



An ICAEW Approved
Global Partner in Learning

**2022 March Singapore
for May exam**

CERTIFICATE LEVEL

**Business Technology &
Finance**

Course Tutor: Kelvin Tan

Course Dates

Start Date: **9 Feb 2022**
End Date: **27 Apr 2022**

Important Dates

Exam Registration Start Date: **Open registration**
Exam Registration End Date: **1 week before exam date**
Exam Date: **Preparation for May 2022**
Results Released: **Approximately 1 day after the exam date**

Course Structure

This course follows the content of City Academy pre-recorded videos and ICAEW Workbook & Questions Bank.

Students must watch the City Academy videos and attempt Home Work (HW) questions before they attend the face-to-face (via Zoom) classroom sessions. HW are taken from ICAEW Questions Bank chapters.

After the face-to-face (via Zoom) classroom sessions, students will be tasked to take Mock Exam.

Total Classroom Sessions: 12 sessions x 3-hour (8 Taught and 4 Revision sessions)
Mock Exams/Tests: 1

Training Venue

All classes online.
150 Orchard Road #04-09, Orchard Plaza, S238841. The Meeting Suite

Class Size

Class is limited to 10 students on a first-come first-served basis.

If you have further query or wish to enrol, please contact us at enquiry@cityacademy.sg

Website: www.cityacademy.sg

Tel: 6742 0300

2022 Schedule: Business Technology & Finance (BTF)

No	Date	Day	Timing	Topics
Before Session 1				
Watch Pre-recorded videos from BPP				
Classroom Session 1				
1	9 Feb	Wed 7-10pm	Ch 1 Introduction to Business <ul style="list-style-type: none">• What is an organisation?• What is a business?• Stakeholders in the business• What are the business's objectives?• Mission, goals, plans and standards• Go through selective questions from Question Bank.• Summary and review Ch 2 Managing a Business <ul style="list-style-type: none">• What is management?• Power, authority, responsibility, accountability and delegation• Types of manager• The management process• Managerial roles• Culture• Management models• Business functions• Marketing• Operations and production• Procurement• Human resource management (HRM)• Information technology• Introduction to organisational behaviour• Go through selective questions from Question Bank.• Summary and review	
Before Session 2				
Watch Pre-recorded videos from BPP				
Classroom Session 2				
2	16 Feb	Wed 7-10pm	Ch 3 Organisational and Business Structure <ul style="list-style-type: none">• The management hierarchy• Introduction to organisational structure• Types of organisational structure• Centralisation and decentralisation• Span of control: tall and flat businesses	

			<ul style="list-style-type: none"> • Mechanistic and organic organisations • Introduction to business structure • Sole tradership • Partnerships • Companies • Which business structure should a business take? • Alliances • Go through selective questions from Question Bank. • Summary and review <p>Ch 4 Introduction to Business Strategy</p> <ul style="list-style-type: none"> • What is strategy? • Introduction to strategic management • The strategic planning process • Analysing the environment • Analysing the business • Corporate appraisal • Setting strategic objectives • Choosing a corporate strategy • Implementing the strategy • Go through selective questions from Question Bank. • Summary and review.
Before Session 3			
Watch Pre-recorded videos from BPP			
Classroom Session 3			
3	23 Feb	Wed 7-10pm	<p>Ch 5 Introduction to Risk Management</p> <ul style="list-style-type: none"> • Introduction to risk • Risks for businesses and their investors • Types of risk • Risk concepts and measurement • The objectives of risk management • The risk management process • Crisis management • Business resilience • Disaster recovery and business continuity planning • Go through selective questions from Question Bank. • Summary and review. <p>Ch 6 The Finance Function and Financial Information</p> <ul style="list-style-type: none"> • What does the finance function do? • The structure of the finance function • Managing the finance function • Uses and types of financial information • Users of financial information and their information needs • Limitations of financial information in meeting users' need • Information processing and management • Information security • Measuring performance

