

Course Plan:

The Course Outlines correspond with the structure of the Study Guide (Content) and Workbook (Practice Questions with sample Answers) topics.

The **Study Guide** and **Workbook** can be downloaded from the course site for printing. You are prohibited to reproduce copies for non-registered users or distribute soft or printed copies without SunwayTES's written permission.

Guided Self-Learning Time includes reading time, viewing the ***embedded videos**, attempting the understanding checkers (Embedded Assessments) with auto-graded feedback, and reviewing the ****pre-recorded Webinar** (tutorial) videos.

***Embedded videos are conceptual or introductory videos with voice-overs.** Registered users 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 and play the same videos embedded in the online course's content. These videos are for viewings only and cannot be downloaded.

The ****Pre-recorded Webinar Videos** are recorded from live tutorials and the chapters' syllabus are synced to these videos. These videos can be viewed from the course but **not downloadable** for off-line viewings.

Recorded Revision Videos can be viewed from the system but **not downloadable** for off-line viewings.

Progress Test and Mock Exam will be for duration of 4 hours each. The marker's feedback will be forwarded together with the results after grading. Kindly note that the Mock Exam is a **timed test** and only **one attempt** is allowed. Once you have started the Test, you are required to complete it within the time limit. Make sure that you have a stable internet connection and a laptop or PC. You cannot do the test on your handphone.

Note: All Webinar/Revision recordings are not downloadable and access expires from 11 June 2022.

Chapter	Topics Note: Chapters arrangement are not sequential due to teaching order of ACCA Syllabus Areas	Recommended time allocation (Hours)		
		Assessments W-book/PT/ME	Videos Duration	Self-Learning (Study Guide)
Introduction	**Pre-recorded Webinar Session 1 Bridging Topics		2	4
1 - 9	**Pre-recorded Webinar Session 2 videos (Areas A & B)		2	4
1	Qualities of Leadership	1	Area A	2
2	Leadership and Organisational Culture	1		2
3	Professionalism, Ethical Codes and the Public Interest	1		2
4	Agency	1	Area B	2
5	Stakeholder Analysis and Social Responsibility	1		2
6	Governance Scope and Approaches	1		2
7	Reporting to Stakeholders	1		2
8	The Board of Directors	1		2
9	Public Sector Governance	1		2
15 - 16	**Pre-recorded Webinar Session 3 videos (Area D)		2	4
15	Identification, Assessment and Measurement of Risk	1	Area D	2
16	Managing, Monitoring and Mitigating Risk	1		2
22 - 24	**Pre-recorded Webinar Session 4 videos (Area F)		2	4
22	Management and Internal Control Systems	1	Area F	2
23	Audit and Compliance	1		2
24	Internal Control and Management Reporting	1		2

To be continued

Chapter	Topics	Recommended time allocation (Hours)		
		Assessments W-book/PT/ME	Videos Duration	Self-Learning (Study Guide)
10 - 14	**Pre-recorded Webinar Session 5 videos (Area C)		2	4
*10	Concept of Strategy	1	Area C *Chapters examined in Progress Test	2
*11	Environmental Issues	1		2
*12	Competitive Forces	1		2
13	The Internal Resources, Capabilities and Competences of an Organisation	1		2
14	Strategic Choices	1		2
Progress Test: Areas A, B, C (*Chp. 10 - 12), D and F		4		10
Dates: 26 March (Sat), *from 10am				
Tests open from *time until 12 mid-night. Each Test ends 4 hours after starting.				
17 - 21	**Pre-recorded Webinar Session 6 videos (Area E)		2	4
17	Cloud and Mobile Technology	1	Area E	2
18	Big Data and Data Analytics	1		2
19	Machine Learning, AI and Robotics	1		2
20	E-Business: Value Chain	1		2
21	IT Systems Security and Control	1		2
25 - 29	**Pre-recorded Webinar Session 7 videos (Areas G & H)		2	4
25	Finance Function	1	Area G	2
26	Financial Analysis and Decision-Making Techniques	1		2
27	Cost and Management Accounting	1		2
28	Enabling Success: Organising	1	Area H	2
29	Enabling Success: Disruption Technologies	1		2
30 - 33	**Pre-recorded Webinar Session 8 videos (Area H)		2	4
30	Enabling Success: Talent Management	1	Area H	2
31	Enabling Success: Performance Excellence	1		2
32	Managing Strategic Change	1		2
33	Leading and Managing Projects	1		2
REVISION RECORDINGS 1			6	12
REVISION RECORDINGS 2			6	12
REVISION RECORDINGS 3			6	12
Mock Exam: 22 May (Sun), *from 10am		4		10
Tests open from *time until 12 mid-night. Each Test ends 4 hours after starting.				
Total Duration (Hours)		41	34	158
Estimated time to complete this unit (Hours)		233		

Note: For assistance, please email: techteam_stescae@sunway.edu.my. Kindly allow 1 working day for the response. Enquiries received during weekends will be replied on the following week's working day.