

# ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

## COURSE OUTLINE



**PROGRAMME:** FIA  
**DURATION:** January - June 2020  
**DAY(S):** Thursdays & Wednesdays  
**MODE:** Part-Time  
**COMPONENT:** MA2-Managing Costs and Finance  
**LECTURER:** Desmond Lum York  
**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	Thur	23-Jan-20	5:30pm - 8:30pm	3	3	Management Information & the Role of Information Technology	1 Lt	To know and understand the importance, nature, source and purpose of management Information & its relation to Performance Management & the role of IT	Chapt. 1 & 2		Question Bank Q's 1-10 Rev Kit Q's 1.1 - 1.16	Chap 3 & 4; Rev Kit Q's 2.1-2.26
2	Thur	30-Jan-20	5:30pm - 8:30pm	3	6	Cost classification and Behaviour (i.e. types of costs )	1 Lt	To understand how costs are classified in a cost accounting system according to purpose and behaviour; the significance of Cost centres & cost units in such a system	Chapt. 3 & 4		Question Bank Q's 11-14	Chap 5 & 6; Rev Kit Q's 3.1-3.27; 4.1-4.14
3	Wed	5-Feb-19	5:30pm - 8:30pm	3	9	Information for comparison	1 Lt	Understand the purpose and bases for making comparisons in business and the control cycle. Flexing the budget and calculating variances, knowing when to investigate and determine their causes.	Chapt. 5		Question Bank Q's 15-19	Chap 7 Rev Kit Q's 5.1-5.10
4	Thur	6-Feb-20	5:30pm - 8:30pm	3	12	Costing of Materials	1 Lt	Classification of Materials into Raw Materials, WIP and Finished Goods; basic procedures and documentation; and methods to control Material costs	Chapt. 7		Question Bank Q's 20-24	Chap 8 Rev Kit Q's 6.1-6.20
5	Wed	12-Feb-20	5:30pm - 8:30pm	3	15	Costing of Labour	1 Lt	Know how to Account for labour costs, measurements of labour performance and classification into direct and indirect labour costs for Absorption costing purposes	Chapt. 8		Question Bank Q's 25 - 29	Chap 9 Rev Kit Q's 7.1-7.15
6	Thur	13-Feb-19	5:30pm - 8:30pm	3	18	Costing of Expenses	1 Lt	Know how to account for Expenses: their analysis into direct and indirect for Absorption costing purposes & into variable and fixed for Marginal costing purposes	Chapt. 9		Question Bank Q's 30 - 33	Chap 10 Rev Kit Q's 8.1-8.12
7	Wed	19-Feb-20	5:30pm - 8:30pm	3	21	Absorption Costing- Basic Principles; Over/under absorption of Overheads	1 Lt	Measuring cost of output for the purpose of valuing closing inventory and profitability under Absorption Costing & accounting for Over/Under absorption of overheads	Chapt. 10	Hand out Q in class	Question Bank Q's 34 - 38	Chap 10 Rev Kit Q's 8.1-8.20
8	Thur	20-Feb-20	5:30pm - 8:30pm	3	24	Absorption Costing - Allocation, Apportionment and Absorption & the Step-down method	1 Lt	Distribution of Overheads to cost centres and absorption into cost units applying the three stage process of Allocation, Apportionment and Absorption; the step down method	Chapt. 10	Hand out Q in class	Question Bank Q's - 38	Chap 11 Rev Kit Q's 9.1-9.12

