



OUR PROSPECTUS

'FOR YOUR FUTURE WE CARE'

OUR OFFICE:

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VISION STATEMENT

Progress Academy aspires to transform lives and communities through learning.

MISSION STATEMENT

To provide access to higher learning education opportunities that enable students to develop knowledge and skills necessary to achieve their professional goals, improve the productivity of their organizations and provide leadership and service to their communities.

OUR VALUES

- **You are number 1**
- **Commitment**
- **Reliable**
- **Consistent**
- **Innovative**
- **Flexible**
- **Leadership**

WHO WE ARE?

Progress Academy is a tuition provider for ACCA, CIMA, CAT, SAGEONE PASTEL, and BSc (Hons) in Applied Accounting mentoring courses to local and international students. Progress' instructors are really something unique. They not only have the right qualifications and experience, they're also certified working professionals with real-life, up-to-date industry experience that they share with students.

Having the ACCA qualification puts you in demand, allowing you to work in any aspect of finance or management in any business. This globally recognized qualification opens-up a world of opportunities, and, what's more, it's accessible to all.

OUR PROGRAMMES:

1. Foundations in Accountancy - FIA
2. Association of Chartered Certified Accountants-ACCA
3. SAGEONE PASTEL
4. Mentoring - BSc (hons) in Applied Accounting

1. FOUNDATIONS IN ACCOUNTANCY - FIA

MODE OF STUDY: Campus Learning

Programme details:

Foundations in Accountancy (FIA) is offered by ACCA as an entry level to the ACCA Qualification. It focuses on the core skills of financial accounting and management accounting; and the wider role of the accountant in business at higher levels.

The Foundations in Accountancy qualification is divided into three (3) modules; **Certified Accounting Technician introduction, Certified Accounting Technician Intermediary and Advanced Certified Accounting Technician modules**. Students who complete these modules will be awarded with the **Certified Accounting Technician Certificate - CAT**.

CERTIFIED ACCOUNTING TECHNICIAN PAPERS (9 papers in total)

1. Certified Accounting Technician introduction module - CAT INTRO

- **FA1:** Recording Financial Transactions
- **MA1:** Management Information

This module runs for 3 months.

What's involved?

Exams Type: Computer-based

Compulsory Questions: 100%

Completion Time: 2 hours

Minimum Pass Mark: 50%

ADMISSION REQUIREMENTS

- COSC/LGCSE with a pass in any four subjects.
- Diploma / Certificate in Any Recognized Institution

2. Certified Accounting Technician Intermediary module - CAT INTER

- **FA2:** Managing Financial Records
- **MA2:** Managing costs And Finances
- **AB:** Accountant In Business

This module runs for 3 months except AB which runs for six months.

What's involved?

Exams Type: Computer-based

Compulsory Questions: 100%

Completion Time: 2 hours

Minimum Pass Mark: 50%

ADMISSION REQUIREMENTS

- Pass CAT INTRO papers - FA1 and FA2

3. Advanced Certified Accounting Technician modules

- **FFA:** Foundations in Financial Accounting
- **FMA:** Foundations in Management Accounting
- **FTX:** Foundations In Taxation
- **FAU:** Foundations In Audit

This module runs for 6 months.

What's involved?

Exams Type: Computer-based

Compulsory Questions: 100%

Completion Time: 2 hours

Minimum Pass Mark: 50%

ADMISSION REQUIREMENTS

□ Pass CAT INTER papers - FA2, MA2 and AB

CAREER PROSPECTS AFTER FIA QUALIFICATION - CAT;

Audit Trainee, Taxation officer, Junior Financial Accountant, Bank Teller, Fixed

Assets Officer, Inventory Controller, Payroll Accountant, Junior Management

2. ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS-ACCA

MODE OF STUDY: Campus or virtual learning

Programme details:

The ACCA Qualification is designed to provide the accounting knowledge, skills and professional values which will deliver finance professionals who are capable of building successful careers across all sectors and making a valuable contribution to your organisation, whether you are in the public or private sectors or in practice. There's a wide range of skills-set ACCA will give you, from audit and assurance through to financial management, strategy, leadership and ethics. And those are just a few.

The ACCA qualification is divided into two levels: **Fundamentals and Professional**. The Fundamentals level is also divided into two modules: **Knowledge and Skills**. The Knowledge papers introduce you to the main areas of financial & management accounting, while the Skills papers cover six main technical accountancy subjects, which are vital to all accountants. Students who complete fundamentals level will be awarded with the **General Accounting Certificate - GA**

GENERAL ACCOUNTING CERTIFICATE - FUNDAMENTALS (6 papers in total including 3 from FIA)

Knowledge module

AB: Accountant in Business

FMA: Management Accounting

FFA: Financial Accounting *This*

module runs for 6 months.

What's involved?

Exams Type: Computer-based

Compulsory Questions: 100%

Completion Time: 2 hours

Minimum Pass Mark: 50%

ADMISSION REQUIREMENTS

- Bachelor degree (Any Degree)
- Diploma (any field)

Skills module 1

LW: Corporate and Business Law (LSO)

PM: Performance Management

TX: Taxation (LSO)

This module runs for 6 months.

What's involved?

