

PART-TIME

ACCA FIA

(Preparatory Course for the ACCA Foundations in
Accountancy (FIA) Examinations)

Course Brochure



ABOUT FOUNDATIONS IN ACCOUNTANCY (FIA) SUITE



ENTRY REQUIREMENTS

ACCA Diploma in Financial and Management Accounting (RQF Level 2 & 3)

- Minimum Age: 16
- Academic Level: No formal academic or accounting knowledge
- Language Proficiency: IELTS 4.5 or equivalent OR pass English language at GCE N-levels or its equivalent OR successfully pass SCI English Placement Test

ACCA Diploma in Accounting and Business (RQF Level 4)

- Minimum Age: 16
- Academic Level: No formal academic or accounting knowledge
- Language Proficiency: IELTS 5.0 or equivalent OR pass English language at GCE N-levels or its equivalent OR successfully pass SCI English Placement Test

EXEMPTIONS

ACCA offers exemptions for those who have relevant qualifications. All students must contact ACCA to confirm their exemptions. Detailed information about this can be found at <http://www.accaglobal.com/exemptions>

The Foundations in Accountancy (FIA) program emphasizes the fundamental competencies of financial and management accounting, as well as the accountant's broader role in senior-level business operations. The ACCA, a leading professional accounting organization, grants a range of awards under the FIA suite, such as Certificates and Diplomas.

After completing the ACCA Diploma in Accounting and Business (RQF Level 4), you may receive exemptions for modules spanning from Business and Technology (BT) to Financial Accounting (FA), and advance your education from Business Law (LW) onwards.

Based on the number of papers you successfully complete, the FIA Suite awards qualify you for various job opportunities. With the ACCA Diploma in Financial and Management Accounting (RQF Level 3), you can take up several entry-level accounting or bookkeeping positions, and holding the Certified Accounting Technician certification may lead to supervisory or managerial roles in finance.

If you lack prior accounting qualifications, it is advisable to commence with the first award, the ACCA Diploma in Financial and Management Accounting (RQF Level 2). This qualification is comparable to GCSE level and serves as a solid foundation for obtaining other awards.

WHY CHOOSE AN ACCA QUALIFICATION?

Acquiring an ACCA certification can enhance the appeal of your professional profile by showcasing the relevant competencies and expertise desired by potential employers, thereby significantly expanding your career opportunities.



Global Recognition

Acquiring an ACCA certification can enhance the appeal of your professional profile by showcasing the relevant competencies and expertise desired by potential employers, thereby significantly expanding your career opportunities. Furthermore, obtaining this qualification* presents numerous additional advantages.

In-Demand Qualification

Holding an ACCA certification opens up a diverse range of professional prospects worldwide, as prominent national, regional, and international organizations have a significant representation of ACCA students and members in their workforce.

Quality Assurance

ACCA has established a century-long legacy of upholding quality and excellence, making it a reputable certification that guarantees your aptitude and proficiency to potential employers. By obtaining an ACCA qualification, you can instill confidence in your abilities and expertise among employers.

