

### 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 – 7.30pm/8pm (Malaysian Time).

Week	Chp.	Topics	ACCA Syllb. Area	Estimated Time Allocation (Hours)			
				Chp. Assess.	Tests	Webinar /F2F	Self-Learning
Week 1 *1 Jun	1	Qualities of Leadership	A	0.5			10
	2	Leadership and Organisational Culture	A	0.5			
	3	Professionalism, Ethical Codes and the Public Interest	A	0.5			
7 Jun		<b>Webinar 1 – Bridging Topics (Sun: 6 – 8pm)</b>				2	
Week 2 *8 Jun	4	Agency	B	0.5			10
	5	Stakeholder Analysis and Social Responsibility	B	0.5			
	6	Governance Scope and Approaches	B	0.5			
	7	Reporting to Stakeholders	B	0.5			
Week 3 *15 Jun	8	The Board of Directors	B	0.5			10
	9	Public Sector Governance	B	0.5			
21 Jun	1 - 9	<b>Webinar Session 2 (Sun: 6 – 7.30pm)</b>				1.5	
Week 4 *22 Jun	15	Identification, Assessment and Measurement of Risk	D	0.5			10
	16	Managing, Monitoring and Mitigating Risk	D	0.5			
Week 5 *29 Jun	21	Management and Internal Control Systems	F	0.5			10
	22	Audit and Compliance	F	0.5			
	23	Internal Control and Management Reporting	F	0.5			
5 Jul	15-23	<b>Webinar Session 3 (Sun: 6 – 7.30pm)</b>				1.5	
Week 6 *6 Jul	10	Concept of Strategy	C	0.5			10
	11	Environmental Issues	C	0.5			
	12	Competitive Forces	C	0.5			
	13	Internal Resources, Capabilities and Competences of an Organisation	C	0.5			
	14	Strategic Choices	C	0.5			
<b>Progress Test: Chapters 1 - 13 (Sat 10 Jul 2020) *from 10am</b>					3		6
Tests open from *time until 12 mid-night. Each Test ends 3 hours after starting. Results released 1 day before Webinar 4							
Week 7 *13 Jul	17	Cloud and Mobile Technology	E	0.5			10
	18	Big Data and Data Analytics	E	0.5			
Week 8 *20 Jul	19	E-Business: Value Chain	E	0.5			10
	20	It Systems Security and Control	E	0.5			
26 Jul	17-20	<b>Webinar Session 4 (Sun: 6 – 8pm)</b>				2	
Week 9 *27 Jul	24	Finance Function	G	0.5			10
	25	Financial Analysis and Decision-Making Techniques	G	0.5			
	26	Cost and Management Accounting	G	0.5			
Week 10 *3 Aug	27	Enabling Success: Organising	H	0.5			10
	28	Enabling Success: Disruptive Technology	H	0.5			
	29	Enabling Success: Talent Management	H	0.5			
Week 11 *10 Aug	30	Enabling Success: Performance Excellent	H	0.5			10
	31	Managing Strategic Change	H	0.5			
	32	Managing Innovation and Change Management	H	0.5			
	33	Leading and Managing Project	H	0.5			

Week	Chp.	Topics	ACCA Syllb. Area	Estimated Time Allocation (Hours)			
				Chp. Assess.	Tests	Webinar /F2F	Self-Learning
16 Aug	24-33	Webinar Session 5 (Sun: 6 – 8pm)				2	
Week 12 *17 Aug	Study Week						10
	Mock Exam: Sat 22 Aug 2020 *from 10am				3		10
	Tests open from *time until 12 mid-night. Each Test ends 3 hours after starting. Results released 1 day before Webinar 5						
Week 13 *24 Aug	Revision (3-day x 6 hours) live streaming: Dates to be arranged within Week 12 or 13 Videos accessible until week of exam					18	2
	1-33	Webinar Session 6 & ME Review (28 Aug: 6 – 8pm)				2	
		Total Duration		16.5	6	29	138
	G. Total Estimated time to complete this unit (Hours)			189.5			

## Note:

**Self-Learning Time** includes reading time, viewing the embedded videos, attempting the understanding checkers and revising chapters that are deployed progressively online 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.

**Recordings of Revision Sessions** can be viewed from the system but not downloadable for off-line viewings. The videos will be available progressively one day after each session and can be accessed until the Sept exams.

**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 course content are programmed to be released adaptively, that is after each topic has been activated. The topics cannot be accessed randomly.

**For assistance, please email: [techteam stescae@sunway.edu.my](mailto:techteam_stescae@sunway.edu.my). Kindly allow 1 working day for the response.**