



BECKER[®]
PROFESSIONAL EDUCATION

ACCA STUDY SYSTEM SOFTWARE MANUAL

2013 EDITION

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INSTALLING THE BECKER ACCA STUDY SYSTEM SOFTWARE

This section shows you how to install and activate the software and a brief description of what is installed.

MINIMUM SYSTEM REQUIREMENTS

- Windows XP/Vista/7/Win 8
- Intel Core Duo 2.0 GHz processor (circa 2006) or faster
- 1 GB RAM or greater (2 GB highly recommended)
- Hard drive with 5 GB or more free space
- Video card capable of 1024 x 600 resolution and 32-bit color or more
- Sound card and speakers
- Administrative-level access is required to activate and operate the software
- Internet access for activation, synchronization and ongoing license validation

INSTALLING THE APPLICATION

In order to install **Becker's ACCA Study System**, the user account on the computer requires Administrative privileges. Depending on the User Access Control settings on the account, additional prompting may pop-up.

Please follow the steps below to install the applications.

1. Confirm the Minimum Requirements located above (Page 3) of this document.
2. Close all open windows and applications.
3. Login to your online learning account at <http://onlineacca.becker.com/> and go to "Software Download".
4. Launch the **SetupBeckerACCA.exe** and follow the prompting of the installation wizard.
5. Review the License Agreement. Once accepted, proceed with the **Installation Wizard**.
6. At completion, an icon for **Becker's ACCA Study System – 2013 Edition** will appear on the desktop.

WHAT IS INSTALLED ON YOUR COMPUTER

The following application is installed on your computer:

Becker's ACCA Study System – 2013 Edition – This application contains the Study System eBook with integrated question practice to test your knowledge after each session. Also included are features such as built-in annotation for reference and note taking..

ACCESSING THE INSTALLED APPLICATION

The application can be accessed from several locations on your computer; the icon on the desktop, once installation is complete or from **Becker's ACCA Study System – 2013 Edition** folder located in **All Programs** within the **Start** Menu.

SOFTWARE REGISTRATION AND ACTIVATION

Becker's ACCA Study System application is copy-protected. At the initial launch of the application, a **Software License** screen will appear prompting you to enter your login details to activate and register the software. Internet access and accurate date and time set on the computer are required for this process to successfully take place.

Important: The login details needed for this process are the same ones to access your account within the **ATC-International** (<http://www.atc-international.com/> or <http://onlineacca.becker.com/>) site. Please use the "**Forgot Password?**" hyperlink if password is forgotten, link located right below the Password textbox, see figure 1. **The software is for the sole use of the individual who purchased it and is non-transferable.**

1. Once login details have been entered, select the proper check boxes as shown on the screen below then select Activate.

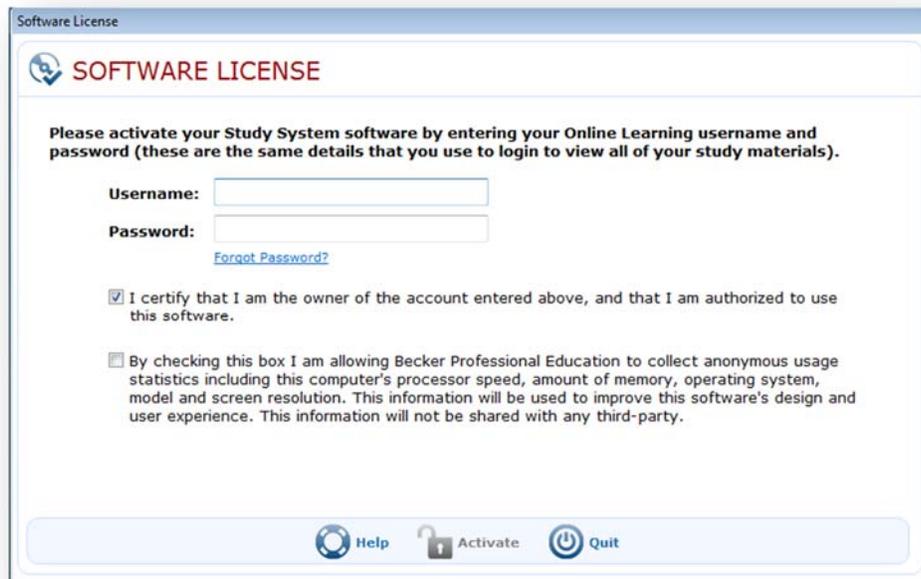


Figure 1

REGISTER AND LICENSE INFO

The **About** windows will display who the software is registered to, the version of the software, and expiration date for each Paper — please see figure below.

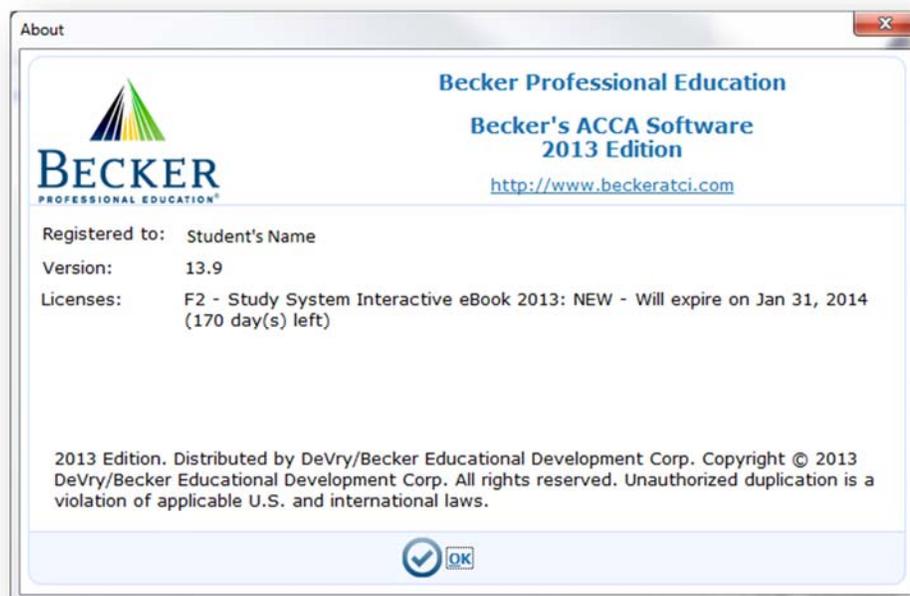


Figure 2

EXPLANATION OF ACTIVATION ERRORS

Below is a list of the possible errors or warnings you may receive during the activation process along with a detailed explanation of how to address them.

