

Study Plan and Activities 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 on 11 Dec 2022**.

Week	Chp.	Topics	Estimated Time Allocation (Hours)			
			Chapter Assess.	Tests	Webinar/ Revision	Self-Learning
Week 1 *8 Aug	1 - 3	Pre-Recorded Webinar Session 1			2	2
	1	Fundamentals of management accounting	0.5			8
	2	Sources of data	0.5			
	3	Cost classification	0.5			
Week 2 *15 Aug	4 - 8	Pre-Recorded Webinar Session 2			2	2
	4	Presenting information	0.5			8
	5	Data analysis and statistical techniques	0.5			
Week 3 *22 Aug	6	Forecasting techniques	0.5			8
	7	Summarising and analyzing data	0.5			
	8	Spreadsheets	0.5			
Week 4 *29 Aug	9 - 11	Pre-Recorded Webinar Session 3			2	2
	9	Accounting for material, labour and overheads	0.5			8
	10	Absorption and marginal costing	0.5			
Week 5 *5 Sep	11	Cost accounting methods	1			8
Week 6 *12 Sep	12 - 16	Pre-Recorded Webinar Session 4			2	2
	12	Alternative cost accounting	0.5			8
	13	Nature and purpose of budgeting	0.5			
Week 7 *19 Sep	14	Budget preparation	0.5			8
	15	Flexible budget	0.5			
	16	Capital budgeting & discounted cash flows	0.5			
Week 8 2 Oct	Study Week: Preparation for Progress Test					8
	Progress Test: Chapters 1-16 (Sun) *from 10 am				2	6
	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 (Course > Interactive Tools > Ask the Tutor).					
Week 9 *3 Oct	17 - 18	Pre-Recorded Webinar Session 5			2	2
	17	Budgetary control and reporting	0.5			8
	18	Behavioural aspects of budgeting	0.5			
Week 10 *10 Oct	19-20	Pre-Recorded Webinar Session 6			2	2
	19	Standard costing systems	1			8
	20	Variance calculations and analysis	1			
Week 11 *17 Oct	21-23	Pre-Recorded Webinar Session 7			2	2
	21	Reconciliation of budgeted and actual profit	0.5			8
	22	Performance measurement overview	0.5			
	23	Performance measurement	0.5			

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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 Nov	STUDY WEEK					10
	Mock Exam - All chapters: (Sun) *from 10am			2		6
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 (Course > Interactive Tools > Ask the Tutor).						
Week 16	STUDY WEEK					10
Total Duration			13	4	32	152
G. Total estimated time to complete this unit (Hours)			201			

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