

ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

COURSE OUTLINE



PROGRAMME: FIA
DURATION: July - October 2022
DAY(S): Saturdays
MODE: Part 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	Items Due For Next Class
1	Sat	30-Jul-22	1.00 pm - 4.30 pm	3.5	3.5	Business organisation and accounting	Lt	Business organisation and accounting	Chapter 1		attempt MCQs in Kit
2	Sat	6-Aug-22	1.00 pm - 4.30 pm	3.5	7	Introduction to management information	Lt	Introduction to management information	Chapter 2,3		attempt MCQs in Kit
3	Sat	13-Aug-22	1.00 pm - 4.30 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	Sat	20-Aug-22	1.00 pm - 4.30 pm	3.5	14	Source Documents and Coding	Lt	Source Documents and Coding	Chapter 5		attempt MCQs in Kit
5	Sat	27-Aug-22	1.00 pm - 4.30 pm	3.5	17.5	Accounting for Material	Lt	Accounting for Material	Chapter 6		attempt MCQs in Kit
6	Sat	3-Sep-22	1.00 pm - 4.30 pm	3.5	21	Accounting for Labour Costs	Lt	Accounting for Labour Costs	Chapter 6		attempt MCQs in Kit
7	Sat	10-Sep-22	1.00 pm - 4.30 pm	3.5	24.5	Overhead Costs	Lt	Overhead Costs	Chapter 7		attempt MCQs in Kit
8	Fri	16-Sep-22	5.00 pm - 8.30 pm	3.5	28	Overhead Costs		Overhead Costs	Chapter7		attempt MCQs in Kit
9	Sat	17-Sep-22	1.00 pm - 4.30 pm	3.5	31.5	Overhead Costs		Overhead Costs	Chapter7		attempt MCQs in Kit
	Sat	24-Sep-22				Public Holiday - No class					
10	Sat	1-Oct-22	1.00 pm - 4.30 pm	3.5	35	Overhead Costs	Lt	Overhead Costs	Chapter7		attempt MCQs in Kit
11	Fri	7-Oct-22	5.00 pm - 8.30 pm	3.5	38.5	Job, Batch and Process Costing	Lt	Job, Batch and Process Costing	Chapter 8		attempt MCQs in Kit
12	Sat	8-Oct-22	1.00 pm - 4.30 pm	3.5	42	Spreadsheets	Lt	Spreadsheets	Chapter 9& 10		attempt MCQs in Kit
13	Sat	15-Oct-22	1.00 pm - 4.30 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.