



2023-2024

ACCA

STUDENT GUIDE

**YOUR GUIDE TO THE
PROFESSIONAL QUALIFICATION**

COLLECT CERTIFICATES AND DEGREES ALONG THE WAY

1

Certificate in Financial and Management Accounting (Level 2)

**2
MONTHS**

2

Certificate in Financial and Management Accounting (Level 3)

**2.5
MONTHS**

3

Certificate in Accounting and Business (Level 4)

**6
MONTHS**

4

Advanced Certificate in Accounting and Business

**9-12
MONTHS**

5

Oxford Brookes - BSc in Applied Accounting

**2.5
MONTHS**

6

University of London Masters in Professional Accounting

**12
MONTHS**

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 centers.
- › More than 8,500 Approved Employers worldwide.
- › A global program that tracks the needs of industry and employer's standards.
- › The ACCA has achieved strong recognition worldwide by building relationships with influential organization's 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.

JOB 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.

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-2023-2024

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 PM to AAA paper.

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| Subjects | Classes | Exam Month |
|-----------|--------------------|------------|
| PM to AAA | 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: info@excellence.qa.
2. A copy of 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 £89.



STRUCTURE OF EXAMS AND SUBJECTS TO STUDY

| Level | Subjects | Completion Award | Package Includes |
|--------------|-----------------------------------|--|--|
| Fundamentals | BT –Business & Technology | Certificate in Accounting and Business | Books + CBEs + Coaching hours + Revision Classes + Mock Exams +Class Video Lectures + Student Development Activities |
| | MA - ManagementAccounting | | |
| | FA- Financial Accounting | | |
| | LW - Corporate and Business Law | Advanced Certification in Accounting and Business | |
| | PM - PerformanceManagement | | |
| | TX (UK) - Taxation | | |
| | FR - Financial Reporting | UK Oxford Brookes Degree (Based on Project completion) | |
| | AA - Audit and Assurance | | |
| | FM - FinancialManagement | | |
| Essentials | Strategic Professionals | ACCA Membership on completing 13exams | |
| | SBL - StrategicBusiness Leader | | |
| | SBR - Strategic BusinessReporting | | |
| | Professional | AFM - Advanced Financial Management | Convert to University of London MSc |
| | | APM - Advanced Performance Management | |
| | | ATX (UK) - Advanced Taxation | |
| | | AAA - Advanced Audit and Assurance | |

FIA - FOUNDATION IN ACCOUNTANCY

| Level | Subjects | | Completion Award | Package Includes |
|---------|----------|---------------------------------|---|---|
| Level 2 | FA1 | Recording Financial Transaction | Level 2 Certification Foundation in Accountancy | Books + CBEs + Coaching Hours + Mock Exams + Student Development Activities |
| | MA1 | Management Information | | |
| Level 3 | FA2 | Maintaining Financial Records | Level 3 Certification Foundation in Accountancy | |
| | MA2 | Managing Costs & Finance | | |

EXCELLENCE TRAINING CENTRE 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 QAR | | | |
| BT –Business & Technology | 2,000 | 300 | 600 | 8,700 | Certificate in Accounting and Business | |
| MA - ManagementAccounting | | | | | | |
| FA - Financial Accounting | | | | | | |
| LW - Corporate and Business Law | 2,600 | 300 | DIRECTLY PAYABLE TO ACCA | 17,400 | Advanced Certification in Accounting and Business | |
| PM - Performance Management | | | | | | |
| TX(UK) - Taxation | | | | | | |
| FR - Financial Reporting | | | | | UK Oxford Brookes Degree (Based on Project completion) | |
| AA - Audit and Assurance | | | | | | |
| FM - Financial Management | | | | | | |
| SBL - StrategicBusiness Leader | 2,900 | 300 | DIRECTLY PAYABLE TO ACCA | 16,000 | ACCA Membership on Completion 13 Exams | |
| SBR - StrategicBusiness Reporting | | | | | | |
| AFM - Advanced Financial Management | | | | | Convert to University of London MSc | |
| APM - Advanced Performance Management | | | | | | |
| ATX (UK) - Advanced Taxation | | | | | | |
| AAA - Advanced Audit and Assurance | | | | | | |
| 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 | 1,400 | 300 | 500 | 4,400 | Level 2 Certification in Foundation |
| MA1 | Management Information | | | | | |
| FA2 | Maintaining Financial Records | 1,400 | 300 | 500 | 4,400 | Level 3 Certification in Foundation |
| MA2 | Managing Costs & Finance | | | | | |
| 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: £89

Annual subscription fee: £114

Based on the ACCA website.



***Excellence Training Centre
has become the market leader in
Professional Accountancy Courses
in Doha in a very short span of
time due to our superior quality
and customer service.***



WHY EXCELLENCE TRAINING CENTRE?

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.

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.

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.

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.

COMPETITIVE PRICES

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

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

Zuhaib Sabir

Hasham Abbasi

EMAIL

zuhaib@excellence.qa

hasham@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



 Al Nuijah, Bilal Bin Rabah Street, Villa #22, P.O.BOX 90949, Qatar.

 44360225 / 33088137 / 777 03137

 info@excellence.qa www.excellence.qa

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