

Timetable: Aug 2023 to Nov 2023 Study Period

Online content including videos, understanding checkers and chapter assessments will be made available to subscribers at the ***start of each designated week**. Each chapter assessment must be submitted **via the e-course for auto-feedback on possible answers**. All Live sessions will be recorded and uploaded for later viewings. You will be notified via emails when the recordings are ready for viewings.

Week	Chp.	Topics <i>Live Sessions are conducted in Malaysian Time MYT (GMT/UTC +8)</i>	ACCA Syllb. Area	Estimated Time Allocation (Hours)			
				Chapter Assess.	Tests	Webinar /Video	Self-Learning
Week 1 7 Aug	1	The Purpose and Types of Business Organisation	A	0.5			6
	2	The Stakeholders in Business Organisation	A	0.5			
	3	External Environment, Political and Legal Factors	A	0.5			
8 Aug	1-3	WEBINAR 1 (Tues: 6 – 8pm MYT)				2	2
Week 2 14 Aug	4	Macroeconomic Factors	A	0.5			4
	5	Microeconomic Factors	A	0.5			
15 Aug	4-5	WEBINAR 2 (Tues: 6 – 8pm MYT)				2	2
Week 3 21 Aug	6	Social, Environmental and Technological Factors	A	0.5			4
	7	Competitive Factors	A	0.5			
22 Aug	1-7	Live Revision Session 1 (Tues: 6 – 8pm MYT)	A			2	2
Week 4 28 Aug	8	The Formal and Informal Business Organisation	B	0.5			4
	9	Business Organisation Structure and Design	B	0.5			
29 Aug	8-9	WEBINAR 3 (Tues: 6 – 8pm MYT)				2	2
Week 5 4 Sep	10	Organisational Culture	B	0.5			4
	11	Sustainable Business Practices	B	0.5			
5 Sep	8-11	Live Revision Session 2 (Tues: 6 – 8pm MYT)	B			2	2
Week 6 11 Sep	12	The Relationship Between Accounting and Other Business Functions	C	0.5			4
	13	Accounting and Finance Functions Within Business Org	C	0.5			
12 Sep	12-13	WEBINAR 4 (Tues: 6 – 8pm MYT)				2	2
Week 7 18 Sep	14	Regulation and Financial Crime	C	0.5			4
	15	Financial Information Provided by Business	C	0.5			
19 Sep	14-15	WEBINAR 5 (Tues: 6 – 8pm MYT)				2	2
Week 8 25 Sep	16	Financial Systems and Technology	C	0.5			6
	17	Internal Controls	C	0.5			
Week 9 2 Oct	18	The Impact of Advances in Technology	C	0.5			3
3 Oct	12-18	Live Revision Session 3 (Tues: 6 – 8pm MYT)	C			2	2
Week 10 14 Oct	STUDY WEEK: Preparation for Progress Test						10
	Progress Test: Chapters 1-18 (Sat): *from 10am (your time zone)					2	5
	Test opens from *from 10am until 12 mid-night. Each Test ends 2 hours after starting. Progress Test is auto-graded.						
Week 11 16 Oct	19	Leadership and Management and Supervision	D	0.5			6
	20	Individual and Group Behaviour In Business Org.	D	0.5			
	21	Team Formation, Development and Management	D	0.5			
17 Oct	19-21	WEBINAR 6 (Tues: 6 – 8pm MYT)				2	2
Week 12 23 Oct	22	Motivating Individuals and Teams	E	0.5			6
	23	Learning and Training at Work	E	0.5			
	24	Review and Appraisal of Individual Performance	E	0.5			
24 Oct	19-24	Live Revision Session 4 (Tues: 6 – 8pm MYT)	E			2	2
Week 13 30 Oct	25	Personal Effectiveness and Communication in Business	E	0.5			8
	26	Competence Frameworks and Personal Development	E	0.5			

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	27	Sources of Conflict and Techniques for Conflict Resolution	E	0.5			
	28	Communicating in Business	E	0.5			
31 Oct	25-28	WEBINAR 7 (Tues: 6 – 8pm MYT)				2	2
Week 14 6 Nov	29	Fundamental Principles of Ethical Behaviour	F	0.5			8
	30	The Role of Regulatory and Professional Bodies	F	0.5			
	31	Corporate Codes of Ethics	F	0.5			
	32	Ethical Conflicts and Dilemmas	F	0.5			
7 Nov	29-32	WEBINAR 8 (Tues: 6 – 8pm MYT)				2	2
Week 15 14 Nov	25-32	Live Revision Session 5 (Tues: 6 – 8pm MYT)	E-F			2	2
18 Nov	Mock Exam: All Chapters: (Sat) *from 10am (your time zone)				2		10
Test opens from *from 10am until 12 mid-night. Each Test ends 2 hours after starting. Mock Exam is auto-graded.							
Week 16 21 Nov	Live Mock Exam Review (Tues: 6 - 8pm) MYT					2	2
Total Duration				16	4	28	118
G. Total Estimated time to complete the online activities (Hours)				166			

IMPORTANT Please read

The **Study Text** 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 Text 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 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.**

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: Your online account and access for this subscription expires on 10 December 2023.