

*The 1st & ONLY ACCA Approved Learning Partner in
the Republic of Azerbaijan recognized by the
Association of Chartered Certified
Accountants (ACCA)*



ACCA Qualification preparatory course details

December 2011 Session





Content

The Brochure is designed to provide ACCA students & other interested parties with full range of information about activities of GRBS® Tuition Center as the ACCA Approved Learning Partner.

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HOW TO REGISTER **Online:** www.grbs.com **Post:** Baku AZ1065, 44 Jafar Jabbarli Street
Fax: (994 12) 437 10 61 Caspian Plaza, 1st floor, GRBS®, International
Professional Qualifications Department **Phone:** (994 12) 437 10 51
(994 40) 215 1071



Knowledge Module Block Courses

Course Name	Course Dates for 2011		Schedule	Course Time	Mock Exam Date	Total Duration (hrs)	Course Fee*
	Start Date	End Date					
F1 AB	July 09	Sept 03	Every Sunday	09:30-13:30	Sept 03	40	500
F2 MA	Oct 30	Jan 15	Every Sunday	09:30-13:30	Sept 18	44	550
F3 FA	Oct 29	Jan 29	Every Saturday	09:30-13:30	Oct 01	52	600

* Block Course fees include face to face tuition and consultation till exam date, provision of full package ACCA-approved study materials, 2-4 Progress Tests and Mock Exam and refreshment breaks.

The fees are listed in AZN (VAT exclusive).

ADVANTAGES

30% Theory + 70% Practice

ACCA Knowledge Module courses are taught via Block Courses. Block courses include both 30% Taught and 70% Revision sessions which has proven to be methodically more effective.

Full package of ACCA-approved study materials for FREE

Integrated Courses comprise the full package of ACCA-approved study materials for free (56 AZN *Study Text*, 28 AZN *Practice and Revision Kit*, 56 AZN *i-Pass CD*).

Suitable schedule for...

The course schedule is specially designed for those who have time for long term tuition and prefer long term tuition.

Exam Focus

Exam Focus practice session will help you to pass your exam at first attempt. Integrated course also includes 2-4 Progress Tests and a Mock Exam (M) which are the best for exam preparation.

Face to face tuition and consultation

Our tutors' team of dedicated professionals with strong theoretical and extensive practical background will be pleased to provide consultation for you till the exam date.

Computer Based Exams (CBEs)

No deadlines for ACCA F1, F2, and F3 exams!

GRBS® being officially licensed by ACCA to organize and administer CBEs is pleased to invite you all to sit ACCA Qualification Knowledge Module (Papers F1-F3) exams in GRBS® CBE Center.

You can take your CBE at GRBS® CBE Center and schedule a suitable CBE dates especially for you. For more information please see page 14.

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Long Term: Skills Module & Professional Level Courses

Course Name	Course Dates for 2011		Schedule	Course Time	Total Duration (hrs)	Course Fee*
	Start Date	End Date				
F4	March 13	May 20	Every Sunday	09:30-13:30	40 hrs	550
F5	March 13	May 22	Every Sunday	14:00-18:00	40 hrs	450
F6	March 12	May 21	Every Saturday	09:30-13:30	44 hrs	550
F7	March 12	May 14	Every Saturday	09:30-13:30	44 hrs	550
F8	March 13	May 22	Every Sunday	14:00-18:00	44 hrs	550
F9	March 01	May 24	Every Tuesday & Friday	09:30-13:30	44 hrs	550
P1	TBC	TBC	Every Saturday	14:00-18:00	36 hrs	600
P2	TBC	TBC	Every Sunday	09:30-13:30	36 hrs	600
P3	TBC	TBC	Every Saturday	14:00-18:00	36 hrs	600
P4	TBC	TBC	Every Sunday	09:30-13:30	36 hrs	600
P5	TBC	TBC	Every Saturday	14:00-18:00	36 hrs	600
P6	TBC	TBC	Every Sunday	09:30-13:30	36 hrs	600
P7	TBC	TBC	Every Saturday	14:00-18:00	36 hrs	600

COURSE TIME:

09:00 -16:00 (coffee break and lunch included). Click on any course title for more information.

