

**ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)  
COURSE OUTLINE**



**PROGRAMME:** FIA  
**DURATION:** July - October 2022  
**DAY(S):** Tuesdays  
**MODE:** Full Time  
**COMPONENT:** MA 1- Management Information  
**LECTURER:** Dundee Thomas  
**CAMPUS:** Online

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	Tues	26-Jul-22	9.00 am - 12.30 pm	3.5	3.5	Business organisation and accounting	Lt	Business organisation and accounting	Chapter 1			attempt MCQs in Kit
2	Tues	2-Aug-22	9.00 am - 12.30 pm	3.5	7	Introduction to management information	Lt	Introduction to management information	Chapter 2,3			attempt MCQs in Kit
3	Tues	9-Aug-22	9.00 am - 12.30 pm	3.5	10.5	Cost Unit, cost classification and profit reporting 1	Lt	Cost Unit, cost classification and profit reporting	Chapter 4			attempt MCQs in Kit
4	Tues	16-Aug-22	9.00 am - 12.30 pm	3.5	14	Source Documents and Coding	Lt	Source Documents and Coding	Chapter 5			attempt MCQs in Kit
5	Tues	23-Aug-22	9.00 am - 12.30 pm	3.5	17.5	Accounting for Material	Lt	Accounting for Material	Chapter 6			attempt MCQs in Kit
6	Tues	30-Aug-22	9.00 am - 12.30 pm	3.5	21	Accounting for Labour Costs	Lt	Accounting for Labour Costs	Chapter 6			attempt MCQs in Kit
7	Tues	6-Sep-22	9.00 am - 12.30 pm	3.5	24.5	Overhead Costs	Lt	Overhead Costs	Chapter 7			attempt MCQs in Kit
8	Tues	13-Sep-22	9.00 am - 12.30 pm	3.5	28	Overhead Costs		Overhead Costs	Chapter7			attempt MCQs in Kit
9	Tues	20-Sep-22	9.00 am - 12.30 pm	3.5	31.5	Overhead Costs	Lt	Overhead Costs	Chapter7			attempt MCQs in Kit
10	Fri	23-Sep-22	9.00 am - 12.30 pm	3.5	35	Job, Batch and Process Costing	Lt	Job, Batch and Process Costing	Chapter 8			attempt MCQs in Kit
11	Tues	27-Sep-22	9.00 am - 12.30 pm	3.5	38.5	Job, Batch and Process Costing	Lt	Job, Batch and Process Costing	Chapter 8			attempt MCQs in Kit
12	Fri	30-Sep-22	9.00 am - 12.30 pm	3.5	42	Spreadsheets	Lt	Spreadsheets	Chapter 9& 10			attempt MCQs in Kit
13	Tues	4-Oct-22	9.00 am - 12.30 pm	3.5	45.5	Spreadsheets	Lt	Spreadsheets	Chapter 9& 10			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 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.**