

Session Plan and Study Schedule: Aug to Nov 2022 Study Period (Dec22-P1a)

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 Dec 2022**.

Week	Chp.	Topics	ACCA Syllb. Area	Estimated Time Allocation (Hours)			
				Chap. Assess.	Tests	Video Duration	Self-Learning
Week 1 *11 Jul	1 - 3	Pre-Recorded Webinar Session 1				2	2
	1	The Purpose and Types of Business Organisation	A	0.5			8
	2	The Stakeholders in Business Organisation	A	0.5			
	3	External Environment, Political and Legal Factors Affecting Business	A	0.5			
Week 2 *18 Jul	4 - 7	Pre-Recorded Webinar Session 2				2	2
	4	Macroeconomic Factors	A	0.5			8
	5	Microeconomic Factors	A	0.5			
Week 3 *25 Jul	6	Social, Environmental and Technological Factors	A	0.5			8
	7	Competitive Factors	A	0.5			
	1 - 7	Release of Pre-recorded Revision Video- Batch 1	A			2	3
Week 4 *1 Aug	8 - 11	Pre-Recorded Webinar Session 3				2	2
	8	The Formal and Informal Business Organisation	B	0.5			8
	9	Business Organisation Structure and Design	B	0.5			
Week 5 *8 Aug	10	Organisational Culture in Business	B	0.5			8
	11	Governance and Social Responsibility in Business	B	0.5			
	8 - 11	Release of Pre-recorded Revision Video- Batch 2	B			2	3
Week 6 *15 Aug	12 - 15	Pre-Recorded Webinar Session 4				2	2
	12	The Relationship Between Accounting and Other Business Functions	C	0.5			8
	13	Accounting and Finance Functions Within Business	C	0.5			
Week 7 *22 Aug	14	Principles of Law and Regulation Governing Accounting and Audit	C	0.5			8
	15	Internal and External Financial Information	C	0.5			
Week 8 *29 Aug	16 - 19	Pre-Recorded Webinar Session 5				2	2
	16	Financial Systems, Procedures and Related IT Apps	C	0.5			8
	17	Application of Internal Controls	C	0.5			
Week 9 *5 Sep	18	Fraud and Fraudulent Behaviour and Their Prevention in Business	C	0.5			8
	19	The Impact of Financial Technology (Fintech) on Accounting Systems	C	0.5			
	12-19	Release of Pre-recorded Revision Video- Batch 3	C			2	3
Week 10 17 Sep	Study Week: Preparation for Progress Test						10
	Progress Test: Chapters 1 - 19 (Sat) from *10am until 12 mid-night.					2	5
	Tests open from *time until 12 mid-night. Each Test ends 2 hours after starting. 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.						
Week 11 *19 Sep	20 - 26	Pre-Recorded Webinar Session 6				2	2
	20	Leadership and Managing Individuals and Teams	D	0.5			8
	21	Recruitment and Selection of Employees	D	0.5			

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				Chap. Assess.	Tests	Video Duration	Self-Learning
Week 12 *26 Sep	22	Individual and Group Behaviour In Business Org.	D	0.5			
	23	Team Formation, Development, Management and Motivation	D	0.5			
Week 13 *3 Oct	24	Motivating Individuals and Groups	D	0.5			8
	25	Learning and Training at Work	D	0.5			
	26	Review and Appraisal of Individual Performance	D	0.5			
	20-26	Release of Pre-recorded Revision Video- Batch 4	D			2	3
Week 14 *10 Oct	27 - 30	Pre-Recorded Webinar Session 7				2	2
	27	Personal Effectiveness Technique	E	0.5			8
	28	Competence Frameworks and Personal Development	E	0.5			
Week 15 *17 Oct	29	Conflict	E	0.5			
	30	Communicating in Business	E	0.5			
Week 16 *24 Oct	31 - 34	Pre-Recorded Webinar Session 8				2	2
	31	Fundamental Principles of Ethical Behaviour	F	0.5			8
	32	The Role of Regulatory and Professional Bodies	F	0.5			
Week 17 *31 Oct	33	Corporate Codes of Ethics	F	0.5			
	34	Ethical Conflicts and Dilemmas	F	0.5			
	27-34	Release of Pre-recorded Revision Video- Batch 5	E & F			2	3
Week 18	STUDY WEEK						10
Week 19 19 Nov	Mock Exam – All chapters: (Sat) *from 10am				2		8
	Mock Exam opens from *time until 12 mid-night. Each Test ends 2 hours after starting. 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.						
Week 20	STUDY WEEK						10
Total Duration				17	4	26	178
G. Total estimated time to complete this unit (Hours)				225			

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 Webinars and Revisions 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.

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. Kindly allow 1 working day for the response. Enquiries received during weekends will be replied on the following week’s working day.