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| **The Ministry of Education and Training****HOCHIMINH CITY OPEN UNIVERSITY** | **SOCIALIST REPUBLIC OF VIETNAM****Independence – Liberty – Happiness****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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**BACHELOR PROGRAM**

 **SYLLABUS**

1. **GENERAL INFORMATION**
	1. **.** Name: **Accountant in Business-ACCA F1**
	2. **.** Code: **ACCO1401**
	3. **.** Faculty in charge: **Accounting and Auditing**
	4. **.** Credit: **04** credits (in theory)
2. **DESCRIPTION**

The module of Accountants in Business introduces basic knowledge and understanding of the business and its environment which help candidates analyse the influences on how an organisation is structured and on how the role of accounting is functioned in a business entity in contributing to the efficiency, effectiveness and ethical management.

1. **COURSE OBJECTIVES**
	1. General objectives

This module aims to introduce basic knowledge and understanding of business and its environment, particularly many key issues related to accounting and management at a business entity. It includes the organisation structure, role of internal control, personnel management, financial and managerial accounting, and development of an organisation and its people and systems.

* 1. Specific objectives
		1. Knowledge:

On successful completion of this module, candidates should be able to:

* Understanding the purpose and types of business and the interact with key stakeholders and external environment.
* Understanding business organisation structure, functions and the role of corporate governance.
* Recognise and understand the function of accountancy and audit in communicating, reporting and assuring financial information.
* Recognise and understand the principles of authority and leadership and how teams and individuals are recruited, managed, motivated and developed.
* Understand the importance of personal effectiveness as the basis for effective team and organisation behaviour.
* Recognise that all aspects of business and finance should be conducted in a manner which complies with accepted professional ethics and professional values.
	+ 1. Skills:

Successfully passed this module, candidates should be able to:

* Explain influential factors on organisation and business operation
* Present and analyse fundamental issues of business corporate governance, and its environment operation.
* Describe main financial system used within an organisation.
* Identify weakness, potential for error and inefficiencies in control and management system at a basic level.
* Explain how personal and continuous professional development can increase personal effectiveness and identify the ways in which conflict can be managed.
* Attempt exam-typed questions for ACCA F1 paper.
	+ 1. Attitudes:

This module helps candidates improve self-confidence and professional attitudes when working in business entities. It also helps students obtain professional ethics, values and identify career development in future

1. Module Contents

| **No.** | **Chapter** | **Detail** | **Hours** | **Material** |
| --- | --- | --- | --- | --- |
| **Total** | **Theory** | **Quiz** | **Practice** |
|  | Chapter 1: Business organisations and their stakeholders | **The purpose and types of business organisation*** Define ‘business organisations’ and explain why they are formed.
* Describe common features of business organisations.
* Identify the different types of business organisation and their main characteristics: Commercial; (ii) Not-for-profit; (iii) Public sector; (iv) Non-governmental organisations; (v) Cooperatives.

**Stakeholders in business organisations*** Define stakeholders and explain the agency relationship in business and how it may vary in different types of business organisation.
* Identify the main stakeholder groups and the objectives of each group.
* Explain how the different stakeholder groups interact and how their objectives may conflict with one another.
* Compare the power and influence of various stakeholder groups and how their needs should be accounted for, such as under the Mendelow’s framework.
 | **4.5** | 3.5 | 1.0 | - | .Chapter 1BPP ACCA F1 Interactive text; and Practice and revision kit |
|  | Chapter 2:Business environment | **Political and legal factors affecting business*** Explain how the political system and government policy affect the organisation.
* Explain how the law protects the employee and the implications of employment legislation for the manager and the organisation.
* Identify the principles of data protection and security.
* Explain how the law promotes and protects health and safety in the workplace.
* Recognise the responsibility of the individual and organisation for compliance with laws on data protection, security and health and safety.

**Social and demographic factors*** Explain the medium and long-term effects of social and demographic trends on business outcomes and the economy.
* Describe the impact of changes in social structure, values, attitudes and tastes on the organisation.

**Technological factors*** Explain the effects of technological change on the organisation structure and strategy: (i) Downsizing; (ii) Delayering; (iii) Outsourcing.
* Describe the impact of information technology and information systems development on business processes.

**Environmental factors*** Describe ways in which businesses can operate more efficiently and effectively to limit damage to the environment. Identify the benefits of economic sustainability to a range of stakeholders.