Flexible Approach To Learning

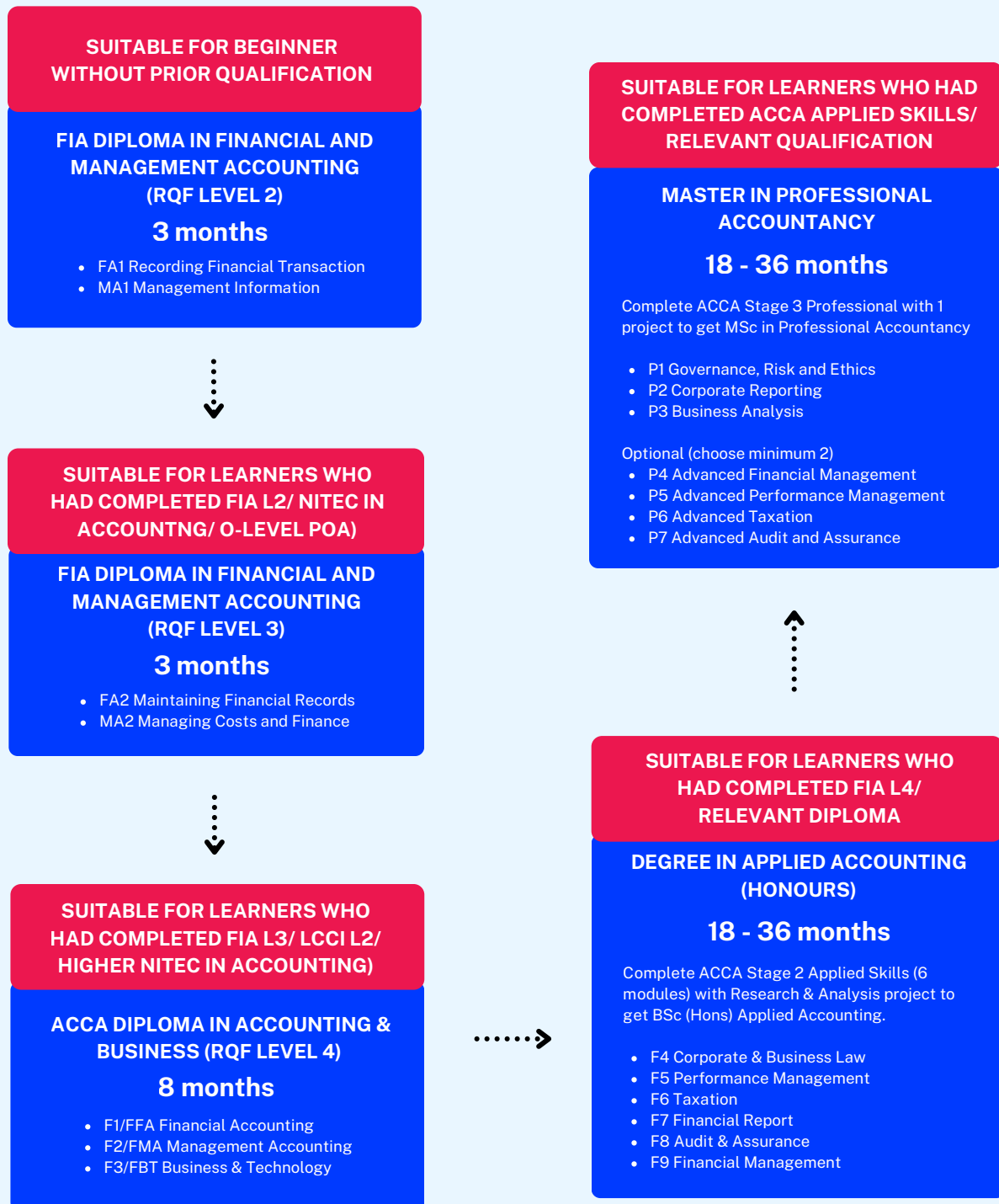
The ACCA program offers the flexibility to learn at your own pace and accommodate your work commitments with part-time classes. Moreover, possessing relevant financial and accountancy academic qualifications may enable you to receive exemptions, enabling you to expedite the completion of the ACCA program*. Additionally, the elective papers allow you to pursue specialization in your preferred area of expertise, ranging from management accounting to auditing**.

* Subject to ACCA terms and conditions.

** Applicable only for Professional Level, Advanced Financial Management (AFM) and Advanced Audit and Assurance (AAA) papers.



Scaling Up: Advancing Your Accounting Career with ACCA's Diploma, Degree, and Master's Programs



COURSE MODULES & LEARNING OUTCOMES

➔ Recording Financial Transactions (FA1)

The aim is to gain knowledge and comprehension of the primary kinds of business transactions and associated paperwork. Additionally, to comprehend how these transactions are registered within an accounting system until the point of creating a trial balance.

➔ Management Information (MA1)

The objective is to acquire knowledge and comprehension of how to provide fundamental management information within an organization. This information is intended to assist management in planning and making informed decisions.

➔ Managing Costs And Finance (MA2)

The goal is to gain proficiency in preparing, processing, and presenting fundamental cost information. This information is intended to assist management in making informed decisions and planning in various business scenarios.

➔ Maintaining Financial Records (FA2)

To acquire knowledge and comprehension of the fundamental principles and concepts underlying financial accounting. Additionally, to gain technical proficiency in using double-entry accounting techniques, including the preparation of primary financial statements.

➔ Foundations in Business and Technology (FBT)

To introduce knowledge and comprehension of the business and its surroundings, along with the impact it has on the organization's structure. Furthermore, it aims to highlight the role of accounting and other significant business functions in contributing to an organization's efficient, effective, and ethical management, development of its people and systems.

➔ Management Accounting (FMA)

To acquire knowledge and comprehension of management accounting techniques. These techniques aim to assist management in planning, controlling, and monitoring performance in diverse business scenarios.

➔ Financial Accounting (FFA)

To acquire knowledge and comprehension of the fundamental principles and concepts underlying financial accounting. Additionally, to gain technical proficiency in using double-entry accounting techniques, including the preparation of primary financial statements for both single entities and uncomplicated groups. The course will also introduce basic techniques for interpreting financial statements.



ACCA FIA DIPLOMA IN FINANCIAL AND MANAGEMENT ACCOUNTING (RQF LEVEL 2)

Objectives

This program is to prepare candidates to obtain the ACCA Diploma in Financial and Management Accounting (RQF Level 2) by passing the FA1 and MA1 exams with completion of FIP module. Students will be learning about collecting accounting data from primary business transactions and recording financial and cost accounting information in a suitable form for processing into, or use within internal or external financial or management accounting reports.

Pre-requisites

- **Age:** 18 years old and above.
- **Academic Requirement:** No formal entry requirements
- **Language Proficiency:** IELTS 5.5 and above; or at least C6 in 'O' level English; or pass SCI placement test.

Course Completion & Certification

- Attendance must not be less than 75%.
- Upon completion and passing the examination of FA1 Recording Financial Transactions and MA1 Management Information, with the completion of FIP foundation in Professionalism, students will be awarded with the **Diploma in Financial and Management Accounting** by ACCA.

