



An ICAEW Approved
Global Partner in Learning

**2022 August Singapore
for November exam**

CERTIFICATE LEVEL

**Management
Information**

Course Tutor: Ian Lim

Course Dates

Start Date: **8 August 2022**
End Date: **25 October 2022**

Important Dates

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

Course Structure

This course follows the content of City Academy 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 normal classes and 4 Revisions)
Mock Exams/Tests: 1

Training Venue

All classes online via Zoom.
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: Management Information (MI)

No	Date	Day	Timing	Topics
Before session 1				
Watch City Academy (CA)'s Video via portal			<ul style="list-style-type: none"> • Exam Structure (2 slides in 5.59 minutes). • Chapter 1 (27 slides with 50.10 minutes in total). • Chapter 2 (19 slides with 53.31 minutes in total). 	
Classroom Session 1				
1	8 Aug	Wed	7pm – 10pm	<p>Ch 1 The Fundamentals of Costing</p> <ul style="list-style-type: none"> • Introduction to Management Information. • Recognize the use of cost information for different purposes. • Basic concepts and classification of costs. • Emphasize the importance of fixed vs variable costs. • Know the processes for planning, decision making and control. • Identify and explain ethical issues relating to the preparation, presentation and interpretation of financial information for the management of a business. • Go through selective questions from Question Bank. • Summary and review <p>Ch 2 Calculating unit costs (Part 1)</p> <ul style="list-style-type: none"> • Classify costs as fixed, variables, direct or indirect. • Inventory valuation (FIFO, LIFO and Weighted Average). • Go through selective questions from Question Bank. • Summary and review
Before session 2				
Watch City Academy (CA)'s Video via portal			<ul style="list-style-type: none"> • Chapter 3 (46 slides with 98.50 minutes) • Chapter 4 (20 slides with 50.07 minutes) 	
Classroom Session 2				
2	16 Aug	Mon	7pm – 10pm	<p>Ch 3 Calculating unit costs (Part 2)</p> <ul style="list-style-type: none"> • Overhead allocation and apportionment under Absorption Costing. • Reapportionment for service cost centres. • Determine the Overhead Absorption Rates. • Over- and under-absorption of overheads. • Know alternative costing methods such as Activity based costing; Life cycle costing; Target costing and Just-in-Time. • Go through selective questions from Question Bank. • Summary and review <p>Ch 4 Marginal costing and Absorption costing</p> <ul style="list-style-type: none"> • Calculate unit costs and profits/losses from information provided, using Marginal Costing and Absorption Costing. • Reconcile the differences between those costs and profits/losses obtained. • Learn the preparation of the Ledgers. • Prepare journals for nominal ledger entry and to correct errors in draft financial statements

- Go through selective questions from Question Bank.
- Summary and review.

Before session 3

Watch City Academy (CA)'s Video via portal

- Chapter 5 (17 slides with 43.07 minutes)
- Chapter 10 (39 slides with 109.30 minutes)

Classroom Session 3

3

23 Aug Tue

7pm – 10pm

Ch 5 Pricing Calculations

- Calculate selling price by using (1) Full cost-plus pricing; (2) Marginal cost-plus pricing.
- Demonstrate an understanding of the difference between mark-up and margin and of the relationship between them.
- Derive the mark up percentage that will achieve a desired return on the investment in a product.
- Calculate a transfer price that achieve profit maximization and encourage an alignment of the group's objectives.
- Go through selective questions from Question Bank.
- Summary and review.

Ch 10 Breakeven Analysis and Limiting factor analysis

- Calculate the breakeven point, margin of safety and contribution ratio for a product or service.
- Explain the effect on profit, breakeven point etc, of changes in the major decision variables.
- Identify the optimum production plan as of how to allocate scarce resource to those products and services with highest contribution.
- Buy or Make decision.
- Go through selective questions from Question Bank.
- Summary and review.

Before session 4

Watch City Academy (CA)'s Video via portal

- Chapter 6 (52 slides with 120.52 minutes)

Classroom Session 4

4

30 Aug Tue

7pm – 10pm

Ch 6 Budgeting

- Demonstrate an understanding of the following elements:
 - Objectives of a budgetary planning and control system
 - Difference between a budget and a forecast.
 - Administrative process of budget preparation.
- Prepare functional budgets and the income statement and balance sheet elements of the master budget and a forecast.
- Calculate the effect on budget outcomes of changes in specified variables.
- Understand a range of budgeting approaches and methods.
- Know how data analytics can be used in forecasting briefly.
- Practice selective questions from Question Bank.
- Summary and review.

Before session 5

Watch City Academy (CA)'s Video via portal

- Chapter 6 (52 slides with 120.52 minutes)

Classroom Session 5

5

6 Sept

Tue

7pm – 10pm

Ch 7 Working Capital

- Use data supplied to prepare cash budgets or extracts from cash budgets.
- Select appropriate actions to be taken in the light of information provided by a cash budget.
- Calculate and interpret the cash cycle for a business.
- Assess the liquidity of a business using current and quick ratios.
- Practice selective questions from Question Bank.
- Summary and review.