Exams Type: Computer-based

Compulsory Questions: 100%

Completion Time: 3 hours and 10 min (except for LW 2hrs)

Minimum Pass Mark: 50%

ADMISSION REQUIREMENTS

- Graduate of FIA Qualification - CAT
- Pass Knowledge Module
- Bachelor degree (Accounting major)

Skills module 2

FR: Financial Reporting

AA: Audit and Assurance

FM: Financial Management

This module runs for 6 months.

What's involved?

Exams Type: Computer-based

Compulsory Questions: 100%

Completion Time: 3 hours and 10 min

Minimum Pass Mark: 50%

ADMISSION REQUIREMENTS

- Pass Skills module papers - LW, PM and TX

PROFESSIONAL LEVEL

The Professional level builds on your technical knowledge exploring more advanced skills, techniques and values; the exam papers are set at the same ability as a master's degree. You'll need to pass three papers in the Essentials module & complete two out of four papers in the Options module to succeed in acquiring ACCA status. Students who complete the professional level papers are awarded the **Chartered Accounting Certificate - CA**.

CHARTERED ACCOUNTING CERTIFICATE - PROFESSIONAL LEVEL (4 papers in total)

Essentials

SBL: Strategic Business Leader

SBR: Strategic Business Reporting

This module runs for 6 months.

What's involved?

Exams Type: Computer based

Completion Time: 4 hours

Compulsory Questions: 100% compulsory.

All Professional level exams contain four professional marks.

Exam Windows: March, June, September and December

Minimum Pass Mark: 50%

ADMISSION REQUIREMENTS

- GA graduate

Options (two to be completed)

AFM: Advanced Financial Management

APM: Advanced Performance Management

ATX: Advanced Taxation

AAA: Advanced Audit and Assurance

This module runs for 6 months.

What's involved?

Exams Type: Computer based

Completion Time: 3 hours and 15 minutes

Compulsory Questions: Section A is 100% obligatory. Section B includes some choice.

All Professional level exams contain four professional marks.

Exam Windows: March, June, September and December

Minimum Pass Mark: 50%

ADMISSION REQUIREMENTS

- Pass essential module papers - Strategic Business Leader and Strategic Business Reporting

Professional Ethics Module

The Professional Ethics module must also be taken before you can become an ACCA member. Students are given access to the Professional Ethics module when they have completed the first three exams of the ACCA Qualification (AB - Accountant in Business, FMA - Management Accounting and FFA - Financial Accounting), although it is recommended that students take the module at the same time as, or before, attempting SBL - Strategic Business Leader.

CAREER PROSPECTS AFTER ACCA QUALIFICATIONS - GA and CA

Branch Manager, Credit Controller, Finance Manager, Payroll Accountant, Procurement

Manager, senior accountant, Tax consultant, financial adviser, Store manager Chief Financial Officer, Department Manager, Financial adviser, Investment analyst, Chief

Operating Officer (COO), Project manager, Stock Market Broker, Chief Internal Auditor etc.

3. SAGEONE PASTEL

Mode of study - Campus or virtual learning

- **Programme details-** this is an accounting package meant to challenge the tradition of approaching accounting using manual systems, hence it is in line with keeping the paperless office, powerful ideas of 4th Industrial Revolution(4IR). In this programme you will be taught how to prepare source documents, deal with bank reconciliations, create clients, suppliers etc using the accounting software. We are computerising your everyday accounting job, hence enhancing efficiency and effectiveness.
- **Examination-** There are various forms of instant-results examinations ranging from free to M3,000.00 or more depending on the chosen one though the principles remain the same. **Minimum pass mark is 75%**
- **Admission requirements-** you need just basic accounting skills to get admitted even if you are not an accountant by profession.

4. MENTORING - BSc (Hons) IN APPLIED ACCOUNTING

MODE OF STUDY: Self - study

Progress Academy offers only mentoring through face to face and/online

Programme details

ACCA and Oxford Brookes University have worked together to develop a BSc (Hons) Degree in Applied Accounting, which is available exclusively to ACCA students who wish to obtain a degree while studying towards the ACCA Qualification.

Progress Academy offers mentoring to qualifying students who wish to undertake the BSc (Hons) in Applied Accounting.

What else is involved?

Complete and pass the Oxford Brookes University Research and Analysis Project and the ACCA Ethics and Professional Skills Module

ADMISSION REQUIREMENTS:

To be eligible to undertake and submit the Oxford Brookes University Research and Analysis Project, for which you require a mentor, you must be eligible for the BSc (Hons) in Applied Accounting degree. You need to have fulfilled all the following criteria:

- You must be registered with Oxford Brookes University; i.e. opted in to be BSc degree scheme before passing any of the three key ACCA Fundamentals papers, FR, AA and FM;
- You should have passed the three key ACCA Fundamentals papers FR, AA and FM and pass all other papers as required to successfully complete all nine Fundamentals level papers;
- Be within 10 years of your first qualifying ACCA exam;
- Complete the on-line ACCA Professional Ethics module before late March for May submission and late September for November submission of your Research and Analysis Project (the exact dates will vary);
- You must have a recognised English language qualification lodged with ACCA, before passing any of papers FR, AA or FM;
- You must be a current member of ACCA, your account must be active - please check your my-ACCA page;