

ACCOUNTANCY TRAINING AND EDUCATION CENTRE (ATEC)

COURSE OUTLINE



PROGRAMME: FIA
DURATION: July - December 2023
DAY(S): Saturdays & Fridays
MODE: Saturdays (Online)
COMPONENT: MA1- Management Information
LECTURER: Dundee Thomas
CAMPUS: Champs Fleurs- 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	29-Jul-23	2:00pm - 5:00pm	3	3	Business organisation and accounting	Lt	Introduction to management information	Chapter 1		attempt MCQs in Kit
2	Sat	5-Aug-23	2:00pm - 5:00pm	3	6	Cost Unit, cost classification and profit reporting 1	Lt	Cost units and cost classification	Chapter 2 & 3		attempt MCQs in Kit
3	Sat	12-Aug-23	2:00pm - 5:00pm	3	9	Performance measurement	Lt	Management responsibility and performance measurement	Chapter 4		attempt MCQs in Kit
4	Fri	18-Aug-23	5.30 pm - 8.30 pm	3	12	Source Documents and Coding	Lt	Source Documents and Coding	Chapter 5		attempt MCQs in Kit
5	Sat	19-Aug-23	2:00pm - 5:00pm	3	15	Accounting for Material	Lt	Accounting for Material	Chapter 6		attempt MCQs in Kit

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6	Sat	26-Aug-23	2:00pm - 5:00pm	3	18	Accounting for Labour Costs	Lt	Accounting for Labour Costs	Chapter 6		attempt MCQs in Kit
7	Sat	2-Sep-23	2:00pm - 5:00pm	3	21	Overhead Costs	Lt	Overhead Costs	Chapter 7		attempt MCQs in Kit
8	Sat	9-Sep-23	2:00pm - 5:00pm	3	24	Overhead Costs	Lt	Overhead Costs	Chapter7		attempt MCQs in Kit
9	Fri	15-Sep-23	5:30pm - 8:30pm	3	27	Mock Exam 1	EP/1				
10	Sat	16-Sep-23	2:00pm - 5:00pm	3	30		Lt	Correction of Mock exam			
11	Sat	23-Sep-23	2:00pm - 5:00pm	3	33	Job, Batch and Process Costing	Lt	Job, Batch and Process Costing	Chapter 8		attempt MCQs in Kit
12	Sat	30-Sep-23	2:00pm - 5:00pm	3	36	Job, Batch and Process Costing	Lt	Job, Batch and Process Costing	Chapter 8		attempt MCQs in Kit
13	Sat	7-Oct-23	2:00pm - 5:00pm	3	39	Spreadsheets	Lt	Spreadsheets	Chapter 9 & 10		attempt MCQs in Kit
14	Fri	13-Oct-23	5:30pm - 8:30pm	3	42	Mock Exam 2	EP/2				
15	Sat	14-Oct-23	2:00pm - 5:00pm	3	45			Correction of Mock exam			
16	Sat	21-Oct-23	2:00pm - 5:00pm	3	48			Exam technique			

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 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: June 2023