



ACCA

Think Ahead

Association of Chartered Certified Accountants.(UK)

Eligibility: 10 + 2 or Graduation / Maximum Subjects: 14

Subjects Offered

Fundamental Level Knowledge

Accountant in Business | Management Accounting | Financial Accounting

Skills

Corporate and Business Law | Performance Management | Taxation
Financial Reporting | Audit and Assurance | Financial Management

Professional Level Essentials

Governance Risk & Ethics | Corporate Reporting | Business Analysis

Options (any 2 to be completed)

Advanced Financial Management | Advanced Performance Management
Advanced Taxation | Advanced Audit and Assurance

Documents required (2 sets)

- Passport copy
- Educational Qualification (Certificate/Mark sheet)
- Photograph

Note: Students with higher qualification and experience are eligible for exemption at Fundamental level. However, right of deciding exemption is reserved with ACCA. It may differ from person to person depending on qualification and experience

Dubai : 04 33 73 001
Sharjah : 06 55 57 676

Ajman : 06 74 41 122
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ICAI - The Institute of Chartered Accountants of India

The only examination centre in UAE

The only recognized statutory professional organization and licensing body in India specializing exclusively in the field of cost and management accountancy.

FOUNDATION | INTERMEDIATE | FINAL

Career & Prospects

The profession is regulated by a special Act of Parliament (1959). Those who have successfully completed this course can be the Managing Director, Finance Director, Finance Controller, Chief Accountant, Cost Controller, Marketing Manager, Chief Internal Auditor and many more openings.

Association with International Professional bodies: member of IFA, CAPA, and SAFA-International Organization.



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SECRETARIAL COURSE

**Golden
opportunity for
job seekers
and
housewives**

Duration – 40 hours

Stage 1 : Typing Skills

Stage 2 : Computer fundamentals, Windows, MS Office, MS Word, MS Excel, MS PowerPoint, Internet & Email

Stage 3 : Secretarial skills, Communication Skills, Business Correspondence, Letter Drafting, and Preparation of minutes of the meeting, Agenda etc, Telephone Techniques, Office Procedures & Administration.

Stage 4 : Practical, Telephone Techniques, Internet, Email, Maintaining Files / Register etc & Communication Skills.

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ISA - International Smart Accountant

Manual Accounting

Tally

Peachtree

QuickBooks

DacEasy

This course is designed to teach you the accounting and computer skills employers are looking for. Upon completion of this program, you are prepared to perform general office duties, moderate computer and accounting work, handle payroll responsibilities, and more. You will be issued a Certificate attested by Ministry of Education KHDA Dubai.



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- Advanced Programme for Management Development
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