			<ul style="list-style-type: none"> Measuring climate change, sustainability management and natural capital Establishing financial control processes and internal controls Go through selective questions from Question Bank. Summary and review.
Before Session 4			
Watch Pre-recorded videos from BPP			
Classroom Session 4			
4	2 Mar	Wed 7-10pm	Ch 7 Business Finance <ul style="list-style-type: none"> Why is business finance important? The banking system The money markets The capital market for business finance Sources of equity finance Sources of debt finance Financing a growing business Financing exports Green finance Summary Practice selective questions from Question Bank. Summary and review.
Before Session 5			
Watch Pre-recorded videos from BPP			
Classroom Session 5			
5	9 Mar	Wed 7-10pm	Ch 8 The Accountancy Profession <ul style="list-style-type: none"> Introduction to the accountancy profession The importance of the accountancy profession The structure of the accountancy profession Regulation of professions The Financial Reporting Council (FRC) Regulation of the accountancy profession in the UK Professional responsibility Technical competence. Practice selective questions from Question Bank. Summary and review. Ch 9 Governance and Ethics <ul style="list-style-type: none"> Perspectives of corporate governance Perspectives on corporate governance Stakeholders' governance needs Symptoms of poor corporate governance What is meant by 'good practice' in corporate governance? The effect of types of financial system on governance Governance structures Ethics, business ethics and an ethical culture.

- Practice selective questions from Question Bank.
- Summary and review

Before Session 6

Watch Pre-recorded videos from BPP

Classroom Session 6

6	16 Mar	Wed 7-10pm	<p>Ch 10 Corporate Governance</p> <ul style="list-style-type: none"> • The role of the UK Corporate Governance Code • Content of the UK Corporate Governance Code • The role of external audit • The role of internal audit • Practice selective questions from Question Bank. • Summary and review. <p>Ch 11 The Economic Environment of Business and Finance</p> <ul style="list-style-type: none"> • Introduction to the economic environment • The macroeconomic environment • The market mechanism • Demand • Supply • The equilibrium price • Elasticity • Types of market structure • The failure of perfect competition • Practice selective questions from Question Bank. • Summary and review.
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Before Session 7

Watch Pre-recorded videos from BPP

Classroom Session 7

7	23 Mar	Wed 7-10pm	<p>Ch 12 External Regulation of Business</p> <ul style="list-style-type: none"> • Why is regulation of businesses necessary? • What form does the regulation of businesses take? • Direct regulation of competition in a market • Direct regulation of externalities • Direct regulation of people in business • The effect of international legislation • International trade • Practice selective questions from Question Bank. • Summary and review.
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Before Session 8

Watch Pre-recorded videos from BPP

Classroom Session 8

8	30 Mar	Wed 7-10pm	<p>Ch 13 Data Analysis</p> <ul style="list-style-type: none"> • Use of data in business • Sources of data and information • Qualities of good information • Data analysis • Potential problems with data • Presentation of information • Big data • Data science • Practice selective questions from Question Bank. • Summary and review. <p>Ch 14 Developments in Technology</p> <ul style="list-style-type: none"> • Developments in technology • Technology developments and the accountancy profession • Use of technology to support other business functions • Information systems • Risks and ethical issues • Cyber risk • Practice selective questions from Question Bank. • Summary and review
Revision 1			
9	6 Apr	Wed 7-10pm	<p>Business Objective and Functions & Business and Organisational Structures</p> <ul style="list-style-type: none"> • Quick Revision from Chapter 1 to 4 • Practice selective questions from Question Bank and Scenario-based questions. • Students will perform an Assessment (30 minutes). • Summary and review.
Revision 2			
10	13 Apr	Wed 7-10pm	<p>The Role of Finance and the Finance Function</p> <ul style="list-style-type: none"> • Quick Revision from Chapter 5 to 8 • Practice selective questions from Question Bank and Scenario-based questions. • Students will perform an Assessment (30 minutes). • Summary and review.
Revision 3			
11	20 Apr	Wed 7-10pm	<p>The External Environment of Business</p> <ul style="list-style-type: none"> • Quick Revision from Chapter 9 and 12 • Practice selective questions from Question Bank and Scenario-based questions. • Students will perform an Assessment (30 minutes). • Summary and review.
Revision 4			
12	27 Apr	Wed 7-10pm	<p>Technology and Data Analysis</p> <ul style="list-style-type: none"> • Quick Revision from Chapter 13 and 14 • Practice selective questions from Question Bank and Scenario-

			<p>based questions.</p> <ul style="list-style-type: none"> • Students will perform an Assessment (30 minutes). • Summary and review.
Mock Examination			
Attempt 1½ hours Mock Exams (50 Objective Test Questions)			

Course Tutor: Kelvin Tan



Kelvin Tan is a member of the Institute of Singapore Chartered Accountants (ISCA). He also holds an MBA degree from the University of Hull.

