



Think Ahead



# Bridge your financial skills gap with ACCA-X



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# Be part of something bigger

ACCA-X is an exciting online learning programme designed to support learners everywhere interested in accountancy and business.



## High quality

Innovative digital learning designed with you in mind, whatever your learning style.



## Free and affordable

Courses, preparing you for work and exams.



## Flexible

Learning to suit your lifestyle – available anytime, anywhere and on multiple devices.



## Relevant

Courses to help you achieve your career goals. Get ahead with the skills that make you stand out.

### What we offer

✓	<b>Learn 24/7</b>	Fit learning around your life
✓	<b>Interactive content</b>	Practice questions, videos and graphics
✓	<b>Online tutor support</b>	To keep you on track
✓	<b>Online community</b>	Learn from peers
✓	<b>Mock tests and questions</b>	Check your progress
✓	<b>Downloadable content</b>	Study offline
✓	<b>Weekly live tutor sessions</b>	Expert tutors to help you

# ACCA-X and partners



## Think Ahead

ACCA (the Association of Chartered Certified Accountants) is the global body for professional accountants. We aim to offer business-relevant, first-choice qualifications to people of application, ability and ambition around the world who seek a rewarding career in accountancy, finance and management.

Founded in 1904, ACCA has stayed true to its core values of opportunity, diversity, innovation, integrity and accountability. We believe that accountants bring value to economies in all stages of development.

We aim to develop capacity in the profession and encourage the adoption of consistent global standards. Our values are aligned to the needs of employers in all sectors and we ensure that, through our qualifications, we prepare accountants for business. We work to open up the profession to people of all backgrounds and remove barriers to entry, ensuring that our qualifications and their delivery meet the diverse needs of trainee professionals and their employers.

Today, we support our 188,000 fully qualified members and 480,000 students worldwide, helping them to develop successful careers in accounting and business, with the skills needed by employers. We work through a network of 92 offices and centres and more than 8,500 Approved Employers worldwide, who provide high standards of employee learning and development. Through our public interest remit, we promote appropriate regulation of accounting and conduct relevant research to ensure accountancy continues to grow in reputation and influence.

**[accaglobal.com](http://accaglobal.com)**



edX is a nonprofit, open-source enterprise offering online courses from more than 60 member institutions, composed of both leading global universities and colleges and a diverse group of prominent organisations from around the world. Founded by Harvard University and the Massachusetts Institute of Technology, edX is focused on transforming online and on-campus learning through groundbreaking methodologies, game-like experiences and cutting-edge research on an open-source platform. Based in Cambridge, Massachusetts, USA, edX is focused on people, not profit.

**[edx.org](https://edx.org)**



**epigeum**

Epigeum was founded as a spin-out company from Imperial College London and is now part of Oxford University Press, which is a department of the University of Oxford. Epigeum is the leading publisher of online programmes designed to support universities in transforming their core activities of teaching, learning and research. Epigeum's courses are developed through the global collaboration of experts and partner universities and shared by subscription - ensuring that high quality, innovative, peer-reviewed courses are affordable for all. Epigeum courses are used by 250 universities in 28 countries, including 95% of the Russell group and 33 of the top 100 global universities in the QS world ranking, who have collaborated with Epigeum to develop world class online programmes.

**[epigeum.com](https://epigeum.com)**



# Our courses

**Introduction to Bookkeeping** FA1

**Introduction to Management Accounting** MA1

New to accountancy?

**Start here**

**Intermediate Bookkeeping** FA2

**Intermediate Management Accounting** MA2

Got some basic knowledge of accountancy, business and finance?

**Start here**

## **Diploma in Accounting and Business Courses:**

- **Accountant in Business** FAB / F1
- **Management Accounting** FMA / F2
- **Financial Accounting** FFA / F3

Got a basic understanding of accountancy, business and finance and ready to start training for a professional qualification?

**Start here**

# Get into Bookkeeping

## Introduction to Bookkeeping

Related  
exam  
FA1

### About this course

Our Introduction to Bookkeeping course is the ideal starting point for future business leaders, accountants and entrepreneurs. You don't need any previous knowledge of accounting. Simply sign up and start your journey.

### What you'll learn

- Business transactions, the banking system and double entry bookkeeping
- Payroll and ledger accounts
- Reconciliation and preparing the trial balance

### Estimated study effort

30 hours of study

### Entry requirements

None – this is an introductory course

## Intermediate Bookkeeping

Related  
exam  
FA2

### About this course

Intermediate Bookkeeping is designed for anyone who's just starting out on their accountancy journey. If you have some basic knowledge of bookkeeping, business and finance, this is the course for you.

### What you'll learn

- Widely accepted accounting principles and concepts
- How to prepare a trial balance, journals and ledger accounts
- Reconciliation of control accounts and the cashbook

### Estimated study effort

30 hours of study

### Entry requirements

There are no entry requirements but a basic knowledge of accountancy and business is strongly recommended. If you don't have that, our Introduction to Bookkeeping course might be a better starting point

# Get into Management Accounting

## Introduction to Management Accounting

Related exam  
MA1

### About this course

Our Introduction to Management Accounting course is the ideal starting point for future business leaders, accountants and entrepreneurs. You don't need any previous knowledge of accounting. Simply sign up and start your journey.

