable accounting text books

Guideline for Teaching and Learning Time (10 hrs per credit)

Lectures / Seminars / Tutorials / Workshops : 50 hours

Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.

Directed learning : 50 hours

Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc

Self managed learning : 100 hours

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

Business Management & Administration Syllabus

Course Title Business Management and Administration

Unit Code BMA-0605

Level 1 / 2

Credits 20

Unit Leader GW

Pre-requisites

Main Aim(s) of the Unit:

The module introduces the student to a range of studies which are useful in understanding people in the workplace. It examines the concept of management within the global business environment and through the appraisal of business cases, a variety of approaches are considered.

The module prepares students for their likely future roles as managers in organisations. It encourages them to synthesize knowledge and experience gained in other modules by considering competing perspectives on the nature of management. It encourages them to reflect upon the contribution that they might make as individuals to the management process, and to explore their own skills as potential managers, within the context of their peer group. The module touches practical, moral and ethical dimensions of the management role.

This module complements the Business Strategy, Human Resource Management and Management Theory and Practice, by examining the key problems and dilemmas that may emerge for stakeholders in contemporary organisations.

Main Topics of Study:

The Organisational Background to Business Administration

- The Management Framework to Business Administration
- What are Business Administration and Management?
- The Board of Directors
- Functions within an Organisation
- The 'Systems' Approach to Organisation
- Planning-Control Feedback Cycles

Characteristic Features of Organisations

- The Structure of Organisations and the Need for Authority
- The Features of Bureaucratic and Non-Bureaucratic Organisations
- Traditional Principles and Types of Organisation
- More about Systems & Subsystems

The Structure of Business Enterprises

- The Pattern of Organisations
- Business Types including; Sole-Trader Enterprises, Partnerships, Limited Partnerships, The Limited Liability Company, Non-Profit-Making Units (Clubs & Societies), Public Enterprises
- Public Sector Organisations; Autonomous Public Corporations, Nationalised Industries, Local Government Institutions, Central Government Departments

Functions within Organisations

The Production Function:

- The Production Process and Types of Production
- Site Selection & Factory Planning
- Plant & Equipment
- Materials & Materials Handling

Production Administration

- Costing Aspects of Production
- Work Study
- Maintenance & Production
- CAD, CAM & CIM

The Purchasing Function:

- The Nature of Purchasing and the Role of the Purchasing Officer
- Purchasing Department Procedures, Inventory Control, Stores Control and Economic Order Quantity

The Research & Development Function:

- The Functions of the Research & Development Department
- Basic Research
- Problem-Based Research
- Ideas Generation
- Applied Research & Development
- Patents, Trade Marks & Service Marks
- Research & Development in the Business Organisation

The Marketing Function:

- Introduction to Marketing and The Marketing Philosophy
- Market Analysis & Research
- Promotion, Publicity & Public Relations
- Pricing Policy
- Credit Control
- Sales Administration
- Transport & Distribution (Logistics)
- Export Marketing

Personnel Department:

- The Need for Staff
- The Functions of the Personnel Department and a Personnel Policy
- Employee Records
- Promotion, Transfer, Termination & Dismissal
- Industrial Relations Practice
- The Remuneration of Staff

The Administrative Officer's Role

Office Administration:

- The Role of the Administrative Officer
- Facilities Management - The 'New-Look' Office Administrator
- The Office & its Functions
- The Clerical Function, Business Correspondence, Mail Inwards, Mail Outwards, Systems for Producing Business Correspondence.
- Meetings, Conferences, Functions and Delegation

Other Responsibilities of the Administrative Officer:

- The Organisation & Methods Department
- Security Aspects of Business
- Risk Management
- The Environment of Organisations
- What is a Claimant?
- Assessing the Impact of Claimants

Learning Outcomes for the Unit

On successful completion of this module students will be able to:

- 1 Provide critical evaluation of the major functional areas of a business and describe their interrelationship.
- 2 Evaluate competing perspectives on the nature of management as both a function and process within organisations
- 3 Discuss the concept of managerial power and authority, in the context of the work of individual managers, and organisations within their social and cultural contexts.
- 4 Discuss models of managerial decision-making
- 5 Discuss the development of organisations in their historical, social and cultural contexts, and the choices that this creates for the management of organisations
- 6 Explain the process of organisational change and development.
- 7 Discuss management as a moral and ethical process
- 8 Demonstrate an appreciation of the role of the Administrator as part of the Managerial process

The numbers below show which of the above module learning outcomes are related to particular cognitive and key skills.

Knowledge & Understanding	1-8
Analysis	1,2,4,7
Synthesis/Creativity	1,2
Evaluation	1,2,7,8
Interactive & Group Skills	-
Self-appraisal/ Reflection on Practice	-
Planning and Management of Learning	-
Problem Solving	1,2
Communication & Presentation	1-8
Other skills (please specify):	

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods weighting which enable the student to demonstrate the learning outcomes for the Unit:

Examination: 3 hours duration 100%

Indicative Reading for this Unit:

Main text:

Business Management & Administration - G Whitehead & G Whitehall (Institute of Commercial Management)

Alternative Texts and Further Reading:

Modern Business Administration - R C Appleby (Pitman)

The Structure of Business - M Buckley (Pitman)

Students should also be prepared to read other suitable accounting text books

Guideline for Teaching and Learning Time (10 hrs per credit)

Lectures / Seminars / Tutorials / Workshops: 50 hours

Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.

