

# AMITY GLOBAL INSTITUTE

## MODULE SYLLABUS

Course	Postgraduate Certificate in Business Administration
Module Title	Accounting and finance
Module Syllabus No. (if any)	BAM010
Content	Accounting and finance is of critical importance in the support of all business activities. This module introduces a toolkit that enables a better understanding of the performance of businesses, and the decisions and problems they face. These issues are discussed daily by managers and the media. No prior knowledge of accounting is assumed: students learn how financial information is prepared and communicated and how it is used as an effective tool for decision making and control. This information includes areas of financial and management accounting and the main principles of finance. The module adopts a global perspective and encompasses the regulatory framework adopted by the International Accounting Standards Board (IASB).
No. of Teaching Hours	30
Teaching Methods	Lectures, tutorials, research journals, group discussion
Assessment Methods and Weightages	One two-hour unseen written examination (70%) One 2,000 words assignment (30%).
Skills for Maximising Learning Outcomes	Reading and Research
Dates of Examinations, Major Assessments and Assignments	Please refer to <a href="http://www.london.ac.uk">www.london.ac.uk</a> exam tables June, August/September, December and February/March
Recommended Text	McLaney, E., & Atrill, P. Accounting and Finance: An Introduction, 8th edition, Pearson, 2016 Brenda L. Mattison, Ella Mae Matsumura, Tracie L. Miller-Nobles, Horngren's Accounting, The Financial Chapters, Global Edition, 11th edition, Pearson, 2015
Additional Reference Texts (if any)	-
Additional Remarks (if any)	-

No.	Learning Outcomes/Aims
1	Define the concepts underlying accounting and finance. Record financial transactions
2	Prepare and interpret financial statements. Analyse relevant data for decision making purposes, applying appropriate techniques. Critically discuss budgeting and control issues in the modern global environment Adopt appropriate techniques for capital investment decisions and financing decisions
3	Critical thinking, analytical skills, interpretative skills (including the ability to justify choices) Management-by-exemption, and control and monitoring skills
4	Numeracy and active quantitative skills (including data preparation, analysis, problem solving and interpretation skills)
5	Time management skills (including the ability to make informed decisions timely and to work under pressure)
6	Effective communication skills (including oral and written communication skills)
7	Individual initiative and enterprise skills Digital and information literacy skills
8	Research skills

Note: All Information provided to Amity will be kept strictly confidential except for those required under statutory requirements and by government authorities and relevant university partners and accreditation bodies as part of the regulatory or course requirements.