Kelvin has thirty years of accounting and finance related experience. He started out as an audit assistant with an international accounting firm and later worked in various industries to accumulate his work experience. In his last job appointment, Kelvin worked as a financial controller of a pharmaceutical group based in Singapore.

Kelvin started his education and training career in 1991 with the ICPAS, the former name of ISCA. He has been teaching Accounting and Finance subjects at the certificate, diploma, higher education and professional levels for more than twenty years.

Kelvin believes that Learning is an opportunity and Teaching is a rewarding career. Every learner can flourish if appropriately challenged and supported. With his dedicated teaching and commitment, Kelvin received good comments from students.

BUSINESS, TECHNOLOGY & FINANCE

Module Aim

To provide students with an understanding of how businesses operate and how finance functions help businesses to achieve their objectives. On completion of this module, students will be able to:

- identify the general objectives of businesses and the functions and tasks that businesses perform in order to meet their objectives;
- specify the nature, characteristics, advantages and disadvantages of different forms of business and organisational structure;
- identify the purpose of financial information produced by finance functions, specify how finance functions support business operations, including the measurement of risk, and identify sources and methods of financing for businesses;
- specify the importance and attributes of the accountancy profession and the role that governance plays in the management of a business, including how a business can promote corporate governance, sustainability, corporate responsibility and an ethical culture;
- specify the impact on a business of the external environment in which it operates; and
- specify key issues in relation to data and its collection, visualisation and analysis, and identify key features, benefits and risks of different technologies.

Method Of Assessment

The Business, Technology and Finance exam is 1.5 hours long. The exam consists of 50 questions worth two marks each, covering the areas of the syllabus in accordance with the weightings set out in the specification grid. The questions are presented in the form of multiple choice, or multiple response.

Ethics And Professional Scepticism

Ethical thinking will be required across all areas of the syllabus. A specific weighting is given in the syllabus area 'Key issues for the accountancy profession and business' which includes ethics and business ethics, in the table below. The policies and procedures necessary to promote an ethical culture will be emphasised. Students will be expected to apply professional scepticism. Additionally, under the syllabus area 'The external environment of business', students must demonstrate an awareness of the needs of different stakeholders, and in the

'Technology and data analysis' area they must be able to identify types of data bias, their causes and effects.

Specification Grid

This grid shows the relative weightings of subjects within this module and should guide the relative study time spent on each. Over time the marks available in the assessment will equate to the weightings below, while slight variations may occur in individual assessments to enable suitably rigorous questions to be set.

	Weighting (%)
1 Business objectives and functions	10
2 Business and organisational structures	10
3 The role of finance and the finance function	25
4 Key issues for the accountancy profession and business	20
5 The external environment of business	15
6 Technology and data analysis	20

Course Objective and Approach

The course is planned to prepare you for **success** in the **Business, Technology & Finance** exam. This is our **key objective**. We assume that you have done some preparatory work prior to the course commencement and additional work throughout the course, so that we can build on this during the face-to-face classroom sessions.

You will be set homework throughout this course after you have watched the videos.

All HW will be reviewed / debriefed by the course tutor in the following session.

Lectures will follow the content of ICAEW Workbook and will include extensive practice on questions from the ICAEW Question Bank. You will be given Mock Exam (ME) towards the end of the course.

City Academy's tutors will mark and review your ME scripts so as to benefit your learning outcome. You will have the flexibility of practising the ME at your own time at home but you must submit your ME answer scripts by the due date set. You may also be given homework, assignments or additional reading materials.

The course is interactive and you will be encouraged to participate in class discussions.

To meet the key course objective of exam success you need to be complete in your exam preparation. The course is aimed at exposure/coverage to/of most significant exam matters, and focuses on how these matters will be examined and prepares you with question practise and tips in answering this ICAEW paper. You will be expected to attend all lectures and any supplementary tutorials, complete all course assignments and sit for and submit all ME answers.

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