ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

COURSE OUTLINE



									GLOBA	L LEARNING IN	ISTITUTE	
NE: IT:		Mondays Part-Time AB/FAB - / Allan Ram	Accounta saroop		ness							
	Lecture Day & Date		ſime Hrs		Lecture Topic (s)	No./ Type of Session	Important Concepts/ Ideas to know/Learning Outcomes	Expected Reading	Other Matters	Questions	Items Due For Next Class	
Learning Outcome (Lt 1 - 3) Part A the business organisation /stakeholders/external environment												
Mon	21-Jan-19	5:00pm - 9:00pm	4	4	Introduction; Exam Techniques; (1) Business Organisations and their Stakeholders	Lt	Purpose of Business Organisation; Types of Business Organisation; Stakeholder Goals and Objectives/ PEST Analysis; Competitive Forces; Value Chain Analysis; Porter's Five Forces Model	Chap 1 & 2		practice and revision kit	Read Chap 1, 2 & 3	
Mon	28-Jan-19	5:00pm - 9:00pm	4	8	(3) The Macro Economic Environment	Lt	The Structure and Objectives of the Economy; National Income; The Business Cycle; Inflation; Unemployment; Government Policies; Balance of Payment	Chap 3	-	practice and revision kit	Read Chap 4	
					(4) Micro Economic Foctors		The Market; Demand and Supply Schedules and Analysis; Maximum and Minimum Prices	Chap 4			Read Chap 5	
			P	art B - bu								
Mon	4-Feb-19	5:00pm - 9:00pm	4	12	 (5) Business Organisation, Structure and Strategy (6) Organisational 	Lt	The Informat Organisation; Organisational Structure; Centralisation and Decentralisation What is Culture; Organisation	Chap 5		practice and revision kit	Read Chap 6	
					Committees		Committees					
Mon	11-Feb-19	5:00pm - 9:00pm	4	16	Mock Exam	EP	Mock Exam					
Mon	18-Feb-19	5:00pm - 9:00pm	4	20	(7) Corporate Governance and Social Responsibility	Lt	Principles of Corporate Governance; The Board of Directors; Corporate Social Responsibility; Ethics, Law, Governence and Social Responsibility	Chap 6 & 7			Read Chap 7	
Learning Outcome (Lt 8 - 10)												
Mon	25-Feb-19	5:00pm - 9:00pm	4	24	Mock Exam	EP	Mock Exam					
Sun	10-Mar-19	1:00pm - 5:00pm	4	28		EP	Review/Consultations			practice and revision kit		
	IT: Lectu Mon Mon Mon Mon Mon	Lecture Day & Date Lecture Day & Date Mon 21-Jan-19 Mon 28-Jan-19 Mon 28-Jan-19 Mon 13-Feb-19 Mon 11-Feb-19 Mon 18-Feb-19 Mon 25-Feb-19	January - January - Mondays Part-Time AB/FAB - J AB/FAB - J AB/FAB - J Allan Ram Champs FI Mon 21-Jan-19 Si00pm - 9:00pm Mon 28-Jan-19 Mon 28-Jan-19 Mon 11-Feb-19 Mon 11-Feb-19 Mon 11-Feb-19 Mon 18-Feb-19 Si00pm - 9:00pm Mon 25-Feb-19 Si00pm - 9:00pm Mon 25-Feb-19 Si00pm - 9:00pm	January - April 201 January - April 201 Mondays Part-Time AB/FAB - Account Allan Ramsaroop Champs Fleurs Image: Champs Fleurs Mon 21-Jan-19 5:00pm - 4 Mon 21-Jan-19 9:00pm - 9:00pm - Mon 28-Jan-19 9:00pm - 4 Mon 4-Feb-19 9:00pm - 4 Mon 11-Feb-19 9:00pm - 4 Mon 18-Feb-19 9:00pm - 4 Mon 25-Feb-19 9:00pm - 4 Sun 10.Mar-19 1:00pm -	January - April 2019 Mondays Part-Time AB/FAB - Accountant In Busin Allan Ramsaroop Champs FleursLecture Day & DateTimeHrsCum HrsMon21-Jan-195:00pm - 9:00pm44Mon28-Jan-195:00pm - 9:00pm48Mon28-Jan-195:00pm - 9:00pm412Mon11-Feb-195:00pm - 9:00pm412Mon11-Feb-195:00pm - 9:00pm416Mon18-Feb-195:00pm - 9:00pm420Mon25-Feb-195:00pm - 9:00pm420	IT: AB/FAB - Accountant In Business Part-Time Allan Ramsaroop Champs Fleurs	January - April 2019 Mondays Part-Time Mondays Part-Time Allan Ramsaroop Champs Fleurs Lecture Day & Date Time Hrs Cum Hrs Lecture Topic (s) No/ Type of Session Lecture Day & Date Time Hrs Cum Hrs Lecture Topic (s) No/ Type of Session Mondays 9.00pm A 4 4 Lecture Topic (s) No/ Type of Session Mon 21-Jan-19 5:00pm - 9:00pm 4 4 Introduction; 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8	Mon	11-Mar-19	5:00pm - 9:00pm	4	32	(8) The Role of Accounting (9) Control, Security and Audit	Lt	The Purpose of Accounting Information; Nature, Principles and Scope of Accounting; The Regulatory System; Internal and External Financial Information; Control over Business Transactions; The Main Business Financial Systems; Manual and Computerised Accounting Systems Internal Control Systems; Intrnal and External Audit; ITSystem Security and Safety	Chap 8 Chap 9		practice and revision kit	Read Chap 9 Read Chap 10
9	Sun	17-Mar-19	1:00pm - 5:00pm	4	36		EP	Review/Consultations			practice and revision kit	
Learning Outcome (Lt 10 - 19) Part D leading and managing individuals and teams												
10	Mon	18-Mar-19	5:00pm - 9:00pm	4	40	(10) Identifying and Preventing Fraud		What is Fraud; Potential for Fraud; Implications of fraud; Systems for Detecting and Preventing Fraud; Responsibility for detecting and Preventing Fraud; Money Laundering	Chap 10		practice and revision kit	Read Chap 11
11	Sun	24-Mar-19	1:00pm - 5:00pm	4	44		EP	Review/Consultations			practice and revision kit	
			5.00			(11) Leading and Managing People		The Purpose and Process of Management; Management Theories/Management and Supervision; Management vs Leadership; Leadership Skills and Styles	Chap 11		practice and revision kit	Read Chap 12 & 13
12		9:00pm	5:00pm - 9:00pm 4	48	(12) Recruitment and Selection	Lt	The Recruitment Process; A Systematic Approach to Selection; Evaluating Recruitment and Selection Processes/ Discrimination at Work; Equal Opportunity; Diversity	Chap 12 & 13		practice and revision kit	Read Chap 13 & 14	
13	Mon	1-Apr-19	5:00pm - 9:00pm	4	52	(14) Individuals, Groups and Teams	Lt/EP	Individuals, Groups and Teams; Team Development; Team Building; Team Evaluation	Chap 14		practice and revision kit	Read Chap 15 & 16
						(15) Motivating Individuals and Groups	Lt/EP	Overview of Motivation; Content and Process Theories of Motivation /Rewards and Incentives; Pay as a Motivator	Chap 15		practice and revision kit	Read Chap 15 & 16
14	Mon	8-Apr-19	5:00pm - 9:00pm	4	56	(16) Training and Development		The Learning Process; Training needs and Objectives; Training Methods; Responsibility for Training and Development; Evaluating of Training Programmes; Development	Chap 16		practice and revision kit	Read Chap 17