INVALID USERNAME/PASSWORD

Invalid login details have been entered. Please remember to use the same username and password you use to access the **ATC-International** (<http://www.atc-international.com/>) site. If credentials are forgotten, use the "forgot password" link located in the Software License screen, see figure1.

COMMUNICATION ERROR WITH THE ACTIVATION SERVER

Ensure your computer is connected to the Internet.

MULTIPLE ACTIVATION WARNING

Becker's ACCA Study System software may be activated on a maximum of **three** computers. A warning message displays when the desktop version of the software has been activated on a third computer. Once the software is activated on three computers, no further activation on additional computers will be permitted.

DEACTIVATING AND UNINSTALLING

DEACTIVATE SOFTWARE

Deactivating the software is useful when the three activation limit has been reached and the software is to be installed on a replacing computer.

1. Open Becker's ACCA Study System – 2013 Edition
2. Select the **Help** menu and scroll and select the **Software License**.
3. Select the **Deactivate** button.

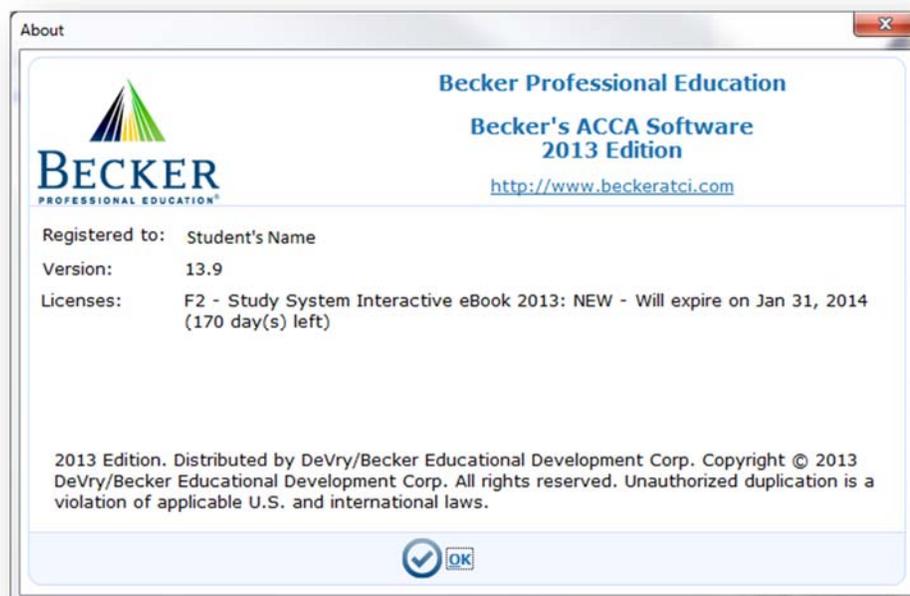


Figure 3

UNINSTALLING THE APPLICATION

There are several ways to uninstall the software, below is the recommended method on how to uninstall the software.

Note: Uninstalling the software does not deactivate the application, see deactivate software instructions.

Uninstallation Becker's ACCA Study System Wizard:

1. Close all open windows and applications.
2. Go to the **Start** menu, select **All Programs** then navigate to **Becker's ACCA Study System – 2013 Edition** folder.
3. Select **Uninstall Becker's ACCA Study System**.

GETTING STARTED WITH THE SOFTWARE

HOME PAGE

The Home page of **Becker's ACCA Study System** presents all of the Papers to which you have access. Once you click on a paper, all of the Sessions (chapters) for that Paper's Study System are shown.

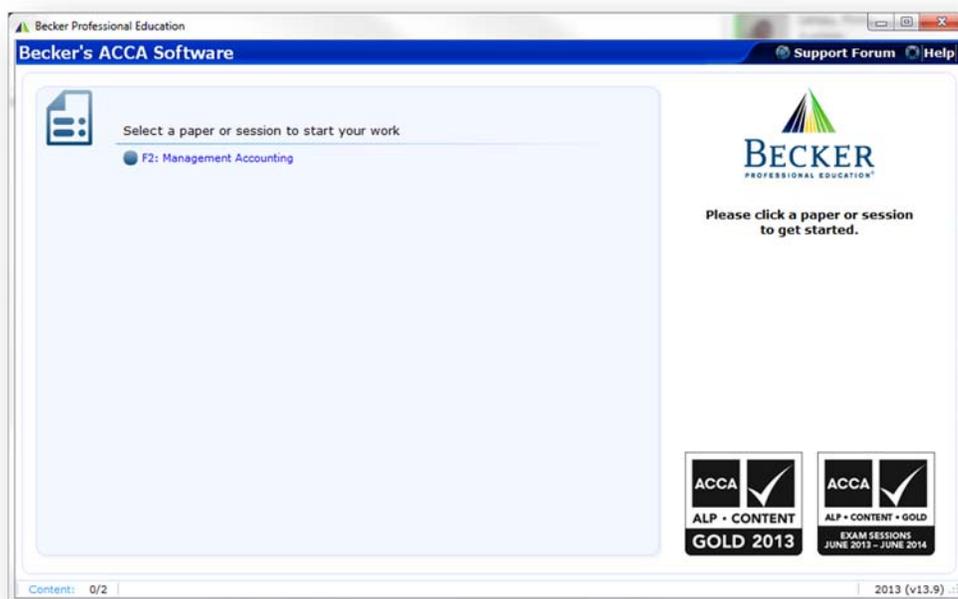


Figure 4

DOWNLOADING THE STUDY SYSTEM EBOOK AND THE STUDY QUESTION BANK

The Study System eBook and the Study Question Bank materials need to be downloaded prior to being accessed. Please follow the steps below.