Directed learning: 50 hours

Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc

Self managed learning: 100 hours

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

Economics for Business Syllabus

Course Title **Economics for Business**

Unit Code **EB-0605**

Level **2**

Credits **20**

Unit Leader **BF**

Pre-requisites

Main Aim(s) of the Unit:

This unit examines the main concepts of economic theory and their importance within a business framework. Throughout the unit the emphasis will be on the applicability of business and the external circumstances under which business operates. The aim is to provide the necessary knowledge, tools and understanding of economics as a basis for the study of business.

Main Topics of Study:

The Nature & Scope of Economics

- The Development of Economic Society
- The Economic Problem: Scarcity Choice and Opportunity Cost
- Alternative Economic Systems.

Production

- The Economic Background to Production
- Specialisation and the Division of Labour
- Business Organisations
- Factors of Production
- The Scale of Production and Economies of Scale
- The Location of Production.

The Theory of Price Determination:

- Demand
- Supply
- Price Determination
- Concept of Elasticity
- Applications of the Demand and Supply Model.

Market Structures:

- Competitive Markets – the Institutions where Price is Decided
- Monopoly / Oligopoly / Imperfect Competition (Monopolistic Competition)
- Public Policy Towards Competition

Factor Markets and Rewards to Factors:

- Rewards to Factors: Distribution Theory
- Land & Rent
- Labour & Wages
- Capital & Interest
- Entrepreneurship & Profit
- Economic Rent

Market Failure:

- Market Imperfections
- Externalities
- Public Goods and Merit Goods
- Imperfect Information
- Dealing with Market Failure

Money & Banking:

- Functions of Money
- Financial Institutions
- Central Banking

Macroeconomics:

- Basic National Income Accounting
- Use of National Income Statistics
- Economic Policy
- Circular Flow Analysis
- Consumption, Savings and Investment
- National Income Equilibrium
- Multiplier and Accelerator

Unemployment & Inflation:

- Types of Unemployment
- Costs of Unemployment
- Causes of Inflation
- Costs of Inflation

Economic Policy Instruments:

- Taxation, Government Spending and Budgets
- Fiscal Policies
- Money and Monetary Policy
- Supply Side Measures and Privatisation

International Trade:

- Absolute & Comparative Advantage
- The Principle of Free Trade
- Protection – Types and Causes
- Free Trade, Customs Unions and Single Markets
- The European Union and Other Free Trade Areas
- GATT and WTO
- Balance of Trade and Payments
- Dealing with Balance of Payments Problems.

Globalisation and International Monetary Issues:

- Exchange Rate Determination
- Fixed and Floating Exchange Rate Systems
- Trade and Economic Development
- Transnational Enterprises
- Globalisation.

Learning Outcomes for the Unit

At the end of this Unit, students will be able to:

- 1 Demonstrate an understanding of the main economic theories about the firm and its market.

- 2 Critically evaluate the usefulness of these theories in understanding the operation of business.
- 3 Demonstrate knowledge of the relationship between economics and management.

The numbers below show which of the above module learning outcomes are related to particular cognitive and key skills.

Knowledge & Understanding	1-3
Analysis	1
Synthesis / Creativity	2
Evaluation	2
Interactive & Group Skills	-
Planning and Management of Learning	0
Problem Solving	0
Communication & Presentation	0
Practical/Psycho-motor Skills	0
Other skills (please specify):	0

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods weighting which enable student to demonstrate the learning outcomes for the Unit:

3 hour examination	100%
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Indicative Reading for this Unit:

Main Texts:

Economics: A background text – B Forster and G Whitehead (ICM)

Student Handbook for Economics: A background text – B Forster and G Whitehead (ICM)

Alternative Texts and Further Reading:

Business Basics in Economics for first year degree students (BPP Publishing)

Essentials of Economics – J Sloman (Prentice Hall)

Guideline for Teaching and Learning Time (10 hrs per credit)

Lectures / Seminars / Tutorials / Workshops 50 hours

Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.

Directed learning 50 hours

Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc

Self managed learning – 100 hours

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

Course Title Numeracy and Statistics

Unit Code NS-0605

Level 1

Credits 20

Unit Leader GW

Pre-requisites

Main Aim(s) of the Unit:

The aims of this module are to equip students the necessary skills to interpret information, carry out calculation and interpret the results of that information and later, to equip students with some of the analytical skills that are relevant to the study of Business Studies as a whole.

Main Topics of Study:

Using a Calculator:

- Approximations
- Estimation
- Degrees of Accuracy
- The Keys of a Calculator
- Standard Form

Fractions:

- Types of Fraction
- Equivalent Fractions
- Operations Involving Fractions
- The Conversion between Fractions & Decimal Fractions

Ratio and Proportion:

- Ratio
- Division in a Given Ratio
- Direct Proportion
- Scale Diagrams & Models

Measurement:

- Metric and Imperial Units
- Conversion Between Metric & Imperial Units

Percentages:

- Percentages
- Finding a Percentage of an Amount
- Increasing & Decreasing an Amount by a Given Percentage
- Expressing One Quantity as a Percentage of Another

Wages & Salaries:

- Basic Pay
- Overtime Rates
- Commission
- Piecework

- Deductions from Pay

Travel:

- Foreign Currency
- Time
- Timetables

Sampling, Surveys, Questionnaires:

- Surveys
- Censuses
- Samples
- Sampling Methods
- Bias
- Questionnaires
- Pilot Surveys
- Hypothesis Testing

Clarification & Tabulation of Data:

- Tabulation
- Classification of Data
- Tally Charts
- Frequency Tables

Statistics on Display:

