

# ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

## COURSE OUTLINE



**PROGRAMME:** ACCA/FIA  
**DURATION:** Jul - Nov. 2022  
**DAY(S):** Monday & Tuesday  
**MODE:** Part-Time  
**COMPONENT:** BT/FBT - Business and Technology  
**LECTURER:** Linus F. Didier  
**CAMPUS:** Online

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 - 5).</b>												
1	Mon	25th Jul	5:30p.m. - 8:30p.m.	3	3	Introduction (1) Business Organisations and their Stakeholders	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	Chapter 1			Chapters 2&3
2	Tues	26th Jul	5:30p.m. - 8:30p.m.	3	6	(2) Business Environment & (3) Legal Framework	LT / EP	PEST Analysis; Competitive Forces; Value Chain Analysis; Porter's Five Forces Model	Chapters 2&3		Quiz 1	Chapter 4
3	Mon	1st Aug	2:00p.m. - 5:00p.m.	3	9	(4) Macro-Environment	LT / EP	National Income; Business Cycle; Inflation; Fiscal & Monetary Policies; Balance of Payments	Chapter 4		Quiz 2	Chapter 5
4	Tues	2nd Aug	5:30p.m. - 8:30p.m.	3	12	(5) Micro-Environment	LT / EP	Unemployment; Economic Growth; Markets, Demand & Supply; Equilibrium; Pricing.	Chapter 5		Quiz 3	Chapter 6
<b>Learning Outcome: Understand Business Organisation Structure, Functions and the Role of Corporate Governance (Ch. 6 - 8).</b>												
5	Mon	8th Aug	5:30p.m. - 8:30p.m.	3	15	(6) Business Organisation, Structure and Strategy	LT / EP	The Informal Organisation; Organisational Structure; Levels of Strategy in the organisation; Centralisation and Decentralisation	Chapter 6		Quiz 4	Chapter 7
6	Tues	9th Aug	5:30p.m. - 8:30p.m.	3	18	(7) Organisational Culture and Committees	LT / EP	Organisational Culture; Culture and Structure; Committees.	Chapter 7		Quiz 5	Chapter 8
7	Mon	15th Aug	5:30p.m. - 8:30p.m.	3	21	(8) Corporate Governance and Social Responsibility	LT / EP	Principles and Developments of Corporate Governance; Role of the Board; Reporting on Corporate Governance; Corporate Social Responsibility.	Chapter 8		Quiz 6	Chapter 9
<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>												
8	Tues	16th Aug	5:30p.m. - 8:30p.m.	3	24	(9) The Role of Accounting	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.	Chapter 9		Quiz 7	Chapter 10
9	Mon	22nd Aug	5:30p.m. - 8:30p.m.	3	27	(10) Control, Security & Audit	LT / EP	Internal Control Systems, Environment & Procedures; Internal & External Audit; IT Systems Security and Safety; Controls in an Information System	Chapter 10		Quiz 8	Chapter 11
10	Tues	23rd Aug	5:30p.m. - 8:30p.m.	3	30	(11) Identifying and Preventing Fraud	LT / EP	Fraud - Potential; Implications for the Organisation; Fraud Detection, Prevention and Responsibility; Money Laundering	Chapter 11		Quiz 9	Chapter 12
<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>												
11	Mon	29th Aug	5:30p.m. - 8:30p.m.	3	33	(12) Leading and Managing People	LT / EP	The Purpose and Process of Management; Management Theorists; Management & Supervision; Leadership - Theories, Skills, Styles	Chapter 12		Quiz 10	Chapter 13
12	Tues	30th Aug	5:30p.m. - 8:30p.m.	3	36	(13) Recruitment & Selection	LT / EP	The Recruitment Process; A Systematic Approach to Selection; Interviews, Selection Testing; Evaluating Recruitment & Selection Process, Equal Opportunity / Diversity	Chapter 13		Quiz 11	Chapter 14
13	Mon	5th Sept	5:30p.m. - 8:30p.m.	3	39	(14) Individuals, Groups & Teams	LT / EP	Individuals; Groups & Group Formation; Team Development; Team Roles; Team Building	Chapter 14		Quiz 12	Chapter 15

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14	Tues	6th Sept	5:30p.m. - 8:30p.m.	3	42	(15) Motivating Individuals and Groups	LT / EP	Content and Process Theories of Motivation; Choosing a Motivational Approach; Rewards and Incentives; Pay as a Motivator;	Chapter 15		Quiz 13	Chapter 16
15	Mon	12th Sept	5:30p.m. - 8:30p.m.	3	45	(16) Training & Development	LT / EP	The Learning Process; Development & Training; Training Needs and Objectives; Responsibility for Training and Development; Evaluating Training Programmes	Chapter 16		Quiz 14	Chapter 17
16	Tues	13th Sept	5:30p.m. - 8:30p.m.	3	48	(17) Performance Appraisal	LT / EP	Performance Management and Assessment; Purpose and Process of Performance Appraisal; Barriers to Appraisal; Effectiveness of Appraisal.	Chapter 17		Quiz 15	Chapter 18
<b>Learning Outcome: Understand The Importance of Personal Effectiveness as the basis for Effective Team and Organisational Behaviour (Ch 18).</b>												
17	Mon	19th Sept	5:30p.m. - 8:30p.m.	3	51	(18) Personal Effectiveness and Communication	LT / EP	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.	Chapter 18		Quiz 16	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>												
18	Tues	20th Sept	5:30p.m. - 8:30p.m.	3	54	(19) Ethical Considerations	LT / EP	Framework 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	Chapter 19		Quiz 17	
19	Mon	26th Sept	5:30p.m. - 8:30p.m.	3	57	Exam Preparation	LT / EP	Revision & One (1) - Two Hour Exam			Revision & Exam Prep	
20	Tues	27th Sept	5:30p.m. - 8:30p.m.	3	60	Exam Preparation	EP	Revision & One (1) - Two Hour Exam			Revision & Exam Prep	

**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 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.**  
**Date syllabus last modified: June 2022.**