

## ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

### COURSE OUTLINE



**PROGRAMME:** FIA  
**DURATION:** January - April 2020  
**DAY(S):** Saturdays & Sundays  
**MODE:** Saturday  
**COMPONENT:** MA 1- Management Information  
**LECTURER:** Omatie Kumar-Rudra  
**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
1	Sat	25-Jan-20	11.00 am - 2:00pm	3	3	Business organisation and accounting	Lt	State the functions of a business. Discuss the organisation chart; policy manual and organisation information. Explain Decentralised versus Centralised office and their disadvantages and advantages of each. Review the Double entries rules; explain cost bookkeeping and Inter-locking and Integrated systems. Computerised accounting uses by managers and ways of processing information: Batch and Real time processing.	Chapter 1		Handout MCQ	attempt MCQs in Kit
2	Sat	1-Feb-20	11.00 am - 2:00pm	3	6	Introduction to management information	Lt	Identify and explain the difference between data and information with examples. Discuss management information purpose; what are the functions of managers. Explain and discuss the features of effective management information; sources of information. Distinguish the difference between financial and management accounts.	Chapter 2		Handout MCQ	attempt MCQs in Kit
3	Sun	2-Feb-20	11.00 am - 2:00pm	3	9	Cost Unit, cost classification and profit reporting 1	Lt	Describe what are cost units with examples, and composite cost units and examples. Explain the various ways of classifying costs. Prepare a Units cost card and explain it. Distinguish with examples: - direct, indirect costs; fixed, variable, step-cost and semi-variable. Demonstrate these graphically in unit and total terms.	Chapter 3		Handout MCQ	attempt MCQs in Kit
4	Sat	8-Feb-20	11.00 am - 2:00pm	3	12	Cost Unit, cost classification and profit reporting 2	Lt	Explain the composition of unit cost. Explain the ways Profit can be reported. Discuss and calculate the Absorption and Marginal Profit and reconcile the difference.	Chapter 3			
5	Sat	15-Feb-20	11.00 am - 2:00pm	3	15	Management responsibility and performance measurement	Lt	Explain what are responsibility centres: - cost, profit and investment centres. Explain suitable performance measures for each and differentiate between 'production' and 'productivity'. Calculate: Cost per unit, Productivity Labour ratios, profit margins, Cost to sales ratio, ROCE, RI and Asset Turnover.	Chapter 4		Handout MCQ	attempt MCQs in Kit

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6	Sun	16-Feb-20	11.00 am - 2:00pm	3	18	<b>MOCK EXAM 1 &amp; Source Documents and Coding</b>	Lt	Discuss and explain the what are codes and the features of a good code.Explain the types of codes and give examples. Discuss the advantages of codes.Identify and explain the various documents used in business for Materials and Labour.Explain and calculate 'free inventory'.	Chapter 5		Handout MCQ	attempt MCQs in Kit
<b>Sat</b>		<b>22-Feb-20</b>				<b>NO CLASS</b>						
7	Sat	29-Feb-20	11.00 am - 2:00pm	3	21	Accounting for Material 1	Lt	Explain ways materials can be classified.Describe the difference between Direct and Indirect and enter the double entries for Costs.State the formula for ordering inventory and calculate quantity to be order/purchased.	Chapter 7		Handout MCQ	attempt MCQs in Kit
8	Sat	7-Mar-20	11.00 am - 2:00pm	3	24	Accounting for Material 2		Describe the methods of pricing inventories.Calculate closing inventory values and the value of issues under FIFO, LIFO and Cumulated Weighted Average.Explain the effects of these on Profits, Cost of production under inflation.	Chapter7		Handout MCQ	attempt MCQs in Kit
9	Sun	8-Mar-20	11.00 am - 2:00pm	3	27	Accounting for Labour Costs	Lt	Explain the payroll function and Statutory and Non-statutory, Gross and Net Pay.Calculate the Total labour cost to the Employer.Describe the difference between Direct and Indirect and enter the double entries .Discuss Overtime,overtime premium. Distinguish the elements of Direct and indirect labour costs. Describe and calculate the various Output related methods of pay-Piecerate,Differential piecerate, Piecerate with a Guarantee.Calculate Time saved Bonus and the effect of labour cost per unit due to increases in productivity.	Chapter 6		Handout MCQ	attempt MCQs in Kit
10	Sat	14-Mar-20	8:00am - 2:00pm	6	30	Overhead Costs 1	Lt	Explain the two methods of profit reporting:-Absorption and Marginal and the differences of each. Discuss how the Indirect costs are included in cost units and the terms 'Alloment' and 'Apportionment'. Identify and discuss suitable basis of apportionment.Perform Cost allotment and apportionment of Indirect cost calculations. Calculate the Re-apportionment of service cost centre cost to production cost centres.	Chapter 6		Handout MCQ	attempt MCQs in Kit
11	Sat	21-Mar-20	11.00 am - 2:00pm	3	33	<b>MOCK EXAM 2 &amp; Overhead Costs 2</b>	Lt	Explain the meaning of cost 'Absorption' and why it is necessary.Calculate Overhead absorption Rates -units, machine hours and direct labour hrs methods.Calculate overheads Absorbed and the adjustment of Under and Over Absorbed overheads.State the double entries for these.	Chapter 7		Handout MCQ	attempt MCQs in Kit

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12	Sun	22-Mar-20	11.00 am - 2:00pm	3	36	Job, Batch and Process Costing 1	Lt	Define Job and Batch costing and explain when these can be used. Explain the purpose of job and Batch cost. Calculate Job cost and Batch cost. Explain Process costing, the features and when it is used. Prepare a simple process account using double entries. Discuss and calculate a normal Loss and why they occur.	Chapter 8		Handout MCQ	attempt MCQs in Kit
13	Sat	28-Mar-20	11.00 am - 2:00pm	3	39	Job, Batch and Process Costing 2	Lt	Explain Equivalent units of production and why it is used. Calculate the Equivalent units and the Costs per equivalent units. Value the unit of Closing inventories and Finished goods. Distinguish between the instances when Materials and Labour are introduced into the process at the SAME rate and Different rate.	Chapter 8		Handout MCQ	attempt MCQs in Kit
14	Sat	4-Apr-20	11.00 am - 2:00pm	3	42	Basics of using Spreadsheets. LAB 1 Using Spreadsheets t	LAB	Explain the basics of Spreadsheets, components of blank spreadsheets, methods to use spreadsheet features, entering values, text, move copy and paste formulae, ways to edit data. Discuss Absolute and Relative cell references. Perform Functions such as :IF", ROUND, SUM. Identify and correct errors in formulae. Explain the Advantages and limitations of spreadsheets, using formulae, formatting features, Use of Sort and Filter. Presenting Graphs, charts tables.	Chapter 9& 10		Handout MCQ	attempt MCQs in Kit
<b>Sat</b>		<b>11-Apr-20</b>				<b>GLORIOUS SATURDAY</b>						
15	Sat	18-Apr-20	11.00 am - 2:00pm	3	45	Using Spreadsheets to present Information - LAB 2	LAB	Explain the basics of Spreadsheets, components of blank spreadsheets, methods to use spreadsheet features, entering values, text, move copy and paste formulae, ways to edit data. Discuss Absolute and Relative cell references. Perform Functions such as :IF", ROUND, SUM. Identify and correct errors in formulae. Explain the Advantages and limitations of spreadsheets, using formulae, formatting features, Use of Sort and Filter. Presenting Graphs, charts tables.	Chapter 9& 10		Handout MCQ	attempt MCQs in 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: November 2019**