- Pictorial Representation of Data
- Pictograms
- Bar Charts
- Pie Charts
- Line Graphs
- Frequency Polygons
- Drawing Inferences from Diagrams

Averages & Range:

- The Arithmetic Mean
- The Mode
- The Median
- The Use of Mean, Mode & Median
- The Mean & Median of a Frequency
- Distribution
- Range

Cumulative Frequency:

- The Cumulative Frequency Curve (or Ogive)
- The Median
- The Interquartile Range
- Percentiles

Probability:

- Introduction
- Probability From Theory and Experiment
- Simple Probabilities
- Simple Laws of Addition
- Possibility Space

Networks & Decision Trees:

- Networks
- Decision Trees

Algebra:

- The Basics of Algebra
- Indices
- Brackets
- Common Factors
- Equations
- Harder Equations
- Trial & Improvement
- Flow Diagrams
- Sequences
- Formulae

Graphs:

- Graphs & Curves
- The Interpretation of Graphs
- Graph Plotting
- Conversion Graphs
- Cartesian Coordinates
- Straight Line Graphs
- Gradients & Intercepts

Geometrical Shapes:

- Lines & Angles
- Polygons
- Circles & Angles
- Tessellations
- 2D Representation of 3D Objects

Mensuration:

- Perimeters of Polygons
- Area
- The Circumference and Area of a Circle
- Volume

Time & Travel Graphs:

- Distance-Time Graphs with Straight Lines
- Distance-Time Graphs with Curves
- Velocity-Time Graphs
- Growth & Decay

Further Algebra:

- Simultaneous Equations
- Inequalities
- Removing Brackets
- Rearranging Formulae

Learning Outcomes for the Unit

At the end of this Unit, students will be able to:

- 1 Identify appropriate types of quantitative information and their sources.
- 2 Rationalise and structure that information.
- 3 Use and analyse information that is presented in numerical form in an appropriate method to extract all relevant trends, patterns and points of importance.

- 4 Present the results and data informative and attractive manners including in diagrammatic form to clients, partners and business colleagues.

The numbers in the boxes below show which of the above module learning outcomes are related to particular cognitive and key skills.

Knowledge & Understanding	1-3
Analysis	3
Synthesis/Creativity	3,4
Evaluation	1,2,3
Interactive & Group Skills	-
Self-appraisal/ Reflection on Practice	-
Planning and Management of Learning	-
Problem Solving	1-4
Communication & Presentation	4
Practical/Psycho-motor Skills	4
Other skills (please specify):	-

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods weighting which enables students to demonstrate the learning outcomes for the Unit:

3 Hour Examination - 100%

Indicative Reading for this Unit:

Main Text:

Application of Number - B Gaulter & L Buchanan (Oxford University Press)

Guideline for Teaching and Learning Time (10 hrs per credit)

Lectures / Seminars / Tutorials / Workshops - 50 hours

Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.

Directed learning - 50 hours

Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc

Self managed learning 100 hours

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

Course Title Accounting II

Unit Code ACII-0605

Level 2

Credits 20

Unit Leader JC

Main Aim(s) of the Unit:

The central aim of this module is to build on units covered in Bookkeeping (Previously Accounting I) to enable students to develop their understanding of accounting principles and practice applied in planning, control and decision making so that they can begin to interpret the information available for their own use and to prepare, organise, summarise and present financial and management information/reports.

Main Topics of Study:

Financial Resources & Business Planning:

- Financial Resources
- The Role of the Accountant

The Construction of Financial Statements:

- Calculating Profits
- Adjustments
- Capital Transactions
- Partnership Accounts
- Company Accounts
- Cash Flow Statements
- Accounts of Clubs & Societies

The Provision of Financial Information:

- Accounting Ratios and Preparing Reports / SSAPs & FRSs

Planning & Decision Making Accounting for Costs:

- Manufacturing Accounts

Further Accounting Issues:

- Control Accounts
- The Trial Balance, Journal & Suspense Accounts
- Incomplete Records
- The Extended Trial Balance

Note: This paper follows on from Accounting One, and may appear to repeat some of the syllabus areas covered in Accounting One. The Examiner wishes to point out that any such topics will typically be examined at a higher level in the Accounting Two examination paper. The Examiner also reserves the right to set questions in Accounting Two on topics from the Accounting One paper.

Learning Outcomes for the Unit

At the end of this Unit, students will be able to:

1. Demonstrate understanding of the interplay between resources and the role of the accountant
2. Explain the construction and application of a variety of financial statements
3. Explain a variety accounting of principles and practice applied in planning, control and decision making
3. Interpret the information to prepare, organise, summarise and present management information/reports.

The numbers in the boxes below show which of the above module learning outcomes are related to particular cognitive and key skills.

Knowledge & Understanding	1-4
Analysis	1-4
Synthesis/Creativity	2-4
Evaluation	1,4
Interactive & Group Skills	1-4
Planning and Management of Learning	2-4
Problem Solving	4
Communication & Presentation	
Other skills (please specify):	0

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods and weighting which enable students to demonstrate the learning outcomes for the Unit:

Assignment One:	0%
Assessment Two:	0%
Examination: 3 hours duration	100%

Indicative Reading for this Unit:

Main Text:

Frank Wood's Business Accounting 1 - Wood & Sangster (Pitman)

Alternative Texts and Further Reading:

Foundations of Business Accounting – R Dodge (Chapman & Hall)

Guideline for Teaching and Learning Time (10 hrs per credit)

Lectures / Seminars / Tutorials / Workshops - 50 hours

Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.