Before session 6

Watch City Academy (CA)'s Video via portal

- Chapter 9 (38 slides with 120.02 minutes)

Classroom Session 6

6

13 Sept

Tue

7pm – 10pm

Ch 9 Standard Costing and Variance Analysis

- Calculate and interpret variances for variable costs.
- Calculate and interpret contribution-based variances for sales.
- Derive actual cost and standard cost data from calculated variances.
- Demonstrate an understanding of the meaning and use of standard cost operating statements.
- Practice selective questions from Question Bank.
- Summary and review.

Before session 7

Watch City Academy (CA)'s Video via portal

- Chapter 11 (49 slides with 146.19 minutes)

Classroom Session 7

7

20 Sept

Tue

7pm – 10pm

Ch 11 Investment Appraisal Techniques

- Calculate the net present value, internal rate of return, payback period or accounting rate of return from data supplied.
- Interpret information about the net present value, internal rate of return, payable or accounting rate of return for a project or projects.
- Learn the advantages and disadvantages of the investment appraisal techniques specified above.
- Manipulate simple data involving annuities, perpetuities and non-conventional cash flows.
- Understand net terminal value of a project.
- Practice selective questions from Question Bank.
- Summary and review.

Before session 8

Watch City Academy (CA)'s Video via portal

- Chapter 8 (45 slides with 130.18 minutes)

Classroom Session 8

8	27 Sept	Tue	7pm – 10pm	Ch 8 Performance Management <ul style="list-style-type: none"> Identify the most appropriate performance measure in a given situation. Understand the effect of management actions on specific performance measures. Know the purpose and operation of a responsibility accounting system. Interpret the information provided by a specific performance measure. Select appropriate financial and non-financial performance measures which effectively encourage the business. Identify the features, risks and benefits of cloud accounting. Identify the features and benefits of shared service centres. Practice selective questions from Question Bank. Summary and review.
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Revision 1

9	4 Oct	Tue	7pm – 10pm	Costing, Pricing and Ethics <ul style="list-style-type: none"> Quick Revision from Chapter 1 to 5 Practice selective questions from Question Bank and Scenario-based questions. Students will perform an Assessment (40 minutes). Summary and review.
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Revision 2

10	11 Oct	Tue	7pm – 10pm	Budgeting and forecasting <ul style="list-style-type: none"> Quick Revision from Chapter 6 and 7 Practice selective questions from Question Bank and Scenario-based questions. Students will perform an Assessment (40 minutes). Summary and review.
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Revision 3

11	18 Oct	Tue	7pm – 10pm	Management Decision Making <ul style="list-style-type: none"> Quick Revision from Chapter 10 and 11 Practice selective questions from Question Bank and Scenario-based questions. Students will perform an Assessment (40 minutes). Summary and review.
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Revision 4

12	25 Oct	Tue	7pm – 10pm	Performance management and management information operations <ul style="list-style-type: none"> Quick Revision from Chapter 8 and 9 Practice selective questions from Question Bank and Scenario-based questions. Students will perform an Assessment (40 minutes). Summary and review.
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Mock Exam

Attempt 1½ hours Mock Exams (included 1 Scenario Based Question & 32 Objective Test Questions) Tentatively, Mock Exam will be held on 30 October 2022 (Sun).



Course Tutor: Ian Lim

- A Fellow member of The Association of Chartered Certified Accountants (FCCA), ASEAN CPA, Chartered Accountant in Malaysia and Master of Science in Accounting and Financial Management.
- Specialise in financial reporting, financial management and management accounting related subjects
- Lectured internationally in Malaysia, Singapore, Hong Kong, China, Vietnam, Brunei and Africa
- Consistently producing prize winners worldwide in the professional examinations
- Widely recognised for his simple teaching techniques that turn a difficult topic into an enjoyable learning experience.
- His high level of tolerance, patience, diligence and hard work has enabled him to sustain in the teaching profession for the past 25 years.

Management Information

MODULE AIM

To enable students to prepare essential financial information for the management of a business.

On completion of this module, students will be able to:

- establish the costs associated with the production of products and provision of services and use them to determine prices;
- select appropriate budgeting approaches and methods and prepare budgets;
- identify key features of effective performance management systems, select appropriate performance measures and calculate differences between actual performance and standards or budgets; and identify the key features, risks and benefits of a range of approaches to management information operations, and
- identify and calculate relevant data for use in management decision making.

METHOD OF ASSESSMENT

The Management Information module is assessed by a 1½ hours computer-based exam. 20% of the marks are allocated in one scenario-based question. This will cover a single syllabus area: either costing and pricing; budgeting and forecasting; performance management; or management decision making. The remaining 80% of the marks are from 32 multiple choice, multi-part multiple choice or multiple response questions.

The 33 questions cover the areas of the syllabus in accordance with the weightings set out in the specification grid.

- Passing marks of 55 marks is required.

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.

Course Objective and Approach

The course is planned to prepare you for **success** in the **Management Information** 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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~ Working with ICAEW in the professional development of students ~