Important: In order to download and install the needed materials, Internet Access is required.

1. From the **Home** page, select the Paper.

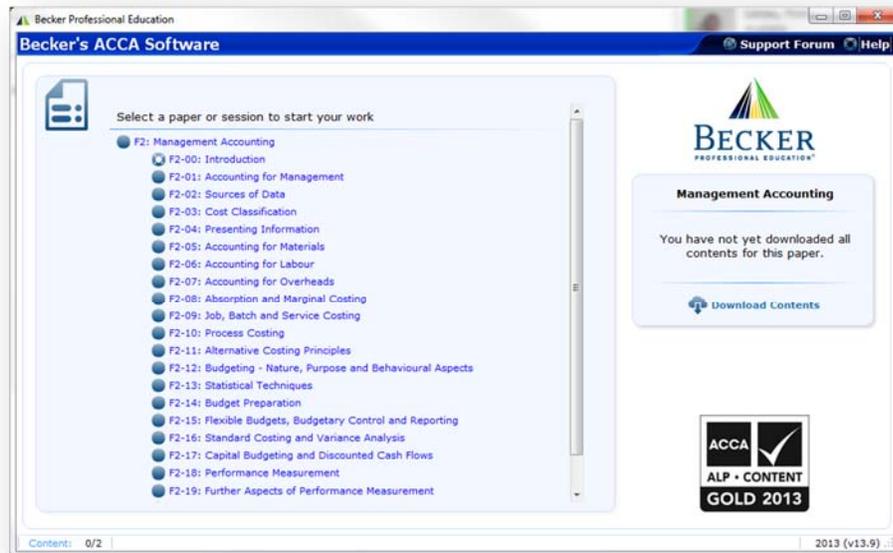


Figure 5

2. On the right pane of the application, select the icon **Download Contents**.

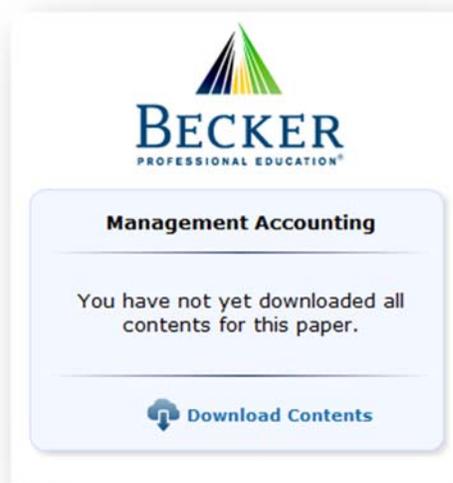


Figure 6

3. Select **Yes**.

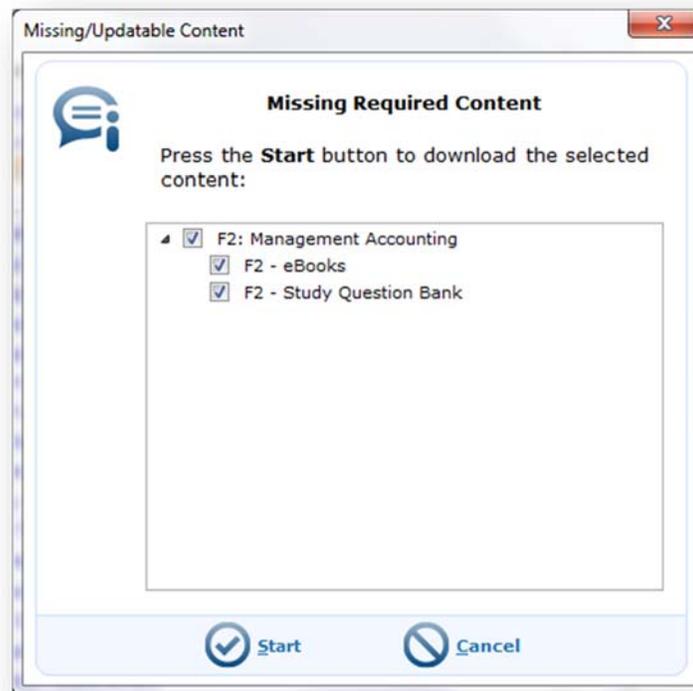


Figure 7

Students who have purchased Interactive eBooks will be required to download the “eBooks” and “Study Questions Banks” as shown in Figure 7, in addition, the Interactive eBooks for each topic. See figure 8 for example.

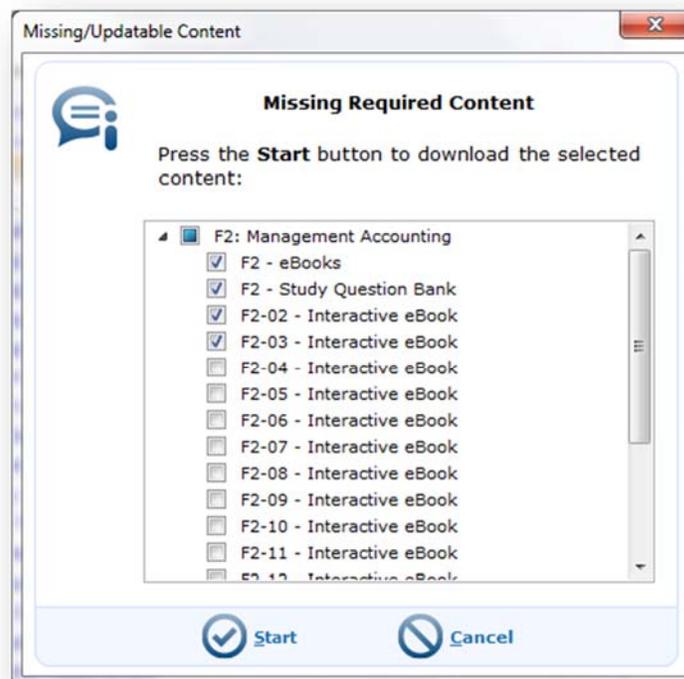


Figure 8

4. Once confirmed, the downloading and installation process will commence.
5. The Content Download Manager displays the status.

