ACCA Business and Technology (BT)

SUNWAY TES Centre for Accountancy Excellence

Study Plan and Study Schedule

Online content, understanding checkers and chapter assessments will be made available to users at the *start of each week. For the Live Webinars and revision classes, the time mentioned refers to Malaysian time zone.

Week	Chp.	Topics	ACCA Syllb. Area	Estimated Time Allocation (Hours)			
				Chap. Assess.	Tests	Webinar /F2F	G. Self-Learning
Week 1 *1 Mar	1	The Purpose and Types of Business Organisation	A	0.5			8
	2	The Stakeholders in Business Organisation	A	0.5			
	3	External Environment, Political and Legal Factors Affecting Business	A	0.5			
3 Mar	**1-3**	**Webinar Session 1 (Wed: 7 – 9pm Msian time)**				2	**2**
Week 2 *8 Mar	4	Macroeconomic Factors	A	0.5			8
	5	Microeconomic Factors	A	0.5			
	6	Social, Environmental and Technological Factors	A	0.5			
	7	Competitive Factors	A	0.5			
10 Mar	**4 - 7**	**Webinar Session 2 (Wed: 7 – 9pm Msian time)**	**A**			2	**2**
13 Mar	**1 - 7**	**Revision Session 1 (Sat: 6 – 9pm Msian Time)**	**A**			3	**1**
Week 3 *15 Mar	8	The Formal and Informal Business Organisation	B	0.5			8
	9	Business Organisation Structure and Design	B	0.5			
Week 4 *22 Mar	10	Organisational Culture in Business	B	0.5			8
	11	Governance and Social Responsibility in Business	B	0.5			
24 Mar	**8 - 11**	**Webinar Session 3 (Wed: 7 – 9pm Msian time)**	**B**			2	**2**
27 Mar	**8-11**	**Revision Session 2 (Sat: 6 – 9pm Msian Time)**	**B**			3	**1**
Week 5 *29 Mar	12	The Relationship Between Accounting and Other Business Functions	C	0.5			8
	13	Accounting and Finance Functions Within Business	C	0.5			
	14	Principles of Law and Regulation Governing Accounting and Audit	C	0.5			
Week 6 *5 Apr	15	Internal and External Financial Information	C	0.5			8
	16	Financial Systems, Procedures and Related IT Apps	C	0.5			
	17	Application of Internal Controls	C	0.5			
7 Apr	**12-17**	**Webinar Session 4 (Wed: 7 – 9pm Msian time)**	**C**			2	**2**
Week 7 *12 Apr	18	Fraud and Fraudulent Behaviour and Their Prevention in Business	C	0.5			8
	19	The Impact of Financial Technology (Fintech) on Accounting Systems	C	0.5			
14 Apr	**12-19**	**Revision Session 3 (Wed: 6 – 9pm Msian Time)**	**C**			3	**1**
17 Apr	**Progress Test: Chapters 1 - 19 (Sat, 17 Apr 2021) *from 10am**				2		**5**
	Tests open from *time until 12 mid-night. Each Test ends 2 hours after starting. Progress Test is auto-graded.						
Week 8 *19 Apr	20	Leadership and Managing Individuals and Teams	D	0.5			8
	21	Recruitment and Selection of Employees	D	0.5			
	22	Individual and Group Behaviour In Business Org.	D	0.5			
21 Apr	**Progress Test Review (Wed: 7 – 9pm)**					**2**	**2**
Week 9 *26 Apr	23	Team Formation, Development, Management and Motivation	D	0.5			8
	24	Motivating Individuals and Groups	D	0.5			
	25	Learning and Training at Work	D	0.5			
	26	Review and Appraisal of Individual Performance	D	0.5			
28 Apr	20-26	**Webinar Session 5 (Wed: 7 – 9pm Msian time)**	**D**			2	**2**

Updated 22 Jan 2021

ACCA Business and Technology (BT)

SUNWAY TES Centre for Accountancy Excellence

Week	Chp.	Topics	ACCA Syllb. Area	Estimated Time Allocation (Hours)			
				Chap. Assess.	Tests	Webinar /F2F	G. Self-Learning
Week 10 *3 May	27	Personal Effectiveness Technique	E	0.5			8
	28	Competence Frameworks and Personal Development	E	0.5			
	29	Conflict	E	0.5			
	30	Communicating in Business	E	0.5			
5 May	27-30	**Webinar Session 6 (Wed: 7 – 9pm Msian time)**	E			2	**2**
8 May	**27-30**	**Revision Session 4 (Sat: 6 – 9pm Msian Time)**	**D**			3	**1**
Week 11 *10 May	31	Fundamental Principles of Ethical Behaviour	F	0.5			8
	32	The Role of Regulatory and Professional Bodies	F	0.5			
	33	Corporate Codes of Ethics	F	0.5			
	34	Ethical Conflicts and Dilemmas	F	0.5			
12 May	31-34	**Webinar Session 7 (Wed: 7 – 9pm Msian time)**	F			2	**2**
15 May	**31-34**	**Revision Session 5 (Sat: 6 – 9pm Msian Time)**	**E**			3	**1**
Week 12 *17 May	**STUDY WEEK**						**10**
19 May	**31-34**	**Revision Session 6 (Wed: 6 – 9pm Msian Time)**	**F**			3	**1**
22 May	**Mock Exam – All chapters: Sat, 22 May 2021 *from 10am**				2		**10**
	Mock Exam opens from *time until 12 mid-night. Each test ends 2 hours after starting. Mock Exam is auto-graded.						
26 May	**Mock Exam Review (Wed: 7 -9pm)**					**2**	**2**
			Total Duration	**17**	**4**	**36**	**137**
			G. Total estimated time to complete this unit (Hours)	**194**			

Webinars = 14 hours
Revisions = 18 hours
Progress Test and Mock Exam Reviews = 4 hours

IMPORTANT Please read

Guided Self-Learning Time includes reading time, viewing the embedded videos, attempting the understanding checkers and revising chapters that are deployed on a weekly schedule.

Chapter Assessments are deployed at the end of each Chapter and are auto graded. These assessments must be submitted before their deadlines (2 weeks from date of release).

Progress Test and Mock Exam will be for duration of 2 hours each. The marker's report will be forwarded together with the results after 1 week.

Recorded Webinars' and Revision Classes' Videos can be viewed from the system but not downloadable for off-line viewings. The videos will be available 2 days after the live sessions and accessible until the exams.

Embedded videos, learners can access the videos by scanning the AR codes on the printed Study Guides using the Zappar application from the Play Store (Android phones) or the App-Store (Apple Phones). You can also access the same videos embedded in the online course topics.

Manuals on how to navigate the eLearning course site are available when you log in.

Please take note that the **online content for Chapters** are released based on weekly schedules. Learners are also required to complete the topics progressively. The content is programmed to be released adaptively, that is after each topic has been activated. The topics cannot be accessed randomly. *Candidates are advised to attempt all the Chapter Assessments*. Kindly note that the Chapter assessments are timed assessments and only one attempt is allowed. Once you have clicked to start the Chapter Assessment, you are required to complete it within the time limit.

For assistance, please email: techteam_stescae@sunway.edu.my. Kindly allow 1 working day for the response.

Updated 22 Jan 2021