

# ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

## COURSE OUTLINE



**PROGRAMME:** FIA/ ACCA  
**DURATION:** July - October 2019  
**DAY(S):** Monday & Tuesday  
**MODE:** Full-Time  
**COMPONENT:** FAB/F1 - Accountant In Business  
**LECTURER:** Linus F. Didier  
**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 Outcome	Expected Reading	Other Matters	Questions	Items Due For Next Class
<b>Learning Outcome: Understand the Purpose and Types of Businesses and How They Interact with Key Stakeholders and the External Environment (Ch. 1 - 4).</b>											
1	Mon	22nd July	8:00am - 2:00pm	6	6	Introduction (1) Business Organisations and their Stakeholders / (2) Business Environment	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	Chapters 1 & 2		Chapters 3 & 4
2	Mon	29th July	8:00am - 2:00pm	6	12	(3) Macro-Environment / (4) Micro-Environment	LT / EP	National Income; Business Cycle; Inflation; Fiscal & Monetary Policies; Balance of Payments; Unemployment; Economic Growth; Markets, Demand & Supply; Equilibrium; Pricing.	Chapters 3 & 4	Quizzes #1 & 2	Chapters 5 & 6
<b>Learning Outcome: Understand Business Organisation Structure, Functions and the Role of Corporate Governance (Ch. 5 - 7).</b>											
3	Tues	30th July	8:00am - 12:00pm	4	16	(5) Business Organisation, Structure and Strategy / (6) Organisational Culture and Committees	LT / EP	The Informal Organisation; Organisational Structure; Levels of Strategy in the organisation; Centralisation and Decentralisation; Organisational Culture; Culture and Structure; Committees.	Chapters 5 & 6	Quizzes #3 & 4	Chapters 7 & 8
<b>Learning Outcome: Recognise the Function of Accountancy and Audit in Communicating, Reporting and Assuring Financial Information and in Effective Financial Control and Compliance (Ch 8-10).</b>											
4	Mon	5th Aug	8:00am - 2:00pm	6	22	(7) Corporate Governance and Social Responsibility / (8) The Role of Accounting	LT / EP	Principles and Developments of Corporate Governance; Role of the Board; Reporting on Corporate Governance; Corporate Social Responsibility. The Purpose of Accounting Information; The Regulatory System; Internal & External Financial Information; Control Over Business Transactions; Main Business Financial Systems; Manual and Computerised Accounting Systems; Data Bases & Spreadsheets.	Chapters 7 & 8	Quizzes #5 & 6	Chapters 9 & 10
5	Tues	6th Aug	8:00am - 12:00pm	4	26	(9) Control, Security & Audit / (10) Identifying and Preventing Fraud	LT / EP	Internal Control Systems, Environment & Procedures; Internal & External Audit; IT Systems Security and Safety; Controls in an Information System; Fraud - Potential; Implications for the Organisation; Fraud Detection, Prevention and Responsibility; Money Laundering	Chapters 9 & 10	Quizzes #7 & 8	Chapters 11 & 12

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<b>Learning Outcome: Recognise the Principles of Authority &amp; Leadership and How Teams and Individuals are Recruited, Managed, Motivated and Developed (Ch 11 -17).</b>												
6	Mon	12th Aug	8:00am - 2:00pm	6	32	(11) Leading and Managing People / (12) Recruitment & Selection	LT / EP	The Purpose and Process of Management; Management Theorists; Management & Supervision; Leadership - Theories, Skills, Styles; The Recruitment Process; A Systematic Approach to Selection; Interviews, Selection Testing; Evaluating Recruitment & Selection Process.	Chapters 11 & 12		Quizzes #9 & 10	Chapters 13 & 14
7	Tues	13th Aug	8:00am - 12:00pm	4	36	(13) Diversity & Equal Opportunity / (14) Individuals, Groups & Teams	LT	Discrimination at Work, Equal Opportunity, Practical Implications; Diversity; Individuals; Groups & Group Formation; Team Development; Team Roles; Team Building	Chapters 13 & 14		Quizzes #11 and 12	Chapters 15 & 16
8	Mon	19th Aug	8:00am - 2:00pm	6	42	(15) Motivating Individuals and Groups / (16) Training & Development	LT / EP	Content and Process Theories of Motivation; Choosing a Motivational Approach; Rewards and Incentives; Pay as a Motivator; The Learning Process; Development & Training; Training Needs and Objectives; Responsibility for Training and Development; Evaluating Training Programmes	Chapters 15 & 16		Quizzes # 13 & 14	Chapters 17 & 18
<b>Learning Outcome: Understand The Importance of Personal Effectiveness as the basis for Effective Team and Organisational Behaviour (Ch 18).</b>												
9	Tues	20th Aug	8:00am - 12:00pm	4	46	(17) Performance Appraisal / (18) Personal Effectiveness and Communication	LT / EP	Performance Management and Assessment; Purpose and Process of Performance Appraisal; Barriers to Appraisal; Effectiveness of Appraisal. Time Management; Role of Information Technology; Ineffectiveness at Work; Competence Frameworks and Personal Development; Conflict; Communication in the Workplace; Formal and Informal Communication; Barriers to Communication.	Chapters 17 & 18		Quizzes # 15 & 16	Chapter 19
<b>Learning Outcome: Recognise That All Aspects of Business and Finance Should Be conducted in a Manner Which Complies With And is in The Spirit of Accepting Professional Ethics and Professional Values (Ch 19).</b>												
10	Mon	26th Aug	8:00am - 3:00pm	7	53	(19) Ethical Considerations	LT / EP	Framework of Rules; Management Accountability; The Ethical Environment; Ethics in Organisations; Accountants and Ethics; Code of Ethics for Accountants; Ethics in Business; Ethical Dilemmas; Resolution of Ethical Conflicts	Chapter 19		Quizzes # 17 - 19	Revision & Exam Prep
11	Tues	27th Aug	8:00am - 12:30pm	4.5	57.5	Exam Preparation	EP	Revision & One (1) - Two Hour Exam			Revision & Exam Prep	

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12	Mon	2nd Sept	8:00am - 3:30pm	7.5	65	Exam Preparation	EP	Revision & Two (2) - Two Hour Exams			Revision & Exam Prep	

**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: June 2019**