

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			

Week	Chp.	Topics	ACCA Syllb. Area	Estimated Time Allocation (Hours)			
				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. **You are prohibited to extract, distribute, resell course materials/videos/assessment items or provide access to any other party.**

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 and Revision 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. **Use of streaming firewall bypass features on any video or interactive media content that are Intellectual Properties of Sunway-TES is strictly prohibited and legal action can be taken against you for infringement of IP.**

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.