**Competitive factors*** Identify a business’s strengths, weaknesses, opportunities and threats (SWOT) in a market and the main sources of competitive advantage.
* Identify the main elements within Porter’s value chain and explain the meaning of a value network.
* Explain the factors or forces that influence the level of competitiveness in an industry or sector using Porter’s five forces model.
 | **4.5** | 3.5 | 1.0 | - | Chapter 2BPP ACCA F1 Interactive text; and Practice and revision kit |
|  | Chapter 3:The Macroeconomic Environment | * Define macroeconomic policies and explain its objectives
* Explain factors which affect the economy: Multiplier effect; Aggregate demand/supply; Business cycle; Inflation; Unemployment; Stagnation; and international payments disequilibrium.
* Recognise fiscal policy; Functions of taxation; Types of tax; Monetary policy; Balance of payments.
 | **4.5** | 3.5 | 1.0 |  | Chapter 3 & 4BPP ACCA F1 Interactive text; and Practice and revision kit |
|  | Chapter 4The Microeconomic Factors | * Define the concept of demand and supply for goods and services.
* Explain concepts of price elasticity of demand, income elasticity of demand and gross elasticity of demand.
* Explain the economic behavior of costs in short and long term
* Define perfect competition, oligopoly, monopolistic competition and monopoly.
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|  | Chapter 5Business organisation, structure and strategy | * Explain the informal and its relationship with formal organisations
* Describe Mintzberg’s components of organisation and explain different ways of business structures
* Explain basic organizational structure concepts
* Explain the characteristics of strategic, tactical, and operational levels in the organisation
* Explain centralization and decentralization and list of their advantages and disadvantages
 | **3.0** | 2.5 | 0.5 | - | Chapter 5BPP ACCA F1 Interactive text; and Practice and revision kit |
|  | Chapter 6Organisational culture and committee | * Describe the roles and functions of the main departments in business
* Define organisational culture and describe the factors that shape the culture of the Organisation
* Explain the contribution made by writers on culture: (1) Schein – determinants of organisational culture; (2) Handy – four cultural stereotypes; (3) Hofstede – international perspectives on culture.
* Explain the purposes of committees and describe the types of committee used by business organisations
* Explain the relationship between accounting and other key functions within the business.
* Explain the contribution of the accounting function to the formulation, implementation, and control of the organisation’s policies, procedures, and performance.
* Identify and describe the main management accounting and performance management functions in business.
* Identify and describe the main finance and treasury functions.
 | **3.0** | 2.5 | 0.5 |  | Chapter 6 BPP ACCA F1 Interactive text; and Practice and revision kit |
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|  | Chapter 7Corporate Government and social responsibility | * Define corporate governance and social responsibility and explain their importance in contemporary organisations.
* Explain the responsibility of organisations to maintain appropriate standards of corporate governance and corporate social responsibility.
* Explain how organisations take account of their social responsibility objectives through analysis of the needs of internal, connected and external stakeholders.
* Identify the social and environmental responsibilities of business organisations to internal, connected and external stakeholders.
 | **3** | 2.5 | 0.5 | - | Chapter 7 BPP ACCA F1 Interactive text; and Practice and revision kit |
|  | Chapter 8The role of accounting | * Explain the contribution of the accounting function to the formulation, implementation, and control of the organisation’s policies, procedures, and performance.
* Identify and describe the main financial accounting in business
* Explain the various business purposes for which the following financial information is required: (i) The profit or loss account; (ii) The statement of financial position; (iii) The statement of cash flows; (iv) Sustainability and integrated reports.
* Describe the main purposes of the following types of management accounting reports: (i) Cost schedules; (ii) Budgets; (iii) Variance reports.
* Describe the main financial systems used within an organisation:
* Identify weaknesses, potential for error and inefficiencies in accounting systems.
* Recommend improvements to accounting systems to prevent error and fraud and to improve overall efficiency.
* Understand business uses of computers and IT software applications: (i) Spreadsheet applications; (ii) Database systems; (iii) Accounting packages.
 | **4.5** | 3.5 | 1 | - | Chapter 8BPP ACCA F1 Interactive text; and Practice and revision kit |
|  | Chapter 9 | **Accounting and finance functions within business*** Identify and describe the main audit and assurance roles in business: (i) Internal audit; (ii) External audit.
* Explain the main functions of the internal auditor and the external auditor and how they differ.

