ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

COURSE OUTLINE

SBCS GLOBAL LEARNING INSTITUTE

PROGRAMME:	FIA
DURATION:	January - April 2020
DAY(S):	Mondays
MODE:	Full Time
COMPONENT:	MA1 - Management Information
LECTURER:	Nanda Maharaj
CAMPUS:	Champ 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
1	Mon	20-Jan-20	9:00am-12:30 pm	3.5	3.5	Business Organization and Accounting/ Management Information	1/LT	Functions of a Business/ Centralization and Decentralization/Double Entry BookKeeping/Books Prime Entry	Chapter 1 & 2	Home Assignment	MQ Questions	Chapter 3
2	Mon	27-Jan-20	9:00am-12:30 pm	3.5	7.0	Cost Units, Cost Classification and Behaviour/ Profit Reporting	2/ LT	Calculation of Cost per Unit, Direct and Indirect Cost/ Fixed, Variable and Semi Cost	Chapter 3	Question XYZ Ltd	MQ Questions	Chapter 4
Mon		**24-Feb-20**					**CARNIVAL MONDAY - NO CLASS**					
3	Mon	3-Feb-20	9:00am-12:30 pm	3.5	10.5	Management Responsibilty and Performance Measurement	3/LT	Cost, Profit and Investment Centres, Performance measurement and Labour Control Ratios	Chapter 4	Sample Questions	MQ Questions	Chapter 5
4	Mon	10-Feb-20	9:00am-12:30 pm	3.5	14.0	**Mock Test #1**	4/LB	**Mock Test #1**				
5	Mon	17-Feb-20	9:00am-12:30 pm	3.5	17.5	Material Cost	5/LT	Recording of Material Cost/Calculation of Free Stock and Order Quantity/ Inventory Valuation, FIFO/LIFO/AVCO	Chapter 5	Question Delta	MQ Questions	Chapter 6
6	Mon	2-Mar-20	9:00am-12:30 pm	3.5	21.0	Labour Costs	6/LT	Recording Labour Costs/ Classifying Direct and Indirect Labour Cost and Calculation Labour Cost	Chapter 6	Sample Questions	MQ Questions	Chapter 7
7	Mon	9-Mar-20	9:00am-12:30 pm	3.5	24.5	Labour Costs	7/LT	Recording Labour Costs/ Classifying Direct and Indirect Labour Cost and Calculation Labour Cost	Chapter 8	Question Pansy Co	MQ Questions	Chapter 9
8	Mon	16-Mar-20	9:00am-12:30 pm	3.5	28.0	Job/Batch and Process Costing	8/LT	Calculation cost per unit/profit using mark up and margin	Chapter 8	Sample Questions	MQ Questions	Chapter 9
Mon		**30-Mar-20**					**NO CLASS - SPIRITUAL BAPTIST HOLIDAY**					

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
9	Mon	23-Mar-20	9:00am-12:30 pm	3.5	31.5	Job/Batch and Process Costing	9/LT	Calculation cost per unit/profit using mark up and margin	Chapter 9	Question MWR Ltd	MQ Questions	Chapter 10
10	Mon	6-Apr-20	9:00am-12:30 pm	3.5	35.0	Process Costing	10/LT	Calculation Basic Process Costing and Process Costing with Closing Work In Progress	Chapter 10	Sample Questions	MQ Questions	Chapter 11
Mon		**13-Apr-20**					**NO CLASS - EASTER MONDAY**					
11	Mon	20-Apr-20	9:00am-12:30 pm	3.5	38.5	**Mock Test #2**	11/LB	**Mock Test #2**				
12	Mon	27-Apr-20	9:00am-12:30 pm	3.5	42.0	Spreadsheet	12/LT	Spreadsheet Application and producing graphs using Spreadsheet	Chapter 12 & 13	Lab	MQ Questions	Revision
13	Wed	29-Apr-20	9:00am-12:00 pm	3.0	45.0	Spreadsheet	13/LT	Spreadsheet Application and producing graphs using Spreadsheet	Chapter 1-13	Sample Questions	MQ Questions	Revision

Key / Legend
Lt = Lecture   T=Tutorial   Lb = Lab   EP = Exam Prep