

## **MGT388 Finance component guide 2021/22**

### **Finance Component Teaching Team**

- Module Leader and Lecturer: Dr Maria-Teresa Speziale [m.speziale@sheffield.ac.uk](mailto:m.speziale@sheffield.ac.uk)
- Tutors: Sajid Bashir [s.bashir@sheffield.ac.uk](mailto:s.bashir@sheffield.ac.uk), Monika Kekelikova [m.kekelikova@sheffield.ac.uk](mailto:m.kekelikova@sheffield.ac.uk), Nnamdi Okolo [n.okolo@sheffield.ac.uk](mailto:n.okolo@sheffield.ac.uk), Rasim Simsek [rsimsek1@sheffield.ac.uk](mailto:rsimsek1@sheffield.ac.uk)

### **MGT 388 Support Staff**

The MGT388 cohort is divided into 3 groups for lectures and 42 groups for tutorials, so the timetable is different for each group.

The MGT388 timetabling is a complex and centralised activity, performed by administrative staff. Luke and I are not involved in this process, so we are not able to help you with this.

- **For any clashes in your timetable, please contact the Teaching Space Manager:**  
Cliff Alcock [c.alcock@sheffield.ac.uk](mailto:c.alcock@sheffield.ac.uk)
- **For any issues in visualising your timetable, please contact the IT support:**  
(<https://www.sheffield.ac.uk/it-services/students>):  
IT Service Desk [it-servicedesk@sheffield.ac.uk](mailto:it-servicedesk@sheffield.ac.uk).
- **For any issues in using Blackboard, please contact the IT support on Blackboard:**  
Digital Learning Helpdesk [digital.learning@sheffield.ac.uk](mailto:digital.learning@sheffield.ac.uk)
- **For administrative support on MGT388 teaching, please contact the Student Experience Office (SEO):**  
SEO at SUMS [sums@sheffield.ac.uk](mailto:sums@sheffield.ac.uk)

### **The vital importance of the Blackboard page**

MGT388 is a very large cohort, with more than 1,000 students enrolled this year.

The administrative arrangements for the module, as well as the availability of teaching material, will be delivered via the MGT388 Blackboard page.

All announcements about the module will be made via the MGT388 Blackboard page.

All students are responsible for establishing that they have access to the MGT388 Blackboard page and that they know how to use it. This can only be accessed by students registered on the module. If you are having difficulty securing access, please contact the IT Office explaining the difficulty. Access to the Blackboard page for MGT388 is either via MUSE or by typing <https://vle.shef.ac.uk/> and then entering your username and password.

Please remember to consult the MGT388 Blackboard page regularly and check your email daily.

This is the only mechanism through which announcements can effectively be made.

### **Aim of the module**

MGT388 is a joint Law school / Management school module introducing engineering students to some of the key aspects of Accounting/Finance and Law, which they are likely to experience in their future careers. MGT388 contains the Finance component and the Law component, which are

designed to provide students with a basic working knowledge of functions considered relevant by the Engineering Faculty and the accreditation bodies in the engineering profession.  
This guide covers the MGT388 Finance component.

## Finance component overview

The Finance component consists of four essential activities:

1. Lectures (F-2-F and recorded; live streamed only for remote students temporarily)
2. Supervised tutorials (F-2-F; online only for remote students temporarily)
3. Your readings
4. Self-supervised tutorials.

### 1. Lectures

The Finance component comprises **10 one-hour lectures** on three different areas which have been selected to be of a particular relevance to the field of engineering. All lectures will be given F-2-F for three groups of students, as the cohort is very large, and they will also be live streamed for the students who attend temporarily in remote.

Moreover, all lectures will be recorded in Encore and made available in Blackboard to give all students the opportunity to watch them again.

There will be a reading week without lectures and tutorials (5th week, 25 - 29 October), as decided by the SUMS for all modules.

The weekly teaching materials (PPT presentations, lecture notes and Q&As) will be made available in the Blackboard page by adaptive release at 7 am on a Friday morning the week before the lecture. All teaching materials will be made available also in PDF format.

