

**ACCOUNTING TECHNOLOGIES**  
**CLASS CODE: AG111**  
**2019/20 SEMESTERS 1 and 2**

**Name of lecturers** Craig McLaughlin  
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Please do not hesitate to contact Craig if you have any problems with the lectures or tutorials. He will post office hours outside of our offices giving the times when we are available. If for some reason you need to contact her urgently and he is unavailable, you should contact one of the administrators by telephone or E-mail.

**Names of tutors:** Craig McLaughlin  
Frank Carroll (SAGE tutor)  
Donna McDougall (Understand Bookkeeping tutor)

The tutor will lead the tutorials and help you understand the issues developed in the lectures, textbooks and assignments. They will check attendance and deal with any problems you have with questions in tutorials. Note you may not finish the questions set for your tutorial each week in the tutorial; you should work on these questions and discuss any problems you may have with your tutor. Some solutions will also be posted on the myplace for the class.

#### **CLASS DESCRIPTION**

This class is designed to provide an introduction to accounting for those students who intend to study accounting or accounting and finance in subsequent years. It assumes no prior knowledge. It ensures that, in combination with other classes, the accreditation requirements of professional accountancy bodies are met.

**Please note that this is NOT a suitable class for students seeking an elective which provides an overview of accounting.**

#### **CLASS AIMS**

The aim of the class is to provide an introduction to the language and concepts underlying accounting, the institutional structures of accounting and the technical foundations of contemporary accounting.

#### **LEARNING OUTCOMES**

##### **Subject-specific knowledge and skills**

On completing this class you will be able to:

Describe the roles and information needs of managers, owners, employees, local communities and users of accounting information.

A.1 Explain how accountancy fits into the overall context of management

- A.2 Explain the dual nature of financial transactions
- A.3 Explain and apply the principles of double entry bookkeeping and account for fixed assets, depreciation, stocks, accruals and prepayments, bad debts
- A.4 Describe the usefulness of cash flow statements;
- A.5 Explain and apply the main classifications of costs
- A.6 Apply concepts of management accounting in simple situations of decision-making and budgeting.
- A.7 Know a range of contemporary management accounting techniques
- A.8 Be able to use management accounting techniques to help solve a range of organisational problems
- A.9 Be aware of the consequences of information provision and that there is a moral and ethical dimension to accounting.

### **Cognitive abilities and non-subject specific skills**

During this class you will develop abilities and skills in:

- B.1 Informal discussion in small groups within the tutorial context
- B.2 Problem-solving and analysis
- B.3 Computer applications through using a commercial applications package
- B.4 Self-paced reinforcement of learning through Understand Bookkeeping self-tuition package
- B.5 Evaluation, through coursework assessment.

## **ASSESSMENT**

### **Summative Assessment**

- A 5% Financial Accounting class test in first semester
- A 5% Management Accounting class test in second semester
- A 5% Understand Bookkeeping test
- 10% accounting essay
- 70% final examination
- A 5% SAGE test

### **Overall**

Satisfactory attendance at tutorials and completion of tutorial work is considered essential for qualification to sit the final exam.

### **Formative assessment:**

While part of the summative assessment, the coursework and class tests will provide important formative assessment through written feedback on student performance.

For university purposes the pass mark for the class is 40%. For accreditation purposes the mark required is 50%. Any student who fails to meet the pass mark for the undergraduate level of 40% will be required to take the resit the examination during the August diet of examinations.

**You are required to attempt all pieces of assessed work.** Failure to do so may result not just in a mark of 0 for the assessment, but failure of the overall class, which could have a serious impact on your progress or degree classification. It is your responsibility to make sure that you understand the non-submission penalties for each class.

## **PENALTIES FOR LATE SUBMISSION**

The Business School follows the University's policy for the late submission of assessed work:

[https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Policy\\_and\\_Procedure\\_for\\_the\\_Late\\_Submission\\_of\\_Coursework.pdf.pagespeed.ce.dLHAb3k-D.pdf](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Policy_and_Procedure_for_the_Late_Submission_of_Coursework.pdf.pagespeed.ce.dLHAb3k-D.pdf)

## FEEDBACK

The standard turnaround time for all feedback and marking within SBS is 15 working days from assessment submission.

The University policy on Assessment and Feedback is available here:

[https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Assessment\\_and\\_Feedback\\_Policy.pdf.pagespeed.ce.ugGorsUOnQ.pdf](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Assessment_and_Feedback_Policy.pdf.pagespeed.ce.ugGorsUOnQ.pdf)

## NQ POLICY

It is important that you attend all tutorials and submit all pieces of assessment which are required for each class you are taking. If you fail to attend a number of tutorials, or if you fail to submit work, the co-ordinator for the class(es) concerned can ask the Business School to mark you as NQ (Not Qualified to Sit Exam).

Each department will be able to advise you of what they consider to be satisfactory performance, and departments will warn you if they consider you to be at risk of NQ. If you are NQd for a class you will be notified by letter before the exam diet in question. An NQ is treated as a fail: you will normally be permitted to sit the exam as a resit, but your mark for the overall class will be capped at 40%.

## TEACHING AND LEARNING

**Lectures** are intended to direct reading and to explain and illustrate the techniques used in collating and presenting accounting information. Students will be asked to read ahead in order to obtain the maximum benefit.

**Tutorials** are designed to provide the opportunity for discussion and development of thinking about the subject in a small group setting. Tutorial assignments should be completed before the class meets. In the tutorial further discussion topics will be given to facilitate group working.

**Workshops** are small-group opportunities to reinforce understanding and application of practical methods in accounting. Exercises will be set in advance and should be completed before the class meets. In the workshop further practical problems will be given to facilitate group working.

**Signing up for tutorials and Understand Bookkeeping/SAGE labs** Attendance at tutorials and labs will be monitored. If your attendance is unsatisfactory then you will receive a warning letter, which will be retained in a departmental file. Continued failure to attend carries the risk of being NQ'd (i.e. deemed not qualified to sit the exam).

**Understand Bookkeeping** is a package of interactive modules available through the class page on MyPlace. The modules are completed during the lab sessions each week. There is 1 test for Understand Bookkeeping which will be during the May exam diet and be computer based.

**The SAGE workshop** is a computer-based bookkeeping course which will be held in a computer lab. The test for Sage will take place during the December exam diet.

## ACHIEVEMENT OF LEARNING OUTCOMES

The achievement of learning outcomes is necessary to successfully complete the class, both in terms of your learning development and in your class assessment. It is important, therefore, that you are confident about achieving these outcomes as the class progresses.

## PRE-REQUISITES

Entry via N400 and BSc in Mathematics, Statistics and Accounting.

## READING

Alternative formats of teaching materials are available on request. Please contact the departmental office of Accounting and Finance.

**The main text for the course is:**

- Pauline Weetman, *Financial and Management Accounting: An Introduction* FT Prentice Hall. Seventh edition (2016).

Students who have not previously studied bookkeeping may find it useful to refer also to

Frank Wood and Alan Sangster, *Frank Wood's Business Accounting*, Financial Times Press

