

ACCA

STUDENT GUIDE



  **Excellence**
  **Training Centre**

Your guide to
the professional
qualification

2017

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.
- ✓ 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.

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

Financial Service and consulting

Global business services and outsourcing

Graduates, placements and internships

FMCG

Healthcare/NHS

Education and training

Insurance

IT

Legal

Leisure and Hospitality

Management consultancy

Manufacturing

Marketing and advertising

Media and Entertainment

Not for profit/Charity

Oil, gas and energy

Property and Construction

Pharmaceutical / Medical

Public sector

Recruitment

Retail and FMCG

Transport and rail

SSO/BPO/GBS

Telecommunications

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/EnqInsTitutionsTable.jsp>



YEARLY ACADEMIC PLAN FOR ACCA - 2017

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	Completion Award	Package Includes
Fundamentals	F1 - Accountant in Business	Diploma in Accounting and Business	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	Advanced diploma in Accounting and Business	
	F5 - Performance Management		
	F6 - Taxation		
	F7 - Financial Reporting	UK Oxford Brookes Degree (Based on Project completion)	
	F8 - Audit and Assurance		
	F9 - Financial Management		
Professional	P1 - Governance, Risk and Ethics	ACCA Membership on completing 14 exams	Books + CBEs + Coaching hours + Revision Classes + Mock Exams + Class Video Lectures + Student Development Activities
	P2 - Corporate Reporting		
	P3 - Business Analysis		
	P4 - Advanced Financial Management	Convert to University of London MSc	
	P5 - Advanced Performance Management		
	P6 - Advanced Taxation		
	P7 - Advanced Audit and Assurance		

FIA - FOUNDATION IN ACCOUNTANCY

Level	Subjects	Completion Award	Package Includes
Introductory	FA1 Recording Financial Transaction	Introductory Certificate in Financial and Management Accounting	Books + CBEs + Coaching hours + Revision Classes + Mock Exams + Class Video Lectures + Student Development Activities
	MA1 Management Information		
Intermediate	FA2 Maintaining Financial Records	Intermediate Certificate in Financial and Management Accounting	
	MA1 Management Information		

FEE AND DISCOUNT POLICIES

ACCA (ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS)

Subjects	Fee per Subject			Total Fee	Completion Award	Books + CBEs + Coaching hours + Revision Classes + Mock Exams + Class Video Lectures + Student Development Activities
	Tuition Fee	Books Fee	Exam Fee			
F1 - Accountant in Business	2000	300	600	8,700	Diploma in Accounting and Business	
F2 - Management Accounting						
F3 - Financial Accounting						
F4 - Corporate and Business Law	2600	300	Not Included	17,400	Advanced Diploma in Accounting and Business	
F5 - Performance Management						
F6 - Taxation						
F7 - Financial Reporting						
F8 - Audit and Assurance						
F9 - Financial Management	2900	300	Not Included	16,000	ACCA Membership on Completion 14 Exams	
P1 - Governance, Risk and Ethics						
P2 - Corporate Reporting						
P3 - Business Analysis						
P4 - Advanced Financial Management						
P5 - Advanced Performance Management						
P6 - Advanced Taxation						
P7 - Advanced Audit and Assurance					Convert to University of London MSc	
				Total	42,100	

FIA (FOUNDATION IN ACCOUNTANCY)

Subjects		Fee per Subject			Total Fee	Completion Award
		Tuition Fee	Books Fee	Exam Fee		
FA1	Recording Financial Transaction	1400	300	500	4400	Introductory Certificate in Financial and Management Accounting
MA1	Management Information					
FA2	Maintaining Financial Records	1400	300	500	4400	Intermediate Certificate in Financial and Management Accounting
MA1	Management Information					
				Total	8,800	

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 : £79

Annual subscription fee : £79

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

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

Al Nvaihah, Bilal Bin Rabah Street,

Villa # 22, P.O. BOX 90949, Qatar.

44360225 / 33246200 / 55596723

info@excellence.qa

www.excellence.qa



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