

Program	DIPLOMA IN ACCOUNTING AND BUSINESS
Course Description	BUSINESS AND TECHNOLOGY
Course Code	BT/FBT
Component	COURSE OUTLINE

- A. The business organisation and its external environment
 - 1. The purpose and types of business organisation
 - 2. Stakeholders in business organisations
 - 3. Political and legal factors affecting business
 - 4. Macroeconomic factors
 - 5. Microeconomic factors
 - 6. Social and demographic factors
 - 7. Technological factors
 - 8. Environmental and sustainability factors
 - 9. Competitive factors
- B. Organisational structure, culture, governance and sustainability
 - 1. The formal and informal business organisation
 - 2. Business organisational structure
 - 3. Organisational culture
 - 4. Governance in business organisations
 - 5. Sustainable business practices
- C. Business functions, regulation and technology
 - 1. The relationship between accounting and other business functions
 - 2. Accounting and finance functions within business organisations
 - 3. Regulation and financial crime
 - 4. Financial information provided by business
 - 5. Financial systems and technology
 - 6. Internal controls
 - 7. The impact of advances in technology
- D. Leadership and management
 - 1. Leadership, management, and supervision
 - 2. Individual and group behaviour in business organisations
 - 3. Team formation, development, and management
 - 4. Motivating individuals and teams
 - 5. Learning and training at work
 - 6. Review and appraisal of individual performance
- E. Personal effectiveness and communication in business
 - 1. Personal effectiveness
 - 2. Consequences of ineffectiveness at work
 - 3. Competence frameworks and personal development
 - 4. Sources of conflicts and techniques for conflict resolution
 - 5. Communicating in business
- F. Professional ethics
 - 1. Fundamental principles of ethical behaviour
 - 2. The role of regulatory and professional bodies in promoting ethical and professional standards in the accountancy profession
 - 3. Corporate codes of ethics
 - 4. Ethical conflicts and dilemmas