

**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 - Bridging Topics</b>				2	2
	1	Qualities of Leadership	A	1			2
	2	Leadership and Organisational Culture		1			2
	3	Professionalism, Ethical Codes and the Public Interest		1			2
Week 2 11 Dec	<b>1 - 9</b>	<b>Release of pre-recorded webinar 2 video</b>				2	2
	4	Agency	B	1			2
	5	Stakeholder Analysis and Social Responsibility		1			2
	6	Governance Scope and Approaches		1			2
Week 3 18 Dec	7	Reporting to Stakeholders	B	1			2
	8	The Board of Directors		1			2
	9	Public Sector Governance		1			2
Week 4 25 Dec	<b>15-16</b>	<b>Release of pre-recorded webinar 3 video</b>				2	2
	15	Identification, Assessment and Measurement of Risk	D	1			2
	16	Managing, Monitoring and Mitigating Risk		1			2
Week 5 01 Jan	<b>22-24</b>	<b>Release of pre-recorded webinar 4 video</b>				2	2
	22	Management and Internal Control Sys.	F	1			2
	23	Audit and Compliance		1			2
	24	Internal Control and Management Reporting		1			2
Week 6 08 Jan	<b>10-12</b>	<b>Release of pre-recorded webinar 5 video</b>				2	2
	10	Concept of Strategy	C	1			2
	11	Environmental Issues		1			2
	12	Competitive Forces		1			2
	13	The Internal Resources, Capabilities and Competences of an Organisation	C	1			2
	14	Strategic Choices		1			2
13 Jan	<b>Progress Test: Areas A, B, D, F and C (Chp 10 -12), Sat. *from 10am (your time zone)</b>				3		6
	Test opens *from 10am until 12 mid-night. Each Test ends 3 hours after starting. Ensure you complete your test before 12 mid-night.						
Week 7 15 Jan	<b>13-14 17-21</b>	<b>Release of pre-recorded webinar 6 video</b>				2	2
	17	Cloud and Mobile Technology	E	1			2
	18	Big Data and Data Analytics		1			2
	19	Machine Learning, AI and Robotics		1			2
	20	E-Business: Value Chain	E	1			2
	21	IT Systems Security and Control		1			2
Week 8 22 Jan	<b>25-27</b>	<b>Release of pre-recorded webinar 7 video</b>				2	2
	25	Finance Function	G	1			2
	26	Financial Analysis and Decision-Making Techniques		1			2

Week	Chap.	Topics	ACCA Syllb. Area	Estimated Time Allocation (Hours)							
				Chap. Assess.	Tests	Webinar/ Revision	Self-Learning				
	27	Cost and Management Accounting		1			2				
Week 9 29 Jan	<b>28-30</b>	<b>Release of pre-recorded webinar 8 video</b>				2	2				
	28	Enabling Success: Organising	H	1			2				
	29	Enabling Success: Disruption Techs.		1			2				
	30	Enabling Success: Talent Management		1			2				
Week 10 05 Feb	<b>31-33</b>	<b>Release of pre-recorded webinar 9 video</b>				2	2				
	31	Enabling Success: Performance Excellence	H	1			2				
	32	Managing Strategic Change		1			2				
	33	Leading and Managing Projects		1			2				
Week 11 12 Feb	<b>Rev 1</b>	<b>All the pre-recorded revision videos will be deployed from *Week 11 (each video is 3-hour long)</b>				3	6				
	<b>Rev 2</b>					3	6				
	<b>Rev 3</b>					3	6				
Week 12 19 Feb	<b>Rev 4</b>					<b>Manage your Self-Revision and Practice Questions using the Revision Kit</b>				3	6
	<b>Rev 5</b>									3	6
	<b>Rev 6</b>									3	6
<b>20 Feb</b>	<b>Release of pre-recorded pre-seen case study review</b>				2					2	
<b>24 Feb</b>	<b>Mock Exam: Test on all areas (Sat) *from 10am (your time zone)</b>				3					10	
	Mock Exam opens *from 10am until 12 mid-night. Each Test ends 3 hours after starting. Ensure you complete your test before 12 mid-night.										
<b>Total Duration</b>				<b>33</b>	<b>6</b>	<b>38</b>	<b>138</b>				
<b>G. Total estimated time to complete this unit (Hours)</b>				<b>215</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 3 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.**