Directed learning - 50 hours

Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc

Self managed learning - 100 hours

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

Course Title	Business Law
Unit Code	BL-0605
Level	2
Credits	20
Unit Leader	IC

Pre-requisites

Main Aim(s) of the Unit:

This module aims to introduce the student to a study of the law in the business environment. It introduces sources of law and legal method, business organisations and legal relationships, contracts including the supply of goods and services, agency agreements and civil wrongs in the business environment including negligence and nuisance.

An understanding of the rights and responsibilities of organisations is an essential requirement in the study of business operations at home and those involved in international business transactions and trade.

Main Topics of Study:

Contracts

Formation of Contract:

What is a Contract? / The Intention to Create Legal Relations / Offer / Termination of an Offer / Acceptance / Agreement without Offer & Acceptance / The Nature of Consideration / Executory, Executed & Past Consideration / Sufficiency of Consideration / Privity of Contract

Terms of Contract:

The Terms of Contract / Incomplete Contracts Conditions & Warranties / Oral Evidence Relating to Contracts in Writing / Representations & Contract Terms / Implied Terms / The Required Form of Contracts / Exclusion Clauses / The Unfair Contract Terms Act 1977 / The Unfair Terms in Consumer Contracts Regulations 1994

Vitiating Factors:

Contractual Capacity / Mistake / Misrepresentation / Duress / Undue Influence / Void & Illegal Contracts

Discharge of Contract:

How a Contract Comes to an End / Performance / Agreement / Breach of Contract / Frustration / Remedies Available for Breach of Contract / Damages / Action for the Price / Equitable Remedies / Limitation to Actions for Breach / Quasi-Contract

Agency

Agency:

The Creation of Agency / The Duties of an Agent / The Rights of an Agent / The Authority of an Agent / Liability of the Parties / Agents Acting for Undisclosed Principals / Termination of Agency / Special Types of Agent

Sale of Goods

Definition of a Contract for the 'Sale of Goods':

Types of Goods / The Price / Terms Implied by the Sale of Goods Act 1979 & Changes made by the Sales & Supply of Goods Act 1994 (S.14) / Time of Performance / Seller's Title / Description of the Goods / Sale by Sample / Satisfactory Quality & Fitness for Purpose / Passing of Property & Risk / Nemo Dat Quod Non Habet / Delivery / Acceptance & Rejection / Remedies of the Parties, Romalpa Clauses / The Supply of Goods & Services Act 1982

Consumer Credit and Protection

Consumer Credit:

Forms of Consumer Credit / What is a Regulated Agreement? / The Classification of Regulated Agreements / The Protection of Debtors / Lenders Liability / Termination of Credit Agreements / Extortionate Credit Bargains / Consumer Credit Licensing, Advertising & Canvassing / Credit Cards

Consumer Protection:

Consumer Protection / Trade Descriptions / Consumer Safety / Product Liability

Tort and Negligence

Tort:

Tort & Other Wrongs / Wrong & Damage Distinguished / Remoteness of Damage / Vicarious Liability / Strict Liability / Defences to an Action in Tort / Contributory Negligence / Remedies in Tort / Conversion / Nuisance / Defamation / Definition / Libel and slander / Action and defences

Negligence:

Negligence / Duty of Care / Breach of Duty of Care / Res Ipsa Loquitur / Consequential Harm / Negligent Mis-statement

Company Law

The Nature of a Company

The Company as a Legal Entity / The Veil of Incorporation / Companies & Partnerships / A Company's Liability in Tort & Crime / Public & Private Companies / Holding & Subsidiary Companies

Formation of a Company

Promoters & Pre-Incorporation Contracts / Registration Procedures / Commencement of Business / Company Contracts

Memorandum & Articles

Purpose & Contents of the Memorandum / The Company Name / Registered Office / Objects / Articles of Association / Alteration of the Articles / The Memorandum & Articles as Contracts

Meetings

Types of Meeting / Convening a Meeting / Proxies / Types of Resolution / The Assent Principle

Liquidations & Other Insolvency Procedures

Methods of Dissolution / Liquidations / Compulsory Liquidation / Voluntary Liquidation / Liquidation Committee / Contributories / Powers of Liquidators / Duties of Liquidators / Alternatives to Liquidation / Administration Orders / Voluntary Arrangements

Directors

Appointment / Shareholdings / Termination of office / Disqualification / Powers and dealings

Partnerships:

Definition

Learning Outcomes for the Unit

At the end of this Module, students will be able to:

1. Explain the law making process.
2. Identify the legal issues in a variety of business situations.
3. Analyse and apply the legal rules to resolve factual problem situations.
4. Demonstrate an appreciation of the British and European perspectives.

The numbers below show which of the above module learning outcomes are related to particular cognitive and key skills.

Knowledge & Understanding	1-4
Analysis	2-3
Synthesis/Creativity	-
Evaluation	-
Interactive & Group Skills	-
Self-appraisal/ Reflection on Practice	-
Planning and Management of Learning	-
Problem Solving	3
Communication & Presentation	-
Other skills (please specify):	-

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods weighting which enables students to demonstrate the learning outcomes for the Unit:

Assignment One: 0%
Assessment Two: 0%
Examination: 3 hours duration: 100%

Indicative Reading for this Unit:

Main Text:

Business Law - Keenan & Riches (7th Edition), Longman

Alternative Texts and Further Reading:

Business & Commercial Law - A Kadar, K Hoyle & G Whitehead (Heinemann)
Essentials of Irish Business Law - Sheeren (Gill & Macmillan)
Basic English Law - W T Major (Macmillan)
Business Law - K R Abbott & Pendlebury (DP Publications)

Guideline for Teaching and Learning Time (10 hrs per credit)

Lectures / Seminars / Tutorials / Workshops 50 hours

Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.

