

# DW Orientation for September 2021 Tuition



# House Keeping Rules



## House Keeping Rules



**turn off your camera  
unless requested to turn on**



**Be on mute at all time  
when not speaking**



**Use the chat box to  
communicate or raise hand**

+233241222221 | +233209532992

# Orientation for September 2021 Tuition

## Overview

- Welcome and Introduction
- Introduction to online study page
- How to study ACCA online effectively
- September 2021 Tuition and Revision Schedule
- SP CBE
- Motivation
- Q & A session

# How to Study ACCA Online Effectively 1

## Before you start the ACCA online course:

- Read the Syllabus and Study Guide for the paper.
- For each topic, always refer to the detailed study guide before watching the video.
- Draw up a daily personal study timetable using the lecture sequence provided by course tutor. Be disciplined and consistent with the timetable.
- Download all the course notes and if possible have them printed.
- Download the lecture sequence and follow the topics with corresponding videos.

# How to Study ACCA Online Effectively 2

## Personal timetable template

**Minimum of 10 hours per each weekday and Minimum of 6 hours each weekend:**

Days	Time	Hours	Activity
<b>Mondays to Fridays</b>	<b>Choose any of these timings that suits your schedule: 3am - 5am 6am - 8am 7pm - 9pm 9pm - 11pm</b>	<b>2 hours daily</b>	<b>Topics and related videos  Attempt and submit daily or weekly question challenge</b>
<b>Saturdays and Sundays</b>	<b>The timing for weekend can vary, but keep it at 2 hours maximum each time.</b>	<b>2 hours each for 6 hours</b>	<b>Recap or revise some of the difficult topics covered during the weekday. Attempt all assignments. Practice questions</b>

## ■ How to Study ACCA Online Effectively 3

### Tips when watching the videos:

- Be in a sitting position
- Use a laptop or desktop or tablet.
- Minimize the use of your mobile phones unless you are on a bus to or from work and you want to recap some topics.
- Put your phones on silent in order to avoid distractions such as phone calls and messages.

## ■ How to Study ACCA Online Effectively 4

### Tips when watching the videos Cont.:

- Take notes as you watch the videos.
- Take about 10 minutes break after every 45 minutes to an hour.
- Set the engagement platform for the course as priority(WhatsApp, email etc.).
- Be active on the platform, ask questions and follow all discussions.

# September 2021 Tuition Schedule 1

- 6 weeks of tuition
- Weekly lecture Sequence(topics, related videos and practice questions)
- Daily or weekly question challenges
- live sessions via Microsoft Teams
- Face to face session



# September 2021 Tuition Schedule 2

## 6 weeks of tuition

Week	Dates
Week 1	Monday, 14 June to Sunday, 20 June
Week 2	Monday, 21 June to Sunday, 27 June
Week 3	Monday, 28 June to Sunday, 4 July
Week 4	Monday, 5 July to Sunday, 11 July
Week 5	Monday, 12 July to Sunday, 18 July
Week 6	Monday, 19 July to Sunday, 25 July

# September 2021 Tuition Schedule 3

Week	Activity	Timetable
Week 1	Live Session via Microsoft Teams	To be communicated
Week 3	Live Session via Microsoft Teams	To be communicated
Week 5	Face to face Session at Mamprobi Campus	To be communicated

# Lecture Sequence Sample

## ACCA - Advanced Audit and Assurance (AAA INT)

### Lecture Sequence for September 2021 Tuition

Week	Topic Areas	Corresponding Videos	Assignment	PER Objective
			These questions <b>MUST</b> be attempted before progressing to the next topic	
<b>Week 1</b>  <b>Monday, 14 June to Sunday, 20 June</b>	<ul style="list-style-type: none"> <li>Regulatory Environment</li> <li>Professional &amp; Ethical considerations</li> <li>Law and Regulation</li> <li>Fraud and Error</li> </ul>	<b>AAA Videos: 1, 2, 3, 4, 5 &amp; 6</b>	<b>Reference Materials: BPP Workbook and Practice and Revision Kit</b>  Q1 Lark Q2 Plant Q3 Monet Q6 Smith & Co Q7 Vizsla Q8 Chennai	A required competence in PER objective 18 is the ability to describe the audit regulatory and legal framework.  Another required competence in PER objective 1 is to act with integrity, objectivity, professional competence and due care and confidentiality.

## ■ September 2021 Revision Schedule

- Revision session starts August 1, 2021
- live session via Microsoft Teams – Saturday, August 7, 2021
- Mock Exams – Saturday/Sunday, August 14/15, 2021
- Mock Debrief via Microsoft Teams - Saturday, August 21, 2021
- Marked mock with feedback script release – August 23 - 28, 2021

## SP CBE

- CBE Workspace and Functionality
- Planning your answers
- Completing your answers
- ACCA SP CBE Support

## ■ ACCA SP CBE Support

### **CBE Preparation:**

<https://www.accaglobal.com/africa/en/student/exam-support-resources/professional-exams-study-resources/p4/cbe-preparation.html>

### **ACCA Practice Platform:**

<https://www.accaglobal.com/africa/en/student/exam-support-resources/professional-exams-study-resources/cbe-platform-support.html>

### **Question practice: how to get the most out of the ACCA Practice Platform(On demand Webinar):**

<https://event.on24.com/eventRegistration/EventLobbyServlet?target=reg20.jsp&partnerref=markets&eventid=2341559&sessionid=1&key=8F46A6C362B9322F8BB55CA39FB4993E&regTag=&sourcepage=register>

# Thank you

## Q & A

### Duke Williams Professional Education and Training

Contact Details

Email: [training@duke-williams.com](mailto:training@duke-williams.com)  
[admin@duke-williams.com](mailto:admin@duke-williams.com)

Website: [www.duke-williams.com](http://www.duke-williams.com)

Phone numbers:

00233(0)241 – 222 – 221

00233(0)209 – 532 – 992

