

**Timetable: December 2023 to February 2024 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 (LMS) for auto-feedback on possible answers**. You are advised to complete the Chapter Assessments within the **\*designated week**.

Week	Chap.	Topics	ACCA Syllb. Area	Estimated Time Allocation (Hours)				
				Chap. Assess.	Tests	Webinar/ Revision	Self-Learning	
Week 1 04 Dec	<b>1-3</b>	<b>Release of pre-recorded webinar 1 video</b>				2	2	
	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				
Week 2 11 Dec	<b>4-7</b>	<b>Release of pre-recorded webinar 2 video</b>				2	2	
	4	Macroeconomic Factors	A	0.5			4	
	5	Microeconomic Factors	A	0.5				
	6	Social, Environmental and Technological Factors	A	0.5			4	
	7	Competitive Factors	A	0.5				
	<b>1-7</b>	<b>Release of pre-recorded revision 1 video</b>	A				2	2
Week 3 18 Dec	<b>8-11</b>	<b>Release of pre-recorded webinar 3 video</b>				2	2	
	8	The Formal and Informal Business Organisation	B	0.5			4	
	9	Business Organisation Structure and Design	B	0.5				
Week 4 25 Dec	10	Organisational Culture	B	0.5			4	
	11	Sustainable Business Practices	B	0.5				
	<b>8-11</b>	<b>Release of pre-recorded revision 2 video</b>	B				2	2
	<b>12-18</b>	<b>Release of pre-recorded webinar 4 video</b>					2	2
Week 5 01 Jan	12	The Relationship Between Accounting and Other Business Functions	C	0.5			4	
	13	Accounting and Finance Functions Within Business Organisation	C	0.5				
	14	Regulation and Financial Crime	C	0.5			4	
Week 6 08 Jan	15	Financial Information Provided by Business	C	0.5				
	16	Financial Systems and Technology	C	0.5				
	17	Internal Controls	C	0.5			4	
Week 7 15 Jan	18	The Impact of Advances in Technology	C	0.5			2	
	<b>12-18</b>	<b>Release of pre-recorded revision 3 video</b>	C				2	2
	<b>20 Jan</b>	<b>Progress Test: Chapters 1-18 (Sat): *from 10am (your time zone)</b>				2		4
Test opens from *from 10am until 12 mid-night. Each Test ends 2 hours after starting. Progress Test is auto-graded.								
Week 8 22 Jan	<b>19-21</b>	<b>Release of pre-recorded webinar 5 video</b>				2	2	
	19	Leadership and Management and Supervision	D	0.5			6	
	20	Individual and Group Behaviour In Business Organisation	D	0.5				
	21	Team Formation, Development and Management	D	0.5				
Week 9 29 Jan	<b>22-26</b>	<b>Release of pre-recorded webinar 6 video</b>				2	2	
	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				
	<b>19-24</b>	<b>Release of pre-recorded revision 4 video</b>	E				2	2
Week 10 05 Feb	<b>27-28</b>	<b>Release of pre-recorded webinar 7 video</b>				2	2	
	25	Personal Effectiveness and Communication in Business	E	0.5			8	
	26	Competence Frameworks and Personal Development	E	0.5				

Week	Chap.	Topics	ACCA Syllb. Area	Estimated Time Allocation (Hours)			
				Chap. Assess.	Tests	Webinar/ Revision	Self-Learning
	27	Sources of Conflict and Techniques for Conflict Resolution	E	0.5			
	28	Communicating in Business	E	0.5			
	<b>29-32</b>	<b>Release of pre-recorded webinar 8 video</b>				2	2
Week 11 12 Feb	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			
	<b>25-32</b>	<b>Release of pre-recorded revision 5 video</b>	E			2	2
Week 12 24 Feb	<b>Mock Exam: Test on all areas (Sat) *from 10am (your time zone)</b>					2	10
	Mock Exam opens *from 10am until 12 mid-night. Each Test ends 2 hours after starting. Ensure you complete your test before 12 mid-night. Mock Exam is auto-graded.						
<b>Total Duration</b>				<b>16</b>	<b>4</b>	<b>26</b>	<b>104</b>
<b>G. Total Estimated time to complete the online activities (Hours)</b>				<b>150</b>			

**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](mailto: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 31 March 2024.**