Directed learning 50 hours

Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc

Self managed learning 100 hours

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

Computer Appreciation & Applications Syllabus

Course Title	Computer Appreciation and Applications
Unit Code	CAA-0605
Level	1
Credits	20
Unit Leader	PY
Pre-requisites	

Main Aim(s) of the Unit:

This paper provides a common computer appreciation element now expected with business courses. Students should be attempting to learn about latest developments. It aims to provide students with an appreciation of how hardware/software is used and works without detailed technical knowledge. (E.g. Optical character reading - reflected laser light converted to binary signals - OCR recognition software needed to convert the bit-map image into words by comparison with stored patterns.) Practical experience of the use of common general-purpose packages (word processing, database, spreadsheet etc.) is essential. A significant part of the paper will test these.

Main Topics of Study:

Hardware and data

- Distinguish between data and program, data and options/parameters, programmer and user
- General configuration of a computer and components of the CPU (ALU, memory, control) / Directions of data flow
- Types of memory (ROM, RAM, cache, video) / Features of a modern PC
- Input devices - general survey with emphasis on use rather than how the device works - OCR, OMR, MICR devices, bar code reader, types of keyboards, optical scanner, digitiser, voice input device, ATM, touch screen, mouse / Distinction between uses of keyboard and mouse
- Output devices - range of current printer types (laser, dot matrix, ink jet etc.) - relative speeds/costs/quality / VDU, plotters, microfilm
- Selection of appropriate input/output devices or method of data capture / Data validation - definition and purpose
- Identify validation possible with particular data / Check digits / Data types - integer, decimal, text/character, logical, date, currency etc.
- The need to define data by type

Business Applications

- Accounts
- The component parts of an accounts package
- Typical input and output documents
- Stock control and its purpose
- Typical input and output data
- Contents of the stock file
- Sales and concept of customer, sales orders, purchase orders and supplier files (and stock file), and contents of these files
- Concept of cross-referencing (customer number linking sales order with customer file)

- General appreciation of who would supply input data and use output data and why (e.g. Stores clerk would use a re-order list to place orders with suppliers for restocking)

Files and File Access

- Magnetic and optical storage devices and media - Their limitations
- Definitions of file, record and field and examples taken from particular situations
- File organisation defined as organisation of records on a file
- Consideration of serial, sequential and indexed sequential organisation
- The stages of accessing a particular record from serial, sequential or indexed sequential files
- Contents of a particular file - fields, data types, sizes, purpose of being on the file
- Concept of master and transaction file
- System diagram for a general update of a master file using a transaction file
- Security of data files
- Backups, environmental conditions, restricted access, administrative controls
- Distinction between different types of files - program, data, text, parameter files

Software

- The role of the operating system in controlling the computer
- Basic features of an operating system (command or GUI)
- Distinction between general purpose software (e.g. database) and special purpose software (e.g. payroll)
- Examples of special purpose packages
- Word Processing - Options available / How to use them (in general terms) / Margins, fonts, special effects (underline/centre/bold etc.), spell check, grammar check
- Standard phrases
- Inclusion of graphics
- Databases - How to create a new file, add records, edit records, delete records, selective search by particular criteria, rearrange data, produce reports
- Spreadsheets - Formatting a model (decimal places, alignment, extra rows/columns etc.) / Adding simple formulae / Simple functions such as sum/average / Replicating a formula / Absolute and relative addresses
- Graphics - Features available in graphics/drawing/CAD package / Standard shapes / Moving, enlarging, rotating, stretching, colouring, hatching, dimensioning, layering

Systems and Programming

- Brief review of system life cycle
- Methods of fact finding
- An overview of the role of the analyst - to investigate, design and supervise installation of a new system
- An overview of the role of the programmer - to convert a systems specification into a program by devising a logical structure, coding into a language, testing and documenting
- Distinction between development programmer and maintenance programmer
- Distinction between high and low level languages
- Brief survey of common high level languages and typical uses

People, Computers and Society

- Brief overview of tasks performed by computing personnel - data processing manager, systems analyst, programmer, ancillary staff/data input clerks
- Social effects of computers - changes in lifestyle, changes at work, need for training, crime and crime prevention, data protection acts treated in outline

Communications

- Spread of networks - reasons and advantages
- Data transmission
- Differences between LAN and WAN
- Electronic mail using a provider's central system

- Outline of internet features

Learning Outcomes for the Unit

At the end of this Unit, students will be able to:

1. Describe and differentiate between a range of programme applications and their uses
2. Demonstrate a general appreciation of operating a PC
3. Explain the use of standard packages such as word processing, databases and spreadsheets
4. Explain the meaning and use of a variety of computer related terminology

The numbers below show which of the above module learning outcomes are related to particular cognitive and key skills.

Knowledge & Understanding	1,4
Analysis	-
Synthesis/Creativity	-
Evaluation	1,2
Interactive & Group Skills	-
Self-appraisal/ Reflection on Practice	-
Planning and Management of Learning	1-4
Problem Solving	-
Communication & Presentation	1
Other skills (please specify):	-

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Examination Note:

As computing develops and new features become common, so minor inclusions will be added (e.g. range of computer CD devices). Deep technical details are not expected although it must be pointed out that student performance in past papers suggests that superficial coverage in particular areas often results in student misconceptions.