* - Total Fee includes face-to-face tuition, as well as Monitoring Tests, Mock Exam. Full package of study materials from ACCA Platinum Accredited publisher is optional and includes Study Text, Practice and Revision Kit, i-Pass CD-ROM, which contains approximately 300 multiple choice and other objective test questions.
All fees are VAT exclusive.

ADVANTAGES

30% Theory + 70% Practice

ACCA Knowledge Module courses are taught via Block Courses. Block courses include both 30% Taught and 70% Revision sessions which has proven to be methodically more effective.

Full package of ACCA-approved study materials for FREE

Block Courses comprise the full package of ACCA-approved study materials for free (56 AZN Study Text, 28 AZN Practice and Revision Kit, 56 AZN i-Pass CD).

Suitable schedule for...

The course schedule is designed for those who can only attend courses on weekends and prefer to prepare for long term period.

Exam Focus

Exam Focus practice session will help you to pass your exam at first attempt. Integrated course also includes 2-4 Progress Tests and a Mock Exam (M) which are the best for exam preparation.

Face to face tuition and consultation

Our tutors' team of dedicated professionals with strong theoretical and extensive practical background will be pleased to provide consultation for you till the exam date.

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Question-Based Days and Mock Exams

Paper	Date
F1 [AB]	Jan 15, 2012
F2 [MA]	Jan 15, 2012
F3 [FA]	Jan 29, 2012
F4 [CL]	May 20, 2011
F5 [PM]	May 22, 2011
F6 [TX]	May 21, 2011
F7 [IFR]	May 14, 2011
F8 [AA]	May 22, 2011
F9 [FM]	May 24, 2011
P1 [AB]	TBC
P2 [MA]	TBC
P3 [FA]	TBC
P4 [CL]	TBC
P5 [PM]	TBC
P6 [TX]	TBC
P7 [IFR]	TBC

QUESTION BASED DAYS

100% Exam Skills

Question Based Day forces on key exam skills required to realistically achieve success under exam conditions.

You can attend Question Based Day as a standalone day or it can be added to your Integrated or Revision Course. We recommend you our Question Based Days as an extension to your Integrated or Revision Course.

Fee

140 AZN (VAT exclusive)

Question Based Day fee include one day face to face tuition and consultation on the exam standard questions chosen by qualified tutors and refreshment breaks.

Course Times: 10:00 – 17:00

MOCK EXAMS

If you had not enrolled in any course, but still want to check your knowledge and exam skills, then GRBS® offers you to attend a Mock Exam just before the exam or whenever you want.

Mock Exams are conducted under real exam conditions and its purpose is to give the candidates feedback before the real exam. Candidates will receive suggested answers in the end of the exam.

How to register

For registration in Mock Exams just contact us by following contact details and define preferred exam date.



Phone: (+994 12) 437 10 51/61



Email: exam@grbs.com

Fee

Registration fees for Mock Exams are as follow:

Knowledge Module: 38 AZN*

Skills Module: 48 AZN*

Professional Level: 58 AZN*

* The fees are listed in AZN (VAT exclusive).

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Computer-Based Exams

Computer-Based Exams

GRBS® being officially licensed by ACCA to organize CBEs is pleased to invite you all to sit ACCA Qualification Knowledge Module (Papers F1-F3) exams at our GRBS® CBE Center.

Benefits

- ▶ **Flexibility in sitting** – Now all ACCA Students are not restricted to sit only June and December paper-based exam sessions. There is a flexibility to sit or re-sit their CBEs at any time during a year at a licensed GRBS® CBE Center. GRBS® CBE Center also offers flexibility for the number of times you can re-sit the exams in a session.
- ▶ **Instant results** – After completion of your exam results will be displayed instantly at the end of the exam.
- ▶ **Instant upload** - Your results are uploaded by the licensed GRBS® CBE Center and will be realized to your myACCA account within 72 hours.

Exam Dates

Exams are conducted only **Sundays** according to the schedule shown at the website. Please follow the link:

<http://www.grbs.com/index.php?mod=inside&id=338&sid=1283&lang=en>

Note: Registration for exams must be completed at least a week before exam date. Provided schedule is subject to change for clients from abroad.