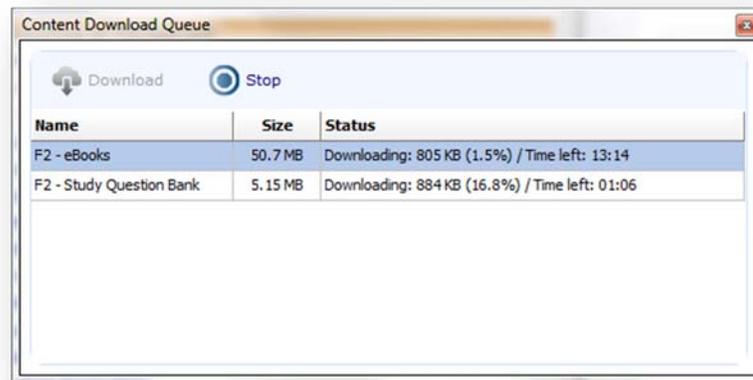


Figure 9

6. At installation, close the Content Download Manager and select the Paper - the list of sessions available for that Paper will be shown.

THE STUDY SYSTEM EBOOK

The Study System eBook can be accessed from multiple areas within the software such as: the main home page of the software, the icon **Open eBook** under the Study System, or the **Text** icon within the Study Question Bank screen. The icon is shown below.



Figure 10

Figure 11 displays the eBook as it will appear on your local computer. The eBook will open in its own window and it can be manipulated as any other window such as minimizing, maximizing, and closing. At the bottom of the eBook, the available tools to annotate the content are available for you to use including highlighting and sticky notes.

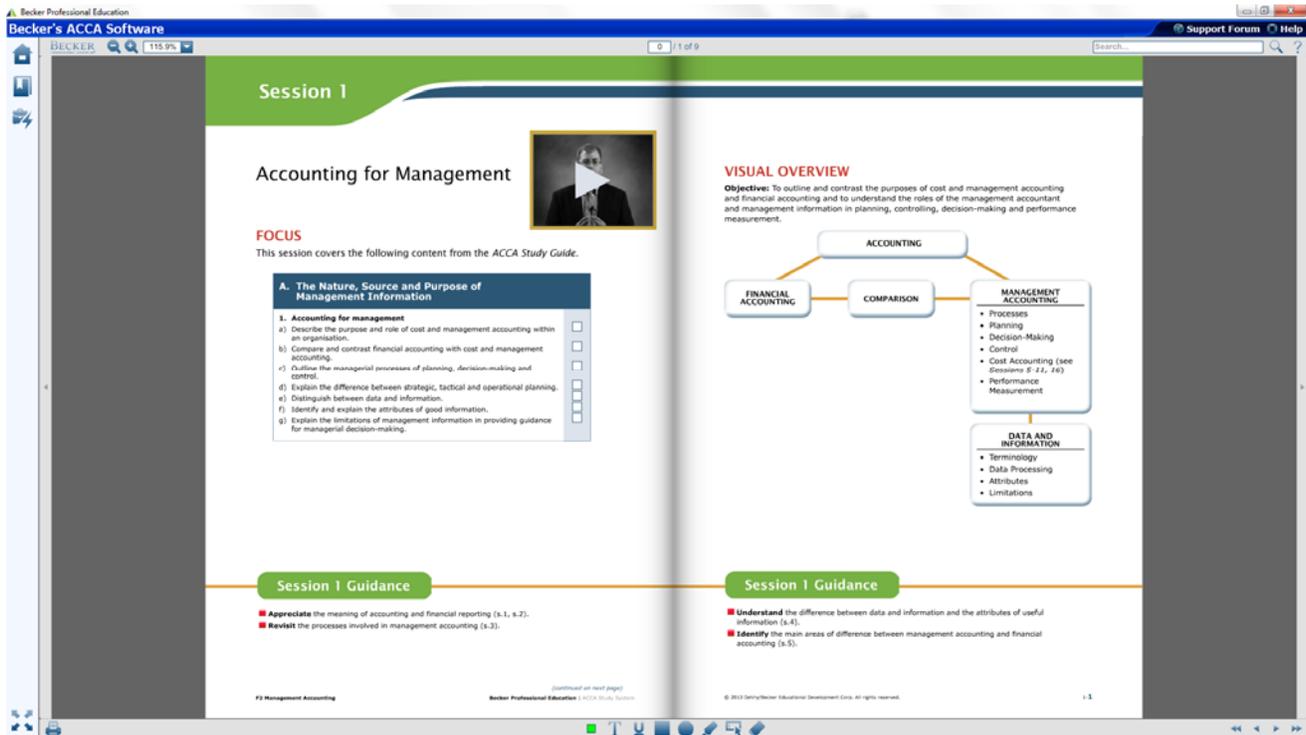


Figure 11

- **Print and Zoom options** are found on the lower left side of the eBook.
- **Navigation buttons** can be found lower right or on the sides of the pages (mid-range).
- **Search and Help Functions** are available on the top right of the eBook. Click the **Help Function**, which is represented by a question mark, it will provide an explanation of all of the features and annotation found within the eBook. Please see Controls below.
- **Full View** is also available when selecting the icon in figure 12.



