

ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)
COURSE OUTLINE



PROGRAMME: ACCA/FIA
DURATION: January - April 2019
DAY(S): Mondays
MODE: Part-Time
COMPONENT: AB/FAB - Accountant In Business
LECTURER: Allan Ramsaroop
CAMPUS: Champs Fleurs

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 1 - 3) Part A the business organisation /stakeholders/external environment												
1	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
2	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 Factors		The Market; Demand and Supply Schedules and Analysis; Maximum and Minimum Prices	Chap 4			Read Chap 5
Learning Outcome (Lt 4 - 7) Part B - business organisation structure/functions/governance												
3	Mon	4-Feb-19	5:00pm - 9:00pm	4	12	(5) Business Organisation, Structure and Strategy	Lt	The Informat Organisation; Organisational Structure; Centralisation and Decentralisation	Chap 5		practice and revision kit	Read Chap 6
						(6) Organisational Culture and Committees	Lt	What is Culture; Organisation Culture; Culture and Structure; Committees				
4	Mon	11-Feb-19	5:00pm - 9:00pm	4	16	Mock Exam	EP	Mock Exam				
5	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, Governance and Social Responsibility	Chap 6 & 7			Read Chap 7
Learning Outcome (Lt 8 - 10) Part C accounting reporting sytems, controls and compliance												
6	Mon	25-Feb-19	5:00pm - 9:00pm	4	24	Mock Exam	EP	Mock Exam				
7	Sun	10-Mar-19	1:00pm - 5:00pm	4	28		EP	Review/Consultations			practice and revision kit	

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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	
12	Mon	25-Mar-19	5:00pm - 9:00pm	4	48	(11) Leading and Managing People	Lt	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) Recruitment and Selection		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
14	Mon	8-Apr-19	5:00pm - 9:00pm	4	56	(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
						(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

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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 time Management; Competence frameworks and Personnel 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