### What you'll learn

- Nature and purpose of cost and management accounting
- How to record and classify costs
- How to use spreadsheets

### Estimated study effort

30 hours of study

### Entry requirements

None – this is an introductory course

## Intermediate Management Accounting

Related exam  
MA2

### About this course

Intermediate Management Accounting is designed for anyone who's just starting out on their accountancy journey. If you have some basic knowledge of accountancy, business and finance, this is the course for you.

### What you'll learn

- Role of costing and the classification of costs
- How to use management accounting to support decision making

### Entry requirements

There are no entry requirements but a basic knowledge of accountancy and business is strongly recommended. If you don't have that, our Introduction to Management Accounting course might be a better starting point

### Estimated study effort

30 hours of study

# Diploma in Accounting and Business Courses



You can take the following courses on their own or complete all three to prepare for the Diploma in Accounting and Business from ACCA, the global body for professional accountants.

Courses are tutor supported for 10 weeks and start every January, April, July and October.

## Estimated study effort

50 hours of study per course.

## Entry requirements

There are no entry requirements for these courses but if you don't have a basic knowledge of accountancy, business and finance, we would strongly recommend taking our free Introduction and Intermediate Financial and Management Accounting courses first.

Now available in over 200 countries.

Check availability in your country at: [www.acca-x.com/help](http://www.acca-x.com/help)

## About this course

If you want to understand how businesses operate effectively, efficiently and ethically, and the critical role that finance professionals play in this, then this is the course for you.

## What you'll learn

On completing this course, you will understand:

- the purpose and types of businesses and more about how the external environment impact them
- business organisational structure, functions and the role of corporate governance
- how accountancy and audit supports effective financial management and communication
- leadership and how people are developed within businesses
- what makes for a high performing team
- the vital role of professional accountants.

Completion of this course will also prepare you for the ACCA exam 'Accountant in Business' (F1/FAB), one of three exams required to achieve the ACCA Diploma in Accounting and Business.

## About this course

Learn management accounting techniques to help you support businesses to plan, control and monitor their performance.

## What you'll learn

On completing this course, you will understand:

- how organisations finance their operations
- how to plan and control cash flows
- how to make the best use of working capital
- the principles of making capital investment decisions
- the nature, source and purpose of management information
- cost accounting techniques
- budgets for planning and control
- comparisons and analysis of variances
- performance measurement and monitoring of business performance.

Completion of this course will also prepare you for the ACCA exam 'Management Accounting' (F2 / FMA), one of three exams required to achieve the ACCA Diploma in Accounting and Business.

## About this course

Learn the underlying concepts behind financial accounting, accounting techniques and the preparation of basic financial statements.

## What you'll learn

On completing this course, you will understand:

- how to record, process and report business transactions
- how to use the trial balance and identify and correct errors
- how to prepare simple consolidated financial statements
- the qualitative characteristics of useful information
- context and purpose of financial reporting
- use of double-entry and accounting systems
- how to prepare basic financial statements for incorporated and unincorporated entities
- interpretation of financial statements.

Completion of this course will also prepare you for the ACCA exam 'Financial Accounting' (F3 / FFA), one of three exams required to achieve the ACCA Diploma in Accounting and Business.

# At a glance

## Will I get a certificate?

You won't get a certificate for completing the courses but if you want an award simply register as an ACCA student and take the related exams. You'll need to pass ACCA's computer-based exams and complete a free online, interactive module called 'Foundations in Professionalism'. This will help you to understand what it means to be a professional and to act ethically at work.

More details on ACCA registration and exams can be found at: [accaglobal.com/student](http://accaglobal.com/student)

ACCA-X COURSE	RELATED EXAM	RELATED AWARD
Introduction to Bookkeeping	Recording Financial Transactions <b>FA1</b>	Introductory Certificate in Financial and Management Accounting
Introduction to Management Accounting	Management Information <b>MA1</b>	
Intermediate Bookkeeping	Maintaining Financial Records <b>FA2</b>	Intermediate Certificate in Financial and Management Accounting
Intermediate Management Accounting	Managing Costs and Finance <b>MA2</b>	
Accountant in Business	Accountant in Business <b>FAB/F1</b>	Diploma in Accounting and Business
Management Accounting	Management Accounting <b>FMA/F2</b>	
Financial Accounting	Financial Accounting <b>FFA/F3</b>	

## How much do the courses cost?

Introduction to Bookkeeping	<b>FREE</b>
Introduction to Management Accounting	<b>FREE</b>
Intermediate Bookkeeping	<b>FREE</b>
Intermediate Management Accounting	<b>FREE</b>
Accountant in Business	<b>US\$89</b>
Management Accounting	<b>US\$89</b>
Financial Accounting	<b>US\$89</b>

**Where can finance and accountancy take me?**

Explore at: [yourfuture.accaglobal.com](http://yourfuture.accaglobal.com)





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