Exam Fee

- For clients studying ACCA Knowledge Module at GRBS® Tuition Center – **83 AZN (VAT inclusive)**
- For non-GRBS® Tuition Center clients – **118 AZN (VAT inclusive)**

Payment must be made at least a week before the exam date by credit/debit card, bank transfer or by cash.

*GBP - Great Britain Pound

How to register



Phone: (+994 12) 437 10 51/61



Email: exam@grbs.com

After exam registration you will be emailed a confirmation of your exam entry choices within 24 hours of registration. You will need to bring an ID (with photo) with you to the exam.

Note: Registration for exams must be completed at least a week before exam date.

Try out

Click here and try out the online Computer Based Exams (CBE) demonstration: <http://www.accaglobal.com/students/exams/cbes/demo>

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Success Assurance

Be ASSURED and PASS at your first attempt:

The overall pass rates of our students usually exceed ACCA's Azerbaijan pass rates and meet ACCA Worldwide pass rates.

That is why we strongly believe that you have the best chances of passing exams at first attempt if you follow our recommendations of enrolment in both Taught and Revision Courses as Block Course per each paper you intend to attempt and meet the following THREE conditions:

1 Attend Block courses without absences

2 Get at least 50% on both Progress Tests

3 Get at least 50% on Mock Exam



If all above three conditions are met BUT the Student still fails exam, GRBS® will allow him/her to re-sit the course **FREE OF CHARGE**. In addition, we will PAY the re-sit exam fee for the Student.



If the Student fails exam without meeting all above conditions, then GRBS® will grant him/her a **50% discount** for a re-sit course.

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"Tell a Friend"

- 38 AZN



- If your friend and/or colleague enrolls in ACCA preparatory course based on your recommendation, **you both get 38 AZN subtracted** from the course fee.
- 38 AZN subtraction is applicable solely to ACCA preparatory courses being attended or which are to be attended in the future.
- You may recommend not more that two friends and/or colleagues.
- Only individual clients (the ones who sponsor the participation in the course on their own) are eligible to apply for the campaign.

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Discounts

EXCLUSIVE DISCOUNT FOR INDIVIDUAL CLIENTS:

INCREMENTAL
5%

Per each subsequent course attended at GRBS® Tuition Center, Individual Clients are granted **additional 5% discount**.

TRY THE PROBLEM!

The Client has studied F2 with GRBS® Tuition Center last session. Now he registers for F3 and F5. What discount will he be granted?

SOLUTION:

As it comes from the conditions, F3 and F5 are going to be the second and third courses, respectively, attended at GRBS® Tuition Center. Hence, he shall be granted **5% discount for F3** course and **10% (5+5) discount for F5** course.

DISCOUNTS FOR LEGAL ENTITIES:

If a company/organization sponsors more than one employee to attend ACCA preparatory courses, the following quantity-based discounts are applicable:

Courses	Discounts based on the number of participants									
	2	3	4	5-9	10	11-20	21-40	41-60	61-80	81-↑
F1-F3	4%	6%	8%	10%	13%	15%	17%	20%	22%	25%
F4-F9	4%	6%	8%	10%	12%	14%	16%	19%	21%	25%
P1-P7	4%	6%	8%	10%	11%	13%	15%	18%	20%	25%

For Individual Clients

15%

aging from 16 to 23

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Discounts

GRBS® APPLIES SPECIAL DISCOUNTS FOR THE FOLLOWING GROUP OF PEOPLE:

- Family members of National Heroes and Martyrs of Republic of Azerbaijan
- Family members of war veterans of group I and II
- Family members of fighters killed at war or died later
- University students who lost their parents
- Unemployed young* people who lost their parents
- University students who are under government custody or who grew up in a boarding school
- Unemployed young people who are under government custody or who grew up in boarding school

✓ If the payment is made by organization on behalf of upper mentioned special people, then 30% discount is applied.

✓ If the payment is made directly by the person himself/herself, then 50% discount is applied***.

NOTES

* Young age limit is between 18-33 years.

** Quota – minimum number of work places (employees), imposed on employers by corresponding government bodies for the purpose of providing people with special social needs and those facing employment difficulties with jobs.