Duration

Lesson Time:

- Monday & Wednesday 7pm to 10pm **OR**
- Tuesday & Thursday 7pm to 10pm **OR** (3 hours per lesson, 2 lessons per week)
- Saturday 9am to 12pm and 1pm to 4pm

Course Fee

	Duration (Weeks)	Application Fee	Course fee	GST 9%	Grand Total
Recording Financial Transactions (FA1)	6	waived	\$1000	\$97.20	\$1177.20
Management Information (MA1)	6		\$1000	\$97.20	\$1177.20
Package Price (FA1 & MA1)	12		\$1850	\$166.50	\$2016.50

ACCA FIA DIPLOMA IN FINANCIAL AND MANAGEMENT ACCOUNTING (RQF LEVEL 3)

Objectives

This program is to prepare candidates to obtain the ACCA Diploma in Financial and Management Accounting (RQF Level 3) by passing the FA2 and MA2 exams with completion of FIP module. This qualification would suit those working as an assistant to the financial managers in financial and management accounting and provides the basis from which to progress to higher level learning and possibly to supervisory roles in the cost and management accounting functions of service/ manufacturing sector.

Pre-requisites

- **Age:** 18 years old and above.
- **Academic Requirement:** No formal entry requirements
- **Language Proficiency:** IELTS 5.5 and above; or at least C6 in 'O' level English; or pass SCI placement test.

Course Completion & Certification

- Attendance must not be less than 75%.
- Upon completion and passing the examination of FA2 – Maintaining Financial Records and MA2 – Managing Costs & Finances, with the completion of FIP foundation in Professionalism, students will be awarded with the **Diploma in Financial and Management Accounting** by ACCA.

Duration

Lesson Time:

- Monday & Wednesday 7pm to 10pm **OR**
- Tuesday & Thursday 7pm to 10pm **OR** (3 hours per lesson, 2 lessons per week)
- Saturday 9am to 12pm and 1pm to 4pm

Course Fee

	Duration (Weeks)	Application Fee	Course fee	GST 9%	Grand Total
Maintaining Financial Records (FA2)	6	waived	\$1000	\$97.20	\$1177.20
Managing Costs And Finance (MA2)	6		\$1000	\$97.20	\$1177.20
Package Price (FA2 & MA2)	12		\$1850	\$166.50	\$2016.50

ACCA FIA DIPLOMA IN ACCOUNTING AND BUSINESS (RQF LEVEL 4)

Objectives

To prepare the students for the Diploma in Accounting and Business examinations conducted by ACCA, a globally recognised qualification-awarding body in Accountancy. This advanced qualification is broadly matched to the first year of a degree programme or equivalent. It comprises 3 modules, upon passing exams of the required modules, you will be eligible to pursue the ACCA Qualification with exemptions from F1-F3 exams.

Pre-requisites

- **Age:** 18 years old and above.
- **Academic Requirement:** No formal entry requirements
- **Language Proficiency:** IELTS 5.5 and above; or at least C6 in 'O' level English; or pass SCI placement test.

Course Completion & Certification

- Attendance must not be less than 75%.
- Upon completion and passing the examination of FBT Business and Technology, FFA Financial Accounting and FMA Management Accounting, with the completion of FIP foundation in Professionalism, students will be awarded with the **Diploma in Accounting and Business** by ACCA.

Duration

Lesson Time:

- Monday & Wednesday 7pm to 10pm **OR**
- Tuesday & Thursday 7pm to 10pm **OR** (3 hours per lesson, 2 lessons per week)
- Saturday 9am to 12pm and 1pm to 4pm

Course Fee

	Duration (Weeks)	Application Fee	Course fee	GST 9%	Grand Total
FBT Business and Technology	8	waived	\$1200	\$108	\$1308
FFA Financial Accounting	8		\$1200	\$108	\$1308
FMA Management Accounting	8		\$1200	\$108	\$1308
Package Price (FBT, FFA & FMA)	24		\$3285	\$295.65	\$3580.65

PROCEDURE TO REGISTER ACCA MEMBERSHIP

All students taking the ACCA/FIA Suite programme MUST REGISTER ONLINE for ACCA membership via www.accaglobal.com/applynow

Students must submit the following documents online:

- Scanned copies of all educational and professional certificates with detailed result transcripts (and official English translations where appropriate)
- Scanned copy of identity card or passport
- Passport-sized photograph

Students are advised to sign up 20 days before the ACCA deadline. Any late entries submitted after the specified date will not be accepted by ACCA. ACCA will take about 15 working days to process applications. You will receive a unique ACCA Number to gain access to your MyACCA account, where you will register for your exams online.

There will be no refund should you withdraw your student registration application after submission. **Please note that the submission of ACCA and FIA Suite registration is the sole responsibility of the student.**

ACCA charges

- Initial registration **£89**

A one-time fee that students must pay when registering with ACCA.

- Re-registration **£89**

Students who fail to pay fees when due will have their names removed from the ACCA register and must pay a re-registration fee (plus any unpaid fees) to be reinstated as a student.

- Annual subscription 2023 **£122**

An annual subscription fee is due each year to keep your student status active.

- FIA Exam Fee (each paper) ~ **\$200++**