

Study Plan and Activities Schedule: May to Aug 2022 Study Period

Study materials including videos, understanding checkers and chapter assessments will be made available to users at the **\*start of each designated week**. Each chapter assessment must be submitted **via the e-course (LMS) for auto-feedback on possible answers**. All Webinar/Revision recordings are not downloadable and **access expires from 11 Sep 2022**.

Week	Chp.	Topics	Estimated Time Allocation (Hours)			
			Chapter Assess.	Tests	Webinar/ Revision	Self-Learning
Week 1 *9 May	1 - 3	<b>Pre-Recorded Webinar Session 1</b>			2	2
	1	Fundamentals of management accounting	0.5			8
	2	Sources of data	0.5			
	3	Cost classification	0.5			
Week 2 *16 May	4 - 8	<b>Pre-Recorded Webinar Session 2</b>			2	2
	4	Presenting information	0.5			8
	5	Data analysis and statistical techniques	0.5			
Week 3 *23 May	6	Forecasting techniques	0.5			8
	7	Summarising and analyzing data	0.5			
	8	Spreadsheets	0.5			
Week 4 *30 May	9 - 11	<b>Pre-Recorded Webinar Session 3</b>			2	2
	9	Accounting for material, labour and overheads	0.5			8
	10	Absorption and marginal costing	0.5			
Week 5 *6 June	11	Cost accounting methods	1			8
Week 6 *13 June	12 - 16	<b>Pre-Recorded Webinar Session 4</b>			2	2
	12	Alternative cost accounting	0.5			8
	13	Nature and purpose of budgeting	0.5			
Week 7 *20 June	14	Budget preparation	0.5			8
	15	Flexible budget	0.5			
	16	Capital budgeting & discounted cash flows	0.5			
Week 8 11 July	<b>Study Week: Preparation for Progress Test</b>					8
	<b>Progress Test: Chapters 1-16 (Sun) *from 10 am</b>				2	6
	Tests open from *time until 12 mid-night. Each Test ends 2 hours after starting. <b>The test is auto-graded with instant feedback. You can post questions on the course to the tutor regarding the test at the "Ask the Tutor" section.</b>					
Week 9 *4 July	17 - 18	<b>Pre-Recorded Webinar Session 5</b>			2	2
	17	Budgetary control and reporting	0.5			8
	18	Behavioural aspects of budgeting	0.5			
Week 10 *11 July	19-20	<b>Pre-Recorded Webinar Session 6</b>			2	2
	19	Standard costing systems	1			8
	20	Variance calculations and analysis	1			
Week 11 *18 July	21-23	<b>Pre-Recorded Webinar Session 7</b>			2	2
	21	Reconciliation of budgeted and actual profit	0.5			8
	22	Performance measurement overview	0.5			
	23	Performance measurement	0.5			

Week	Chp.	Topics	Estimated Time Allocation (Hours)			
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Week 12	Rev. 1	All the Revision Videos will be deployed from Week 11 (each video is 6-hour long)  Manage your Self-Revision and Practice Questions using the Revision Kit			6	6
Week 13	Rev. 2				6	6
Week 14	Rev. 3				6	6
Week 15 20 Aug	<b>STUDY WEEK</b>					<b>10</b>
	<b>Mock Exam - All chapters: Sat, 20 Aug*from 10am</b>			2		6
Mock Exam opens from *time until 12 mid-night. Each Test ends 2 hours after starting. <b>The test is auto-graded with instant feedback. You can post questions on the course to the tutor regarding the test at the "Ask the Tutor" section.</b>						
<b>Total Duration</b>			<b>13</b>	<b>4</b>	<b>32</b>	<b>144</b>
<b>G. Total estimated time to complete this unit (Hours)</b>			<b>193</b>			

**IMPORTANT Please read**

The **Study Guide** 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.

**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 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.

**Pre-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 2 hours each. Kindly note that each of the assessment 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 tests on your handphone. **The tests are auto-graded and you can view your submissions with the feedbacks on the best answer in the Grade Centre (in the course)**

**How to post questions (Assessment Support) to your tutor:**

You will be assigned a tutor who will assist you on queries on the Chapter Assessments/Progress Test and Mock Exam. You can post questions on “Ask the Tutor” (accessed via Course > Interactive Tools > Ask the Tutor).

**For assistance, please email: [techteam\\_stescae@sunway.edu.my](mailto: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.

**Note: All Webinar/Revision recordings are not downloadable and access to the content expires on 11 Sep 2022**