

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 Sept	1	Fundamentals of management accounting	0.5			10
	2	Sources of data	0.5			
Week 2 *21 Sept	3	Cost classification	0.5			10
	4	Presenting information	0.5			
	5	Data analysis and statistical techniques	0.5			
24 Sept	1 - 5	Webinar Session 1 (24 Sept, Thu: 6- 8pm)			2	
Week 3 *28 Sept	6	Forecasting techniques	0.5			10
	7	Summarising and analyzing data	0.5			
	8	Spreadsheets	1			
Week 4 *5 Oct	9	Accounting for material, labour and overheads	0.5			10
	10	Absorption and marginal costing	0.5			
8 Oct	6-10	Webinar Session 2 (8 Oct, Thu: 6- 8pm)			2	
Week 5 *12 Oct	11	Cost accounting methods	0.5			10
Week 6 *19 Oct	12	Alternative cost accounting	0.5			10
	13	Nature and purpose of budgeting	0.5			
22 Oct	11-13	Webinar Session 3 (22 Oct, Thu: 6- 8pm)			2	
Week 7 *26 Oct	14	Budget preparation	0.5			10
	15	Flexible budget	0.5			
	16	Capital budgeting & discounted cash flows	0.5			
	Progress Test: 1 Nov 2020, Sun *from 10 am				2	
Tests open from 10am until 12 mid-night. Each Test ends 2 hours after starting. Results released 2 day before Webinar 4						
Week 8 *2 Nov	17	Budgetary control and reporting	0.5			10
	18	Behavioural aspects of budgeting	0.5			
Week 9 *9 Nov	19	Standard costing systems	0.5			10
12 Nov	14-19	Webinar Session 4 & PT Review (12 Nov, Thu: 6- 8pm)			2	
Week 10 *16 Nov	20	Variance calculations and analysis	0.5			10
Week 11 *23 Nov	21	Reconciliation of budgeted and actual profit	0.5			10
	22	Performance measurement overview	0.5			
	23	Performance measurement	0.5			
26 Nov	20-23	Webinar Session 5 (26 Nov, Thu: 6- 8pm)			2	
29 Nov	Mock Exam: 29 Nov 2020, 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 12 30 Nov	Study Week					10
	Rev 1	Live Revision Session 1: 3 Dec, Thu			6	
	Rev 2	Live Revision Session 2: TBA			6	
	Rev 3	Live Revision Session 3: TBA			6	
6 Dec	1-23	Webinar Session 6 & ME Review (6 Dec, Sun: 6- 8pm)			2	
Total Duration			12	4	30	135
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 December 2020 exams. For those deferring the ACCA Exam in Dec 2020, you will need to request for extension of the access to the videos (**only extendable until March 2021**).

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.