Figure 12

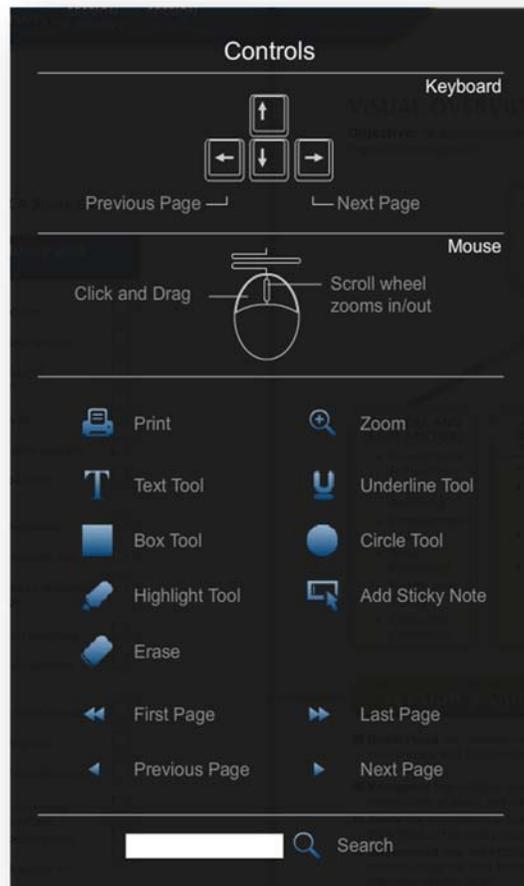


Figure 13

Available within the software are Interactive eBooks, features are listed below.

- Videos with instructor's insight of the sessions – Figure 14.
- Audio with instructor's annotation – Figure 15.
- Instructor's notations – Figure 15.
- Forms which allow the user to answer and show solutions – Figure 16.
- Links to session's questions – Figure 17 and 18.

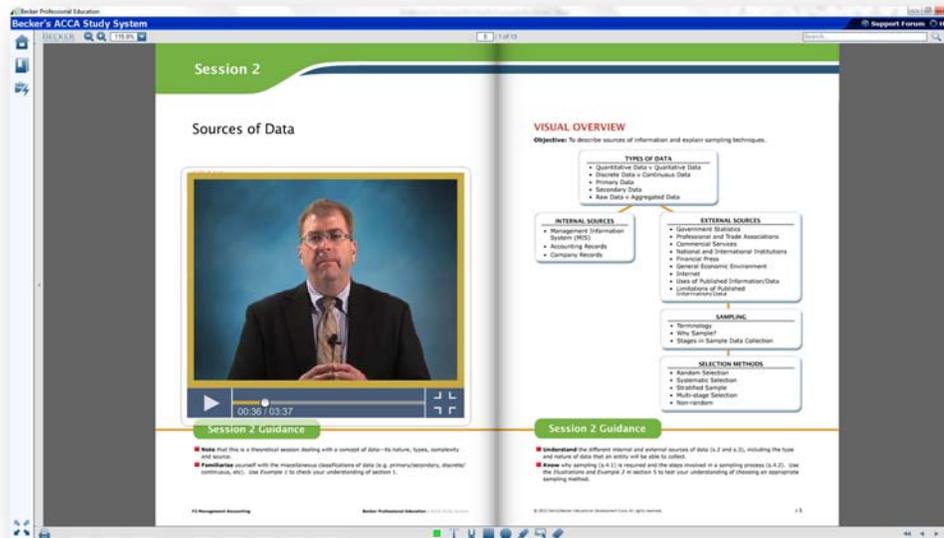


Figure 14 – Video of Instructor's Insight

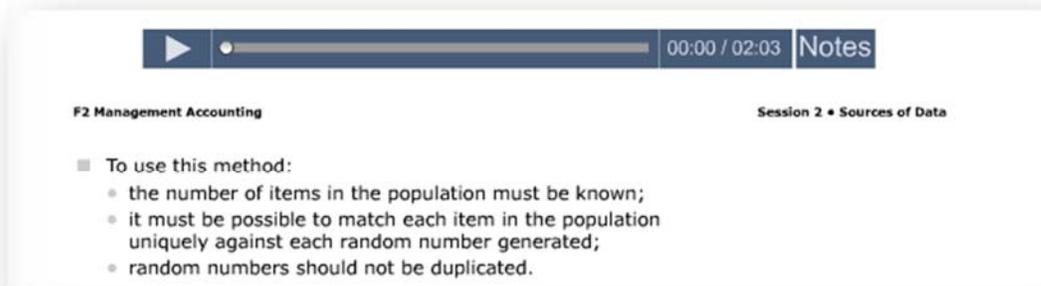


Figure 15 – Audio with Annotation and Notes

As figure 13 suggest, there are two interactivity features: Audio with annotation and Notes. As the **Play Button** is selected, annotations will display on the page highlighting and providing helpful hints on the material for that page. The **Notes**, on the left of the play bar, will display notes or highlight important information in that page.

5.5.2 Cluster Sampling

- The entire population is divided into small areas ("clusters") from which a random sample is selected.
- All items in the selected clusters are included in the sample.
- It is typically used when:
 - a researcher cannot get a complete list of the members of a population but can get a complete list of "clusters" within the population;
 - when a random sample would produce a list of subjects so widely scattered that the cost of surveying them would be prohibitive.

Example 2 Selection Methods

Suggest the most appropriate selection method in each of the following situations:

Solution

(a) Population groups are spread across distant cities.

(b) Whole population is available.

(c) Demographic groups are to be investigated.

(d) A stream of representative people is available (e.g. in the street).

