

DW Orientation for December 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 December 2021 Tuition

Overview

- Welcome and Introduction
- Introduction to online study page
- To do list
- How to study ACCA online effectively
- December 2021 Tuition and Revision Schedule
- DW CBE Practice Platform
- Motivation
- Q & A session

To do list

- Decide on the paper to study for the exam sitting
- Take our Tuition and Revision
- Study materials(Workbook and Revision kit)
- Laptop/Desktop and internet.

How to Study ACCA Online Effectively 1

Before you start the ACCA online course:

- Read the Syllabus and Study Guide for the paper.
- Download all the course notes and if possible have them printed.
- Download the lecture sequence and follow the topics with corresponding videos.
- Draw up a daily personal study timetable using the lecture sequence provided by course tutor. Be disciplined and consistent with the timetable.

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

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 WhatsApp platform, ask questions and follow all discussions.

December 2021 Tuition Schedule 1

- 6 weeks of tuition.
- Weekly lecture sequence(topics, related videos and practice questions).
- Weekly marked assignments on CBE practice platform(Assignments will be released on Fridays, 9am for Monday, 9am submission).
- live sessions via Microsoft Teams.
- Face to face session.

December 2021 Tuition Schedule 2



6 weeks of tuition

Week	Dates
Week 1	Monday, 13 September to Sunday, 19 September
Week 2	Monday, 20 September to Sunday, 26 September
Week 3	Monday, 27 September to Sunday, 3 October
Week 4	Monday, 4 October to Sunday, 10 October
Week 5	Monday, 11 October to Sunday, 17 October
Week 6	Monday, 18 October to Sunday, 24 October

December 2021 Tuition Schedule 3

Week	Activity	Timetable
Week 1 Saturday, 18 September 2021	Live Session via Microsoft Teams	To be communicated
Week 3 Saturday, 2 October 2021	Live Session via Microsoft Teams	To be communicated
Week 7 Saturday, 30 October, 2021 Sunday, 31 October, 2021	Face to face Session at Mamprobi Campus	To be communicated

December 2021 Tuition Schedule 4

ACCA TUITION

DECEMBER 2021 TIMETABLE

Register Now:
 +233241222221 | +233209532992
duke-williams.com/event-registration

LIVE SESSIONS

MICROSOFT TEAMS

Saturday, 18th Sept. 2021

7:00am-8:30am	TX/FM/SBR
9:00am-10:30am	FR/SBL
11:00am-12:30pm	AA/AFM
1:00pm-2:30pm	PM/AAA
3:00pm-4:30pm	APM

Saturday 2th Oct. 2021

7:00am-8:30am	TX/FM/SBR
9:00am-10:30am	FR/SBL
11:00am-12:30pm	AA/AFM
1:00pm-2:30pm	PM/AAA
3:00pm-4:30pm	APM

FACE-TO-FACE

VENUE: MAMPROBI

Saturday (30th Oct)

8:00am-10:00am	FM/SBR
10:30am-12:30pm	FR/SBL
1:00pm-3:00pm	AA/AFM
3:30pm-6:30pm	PM

Sunday (31th Oct)

2:30pm-4:30pm	TX/APM/AAA
---------------	------------

Lecture Sequence Sample

ACCA - Audit and Assurance(AA)

Lecture Sequence for December 2021 Tuition

Week	Topic Areas	Corresponding Videos	Assignment	PER Objective
			These questions MUST be attempted before progressing to the next topic	
Week 1 Monday, 13 September to Sunday, 19 September	<ul style="list-style-type: none"> The concept of audit and assurance Statutory audits Corporate governance 	AA Videos: 1, 2, 3, 4, 5 & 6	Reference Materials: BPP Workbook and Practice and Revision Kit Q1-5 BJM Co Q6-10 Conoy Q16-20 Tangerine Tech Co	A required competence in PER objective 1 is to demonstrate the application of professional ethics, values and judgement. A required competence in PER objective 18 is to become familiar with the scope and services to be provided by auditors. Another competence in PER 18 requirement is to identify ethical requirements at the

■ December 2021 Revision Schedule

- Revision session starts 1 November, 2021
- live session via Microsoft Teams – Saturday, 6 November, 2021
- Mock Exam 1 – Saturday/Sunday, 13/14 November, 2021
- Mock Debrief via Microsoft Teams - Saturday, 20 November, 2021
- Marked mock with feedback script release – 22 to 27 November, 2021
- Mock Exam 2 – Wednesday, 9am to Friday 9am. 1-3 December 2021

DW CBE Practice Platform 1 (use Google Chrome browser)

The screenshot shows a web browser window with the URL `cbep.t.accaglobal.com/tr-candidate`. The page header is red and contains the Duke Williams logo on the left, navigation icons (moon, question mark, bell) in the center, and the user email `edem.agbatey@duke-williams.com` on the right. Below the header is a navigation menu with links for `Home`, `Mark`, `Results`, and `Performance`. The main content area is split into two columns. The left column has a white box labeled `Assigned Material` and a large illustration of a woman with black hair, wearing a light blue shirt and teal pants, holding a book and gesturing. The right column has a `Catalogue` section with a list of subjects, each followed by a plus sign: `Advanced Audit & Assurance`, `Advanced Financial Management`, `Advanced Performance Management`, `Advanced Taxation`, `Audit & Assurance`, and `Financial Management`. A semi-transparent watermark `Activate Windows` is visible over the bottom right of the catalogue list.

■ DW CBE Practice Platform 2(use Google Chrome browser)

DW Practice Platform Request:

- Full name
- Student ID(ACCA registration number)
- Email address (email address you used to register for ACCA)
- Date of birth(Date of birth you used to register for ACCA)
- Paper(s) currently studying with DW for December tuition.

Thank you

Q & A

Duke Williams Professional Education and Training

Contact Details

Email: training@duke-williams.com
admin@duke-williams.com

Website: www.duke-williams.com

Phone numbers:

00233(0)241 – 222 – 221

00233(0)209 – 532 – 992