The *lecture programme* (Autumn Semester) of the Finance component is as follows:

Week	Lecture Topic
1	Lecture 1: FINANCIAL ACCOUNTING
2	Lecture 2: FINANCIAL ACCOUNTING
3	Lecture 3: FINANCIAL ACCOUNTING
4	Lecture 4: FINANCIAL ACCOUNTING
5	Reading week: no lectures
6	Lecture 5: MANAGEMENT ACCOUNTING
7	Lecture 6: MANAGEMENT ACCOUNTING
8	Lecture 7: MANAGEMENT ACCOUNTING
9	Lecture 8: MANAGEMENT ACCOUNTING
10	Lecture 9: FINANCIAL MANAGEMENT
11	Lecture 10: FINANCIAL MANAGEMENT

### 2. Supervised tutorials

The Finance component requires students to attend **2 one-hour tutorials**, which will be given F-2-F in 42 small groups of about 25 students each (no live streaming), except for 2 groups of tutorials that will be given online in Blackboard Collaborate for students attending temporarily in remote.

Students will be placed by the administrative staff (not the module leader) in a tutorial group and each group will attend a Financial Accounting tutorial in week 3 and a Management Accounting tutorial in week 8 (Schedule A) **OR** a Financial Accounting tutorial in week 4 and an Management Accounting tutorial in week 9 (Schedule B).

The *tutorial programme* (Autumn Semester) of the Finance component is as follows:

Week	Tutorial Topic	Tutorial Group
3	Tutorial 1: FINANCIAL ACCOUNTING	Schedule A
4	Tutorial 1: FINANCIAL ACCOUNTING	Schedule B
8	Tutorial 2: MANAGEMENT ACCOUNTING	Schedule A
9	Tutorial 2: MANAGEMENT ACCOUNTING	Schedule B

The purpose of supervised tutorials is to support your progress and give you the opportunity to discuss the taught material. There will not be any tutorials for Financial Management.

At each tutorial, the tutor will take an attendance record (retained by the tutor).

The students will need to attempt each tutorial assignment before attending the related online tutorial session, as they are required to be active in tutorial sessions and there will not be time to cover everything from scratch during the tutorial sessions. These two sessions will give you the opportunity to consolidate your understanding of the topics and to ask questions.

The suggested solutions to both supervised tutorials will be uploaded to the Blackboard page, once all groups have had their tutorial on that topic (bi-weekly).

Students will be notified of their tutorial groups by the departmental administrator through My Timetable, within week 2 of the Autumn Semester.

Please check which tutorial sessions you should attend and, if a timetabling clash means you can no longer attend the allocated group, please discuss it with your departmental administrator.

### 3. Your reading (optional)

For the Finance component, you may choose one of the following textbooks (or e-textbooks) as an **additional reading (optional, not compulsory)**:

- Gowthorpe, Catherine, *Business Accounting and Finance, 5th Edition*, Cengage, 2021.
- Atrill, Peter, and Eddie McLaney. *Accounting and Finance for Non-Specialists, 11th edition*, Pearson Education Limited, 2018.

In the Blackboard page (see the side bar on the left), I set **MyResource List**, where you will find the links to both the e-textbooks available online. However, the number of licenses for the electronic resources are very limited so I suggest to study at the University libraries or to buy a textbook.

On Cengage website <https://www.cengage.co.uk/books/9781473773738/>, you can enjoy a 30% off, from 1/9/2021 to 1/12/2021, using the following coupon code: VAH22BACKTOUNIVERSITY30.

Week-by-week readings are indicated at the end of each weekly lecture. You will find all examinable material on the Blackboard page. Individual reading and self-supervised tutorials can be useful for a deeper understanding of subjects.

#### 4. Self-supervised tutorials

The lecture and supervised tutorial programmes are supplemented by self-supervised tutorials. These additional resources are intended to help you to become more familiar with the principles and techniques of accounting and finance.

- 1) **Weekly questions and answers (Q&As)** will be included in the Blackboard page. These will help in your preparation with the tutorial questions and it is expected that you have completed them before attempting the tutorial questions.
- 2) **The questions and exercises from the textbook** are an additional (optional) tool to test your progress:
  - Self-assessment questions (with solutions)
  - Critical review questions to encourage critical thinking (with solutions).

#### Assessment of the Finance component

The assessment of the Finance component contributes 50% towards your overall module mark. The assessment of the Law component contributes the other 50% towards the overall module mark.