Lecture Number	Lecture Day & Date		Time	Hrs	Cum Hrs	Lecture Topic (s)	No./ Type of Session	Important Concepts/ Ideas to know/Learning Outcomes	Expected Reading	Other Matters	Questions	Items Due For Next Class
Learning Outcome (Lt 20) Part E personal effectiveness and communication (Lt 21) Part F professional ethics												
15	Mon	15-Apr-19	5:00pm - 9:00pm	4	60	(17) Performance Appraisal		Performance Management and Assessment; The Purpose of Performance Appraisal; the Process of Performance Appraisal; Barriers to Effective Appraisal; Effectiveness of Appraisal Scheme ime Management; Competence frameworks and Personel Development; Conflict; Communication	Chap 17			Read Chap 18/19
16	Mon	22-Apr-19	4:00pm - 9:00pm	5	65	(18) Personal Effectiveness and Communication(19) Ethical Considerations	Lt/T	Framework for Rules; Management Accountability; The Ethical Environment; Accountants and Ethics; Ethics in Business; Ethical Dilemmas; Resolution of Ethical Conflicts	Chap 18 & Chap 19		practice and revision kit	

Key / Legend

Lt = Lecture T=Tutorial Lb = Lab EP = Exam Prep

Last Notes: SBCS reserves the right to make changes to the information contained herein. Any changes effected to the information contained herein will be made known to all students concerned via class announcement. It is thus the responsibility of the student to attend all classes and to keep abreast of matters should they be absent from any class session. Students are advised and encouraged to contact their fellow classmates for updates where class sessions have been missed. Date syllabus last modified: December 2018