Assessment methods weightings which enable students to demonstrate the learning outcomes for the Unit:

3 Hour Examination 100%

Indicative Reading for this Unit:

Main Text:

Application of Number - B Gaulter & L Buchanan (Oxford University Press)

Guideline for Teaching and Learning Time (10 hrs per credit)

Lectures / Seminars / Tutorials / Workshops: 50 hours

Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.

Directed learning: 50 hours

Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc

Self managed learning: 100 hours

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

Cost Accounting Syllabus

Course Title	Cost Accounting
Unit Code	CA-0605
Level	2
Credits	20
Unit Leader	KE
Pre-requisites	

Main Aim(s) of the Unit:

This module aims to develop the necessary skills and knowledge base to maintain a sound system for classifying and recording cost accounting information for stock valuation, profit measurement, and for assisting management in the profitable operation of a business.

Main Topics of Study:

Introduction & Materials

- What is Costing?
- Framework
- Classification & Coding
- Purchasing, Reception & Storage
- Stock Recording & Inventory Control
- Pricing Issues & Stock

Labour & Overheads

- Remuneration Methods
- Recording, Costing & Allied Procedures
- Overheads
- Cost Accounts

Costing Methods

- Introduction
- Job & Batch
- Contract
- Operation & Service
- Process
- Joint & By-Product

Planning, Control & Decision Making

- Cost Behaviour
- Marginal & Absorption Costing
- Short Run Decision Making
- B E Analysis
- Capital Investment Appraisal

Budgets & Standards

- Budgets
 - Introduction to Standards
 - Material, Labour & Overhead Variances
 - Sales & Standard Marginal Costs Variances
-

- Activity-Based Costing

Learning Outcomes for the Unit

At the end of this Unit, students will be able to:

- 1 Explain the role of cost and management accounting in the management process
- 2 Describe and demonstrate how different concepts are used for identifying costs according to the purposes for which those costs are needed
- 3 Explain and demonstrate the Cost-Volume-Profit model and the limitations of its use
- 4 Describe and critically evaluate the different costing systems that operate in organisations
- 5 Describe and demonstrate the role of budgeting within the planning process
- 6 Explain how a standard costing system operates and prepare variances

The numbers below show which of the above module learning outcomes are related to particular cognitive and key skills.

Knowledge & Understanding	1,6
Analysis	2-6
Synthesis/Creativity	-
Evaluation	2-6
Interactive & Group Skills	-
Self-appraisal/ Reflection on Practice	-
Planning and Management of Learning	1-6
Problem Solving	2-6
Communication & Presentation	2-6
Other skills (please specify):	-

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods which enable student to demonstrate the learning outcomes for the Unit:

3 Hour Examination	100%
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Indicative Reading for this Unit:**Main Text:**

Costing - T Lucey (Continuum)

Alternative Texts and Further Reading:

Cost Accounting - Glautier & Underdown (Pitman)

Finance & Accounting - Giles & Capel (Macmillan)

Guideline for Teaching and Learning Time (10 hrs per credit)

Lectures / Seminars / Tutorials / Workshops 50 hours

Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.

Directed learning 50 hours

Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc

Self managed learning 100 hours

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

Course Title	Accounting III
Unit Code	AC3-0605
Level	3
Credits	20
Unit Leader	JC
Pre-requisites	Accounting II

Main Aim(s) of the Unit:

The aim of this unit is to broaden students understanding of different accounts and to develop their ability to interpret accounts and report information in line with accepted accounting practices.

Main Topics of Study:**Special Accounts**

- Joint Ventures
- Bills of Exchange
- Consignment Accounts
- Branch Accounts
- Hire Purchase Accounts
- Partnership Dissolution
- The Issue of Shares
- Contract Accounts

Company Accounts

- Taxation in Accounts
- Published Accounts - Profit & Loss; Balance Sheet; Accompanying Notes / Cash Flow Statements

Regulatory Framework

- Introduction
- The ASB / SSAPs and FRSs

Interpretation of Financial Statements

- Accounting Ratios

Group Accounts

- Introduction
- Inter-Company Dealings - Indebtedness & Unrealised Profits in Stock
- Consolidated Balance Sheet
- Consolidated Profit & Loss
- Associated companies

Issues in Financial Reporting

- Alternatives to Historic Cost Accounting
 - Social Accounting
 - Accounting as an Information System
-

Learning Outcomes for the Unit

At the end of this Unit, students will be able to:

1. Distinguish between a range of accounts and their applications
2. Understand and apply a variety of accounting ratios
3. Demonstrate awareness and understanding of regulatory frameworks at play
4. Explain and apply different forms of financial reporting

The numbers below show which of the above module learning outcomes are related to particular cognitive and key skills.

Knowledge & Understanding	1-4
Analysis	2,4
Synthesis/Creativity	4
Evaluation	1-4
Interactive & Group Skills	0
Self-appraisal/ Reflection on Practice	-
Planning and Management of Learning	1-4
Problem Solving	1-4
Communication & Presentation	1-4
Other skills (please specify):	-

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods and weighting which enable students to demonstrate the learning outcomes for the Unit:

Assignment One:	0%
Assessment Two:	0%
Examination: 3 hours duration	100%

Indicative Reading for this Unit:

Main Text:

Frank Wood's Business Accounting 2 - Wood & Sangster (Pitman)

Alternative Texts and Further Reading:

Financial Accounting - A R Jennings (DP Publications)

Spicer & Pegler's Bookkeeping & Accounts - P Gee (Butterworth)

Accounting & Financial Reporting Standards - Geoff Black (DP Publications)

Guideline for Teaching and Learning Time (10 hrs per credit)

Lectures / Seminars / Tutorials / Workshops 50 hours

Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.

