

ACCA

STUDENT GUIDE

2017



Your guide to
the professional
qualification

COLLECT CERTIFICATES AND DEGREES ALONG THE WAY



TRULY GLOBAL AND YOUR INTERNATIONAL PASSPORT

- ✓ ACCA has members in 170 countries.
- ✓ Worldwide student base of 424,000.
- ✓ 147000 members around the world.
- ✓ ACCA work through a network of 83 offices and centres.
- ✓ More than 8,500 Approved Employers worldwide.
- ✓ A global program that tracks the needs of industry and employers standards.
- ✓ A student registers into ACCA every 5 minute
- ✓ The ACCA has achieved strong recognition worldwide by building relationships with influential organisations including:
 - local and multinational companies
 - accounting bodies
 - educational institutions
 - governments entities such as the United Nations and the World Bank

START WITH EXEMPTIONS AND GET EXEMPTIONS AFTER COMPLETING ACCA

- ✓ If you already have a relevant previous qualification ACCA will award you exemptions from ACCA/FIA papers. You can get up to 9 papers exemptions.
- ✓ You can claim exemptions from other qualifications if you have completed ACCA.

CERTIFICATES AND AWARDS

FOUNDATIONS IN ACCOUNTANCY

- ✓ Introductory Certificate in Financial and Management Accounting
- ✓ Intermediate Certificate in Financial and Management Accounting
- ✓ Diploma in Accounting and Business

ACCA QUALIFICATION

- ✓ Certificate of Achievement
 - 85% or above for individual passes in Papers F1, F2, F3, FAB, FFA and FMA for paper based or computer based.*
- ✓ Diploma in Accounting and Business
- ✓ Advanced Diploma in Accounting and Business
- ✓ BSC Degree from Oxford Brookes University
- ✓ MSC from University of London
- ✓ Membership Certificate

JOBS PROSPECTS

ACCA qualified are well respected and required all over the world. 57% of the UK ACCA members work outside the UK because of the global opportunities for ACCA students.

You can work in the following rolls

Project Managers	Taxation
Banking	Auditing
Manager Accounts	Budget Analyst
Finance	Payroll
Treasury	Student Bursars
Accounts Receivable	Business Analyst
Investments	And many more....

ACCA also helps provides JOB opportunities through the online portal:

<https://jobs.accaglobal.com/>

YOU CAN WORK IN THE FOLLOWING SECTORS ONCE YOU COMPLETE ACCA.

Accounting and public practice	Marketing and advertising
Education and training	Media and entertainment
Financial services and consulting	Not for profit / charity
FMCG	Oil, gas and energy
Global business services and outsourcing	Pharmaceutical / medical
Graduates, placements and internships	Property and construction
Healthcare / NHS	Public sector
Insurance	Recruitment
IT	Retail and FMCG
Legal	SSO / BPO / GBS
Leisure and hospitality	Telecommunications
Management consultancy	Transport and rail
Manufacturing	Travel and tourism

You can work in any area of business as a FINANCE PROFESSIONAL as the most senior person

MINIMUM ENTRY REQUIREMENTS AND TIME

Anyone can join ACCA or FIA without any previous qualifications.

- 1) Foundations in Accounting(FIA qualification)
- 2) Or High school

TEACHING HOURS AT EXCELLENCE TRAINING

We offer between 70 to 100 Hours of training for each subject of ACCA

STRUCTURE OF THE EXAM

The first four computer based exams consist of fifty multiple choice questions and a student has two hours to complete the exam. The written exams consist of a combination of knowledge and scenario based questions.

ACCA Pass marks are 50 marks out of 100 marks.

COMPUTER BASED EXAMINATION

We are licensed to conduct the computer based exams at our campus. The written exams will be conducted in British Council.

STUDY MATERIALS

ACCA has two official publishers namely BPP and Kaplan. We use BPP for most of the subjects. We believe that the official study material is excessive and it is very hard for the student to grasp. Therefore we recommend our own teachers' notes and guidance

TIMING OF THE CLASSES

- ✓ The morning batch class timings are between 09:00 am to 1:00 pm.
- ✓ Evening classes are conducted between 06:30pm to 09:00pm.

DEGREE HOLDER EXEMPTIONS AND OTHER QUALIFICATION HOLDERS

- ✓ Business/Admin/Finance/Banking or accounting and finance degree holders with comparable assessed study may qualify for exemptions from up to first 9 papers of ACCA.
- ✓ Certain higher education and professional qualifications will be assessed for exemptions, using ACCA's guidelines.
- ✓ You can check exemptions here on ACCA website :
<https://portal.accaglobal.com/accrweb/faces/page/public/accreditations/enquiry/main/EnqIns titutionsTable.jspx>



YEARLY ACADEMIC PLAN FOR ACCA - 2016

Computer Based Exams: First 4 exams of ACCA can be done any time. There is no fixed date or time for that. Below is the time table of subjects of ACCA from F5 to P7 paper.

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Subjects	Classes	Exam month
F5 to P7	January & February	March
	April & May	June
	July & August	September
	October & November	December

ENROLMENT/REGISTRATION DOCUMENTS

To enroll into Excellence Training Centre for ACCA you need to submit the following documents at the reception:

1. A filled in application form (Form can be collected from our office) or can be requested via email to : zuhaib@excellence.qa.
2. A copy or your Qatari I.D card or Passport.
3. A copy of your latest degrees (do not need to be attested)(Not required for entry to ACCA from beginning, required only for claiming exemptions).
4. One passport sized photograph.
5. ACCA online application fee £81.



