### **Scheme of Work**

**COURSE:** ABE Level 4 BM Finance for Managers

| **Element, LO and AC** | **Session title** | | **Topics covered** | **Approx.**  **duration** | **Session Plan** | **Resource** | **Formative Activity** |
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|  |  | |  |  |  |  |  |
| Element 1  LO1  1.1, 1.2 | | **Purpose of financial and management accounting** | Financial vs management accounting  Accounting principles, processes and concepts  Objectivity vs subjectivity | 3-4 hours | SESSION PLAN Element 1 LO1 Session 1 | RESOURCE Element 1 LO1 | LO1 Activity 1  LO1 Activity 2  Homework LO1 Activity 3 |
| Element 1  LO1  1.2 | | **Accounting principles, processes and concepts** | Accounting principles, processes and concepts  Capital and revenue expenditure | 3-4 hours | SESSION PLAN Element 1 LO1 Session 2 | RESOURCE Element 1 LO1 |  |
| Element 1  LO1  1.3 | | **Final accounts** | Inventory valuation  Final accounts  Users of financial information | 3-4 hours | SESSION PLAN Element 1 LO1 Session 3 | RESOURCE Element 1 LO1 | LO1 Activity 4  Homework LO1 Activity 5 |
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| Element 2  LO2  2.1 | | **Interpret financial statements to review the performance of business organisations and report to stakeholders** | Accounting equation  Business organisations | 3-4 hours | SESSION PLAN Element 1 LO1 Session 4 | RESOURCE Element 2 LO2 | LO2 Activity 1 |
| Element 2  LO2  2.1 | | **Interpret financial statements to review the performance of business organisations and report to stakeholders (continued)** | Financial statement components  Publicly available final accounts  Period end adjustments | 3-4 hours | SESSION PLAN Element 2 LO2 Session 5 | RESOURCE Element 2 LO2 | LO2 Activity 2 |
| Element 2  LO2  2.2, 2.3 | | **Ratio analysis** | Ratio analysis | 3-4 hours | SESSION PLAN Element 2 LO2 Session 6 | RESOURCE Element 2 LO2 | LO2 Activity 3  LO2 Activity 4  Homework LO2 Activity 5 |
| Element 3  LO3  3.1 | | **Prepare cash flow forecasts and financial budgets to aid management decision making** | Aptitude testing  Cash flow forecasts | 3 hours | SESSION PLAN Element 3 LO3 Session 7 | RESOURCE Element 3 LO3 | LO3 Activity 1 |
| Element 3  LO3  3.2 | | **Budgets** | Budgets  Production budget | 4 hours | SESSION PLAN Element 3 LO3 Session 8 | RESOURCE Element 3 LO3 | LO3 Activity 2 |
| Element 3  LO3  3.3 | | **Budgeting and variance analysis** | Cash flow management  Variance analysis  Budgeting  Sources of finance | 4 hours | SESSION PLAN Element 3 LO3 Session 9 | RESOURCE Element 3 LO3 | LO3 Activity 3  LO3 Activity 4  Homework LO3 Activity 5 |
|  | |  |  |  |  |  |  |
| Element 4  LO4  4.1 | | **Demonstrate the use of costing and pricing methods to contribute to business decision making** | Pricing models  Types of cost | 4 hours | SESSION PLAN Element 4 LO4 Session 10 | RESOURCE Element 4 LO4 | LO4 Activity 1 |
| Element 4  LO4  4.2 | | **Break-even analysis - part one** | Contribution  Marginal costing | 4 hours | SESSION PLAN Element 4 LO4 Session 11 | RESOURCE Element 4 LO4 | LO4 Activity 2 |
| Element 4  LO4  4.2, 4.3 | | **Break-even analysis - part two** | Whole-life costing and opportunity costs  Inventory | 3 hours | SESSION PLAN Element 4 LO4 Session 12 | RESOURCE Element 4 LO4 | LO4 Activity 3  LO4 Activity 4  LO4 Activity 5 |