### **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 1LO1 1.1, 1.2 | **Purpose of financial and management accounting** | Financial vs management accountingAccounting principles, processes and conceptsObjectivity vs subjectivity | 3-4 hours | SESSION PLAN Element 1 LO1 Session 1 | RESOURCE Element 1 LO1  | LO1 Activity 1 LO1 Activity 2Homework LO1 Activity 3 |
| Element 1LO11.2 | **Accounting principles, processes and concepts** | Accounting principles, processes and conceptsCapital and revenue expenditure | 3-4 hours | SESSION PLAN Element 1 LO1 Session 2 | RESOURCE Element 1 LO1 |  |
| Element 1LO11.3 | **Final accounts** | Inventory valuationFinal accountsUsers of financial information | 3-4 hours | SESSION PLAN Element 1 LO1 Session 3 | RESOURCE Element 1 LO1  | LO1 Activity 4 Homework LO1 Activity 5 |
|  |  |  |  |  |  |  |
| Element 2 LO22.1 | **Interpret financial statements to review the performance of business organisations and report to stakeholders** | Accounting equationBusiness organisations | 3-4 hours | SESSION PLAN Element 1 LO1 Session 4 | RESOURCE Element 2 LO2  | LO2 Activity 1 |
| Element 2LO22.1 | **Interpret financial statements to review the performance of business organisations and report to stakeholders (continued)** | Financial statement componentsPublicly available final accountsPeriod end adjustments | 3-4 hours | SESSION PLAN Element 2 LO2 Session 5 | RESOURCE Element 2 LO2  | LO2 Activity 2 |
| Element 2LO22.2, 2.3 | **Ratio analysis** | Ratio analysis | 3-4 hours | SESSION PLAN Element 2 LO2 Session 6 | RESOURCE Element 2 LO2  | LO2 Activity 3LO2 Activity 4Homework LO2 Activity 5 |
| Element 3LO33.1 | **Prepare cash flow forecasts and financial budgets to aid management decision making** | Aptitude testingCash flow forecasts | 3 hours | SESSION PLAN Element 3 LO3 Session 7 | RESOURCE Element 3 LO3  | LO3 Activity 1 |
| Element 3LO33.2 | **Budgets** | BudgetsProduction budget | 4 hours | SESSION PLAN Element 3 LO3 Session 8 | RESOURCE Element 3 LO3  | LO3 Activity 2 |
| Element 3LO33.3 | **Budgeting and variance analysis** | Cash flow managementVariance analysisBudgetingSources of finance | 4 hours | SESSION PLAN Element 3 LO3 Session 9 | RESOURCE Element 3 LO3  | LO3 Activity 3LO3 Activity 4Homework LO3 Activity 5 |
|  |  |  |  |  |  |  |
| Element 4LO44.1 | **Demonstrate the use of costing and pricing methods to contribute to business decision making** | Pricing modelsTypes of cost | 4 hours | SESSION PLAN Element 4 LO4 Session 10 | RESOURCE Element 4 LO4  | LO4 Activity 1 |
| Element 4LO44.2 | **Break-even analysis - part one** | ContributionMarginal costing | 4 hours | SESSION PLAN Element 4 LO4 Session 11 | RESOURCE Element 4 LO4  | LO4 Activity 2 |
| Element 4LO44.2, 4.3 | **Break-even analysis - part two** | Whole-life costing and opportunity costsInventory | 3 hours | SESSION PLAN Element 4 LO4 Session 12 | RESOURCE Element 4 LO4  | LO4 Activity 3LO4 Activity 4LO4 Activity 5 |