STRUCTURE OF EXAMS AND SUBJECTS TO STUDY

Level		Subjects		Certificates
Fundamentals	Knowledge	F1	Accountant in Business	Diploma in accounting and Business
		F2	Management Accounting	
		F3	Financial Accounting	
		Professional Ethics Module Test		
	Skills level	F4	Corporate and Business Law	Advanced Diploma in accounting and Business + Oxford Brookes University Degree (Research project)
		F5	Performance Management	
		F6	Taxation	
		F7	Financial Reporting	
		F8	Audit and Assurance	
	F9	Financial Management		
Professional	Essentials	P1	Governance, Risk and Ethics	After completing 3 Essential papers you can choose University of London MSC and get both ACCA and MSC in the same time.
		P2	Corporate Reporting	
		P3	Business Analysis	
	Optional	P4	Advanced Financial Management	
		P5	Advanced Performance Management	
		P6	Advanced Taxation	
		P7	Advanced Audit and Assurance	

FOUNDATION EXAM PAPERS AND CERTIFICATIONS AWARDED

Subjects			Certificates
1	FA1	Recording Financial Transactions	Introductory certificate in financial and management accounting
2	MA1	Management Information	
3	FA2	Maintaining Financial Records	Intermediate certificate in financial and management accounting
4	MA2	Managing Costs and Finance	

FEE AND DISCOUNT POLICIES

ACCA (Association of Chartered Certified Accountants)					
Subjects	Tuition fees	Books fee	CBE fee	Total Fee (per subject)	Package includes
F1 - Accountant in Business	2000	300	600	2,900	Books + CBEs + Coaching hours + Revision classes + Mock exams + Class Video Lectures + Student development activities
F2 - Management Accounting					
F3 - Financial Accounting					
F4 - Corporate and Business Law	2600	300	-	2900	Books + Coaching hours + Revision classes + Mock exams + Class Video Lectures + Student development activities
F5 - Performance Management					
F6 - Taxation					
F7 - Financial Reporting					
F8 - Audit and Assurance					
F9 - Financial Management					
P1 - Governance, Risk and Ethics	2900	300	-	3200	Books + Coaching hours + Revision classes + Mock exams + Class Video Lectures + Student development activities
P2 - Corporate Reporting					
P3 - Business Analysis					
P4 - Advanced Financial Management					
P5 - Advanced Performance Management					
P6 - Advanced Taxation					
P7 - Advanced Audit and Assurance					
FIA (Foundation In Accountancy)					
Subjects	Tuition fees	Books fee	CBE fee	Total Fee (per subject)	Package includes
FA1 - Recording Financial Transactions	1400	300	500	2,200	Books + CBEs + Coaching hours + Revision classes + Mock exams + Class Video Lectures + Student development activities
MA1 - Management Information					
FA2 - Maintaining Financial Records					
MA2 - Managing Costs and Finance					

PAYMENT TERMS

Cash or Installments

The customer can either pay in cash or in installments. In case of cash payment the customer will get 10% cash payment discount. Alternatively the customer can pay in installments in which case he/she will have to pay at least the first installment before starting the classes. The rest will be payable in two equal monthly installments.

Early registration

Customer can also pay us in the early dates and get a 10% discount for every month before the start of classes.

Group registration / Student referral

5% discount on tuition fee for each person in the group.

10% discount for each student referred with complete registration.

ACCA ONLINE REGISTRATION AND SUBSCRIPTION FEE

Initial registration fee : £81

Annual subscription fee : £81

Based on the ACCA website.



WHY EXCELLENCE TRAINING CENTRE?

1. Full time teachers, guaranteed quality

Because of our higher ratio of full time teachers, we are able to provide more number of hours for each subject which helps increase the pass rates substantially. Furthermore full time teacher come more prepared leading to a more effective class.

2. Convenient timings

We offer classes in the evening as well as in the weekends, which helps to fulfil the demand of both working and non-working people.

3. Helpline service

We encourage our teachers to give out contact details to the students so that where any student has any problem he/she can contact the teacher directly.

4. More number of coaching hours

We offer up to 100 coaching hours for each subject. That gives a lot of time for revision at the end of the course which helps greatly to increase the pass rates.

5. Competitive prices

Our prices are quite competitive even after no compromise in quality.

6. Guaranteed Pass

For all students who attend more than 90% of the classes and pass 3 mocks, we guarantee pass. That means if a student fails to clear the exam the first time around, we do not charge them any tuition fee the next time for the same paper but if these conditions are not met then 25% of the fees has to be paid.

COMPLAINS PROCEDURE

If you have any complaints or suggestions please talk to anyone in the management. If you want to remain confidential please write to info@excellence.qa

CONTACT DETAILS OF LECTURERS

NAME	MOBILE	EMAIL
Zuhaib Sabir	33246200	zuhaib@excellence.qa
Hasham Abbasir	55596723	hasham@excellence.qa
Danish	30735578	danish@excellence.qa
Asif	33025424	asif@excellence.qa
Waseem Gul	66662567	waseem@excellence.qa
Ammara Kaleem		ammara@excellence.qa
Arkam Abdul Rehman	33350245	sahil@excellence.qa
Awais Sabir	70179900	awais@excellence.qa

ACCA CONTACT DETAILS

You can contact ACCA through various channels listed below.

ACCA connect messaging service

You can send ACCA a message online to going to the link below.

<http://www2.accaglobal.com/contacts/connect/>

24 hour telephone helpline and fax

+44 (0)141 582 2000

+44 (0)141 582 2222

Email address

You can always contact ACCA on the following email address. Please give 10 days for a response to come. info@accaglobal.com



THE EXCELLENCE TRAINING CENTRE

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