*** Note: It is required to submit corresponding documents for approval. Participants, organizations, and/or corresponding representative executive bodies submitting required documents hold responsible for the truthfulness of the information.

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Open Days



WHEN YOU ATTEND THE OPEN DAY, YOU GET A CHANCE:

- To get information on ACCA Professional Qualification
- To get full information about preparatory courses towards ACCA
- To enjoy **FREE personalized consultation** from our qualified tutors
- To meet and speak to our customer services
- To attend **FREE lecture** and/or presentation
- To get additional **3% discount** available on ACCA courses registered for on the day
- To preview study materials and course syllabi

OPEN DAYS IN 2011
devoted to ACCA

September 10 - Saturday

Time: 14:00-18:00

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ACCA Qualification Structure

KNOWLEDGE	F1 Accountant in Business	<ul style="list-style-type: none"> • 3 papers must be passed • CBE • 2 hour exam • Pass mark = 50%
	F2 Management Accounting	
	F3 Financial Accounting	
SKILLS	F4 Corporate & Business Law	<ul style="list-style-type: none"> • 6 papers must be passed • Paper Based Exam • 3 hour exam • Pass mark = 50%
	F5 Performance Mgt	
	F6 Taxation	
	F7 Financial Reporting	
	F8 Audit & Assurance	
	F9 Financial Management	

FUNDAMENTALS LEVEL

+

ESSENTIALS	P1 Professional Accountant	<ul style="list-style-type: none"> • 2 papers must be passed • Paper Based Exam • 3 hour exam • Pass mark = 50%
	P2 Corporate Reporting	
	P3 Business Analysis	
OPTIONS*	P4 Adv Financial Mgt	<ul style="list-style-type: none"> • 2 papers must be passed • Paper Based Exam • 3 hour exam • Pass mark = 50%
	P5 Adv Performance Mgt	
	P6 Adv Taxation	
	P7 Adv Audit & Assurance	

PROFESSIONAL LEVEL

* Any two out of four



Syllabus Outline

Knowledge Module

F1 Accountant in Business (AB)

- ▶ Business Organizational Structure, Governance and Management
- ▶ Key Environmental Influences and Constraints on Business and Accounting
- ▶ History and Role of Accounting in Business
- ▶ Specific Functions of Accounting and Internal Financial Control
- ▶ Leading and Managing Individuals and Teams
- ▶ Recruiting and Developing Effective Employees

F2 Management Accounting (MA)

- ▶ Nature and Purpose of Cost and Management Accounting
- ▶ Cost Classification, Behaviour and Purpose
- ▶ Business Mathematics and Computer Spreadsheets
- ▶ Cost Accounting Techniques
- ▶ Budgeting and Standard Costing
- ▶ Short-term Decision-making techniques

F3 Financial Accounting (FA)

- ▶ Context and Purpose of Financial Statements
- ▶ The Quantitative Characteristics of Financial Information and the Fundamental Bases of Accounting
- ▶ The Use of Double-entry and Accounting Systems
- ▶ Recording Transactions and Events
- ▶ Preparing a Trial Balance
- ▶ Preparing Basic Financial Statements

Skills Module

F4 Corporate & Business Law (CL)

- ▶ Essential Element of The Legal System
- ▶ The Law of Obligations
- ▶ Employment Law
- ▶ The Formation and Constitution of Business Organizations
- ▶ Capital and Financing of Companies
- ▶ Management, Administration and Regulation of Companies
- ▶ Legal Implications Relating to Companies in Difficulty or in Crisis
- ▶ Governance and Ethical Issues Relating to Business

F5 Performance Management (PM)

- ▶ Specialist Costing and Management Accounting Techniques
- ▶ Decision-Making Techniques
- ▶ Budgeting
- ▶ Standard Costing and Variances Analysis
- ▶ Performance Measurement and Control

F6 Taxation (TX)

- ▶ The UK Tax System
- ▶ Income Tax Liabilities
- ▶ Corporation Tax Liabilities
- ▶ Chargeable Gains
- ▶ National Insurance Contributions
- ▶ Value Added Tax
- ▶ The Obligations of Tax Payers and/or Their Agents