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Solution 2—Selection Methods

(a) Population groups are spread across distant cities.	Cluster
(b) Whole population is available.	Simple random
(c) Demographic groups are to be investigated.	Stratified
(d) A stream of representative people is available (e.g. in the street).	Systematic

Although other methods might be used, these are the most suitable in the absence of further information.

the population:

- when a random sample would produce a list of subjects so widely scattered that the cost of surveying them would be prohibitive.

Example 2 Selection Methods

Suggest the most appropriate selection method in each of the following situations:

Solution

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Figure 16 – Forms and Solutions

Session 2 Quiz

Estimated time: 15 minutes

1. State the major difference between primary and secondary data. (1.3, 1.4)
2. State THREE characteristics of a strong management information system. (2.1)
3. List SIX items of information that may be published in an annual report. (2.3)
4. List SIX external sources of data. (3)
5. Describe the limitations of published information and data. (3.9)
6. Explain why it is important to sample. (4.2)
7. Identify and describe FOUR sampling methods. (5)

Study Question Bank

Estimated time: 30 minutes

Priority	Estimated Time	Completed
Q3	Sample Selection	30 minutes <input type="checkbox"/>
Additional		
Q4	Public Opinion	<input type="checkbox"/>

Figure 17 – Session Quizzes and Study Question Bank

Take advantage of the Sessions Quizzes and easy access to the Study Question Bank. Session Quizzes questions have hyperlinks available where answer can found—hyperlink are located on the end of each question. Study Question Bank practice questions may be accessed by the button listed on the page or by the icon shown in figure 16 found on the left hand side software window.



Figure 18

The HOME icon is available on the top right of the eBook, allowing the user to return to the main Home page of the ACCA Study System software.



Figure 19

STUDY QUESTION BANK

Questions are Multiple-Choice (Papers F1, F2 and F3) or Written and Computational (all other Papers). The instructions below will demonstrate how to access the Questions from the Home Page of the software as well as some of their features.

ACCESS STUDY QUESTION BANK

1. To access the Questions relevant to a specific session, first click on that session in your home page
2. In the right pane of the window, a list of relevant questions will appear for that particular session of the eBook.
3. Select the question you wish to answer.
4. Select Answer Questions, underneath the name and number of the question on the right pane of the window.



Figure 20

MULTIPLE CHOICE QUESTIONS (PAPERS F1, F2, AND F3 ONLY)

Below is the standard Multiple Choice question screen. Each Multiple Choice question is equipped with the following features: (Upper Right) Grade, Text, Print, Calculator, End icons (Left Pane) Questions Statistic, Session Statistic, and Keyboard Navigation guide.

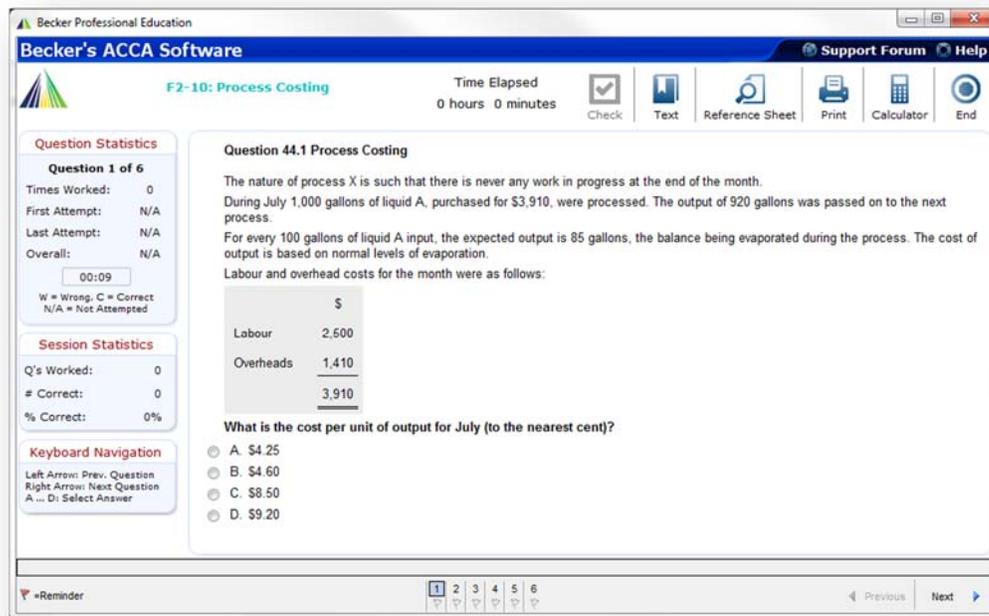


Figure 21

- **Question Statistic (located on the left pane)** - It provides information on the question number, number of times the question was attempted, whether the overall status was answered right or wrong, and a timer.
- **Session Statistics (located on the Left Pane)** - this provides the overall statistic for that section. Questions attempted, number of questions answered correctly, and the overall percentage for that section.



Figure 22

- **Question Area** located in the middle of the screen.
The question and the answer options are included in this area. This is explained in more detail in the **How to Answer Questions** section below.
- **Navigation Bar** located on the bottom of the screen
From this bar you can access the various tools as well as navigate through the questions. These tools are described in more detail in the **Study Question Bank Navigation Bar** section below.

HOW TO ANSWER MULTIPLE CHOICE QUESTIONS

The question and the answer options are displayed in the middle of the screen. A scrollbar is displayed at the right edge of the screen when the question does not fit in the area. To select an answer, click on the radio button or the answer option text. When you select an answer, the selection will be highlighted blue. To view the correct answer and explanation, click on the **Grade** icon—see figure 22 within this section. The Grade icon is grayed out by default until an answer for the question is selected.

