

## ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

### COURSE OUTLINE



**PROGRAMME:** FIA/ ACCA  
**DURATION:** September - December 2022  
**DAY(S):** Wednesday  
**MODE:** Full-Time  
**COMPONENT:** BT/FBT - Business & Technology  
**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	Wed	14th Sept.	8:00a.m. - 2:00p.m.	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	Wed	21st Sept	8:00a.m. - 2:00p.m.	6	12	(3) Legal Framework / (4) Macroenvironment	LT / EP	Employment Law / Health and Safety Law/ Data Protection Law / Contract Law/National Income; Business Cycle; Inflation; Fiscal & Monetary Policies; Balance of Payments; Unemployment	Chapters 3 & 4	Quiz #1	Chapters 5 & 6
<b>Learning Outcome: Understand Business Organisation Structure, Functions and the Role of Corporate Governance (Ch. 5 - 8).</b>											
3	Wed	28th Sept.	8:00a.m. - 2:00p.m.	6	18	(5) Micro-environment / (6) Organisational Structure	LT / EP	Economic Growth; Markets, Demand & Supply; Equilibrium; Pricing./The Informal Organisation; Organisational Structure; Levels of Strategy in the Organisation; Centralisation and Decentralisation /	Chapters 5 & 6	Quiz #2 & #3	Chapters 7 & 8
4	Wed	5th Oct.	8:00a.m. - 2:00p.m.	6	24	(7) Organisational Culture and Committees / (8) Corporate Governance and Social Responsibility	LT / EP	Organisational Culture; Culture and Structure; Committees / Principles and Developments of Corporate Governance; Role of the Board; Reporting on Corporate Governance; Corporate Social Responsibility	Chapters 7 & 8	Quiz #4 & #5	Chapters 9 & 10
<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 9-11).</b>											
5	Wed	12th Oct.	8:00a.m. - 2:00p.m.	6	30	(9) The Role of Accounting / (10) Control, Security and Audit	LT / EP	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 / Internal Control Systems, Environment & Procedures; Internal & External Audit; IT Systems Security and Safety; Controls in an Information System	Chapters 9 & 10	Quiz #6 & #7	Chapters 11 & 12
6	Wed	19th Oct.	8:00a.m. - 2:00p.m.	6	36	(11) Identifying and Preventing Fraud (12) Leading and Managing People	LT / EP	Fraud - Potential; Implications for the Organisation; Fraud Detection, Prevention and Responsibility; Money Laundering / The Purpose and Process of Management; Management Theorists; Management & Supervision; Leadership - Theories, Skills, Styles	Chapters 11 & 12	Quiz #8 & #9	Chapters 13 & 14
<b>Learning Outcome: Recognise the Principles of Authority &amp; Leadership and How Teams and Individuals are Recruited, Managed, Motivated and Developed (Ch 12 -17).</b>											
7	Wed	26th Oct	8:00a.m. - 2:00p.m.	6	42	(13) Recruitment and Selection / (14) Individuals, Groups & Teams	LT / EP	The Recruitment Process; A Systematic Approach to Selection; Interviews, Selection Testing; Evaluating Recruitment & Selection Process./ Individuals; Groups & Group Formation; Team Development; Team Roles; Team Building	Chapters 13 & 14	Quiz #10 & #11	Chapters 15 & 16

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
8	Wed	2nd Nov	8:00a.m. - 2:00p.m.	6	48	(15) Motivating Individuals and Groups / (16) Training & Development	LT / EP	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 / Internal Control Systems, Environment & Procedures; Internal & External Audit; IT Systems Security and Safety; Controls in an Information System	Chapters 15 & 16		Quiz # 12 & #13	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	Wed	9th Nov	8:00a.m. - 2:00p.m.	6	54	(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 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		Quiz # 14 & 15	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	Wed	16th Nov.	8:00a.m. - 2:00p.m.	6	60	(19) Ethical Considerations	LT / EP	Framwork 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 / <b>Exam Prep: 1 - 2 Hour Exam</b>	Chapter 19			
<p><b>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 email. 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 review the recordings for updates where class sessions have been missed.</b></p> <p><b>Date syllabus last modified: June 2022.</b></p>												