Directed learning 50 hours

Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc

Self managed learning 100 hours

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

Auditing & Taxation Syllabus

Course Title	Auditing and Taxation
Unit Code	AT-0605
Level	3
Credits	20
Unit Leader	JC
Pre-requisites	

Main Aim(s) of the Unit:

The aims of this course are to give the student a clear understanding of the role of the auditor and two major forms of taxation namely income tax and corporation tax. It considers the auditor's function, duties, responsibilities and liabilities and the professional environment wherein the auditor works, including standards to be adhered to as well as the functional areas of taxation.

Main Topics of Study:

Introduction to Auditing

The Why of Auditing

Auditing & The Companies Act

Rights & Duties

The Companies Act

Accounting Records

Accounting Requirements of the Companies Act

Professional Rules

Standards & Guidelines / Accounting Standards / Professional Conduct / Letters of Engagement

The Modern Audit

Stages / Timing / Objectives

The Conduct of the Audit

Accounting Systems / Internal Controls / Audit Testing / Analysis Review Techniques / Working Papers / Reports to Directors / Errors & Frauds

Audit Evidence

Evidence / Risk / Methods / Reliance on Other Specialists

Review of Financial Statements

Final Review / True and Fair View / Representations by Management

The Auditors' Report

Auditors' Report / Qualified Reports / Post Balance Sheet Events / Going Concern

Planning & Control of Audits

Planning / Quality Control

Auditors & The Law

Auditors' Liability / Unlawful Acts of Clients & Their Staff

Income Tax

General Principles / Administration / Personal Allowances / Charges on Income & Interest Paid / PAYE / Schedule E / Schedule A / Schedule D / Personal Investment

Corporation Tax

General Principles / Capital Allowances / ACT

Learning Outcomes for the Unit

At the end of this Unit, students will be able to:

- 1 Explain the roles, duties and functions of the Auditor
- 2 Discuss professional processes and procedures to be followed by auditors
- 3 Differentiate between and apply a variety of taxation methods

The numbers below show which of the above module learning outcomes are related to particular cognitive and key skills.

Knowledge & Understanding	1,3
Analysis	3
Synthesis/Creativity	1,2
Evaluation	2,3
Interactive & Group Skills	-
Self-appraisal/ Reflection on Practice	-
Planning and Management of Learning	1-3
Problem Solving	3
Communication & Presentation	1-3
Other skills (please specify):	-

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Note: *Examination Format* - The Auditing questions will account for a minimum of 70% and a maximum of 75% of the marks available. The Taxation questions will account for a minimum of 25% and a maximum of 30% of the marks available. The Taxation questions will be based on UK taxation.

Assessment methods and weighting which enable students to demonstrate the learning outcomes for the Unit:

Assignment One:	0%
Assessment Two:	0%
Examination: 3 hours duration	100%

Indicative Reading for this Unit:

Main Text:

Auditing - Millichamp (Thomson Learning)

Taxation & Self Assessment - Peter Rowes (Thomson Learning)

Guideline for Teaching and Learning Time (10 hrs per credit)

Lectures / Seminars / Tutorials / Workshops : 50 hours

Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.

Directed learning : 50 hours

Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc

Self managed learning : 100 hours

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

Financial Management Syllabus

Course Title	Financial Management
Unit Code	FM-0605
Level	2/3
Credits	20
Unit Leader	JC

Pre-requisites

Main Aim(s) of the Unit:

The course examines the theory and practice of corporate financial management, including decisions company managers make in relation to sources and uses of funds, disclosure and the valuation implications arising. Where possible, topics will be considered in the context of the local financial environment and actual business practice.

Main Topics of Study:

The Construction of Financial Statements:

- Company Accounts
- Cash-Flow Statements

Using Accounting Information:

- Accounting Ratios
- Accounting Standards

Management Accounting:

- Marginal Costing
- Budgeting
- Capital Investment Appraisal

Sources of Business Finance:

- Long-term sources of finance
- Short-term sources of finance

Mergers and Takeovers:

- Reasons for Growth via Horizontal, Vertical, or Conglomerate Integration
- Financing of Growth
- The Construction of Basic Group Accounts

Capital Markets:

- The Function of Stock Exchanges
- Share & Bond Issues
- Rights & Bonus Issues

Learning Outcomes for the Unit

At the end of this Module, students will be able to:

- 1 Have gained an understanding of the main decision areas in corporate finance, the issues arising and the financial environment in which these decisions are made.
-

- 2 Demonstrate an understanding of the current treatment of investment and financing in situations of certainty and uncertainty, and have acquired the knowledge and skills to be able to apply a number of techniques to assist the decision making process.
- 3 Be able to analyse, interpret and evaluate financial information as discussed in the course and previous courses.
- 4 Have become acquainted with current issues and developments in the area of corporate financial management.

The numbers in the boxes below show which of the above module learning outcomes are related to particular cognitive and key skills.

Knowledge & Understanding	1-4
Analysis	2,3
Synthesis/Creativity	2-4
Evaluation	1-4
Interactive & Group Skills	2
Self-appraisal/ Reflection on Practice	2-4
Planning and Management of Learning	1-4
Problem Solving	2-3
Communication & Presentation	1-4
Other skills	-

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods weighting which enable students to demonstrate the learning outcomes for the Unit:

Assignment One:	0%
Assessment Two:	0%
Examination: 3 hours duration	100%

Indicative Reading for this Unit:

Note: There is no single textbook that covers the syllabus. Finance and Accounting by Richard Giles can be used as a basic source book but must be supplemented by further reading from websites or textbooks such as Accounting for Non-Accounting Students (J R Dyson) and Business Accounting (F Wood).