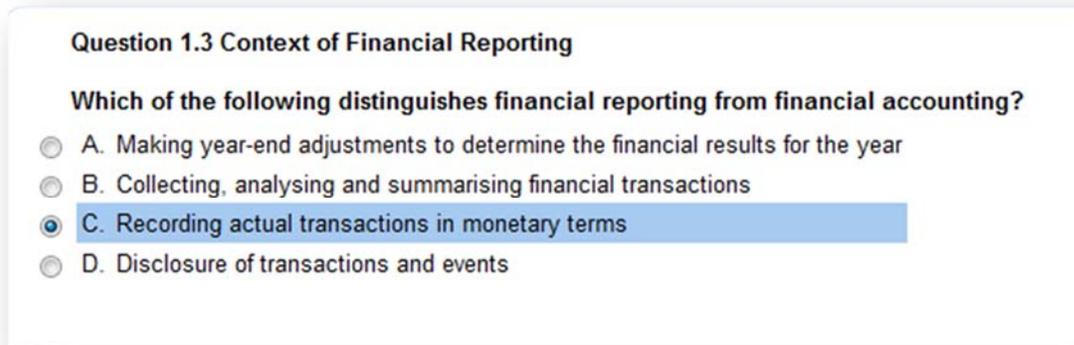


Figure 23

Figure 24, displays the following feature: **Check, Text, Reference Sheet, Print, Calculator, and End** icon. These same features are available in the **Written and Computational** questions, with the exception of the **Check**.

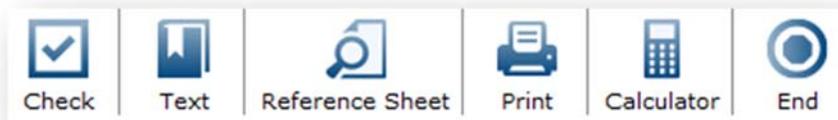


Figure 24

Once the **Check** icon is selected, the answer option changes color to green indicating the answer is correct or yellow to indicate it is wrong. Although the answer may be changed several times, only the first answer will be used to compute your statistics.

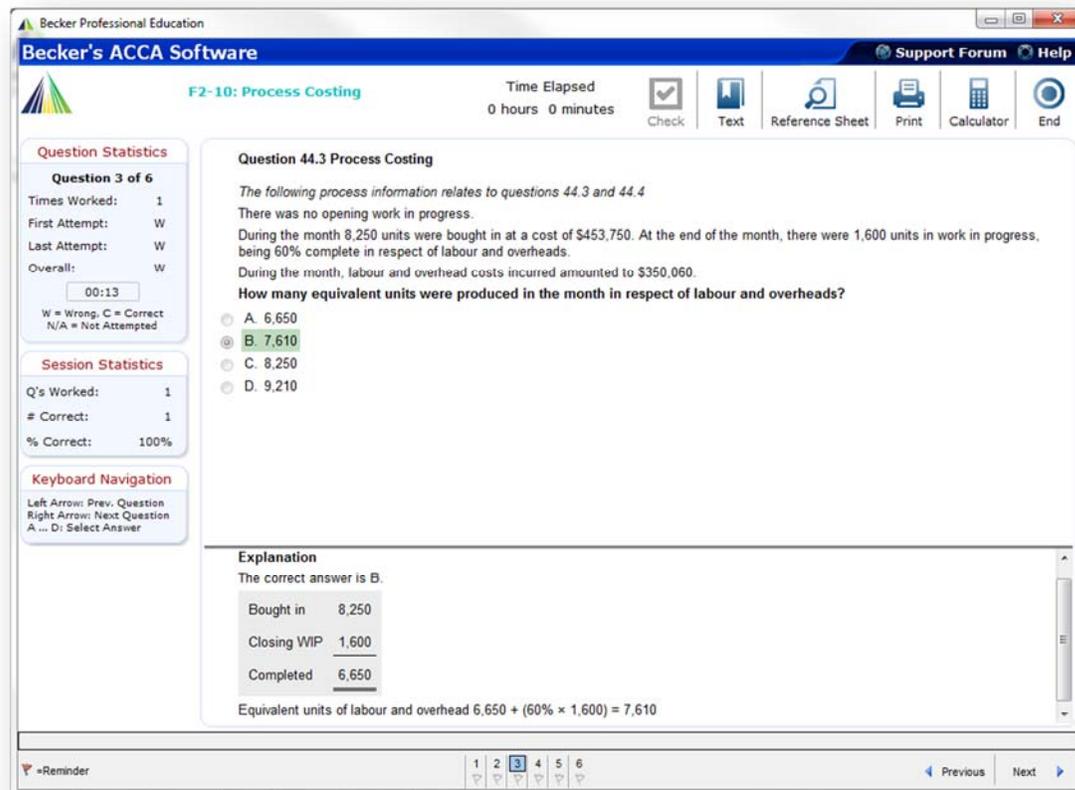


Figure 25

The **Check** button will also display the Explanation of the correct answer for the question.

STUDY QUESTION BANK NAVIGATION BAR

Use the **Previous** and **Next** buttons to navigate through the **Study Question Bank** MCQs. To jump directly to a specific question, click on the question number in the navigation bar.

To flag a question, click the **Mark for Reminder** button. A checkbox will appear below the question number.

ENDING YOUR STUDY QUESTION BANK SESSION

To end the **Study Question Bank** session and see your results, click on the **End** button. **Study Question Bank** questions may be ended at anytime, although it is much more effective to answer all the questions in the topic at once. Your statistics for the **Question Session** will be updated and the **Study Question Bank** will reappear.