#### *Formative pre-tests (non-assessed)*

Over the course of the module, **three formative (non-assessed) pre-tests will be made available online**. Each formative online pre-test focuses on one area covered within the module. The first MCQ test contains 8 MCQs and will be available online from week 5. The second MCQ test contains 8 MCQs and will be available online from week 10. The third MCQ test contains 4 MCQs and will be available online from week 12. The table below provides a summary of the formative (non-assessed) pre-tests. There is no deadline to complete each test.

Formative Pre-Test	Topic Area	Format	Time	Available from
Pre-Test 1	Financial Accounting	8 MCQs	18 min	Week 5
Pre-Test 2	Management Accounting	8 MCQs	18 min	Week 10
Pre-Test 3	Financial Management	4 MCQs	9 min	Week 12

#### *Summative Assessment*

The Finance component will be assessed by a final assessment using a **multiple-choice question (MCQ) format**.

The Finance MCQs test will take place during the January examination period and will contribute 50% towards your overall module mark. The Law MCQs test will contribute the other 50% towards the overall module mark.

The final assessment will consider **all three areas of Finance** (Financial Accounting, Management Accounting and Financial Management). There will be 20 questions in total (8 questions for Financial Accounting, 8 for Management Accounting, and 4 for Financial Management), to be answered in 45 minutes.

Marking will consider the difficulty level of each MCQ:

- “Easy”: 4 marks for a correct answer (0 marks for a wrong answer)
- “Moderate”: 5 marks for a correct answer (0 marks for a wrong answer)
- “Difficult”: 6 marks for a correct answer (0 marks for a wrong answer).

In the “moderate” level questions, two answers are correct, and 5 marks will be obtained only if **BOTH** correct answers have been ticked (otherwise it will score 0).

In the Finance exam, negative marking will NOT be applied for incorrect answers.

The formative pre-tests have been designed to adequately prepare you for the final assessment. It is very important that you attempt the online formative pre-tests, in order to be familiar with the format of the final assessment.

## Discussion Board

Every attempt will be made to answer all students’ emails daily (within 24 hours), but this may prove difficult, especially at the beginning of the module and before the exam.

The **Finance Discussion Board** will be utilised for asking questions, critically thinking and sharing ideas on the module’s content. The module leader will reply once a week on Friday afternoon to the questions written by students in the Finance Discussion Board in Blackboard.

## Lecture & Supervised Tutorial Programme – Finance Component

WEEK	LECTURES	SUPERVISED TUTORIALS
1 (w/c 27/9)	<b>Introduction to the programme.</b> What is accounting & finance?	No tutorials
2 (w/c 4/10)	<b>Financial Accounting: Interpreting the numbers</b> Understanding annual reports Cash vs Profit	No tutorials
3 (w/c 11/10)	<b>Financial Accounting: Interpreting the numbers</b> Ratio Analysis: profitability, efficiency & liquidity	Tutorial 1 Finance – Financial Accounting
4 (w/c 18/10)	<b>Financial Accounting: Interpreting the numbers</b> Ratio Analysis: investor ratios	Tutorial 1 Finance – Financial Accounting
5 (w/c 25/10)	<b>Reading week: No lectures</b>	No tutorials
6 (w/c 1/11)	<b>Management Accounting</b> Costing	Tutorial 1 Law
7 (w/c 8/11)	<b>Management Accounting</b> Costing (continued) and pricing	Tutorial 1 Law
8 (w/c 15/11)	<b>Management Accounting</b> Marginal costing and short-term decisions	Tutorial 2 Finance – Management Accounting
9 (w/c 22/11)	<b>Management Accounting</b> Break-even point	Tutorial 2 Finance – Management Accounting
10 (w/c 29/11)	<b>Financial Management</b> Capital investment appraisal (long-term decisions)	Tutorial 2 Law
11 (w/c 6/12)	<b>Financial Management</b> Business forms and sources of finance	Tutorial 2 Law

## Reading Week

A reading week is scheduled in week 5. As such, no lectures or seminars will take place during this week. It is recommended that you use this time to review the lecture material, attempt the available online formative pre-tests and prepare for your upcoming session.

## **Sustainability**

The University of Sheffield is committed to reducing and managing its environmental impact. Students can help support this goal by only printing where it is necessary to do so.

For further information on the University's sustainability strategy please see:

<https://www.sheffield.ac.uk/sustainability/strategy>.