

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	Estimated Time Allocation (Hours)			
			Chapter Assess.	Tests	Webinar/ Revision	Self-Learning
Week 1 *14 Dec	1	Fundamentals of management accounting	0.5			10
	2	Sources of data	0.5			
Week 2 *21 Dec	3	Cost classification	0.5			10
	4	Presenting information	0.5			
	5	Data analysis and statistical techniques	0.5			
24 Dec	1 - 5	Webinar Session 1 (24 Dec, Thu: 6- 8pm)			2	
Week 3 *28 Dec	6	Forecasting techniques	0.5			10
	7	Summarising and analyzing data	0.5			
	8	Spreadsheets	1			
Week 4 *4 Jan	9	Accounting for material, labour and overheads	0.5			10
	10	Absorption and marginal costing	0.5			
7 Jan	6-10	Webinar Session 2 (7 Jan, Thu: 6- 8pm)			2	
Week 5 *11 Jan	11	Cost accounting methods	0.5			12
	12	Alternative cost accounting	0.5			
	13	Nature and purpose of budgeting	0.5			
14 Jan	11-13	Webinar Session 3 (14 Jan, Thu: 6- 8pm)			2	
Week 6 *18 Jan	14	Budget preparation	0.5			12
	15	Flexible budget	0.5			
	16	Capital budgeting & discounted cash flows	0.5			
	Progress Test: 24 Jan 2021, Sun *from 10 am				2	4
Tests open from 10am until 12 mid-night. Each Test ends 2 hours after starting. Results released 2 day before Webinar 4						
Week 7 *25 Jan	17	Budgetary control and reporting	0.5			10
	18	Behavioural aspects of budgeting	0.5			
Week 8 *1 Feb	19	Standard costing systems	0.5			12
	4 Feb	14-19	Webinar Session 4 & PT Review (4 Feb, Thu: 6- 8pm)		2	
Week 9 *8 Feb	20	Variance calculations and analysis	0.5			12
Week 10 *15 Feb	21	Reconciliation of budgeted and actual profit	0.5			12
	22	Performance measurement overview	0.5			
	23	Performance measurement	0.5			
18 Feb	20-23	Webinar Session 5 (18 Feb, Thu: 6- 8pm)			2	
21 Feb	Mock Exam: 21 Feb 2021, Sun *from 10am				2	10
	Tests open from 8am until 12 mid-night. Each Test ends 2 hours after starting. Results released after 7 working days					
Week 11 *22 Feb	Study Week					10
	Rev 1	Live Revision Session 1: TBA (*Please refer to notes)				6
	Rev 2	Live Revision Session 2: TBA (*Please refer to notes)				6
	Rev 3	Live Revision Session 3: TBA (*Please refer to notes)				6
25 Feb	1-23	Webinar Session 6 & ME Review (25 Feb, Thu: 6- 8pm)			2	
Total Duration			12	4	30	134
G. Total estimated time to complete this unit (Hours)			180			

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.

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.

***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.

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.

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.