

Session Plan and Study Schedule

Weekly study materials including videos, understanding checkers and chapter assessments will be made available to users at the *start of each week. Each chapter assessment has to be submitted before the next weekly materials can be automatically released. Webinar Sessions are scheduled from 6 – 8pm (Malaysian Time).

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

Study Guide can be downloaded for printing.

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.

Week	Chp.	Topics	ACCA Syllb. Area	Estimated Time Allocation (Hours)			
				Chp. Assess.	Tests	Webinar /F2F	Self-Learning
Week 8 *1 Feb	27	Personal Effectiveness Technique	E	0.5			12
	28	Competence Frameworks and Personal Development	E	0.5			
	29	Conflict	E	0.5			
	30	Communicating in Business	E	0.5			
Week 9 *8 Feb	31	Fundamental Principles of Ethical Behaviour	F	0.5			12
	32	The Role of Regulatory and Professional Bodies	F	0.5			
10 Feb	27-32	Webinar Session 5 (10 Feb, Wed: 6-8pm)				2	
Week 10 *15 Feb	33	Corporate Codes of Ethics	F	0.5			12
	34	Ethical Conflicts and Dilemmas	F	0.5			
17 Feb	Rev 1	*Live Revision Session 1: 17 Feb, Wed: 6-8pm (*Please refer to notes)				6	
20 Feb	Mock Exam – All chapters: Sat, 20 Feb 2021 *from 10am					2	10
	Tests open from *time until 12 mid-night. Each Test ends 2 hours after starting. Results released 2 days before Webinar 6						
Week 11 *22 Feb	Study Week						10
	Rev 2	*Live Revision Session 2: TBA (*Please refer to notes)				6	
	Rev 3	*Live Revision Session 3: TBA (*Please refer to notes)				6	
24 Feb	1-34	Webinar Session 6 & ME Review (24 Feb, Wed: 6-8pm)				2	
Total Duration				17	4	30	135
G. Total estimated time to complete this unit (Hours)				186			

Note: IMPORTANT Please read

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.

Progress Test and Mock Exam will be for duration of 3 hours each. The marker's report will be forwarded together with the results after 7 days of the tests.

***The 3-day x 6 hours Live Revision is for those who subscribed to the full package with more than 20 participants in a group.**

For groups with less than 20 participants and subscribers on Resource Sharing packages, you will receive the pre-recorded revision videos.

Recorded Revision Videos can be viewed from the system but **not downloadable** for off-line viewings. The videos will be available 3 days after the live sessions and accessible until the March 2021 exams.

User ID and Access Codes will be forwarded to learners 3 days before sessions commence via emails from SunwayTES together with instructions on how to access the eLearning System

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.