F7 Financial Reporting (FR)

- ▶ A Conceptual Framework for Financial Reporting
- ▶ Regulatory Framework for Financial Reporting
- ▶ Financial Statements
- ▶ Business Combinations
- ▶ Analysing and Interpreting Financial Statements

F8 Audit & Assurance (AA)

- ▶ Audit Framework and Regulation
- ▶ Internal Audit
- ▶ Planning and Risk Assessment
- ▶ Internal Control
- ▶ Audit Evidence
- ▶ Review
- ▶ Reporting

F9 Financial Management (FM)

- ▶ Financial Management Function
- ▶ Financial Management Environment
- ▶ Working Capital Management
- ▶ Investment Appraisal
- ▶ Business Finance
- ▶ Cost of Capital
- ▶ Business Valuation
- ▶ Risk Management

Essentials Module

P1 Professional Accountant (PA)

- ▶ Governance and responsibility
- ▶ Internal control and review
- ▶ Identifying, assessing and controlling risk
- ▶ Professional values and ethics

P2 Corporate Reporting (CR)

- ▶ The professional and ethical duty of the accountant
- ▶ The financial reporting framework
- ▶ Reporting the financial performance of entities
- ▶ Financial statements of groups of entities
- ▶ Specialised entities
- ▶ Implications of changes in accounting regulation on financial reporting
- ▶ The appraisal of financial performance and position of entities
- ▶ Current developments

P3 Business Analysis (BA)

- ▶ Strategic position
- ▶ Strategic choices
- ▶ Strategic action
- ▶ Business process change
- ▶ Information technology
- ▶ Quality issues
- ▶ Project management
- ▶ Financial analysis
- ▶ People

Options Module

P4 Advanced Financial Mgt (AFM)

- ▶ Role and responsibility towards stakeholders
- ▶ Advanced investment appraisal
- ▶ Acquisition and mergers
- ▶ Corporate reconstruction
- ▶ Economic environment for multinationals

P5 Advanced Performance Mgt (APM)

- ▶ Strategic planning and control
- ▶ Economic, fiscal and market factors
- ▶ Performance measurement systems and design
- ▶ Strategic performance measurement
- ▶ Performance evaluation and corporate failure
- ▶ Current developments and emerging issues

P6 Advanced Taxation (ATX)

- ▶ Understanding of the tax system
- ▶ Taxation aspects financial management
- ▶ Impact of relevant taxes on various situations
- ▶ Minimising and/or deferring tax liabilities
- ▶ Communication with clients, HM Revenue and Customs

P7 Advance Audit & Assurance (AAA)

- ▶ Regulatory environment
- ▶ Professional and ethical considerations
- ▶ Practice management
- ▶ Assignments
- ▶ Reporting
- ▶ Current issues and development

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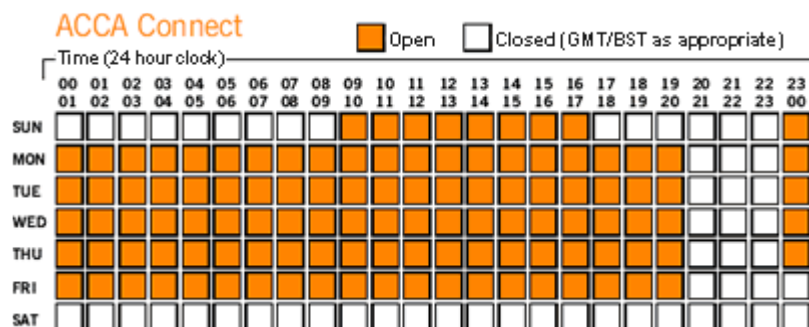


ACCA Connect

ACCA Connect, located at ACCA's Glasgow office in the UK, now provides a personal response to enquiries six days a week, Sunday to Friday. It also acts as the first point of contact for most people calling ACCA.

Our opening hours are designed to allow access to ACCA Connect at a time convenient for the maximum amount of students and members. We mapped out times zone across the world to plan opening hours that would provide the best services for all our customers beyond standard business hours regardless of location.

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