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9	Wed	26-Feb-20	5:30pm - 8:30pm	3	27	Marginal Costing Principles	1Lt	Measuring output at variable production costs only to measure cost of sales and profit; treatment of Fixed costs as expenses of the period	Chapt. 11		Question Bank Q's 39 - 43	Chap 11 Rev Kit Q's 9.1-9.12
10	Thur	27-Feb-20	5:30pm - 8:30pm	3	30	Absorption Costing vs Marginal Costing	1 Lt	Understand the difference between Absorption and Marginal costing and be able to reconcile the two profit figures	Chapt. 11		Question Bank Q's 39 - 43	Chap 13 Rev Kit Q's 11.1-11.10
12	Wed	4-Mar-20	5:30pm - 8:30pm	3	33	Job, Batch and Service Costing Systems	1 Lt	Understand the context in which these three costing systems are used to measure cost of output and profit and apply the principles involved	Chapt. 13		Question Bank Q's 49 - 52	Chap 14 Rev Kit Q's 12.1-12.15
13	Thur	5-Mar-20	5:30pm - 8:30pm	3	36	Process Costing - Basic principles	1 Lt	Apply Process costing method to value output in a continuous process type manufacturing system	Chapt. 14		Question Bank Q's 53 - 55	Chap 14 Rev Kit Q's 12.1-12.15
14	Wed	11-Mar-20	5:30pm - 8:30pm	3	39	Process Costing - advanced aspects	1 Lt	Be able to value output where closing inventory exists comprising cost elements with varying percentage stages of completion	Chapt. 14		Question Bank Q's 56 - 57	Chap 14 Rev Kit Q's 12.1-12.15
15	Thur	12-Mar-20	5:30pm - 8:30pm	3	42	Joint & By-product costing	1 Lt	Know how to account for revenue from sale of By-products and to apportion common processing costs to Joint-products; and whether to process a Joint-product further	Chapt. 14		Revision kit Q's	Chap 15 Rev Kit Q's 13.1-13.17
16	Wed	18-Mar-20	5:30pm - 8:30pm	3	45	Break-Even/Cost-Volume-Profit Analysis; Profit Volume Analysis	1 Lt	Understand and apply BE / CVP / PV planning tool for use in measuring how costs and profits vary with sales volume in order to set Sales targets and answer 'what if' questions	Chapt. 15		Question Bank Q's 58 - 62	Chap 16 Rev Kit 14.1 - 14.15
17	Thur	19-Mar-20	5:30pm - 8:30pm	3	48	Short-term Decision Making-relevant cost of materials, labour and other resources in hand	1 Lt	Understanding relevant costing principles for all types of costs, including materials, labour and other resources in hand	Chapt. 16		Question Bank Q's 63,64,67	Chap 16 Rev Kit 14.1 - 14.15
18	Wed	25-Mar-20	5:30pm - 8:30pm	3	51	Short-term decision making - limiting factors	1 Lt	Optimising use of resources in limiting factor and Make or buy with limiting factor situations	Chapt. 16		Question Bank Q's 65 - 66	Chap 17 Rev Kit 15.1 - 15.20
19	Thur	26-Mar-20	5:30pm - 8:30pm	3	54	Capital Investment appraisal- basic principles	1 Lt	Distinguish between simple and compound interest; between compounding and discounting; and calculation of APR, present value of an annuity and a perpetuity	Chapt. 17		Question Bank Q's 68,69,71	Chap 17 Rev Kit 15.1 - 15.20
20	Wed	1-Apr-20	5:30pm - 8:30pm	3	57	Capital Investment appraisal- Payback, NPV and IRR	1 Lt	Know and apply the these three appraisal techniques to appraise investment projects	Chapt. 17		Question Bank Q's 70, 72	Chaps 18 & 19 Rev Kit 16.1- 16.27
21	Thur	2-Apr-19	5:30pm - 7:30pm	2	59	Cash Management - nature of cash and profit flows; Treasury Mgt	1 Lt	Understand the nature of cash flows and its relationship to the working capital cycle and profit flows	Chapt. 18,19		Question Bank Q's 73 - 81	Chaps 20, 21 & 22 Rev Kit 16.1-16.27

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22	Thur	9-Apr-20	5:30pm - 7:30pm	2	61	Cash Management - Forecasting cash flows, Investing surplus funds & Raising finance from a Bank	1 Lt	Establish whether the org will have sufficient cash to meet its cash needs; whether it will encounter cash shortages or surpluses in the future and how to invest surplus funds and lending criteria to raise further finance;	Chapt. 20, 21 & 22		Question Bank Q's - 82 - 94	Chaps 20, 21 & 22 Rev Kit 16.1-16.27
23	Thur	16-Apr-20	5:30pm - 7:30pm	2	63		EP	Revision				
24	Thur	23-Apr-20	5:30pm - 7:30pm	2	65		EP	Revision				

**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 2019**