**Internal controls, authorisation, security and compliance within business*** Explain internal control and internal check
* Describe the features of effective internal financial control procedures in an organisation, including authorisation.
* Identify and describe features the types of information technology and information systems used by the business organisation for internal control.
* Describe general and application systems controls in business.
 | **4.5** | 3.5 | 1.0 |  | Chapter 9BPP ACCA F1 Interactive text; and Practice and revision kit |
|  | Chapter 10 | **Fraud and fraudulent behaviour and their prevention in****business*** Explain the circumstances under which fraud is likely to arise.
* Identify different types of fraud in the organisation.
* Explain the implications of fraud for the organisation.
* Explain the role and duties of individual managers in the fraud detection and prevention process.
* Define the term money laundering.
* Give examples of recognized offences under typical money laundering regulation.
* Identify methods for detecting and preventing money laundering.
* Explain how suspicions of money laundering should be reported to the appropriate authorities.
 | **4.5** | 3.5 | 1 | - | Chapter 10* BPP ACCA F1 Interactive text; and Practice and revision kit
 |
|  | Chapter 11 | **Leadership, management and supervision*** Define leadership, management and supervision and explain the distinction between these terms.
* Explain the nature of management: (i) Scientific/classical theories of management Fayol, Taylor; (ii) The human relations school – Mayo; (iii) The functions of a manager – Mintzberg, Drucker.
* Explain the areas of managerial authority and responsibility.
 | **2.5** | 2.0 | 0.5 |  | Chapter 11 BPP ACCA F1 Interactive text; and Practice and revision kit |
|  | Chapter 12 | **Recruitment and selection of employees*** Explain the importance of effective recruitment and selection to the organisation.
* Describe the recruitment and selection process and explain the stages in this process.
* Describe the roles of those involved in the recruitment and selection processes.
* Describe the methods through which organisations seek to meet their recruitment needs.
* Explain the advantages and disadvantages of different recruitment and selection methods.
 | **2.0** | 1.5 | 0.5 |  | Chapter 12 BPP ACCA F1 Interactive text; and Practice and revision kit |
|  | Chapter 13 | **Recruitment and selection of employees*** Explain the purposes and benefits of diversity and equal opportunities policies within the human resources plan.

- Explain the practical steps that an organisation may take to ensure the effectiveness of its diversity and equal opportunities policy. | **2.0** | 1.5 | 0.5 |  | Chapter 13 & 14* BPP ACCA F1 Interactive text; and Practice and revision kit
 |
|  | Chapter 14 | **Individual and group behaviour in business organisations*** Describe the main characteristics of individual and group behaviour.
* Outline the contributions of individuals and teams to organisational success.

**Team formation, development and management*** Explain the differences between a group and a team.
* Explain the role of the manager in building the team and developing individuals within the team: (i) Belbin's team roles theory; (ii) Tuckman's theory of team development.
* List the characteristics of effective and ineffective teams.
* Describe tools and techniques that can be used to build the team and improve team effectiveness.
 | **2.5** | 2 | 0.5 | - |  |
|  | Chapter 15 | **Motivating individuals and groups*** Define motivation and explain its importance to the organisation, teams and individuals.
* Explain and identify types of intrinsic and extrinsic reward.
* Explain how reward systems can be designed and implemented to motivate teams and individuals.
 | **2.0** | 1.5 | 0.5 | - | Chapter 15* BPP ACCA F1 Interactive text; and Practice and revision kit
 |
|  | Chapter 16 | **Learning and training at work*** Explain the importance of learning and development in the workplace.
* Describe the learning process: Honey and Mumford, Kolb.
* Describe the training and development process: identifying needs, setting objectives, programme design, delivery and validation.
* Explain the terms ‘training’, ‘development’ and ‘education’ and the characteristics of each.
* List the benefits of effective training and development in the workplace.
 | **2.5** | 2.0 | 0.5 | - | Chapter 16* BPP ACCA F1 Interactive text; and Practice and revision kit
 |
|  | Chapter 17 | **Review and appraisal of individual performance*** Explain the importance of performance assessment.
* Explain how organisations assess the performance of human resources.
* Define performance appraisal and describe its purposes.
* Describe the performance appraisal process.
* Explain the benefits of effective appraisal.
* Identify the barriers to effective appraisal and how these may be overcome.
 | **2.5** | 2.0 | 0.5 | - | Chapter 17* BPP ACCA F1 Interactive text; and Practice and revision kit
 |
|  |  | **Review chapters 11-17**  | **2.0** | 1.0 | 1.0 |  |  |
|  | Chapter 18 | **Personal effectiveness techniques*** Explain the importance of effective time management.
* Describe the barriers to effective time management and how they may be overcome.

**Consequences of ineffectiveness at work*** Identify the main ways in which people and teams can be ineffective at work.

**Competence frameworks and personal development*** Describe the features of a ‘competence framework’.
* Explain how a competence framework underpins professional development needs.
* Explain the purpose and benefits of coaching, mentoring and counselling in promoting employee effectiveness.
* Describe how a personal development plan should be formulated, implemented, monitored and reviewed by the individual.

