



ACCA Diploma in Financial and Management Accounting (RQF Level 2) and SBCS Employability Skills Training Programme.

SBCS Global Learning Institute is pleased to offer the ACCA Diploma in Financial and Management Accounting (RQF Level 2) combined with SBCS Employability Skills Training Programme.

If you are seeking a rewarding career in accountancy and finance, then this combination is the foundation you need. It develops competence in clerical accounting responsibilities in financial and management accounting, and also equips you with skills germane to the professional working environment.

Students will have the opportunity to enhance their knowledge and understanding of preparing financial documentation, costing principles and techniques and aspects of professionalism in the workplace. They will also be trained in the use of productivity software, employing critical thinking and the practices of business communication and ethics.

While students are preparing for their ACCA Diploma in Financial and Management exams in December 2018, they will also be preparing for the world of work!

At the end of the programme, students will have acquired the basic tenets of being well-rounded accounting and finance professionals, who are capable of communicating clearly, and thinking critically, strategically and ethically.

Set yourself on a path of endless possibilities with ACCA and SBCS, with our **ACCA Diploma in Financial and Management Accounting (RQF Level 2) and SBCS Employability Skills Training Programme.**

Course Outline	
Course	Description
ACCA Diploma in Financial and Management Accounting (RQF Level 2) <ul style="list-style-type: none">○ Recording Financial Transactions (FA1)	Introduces the candidate to the fundamentals of preparing and recording financial documentation from originating documents and processing ledger transactions up to the trial balance stage. It also covers relevant banking procedures associated with bookkeeping, maintaining and reconciling cash and petty cash records and preparing the journal and relevant control accounts and identifying and correcting errors.
ACCA Diploma in Financial and Management Accounting (RQF Level 2) <ul style="list-style-type: none">○ Management Information (MA1)	Introduces candidates to basic costing principles and techniques and the tools with which to use these principles and techniques

Microsoft Office Essentials: Word & Excel	<u>MS Excel:</u> Covers all the basics to start entering data and building organized workbooks. It covers how to enter and organize data, perform calculations with simple functions, work with multiple worksheets, format the appearance of data, and build charts and PivotTables.
	<u>MS Word:</u> Teaches how to create, format, share, and print a wide variety of documents in Word. It covers creating new documents from templates and scratch, formatting text and pages, working with headers and footers, using themes and styles, and adding multimedia.
Principles of Business Communication	Focuses on developing effective writing, speaking and presentation skills. Introduces students to the principles of and forms effective business communication, and discusses proper grammar and the basics of punctuation.
Business Math	This covers teaches students to leverage the power of numbers to approach businesses problems and make everyday decisions. It explores the power of ratios and percentages, how to monitor and evaluate your budget and more.
Emotional Intelligence & Ethical Decision Making	Defines Emotional intelligence (EI), showing how it is different from cognitive intelligence (intellect), and helps students practise the components of EI. Also looks at the meaning of ethics, its importance, and the role EI plays in ethical decision making.
Critical Thinking	Defines Critical Thinking, the benefits of it and how to employ it in the workplace and in learning.
Get Work Ready	Resume writing, Interview skills.
Study Schools	4 days Intense Revision sessions held in November 2018 in preparation for FA1 and MA1 exams in December 2018
Foundations In Professionalism (FIP)	The Foundations in Professionalism is an online, interactive module, which helps to understand what it means to act professionally and ethically at work. This will need to be completed in order to receive certificate awards from ACCA.

Details below:

- Campus: Tuition offered at our Champs Fleurs & San Fernando
- Semester: Begins September 10 and ends December 14, 2018 Semester
- Mode: Full Time Classes (Monday – Friday)

- SBCS Fees: Registration Fee - \$200 & Tuition Fee - \$4,800 (inclusive of books and study schools)
- ACCA Registration Fee: £79 (Discount of £22 once ACCA registration is done with SBCS)
- ICATT Registration Fee: \$185.63
- Exam Fees: \$650 per paper (FA1 & MA1)

Additional Notes:

1. Annual subscription fees are payable to ACCA and ICATT by 1 January each year:
 - ACCA Subscription Fee: £97
 - ICATT Subscription Fee: \$185.63
 - Note that fees are subject to change
2. Payment plans for SBCS tuition fees:
 - 50% down payment upon registration and the balance to be paid in 2 equal monthly installments.
3. Study Materials are included in the tuition fee:
 - BPP Textbooks
 - BPP Revision Kits
 - BPP Passcards
4. Free access to ACCA Practice Test.
5. Exam Fees are due by November 3, 2018.