## Accountancy Training and Education Centre (ATEC)

### Course Outline

**Programme:** ACCA/FA

**Duration:** July - Oct 2016

**Days:** Mondays

**Mode:** Part-Time

**Component:** F1/FAB - Accountant in Business

**Lecturer:** Allan Ramsaroop

**Campus:** Champs Fleurs

### Lecture Table

<table>
<thead>
<tr>
<th>Lecture Number</th>
<th>Lecture Day &amp; Date</th>
<th>Time</th>
<th>Hours</th>
<th>Lecture Topic(s)</th>
<th>No. of Session</th>
<th>Important Concepts/ Ideas to know/Learning Outcomes</th>
<th>Expected Reading</th>
<th>Other Matters</th>
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<th>Same Due For Next Class</th>
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<tbody>
<tr>
<td>1</td>
<td>Mon 4-Jul-16</td>
<td>5:00pm - 9:00pm</td>
<td>4</td>
<td>Introduction: Exam Techniques; (1) Business Organisations and their Stakeholders</td>
<td>Li</td>
<td>Purpose of Business Organisation; Types of Business Organisation; Stakeholder Goals and Objectives; PEST Analysis; Competitive Forces; Value Chain Analysis; Porter’s Five Forces Model</td>
<td>Chap 1 &amp; 2</td>
<td>practice and revision kit</td>
<td>Read Chap 1, 2 &amp; 3</td>
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<tr>
<td>2</td>
<td>Mon 11-Jul-16</td>
<td>5:00pm - 9:00pm</td>
<td>4</td>
<td>(3) The Macro Economic Environment</td>
<td>Li</td>
<td>The Structure and Objectives of the Economy; National Income; The Business Cycle; Inflation; Unemployment; Government Policies; Balance of Payment</td>
<td>Chap 3</td>
<td>practice and revision kit</td>
<td>Read Chap 4</td>
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<td>4</td>
<td>(4) More Economic Factors</td>
<td>Li</td>
<td>The Market; Demand and Supply Schedule; Analysis: Maximum and Minimum Prices</td>
<td>Chap 4</td>
<td>practice and revision kit</td>
<td>Read Chap 5</td>
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### Learning Outcome (Lt 1 - 3)

#### Part A the business organisation/stakeholders/external environment

- Lt 1: Business Organisation
- Lt 2: Structure and Strategy
- Lt 3: Organisational Culture and Committees

### Learning Outcome (Lt 4 - 7)

#### Part B - business organisation structure/functions/governance

- Lt 4: Business Organisation Structure and Strategy
- Lt 5: Organisational Culture and Committees

### Learning Outcome (Lt 8 - 10)

#### Part C accounting reporting systems, controls and compliance

- Lt 8: The Role of Accounting
- Lt 9: Control, Security and Audit

### Learning Outcome (Lt 11 - 19)

#### Part D leading and managing individuals and teams

- Lt 10: Identifying and Preventing Fraud
- Lt 11: Leading and Managing People
- Lt 12: Recruitment and Selection
- Lt 13: Motivating Individuals and Groups

### Important Concepts/ Ideas to know/Learning Outcomes

- Chap 1: What is Business? Types of Business Organisations
- Chap 2: Stakeholder Goals and Objectives
- Chap 3: The Business Cycle
- Chap 4: The Market
- Chap 5: The Structure and Objectives of the Economy
- Chap 6: The Market
- Chap 7: The Business Cycle
- Chap 8: The Market
- Chap 9: The Business Cycle
- Chap 10: The Business Cycle
- Chap 11: The Business Cycle
- Chap 12: The Business Cycle
- Chap 13: The Business Cycle
- Chap 14: The Business Cycle
- Chap 15: The Business Cycle
- Chap 16: The Business Cycle
- Chap 17: The Business Cycle
- Chap 18: The Business Cycle
- Chap 19: The Business Cycle

### Expected Reading

- Chap 1: What is Business? Types of Business Organisations
- Chap 2: Stakeholder Goals and Objectives
- Chap 3: The Business Cycle
- Chap 4: The Market
- Chap 5: The Structure and Objectives of the Economy
- Chap 6: The Market
- Chap 7: The Business Cycle
- Chap 8: The Market
- Chap 9: The Business Cycle
- Chap 10: The Business Cycle
- Chap 11: The Business Cycle
- Chap 12: The Business Cycle
- Chap 13: The Business Cycle
- Chap 14: The Business Cycle
- Chap 15: The Business Cycle
- Chap 16: The Business Cycle
- Chap 17: The Business Cycle
- Chap 18: The Business Cycle
- Chap 19: The Business Cycle
| 16 | Mon | 3-Oct-16  | 5:00pm - 9:00pm | 4 | LP | (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 | Read Chap 17 |
| 17 | Mon | 10-Oct-16 | 5:00pm - 9:00pm | 4 | LP | (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 in Management; Competence frameworks and Personal Development; Conflict Communication | Chap 17 | Read Chap 18/19 |

Learning Outcome (LI 20) Part E personal effectiveness and communication (LI 21) Part F professional ethics

| 18 | Mon | 3-Oct-16  | 5:00pm - 9:00pm | 4 | LP | (18) Personal Effectiveness and Communication(18) Ethical Considerations | 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 |
| 19 | Mon | 10-Oct-16 | 5:00pm - 9:00pm | 4 | LP | | Mock Exam section A Chap 11-17 | Chap 18 & Chap 19 | practice and revision kit |

Key/Legend
LP = Lecture  TT =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: January 2016