**Sources of conflict and techniques for conflict resolution and referral*** Identify situations where conflict at work can arise.
* Identify ways in which conflict can be managed.

**Communicating in business*** Describe methods of communication used in the organisation and how they are used.
* Explain how the type of information differs and the purposes for which it is applied at different levels of the organisation: strategic, tactical and operational.
* List the attributes of good quality information.
* Identify the consequences of ineffective communication.
* Describe the attributes of effective communication.
* Describe the barriers to effective communication and identify practical steps that may be taken to overcome them.
 | **4.5** | 3.5 | 1.0 | - | Chapter 18* BPP ACCA F1 Interactive text; and Practice and revision kit
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|  | **Chapter 19****Ethical Considerations** | **Fundamental principles of ethical behaviour*** Define business ethics and explain the importance of ethics to the organisation and to the individual.
* Describe and demonstrate the following principles from the IESBA (IFAC) code of ethics, using examples: (i) Integrity; (ii) Objectivity; (iii) Professional competence; (iv) Confidentiality; (v) Professional behaviour.
* Describe organisational values which promote ethical behaviour using examples: (i) Openness; (ii) Trust; (iii) Honesty; (iv) Respect; (v) Empowerment; (vi) Accountability.
* Explain the concept of acting in the public interest.

**The role of regulatory and professional bodies in promoting ethical and professional standards in the accountancy profession*** Recognise the purpose of international and organisational codes of ethics and codes of conduct, IESBA (IFAC), ACCA etc.
* Identify the factors that distinguish a profession from other types of occupation.
* Explain the role of the accountant in promoting ethical behaviour.
* Recognise when and to whom illegal or unethical conduct by anyone within or connected to the organisation should be reported.

**Corporate codes of ethics*** Define corporate codes of ethics.
* Describe the typical contents of a corporate code of ethics.

**Ethical conflicts and dilemmas*** Describe situations where ethical conflicts can arise.
* Identify the main threats to ethical behaviour.
* Outline situations at work where ethical dilemmas may be faced.
* List the main safeguards against ethical threats and dilemmas
 | **4.5** | 3.5 | 1.0 | - | Chapter 19* BPP ACCA F1 Interactive text; and Practice and revision kit
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|  | Course Review | * Review all chapters
* Solve problems and explain requests
 | **4.5** | 2.5 | 2.0 |  |  |
|  |  | Total | **60** | 44 | 16 |  |  |

1. LEARNING MATERIAL
	1. **Main material:**

ACCA Paper F1- Accountant in Business, Interactive Text (2016), BPP Learning Media Ltd.

* 1. **Secondary material:**

ACCA Paper F1- Accountant in Business, Practice Book (2016), BPP Learning Media Ltd.

1. ASSESSMENTS
	1. Score grading scale: The course grading scale is 10-point system, with ten being the highest and zero being the lowest.
	2. Type of assessment: multi-choice questions. The students do not allow to using study materials during the examination time.
	3. Method and conduct of assessments

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| --- | --- | --- | --- |
| **No** | **Assessments** |  | **Proportion** |
| 1 | In class exercises and behaviour |  | 20% |
| 2 | Mid-term test |  | 30% |
| 3 | Final-term test |  | 50% |
| 1. **TEACHING PLAN IN DETAIL**

**A section consists of 4.5 hours** |  |

| **Week** | **Content** |
| --- | --- |
|  | Chapter 1: Business organisation and their stakeholders - Theory - Exercise |
|  | Chapter 2: The Business environment - Theory - Exercise |
|  | Chapter 3 & 4: The Macroeconomic environment and Microeconomic Factors- Theory- Exercise |
|  | Chapter 5 and, a portion of chapter 6: Organisation culture, and committee - Theory- Exercise |
|  | The remaining sections of chapter 6 and chapter 7: Corporate governance and social responsibility - Theory- Exercise**Revision and mini test** |
|  | Chapter 8: The role of accounting- Theory- Exercise |
|  | Chapter 9: Control, security and audit - Theory- Exercise |
|  | Chapter 10 Identifying and preventing fraud - Theory- Exercise**Mid-term test** |
|  | Chapter 11 and 12- Theory- Exercise |
|  | Chapter 13 & 14- Theory- Exercise |
|  | Chapter 15 & 16- Theory- Exercise |
|  | Chapter 17- Theory- Exercise**Review chapters 11-17** |
|  | Chapter 18- Theory- Exercise |
|  | Chapter 19- Theory- Exercise |
|  | Review and Exercise |

*Hochiminh city, date Dec 2017*

**On behalf of the Rector**

 **Dean of the Accounting and Auditing Department**

 **Ho Huu Thuy, PhD**