

Study Plan and Activities Schedule: Aug to Nov 2022 Study Period (Dec22-L2)

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 <i>Live Sessions are conducted in Malaysian Time MYT (GMT/UTC +8)</i>	ACCA Syllb. Area	Estimated Time Allocation (Hours)				
				Chp. Practice Qn.	Syllb. Area Assess.	Tests	Webinar/ Revision	Self-Learning
Week 1 *8 Aug	1	Qualities of Leadership	A	1	2			2
	2	Leadership and Organisational Culture		1				2
	3	Professionalism, Ethical Codes and the Public Interest		1				2
11 Aug		WEBINAR 1 - Bridging Topics (Thu: 6.30 – 8.30pm MYT)					2	2
Week 2 *15 Aug	4	Agency	B	1	2			2
	5	Stakeholder Analysis and Social Responsibility		1				2
	6	Governance Scope and Approaches		1				2
Week 3 *22 Aug	7	Reporting to Stakeholders	B	1	2			2
	8	The Board of Directors		1				2
	9	Public Sector Governance		1				2
25 Aug	1 - 9	WEBINAR 2 (Thu: 6.30 – 8.30pm MYT)					2	2
Week 4 *29 Aug	15	Identification, Assessment and Measurement of Risk	D	1	2			2
	16	Managing, Monitoring and Mitigating Risk		1				2
1 Sep	15-16	WEBINAR 3 (Thu: 6.30 – 8.30pm MYT)					2	2
Week 5 *5 Sep	22	Management and Internal Control Sys.	F	1	2			2
	23	Audit and Compliance		1				2
	24	Internal Control and Management Reporting		1				2
8 Sep	22-24	WEBINAR 4 (Thu: 6.30 – 8.30pm MYT)					2	2
Week 6 *12 Sep	10	Concept of Strategy	C	1	2			2
	11	Environmental Issues		1				2
	12	Competitive Forces		1				2
15 Sep	10-12	WEBINAR 5 (Thu: 6.30 – 8.30pm MYT)					2	2
Week 7 *19 Sep	13	The Internal Resources, Capabilities and Competences of an Organisation	C	1	2			2
	14	Strategic Choices		1				2
24 Sep	Progress Test: Areas A, B, D, F and C (Chp 10 -12), Sat: *from 10am					4		6
	Test opens from *from 10am until 12 mid-night. Each Test ends 4 hours after starting. P. Test results release in week 9							
Week 8 *26 Sep	17	Cloud and Mobile Technology	E	1	2			2
	18	Big Data and Data Analytics		1				2
	19	Machine Learning, AI and Robotics		1				2
Week 9 *3 Oct	Progress Test Results Release (The feedback will be in the form of individual comments on the graded script that are marked online).							2
	20	E-Business: Value Chain	E	1	2			2
	21	IT Systems Security and Control		1				2
6 Oct	13-14 17-21	WEBINAR 6 (Thu: 6.30 – 8.30pm MYT)					2	2
Week 10 *10 Oct	25	Finance Function	G	1	2			2
	26	Financial Analysis and Decision-Making Techniques		1				2
	27	Cost and Management Accounting		1				2

Week	Chp.	Topics	ACCA Syllb. Area	Estimated Time Allocation (Hours)				
				Chp. Practice Qn.	Syllb. Area Assess.	Tests	Webinar/ Revision	Self-Learning
13 Oct	25-27	WEBINAR 7 (Thu: 6.30 – 8.30pm MYT)					2	2
Week 11 *17 Oct	28	Enabling Success: Organising	H	1	2			2
	29	Enabling Success: Disruption Techs.		1				2
	30	Enabling Success: Talent Management		1				2
20 Oct	28-30	WEBINAR 8 (Thu: 6.30 – 8.30pm MYT)					2	2
Week 12 *24 Oct	31	Enabling Success: Performance Excellence	H	1	2			2
	32	Managing Strategic Change		1				2
	33	Leading and Managing Projects		1				2
27 Oct	31-33	WEBINAR 9 (Thu: 6.30 – 8.30pm MYT)					2	2
2 Nov	Rev 1	Live Revision Session 1: Wed (6pm to 9pm)					3	6
3 Nov	Rev 2	Live Revision Session 2: Thu (6pm to 9pm)					3	6
9 Nov	Rev 3	Live Revision Session 3: Wed (6pm to 9pm)					3	6
10 Nov	Rev 4	Live Revision Session 4: Thu (6pm to 9pm)					3	6
16 Nov	Rev 5	Live Revision Session 5: Wed (6pm to 9pm)					3	6
17 Nov	Rev 6	Live Revision Session 6: Thu (6pm to 9pm)					3	6
19 Nov	Mock Exam: Test on all areas (Sat: *from 10am)					4		10
	Test opens from *from 10am until 12 mid-night. Each Test ends 4 hours after starting.							
24 Nov	Mock Exam Review (Thu: 6.30 – 8.30pm)						2	2
Total Duration				33	24	8	38	140
G. Total estimated time to complete this unit (Hours)				243				

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 ****Recorded Webinars and Revisions’** 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 ****Recorded Webinars and Revisions’ Videos** are recorded from the live sessions. These videos can be viewed from the system/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 4 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.**

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