Main Text:

Finance & Accounting – R Giles (ICM)

Further Reading:

Accounting for Non-Accounting Students - J R Dyson (Prentice Hall)
Frank Wood's Business Accounting 2 – Wood & Sangster (Pitman)

Guideline for Teaching and Learning Time (10 hrs per credit)

Lectures / Seminars / Tutorials / Workshops : 50 hours

Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.

Directed learning : 50 hours

Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc

Self managed learning : 100 hours

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.

Management Theory & Practice Syllabus

Course Title	Management Theory and Practice
Unit Code	MTP-0605
Level	2 / 3
Credits	20
Unit Leader	GW

Pre-requisites

Main Aim(s) of the Unit:

This module is designed to develop the knowledge and understanding students have of business and management by exploring how management theory and practice has responded to the development of economic and social activity. Issues to do with globalisation, international competition, international marketing, translational corporate strategy, and international regulatory institutions are examined with respect to their implications for the management of organisations.

Main Topics of Study:

Part One: Management Theory

Introduction:

- Developments in Management Theory 1910-2000
- Definitions of Management

Classical Theories of Management:

- The Search for Principles of Management
- Max Weber & the Idea of Bureaucracy

Human Relations & Social Psychological Theories:

- Motivation - The Early Theorists
- Motivation - Later Theorists

Theories of Leadership & Group Behaviour:

- Leadership - Theory & Practice
- Groups & Group Behaviour

Systems & Contingency Approaches to Management Theory:

- Organisation as Systems
- Contingency Approaches to Management

Modern Approaches to Management Theory:

- Modern Approaches to Management

Part Two: Management in Practice

The Context of Management:

- Types of Business Organisation
 - Developing an Organisation Culture
-

- Women in Management
- The International Context of Management

Management Planning:

- Strategic Aspects of Management
- Objectives, Policies & Organisational Ethics
- Performance Standards in Management
- Decision-Making in Organisations
- Human Resource Planning
- Work Structuring, Job Design & Business Process Re-engineering

Organising for Management:

- Organisational Structures
- Delegation & Empowerment
- Managing Change - Key Concepts
- Implementing Change - Organisation Development
- Communication in Organisations
- Time Management & Personnel Effectiveness

Control in Management:

- Controlling Performance
- Quality Standards & Management
- The Role of Information Technology

Part Three: Functional Management

Marketing Management:

- The Marketing Concept - Competitiveness & the Global Dimension
- The Marketing Mix - Product & Price
- The Marketing Mix - Promotion
- The Marketing Mix - Distribution
- Marketing Research
- Marketing Organisation
- Customer Services & Consumer Protection

Production Management:

- Production Planning & Control
- Types of Production
- Aids to Production
- New Technology in Manufacturing

Personnel Management:

- Human Resource Management
- Recruitment & Selection
- Employee Development & Training
- Performance Appraisal, Discipline & Grievances
- Developing Managerial Competencies
- Stress Management & Employee Counselling
- Job Evaluation
- Employee Relations & Collective Rights
- Legal Aspects of Employment - Individual Rights

Financial Aspects of Management:

- Company Accounts
 - Budgets, Forecasts & Business Plans
-

Learning Outcomes for the Unit

At the end of this Unit, students will be able to:

- 1 Evaluate theories of management and organisations and explain how they fit with the nature of the managerial task and process.
- 2 Explain particular issues faced by small businesses
- 3 Using case examples apply theory and concepts to business strategies from the perspective of top management and evaluate the concept of competitive advantage.
- 4 Critically evaluate the management of organisational conflict and politics
- 5 Articulate and illustrate the potential conflict between profit and social responsibility.
- 6 Identify the characteristics of cross-cultural management and critically compare management styles

The numbers below show which of the above module learning outcomes are related to particular cognitive and key skills.

Knowledge & Understanding	1,6
Analysis	2-6
Synthesis/Creativity	-
Evaluation	2-6
Interactive & Group Skills	-
Self-appraisal/ Reflection on Practice	-
Planning and Management of Learning	1-6
Problem Solving	2-6
Communication & Presentation	2-6
Other skills (please specify):	-

Learning and teaching methods/strategies used to enable the achievement of learning outcomes:

Learning takes place on a number of levels through lectures, class discussion including problem review and analysis. Formal lectures provide a foundation of information on which the student builds through directed learning and self managed learning outside of the class. The students are actively encouraged to form study groups to discuss course material which fosters a greater depth learning experience.

Assessment methods weightings which enable students to demonstrate the learning outcomes for the Unit:

3 Hour Examination 100%

Indicative Reading for this Unit:

Main Text:

Management Theory and Practice, 6th Edition - G A Cole (Thomson Learning)

Alternative Texts and Further Reading:

Management - Dr R Bennett (Pitman)

The Business of Management - D Thorrington (Prentice Hall)

Understanding Organisations - C Handy (Penguin)

Guideline for Teaching and Learning Time (10 hrs per credit)

Lectures / Seminars / Tutorials / Workshops: 50 hours

Tutorial support includes feedback on assignments and may vary by college according to local needs and wishes.

Directed learning: 50 hours

Advance reading and preparation / Class preparation / Background reading / Group study / Portfolio / Diary etc

Self managed learning: 100 hours

Working through the course text and completing assignments as required will take up the bulk of the learning time. In addition students are expected to engage with the tutor and other students and to undertake further reading using the web and/or libraries.
