

Session Plan and Study Schedule: Aug to Nov 2022 Study Period (Dec22-P1b)

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 *8 Aug | 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 *15 Aug | 4 - 7 | Pre-Recorded Webinar Session 2 | | | | 2 | 2 |
| | 4 | Macroeconomic Factors | A | 0.5 | | | 8 |
| | 5 | Microeconomic Factors | A | 0.5 | | | |
| Week 3 *22 Aug | 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 *29 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 *5 Sep | 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 *12 Sep | 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 *19 Sep | 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 *26 Sep | 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 *3 Oct | 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 15 Oct | 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 *17 Oct | 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 | | | |
| | 22 | Individual and Group Behaviour In Business Org. | D | 0.5 | | | |

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|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------|-----------------------------------|----------|----------------|---------------|
| | | | | Chap. Assess. | Tests | Video Duration | Self-Learning |
| Week 12 *24 Oct | 23 | Team Formation, Development, Management and Motivation | D | 0.5 | | | 8 |
| | 24 | Motivating Individuals and Groups | D | 0.5 | | | |
| | 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 13 *31 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 | | | |
| | 29 | Conflict | E | 0.5 | | | |
| | 30 | Communicating in Business | E | 0.5 | | | |
| Week 14 *8 Aug | 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 | | | |
| | 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 15 | STUDY WEEK | | | | | | 10 |
| 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 16 | 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 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. 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 Dec 2022.