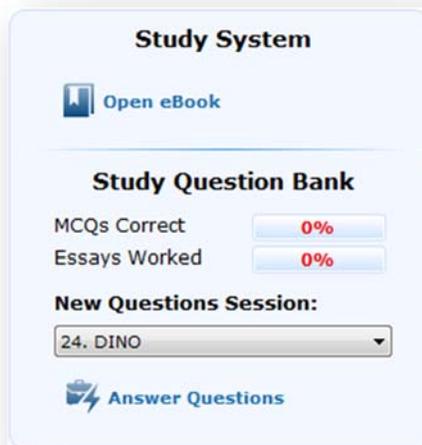


Figure 26

WRITTEN AND COMPUTATIONAL QUESTIONS (ALL PAPERS EXCEPT F1, F2, AND F3)

Written and computational questions have all of the same features available as the Multiple Choice questions, with the exception of the Questions and Session Statistic. There is not a Grade button but you will be able to view the Solutions by clicking on the Solution tab to verify the answer provided for that question. Below is the Written and Computational Question screen.

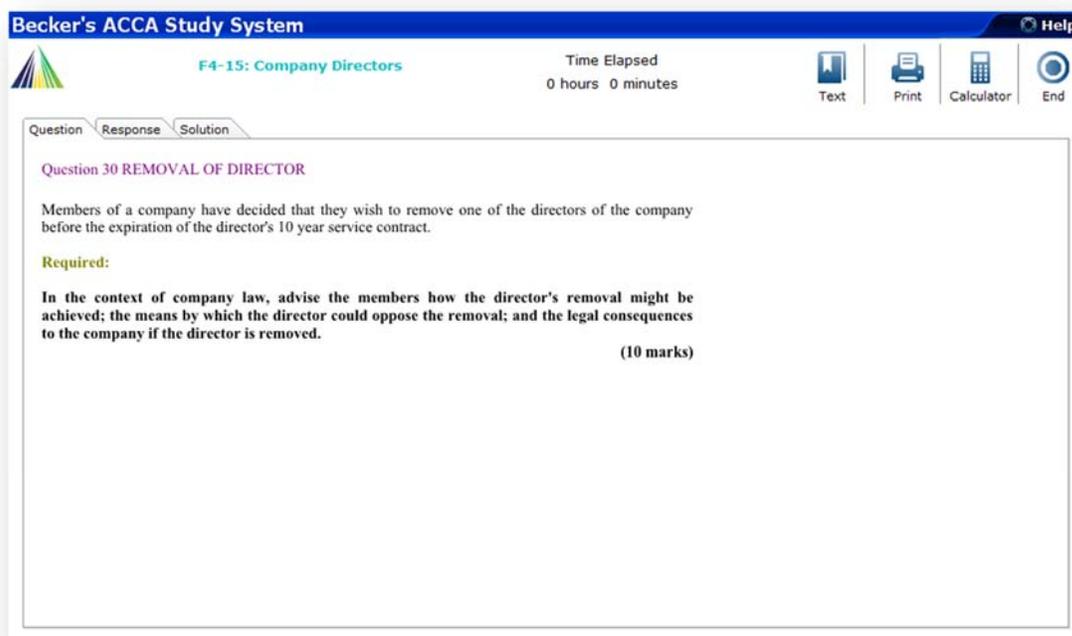


Figure 27

To answer these questions, simply select the Response tab and enter your answer. Use the Solutions tab to review the answer provided for that question. To end the session, select the **End** button just as stated in the Ending Your **Study Question Bank** Session in this manual.

ON-GOING AUTHENTICATION "CALL HOME"

On-Going Authentication is a service that runs automatically in the desktop version of the software. This service enables the desktop application to remain active and allows for continuity of the software. It uses secure connectivity and requires Internet access. The application will present a **warning message** requesting Internet connectivity after **20 days** being offline.

Warning: If the desktop application is offline after 30 days, the software will become locked, preventing usage of the application.

To avoid warning messages and to prevent the application from becoming locked, connect the computer to the internet at least once every 20 days.

AUTOMATIC UPDATES

Becker's ACCA Study System automatically checks for updates. A prompt will appear letting the user know when an update is available and ready to be installed. Check for updates manually by clicking the "**Help**" menu located on the top right of the application. Select **Check for updates** in the menu, as shown below.

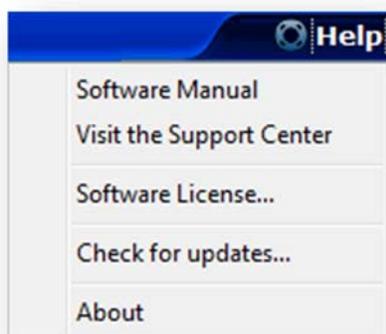


Figure 28

TROUBLESHOOTING GUIDE

Before contacting technical support for assistance, please check this section and apply the suggested system settings for the problem you are experiencing. Following the suggestions made here will fix the problem in most cases.

DISPLAY PROBLEMS WITH THE SOFTWARE

In order to view **Becker's ACCA Study System** application correctly you must have your monitor display set for 16-bit color and a resolution of 1024 x 600 at a minimum. You will receive a message when you attempt to start the program in any other resolution or color mode.

TO CHANGE THE DISPLAY SETTING WITHIN WINDOWS

1. Open the Control Panel located under Settings in the Start menu. In Windows XP, this is on the Start menu.
2. Double-click the Display icon.
3. Click the Settings tab.
4. Select 1024 x 600 or higher resolution in Desktop Area.
5. Select the highest-available setting from the Color Palette menu. Click OK. You may need to restart Windows for the settings to take effect.

Note: The "Large Font" setting also results in the applications not displaying properly. Please turn off the Large Font setting and make sure to use the normal 96 DPI font size.

CONTACT INFORMATION

For the most up-to-date contact information and support hours, please visit <http://atc-international.com>.

<p style="text-align: center;">Customer Related Items</p> <p>If you require support on using your study materials, the online lectures, student forums or any other customer service related issue, please use the following Becker support contact information:</p> <p>Email: info@beckeratci.com</p> <p>Please include your username, email address and paper and package in your email if applicable</p> <p>Telephone: UK +44 20 8977 0652</p> <p style="text-align: center;">Mon-Fri 9:00am-6pm (GMT)</p>	<p style="text-align: center;">Technical Support</p> <p>If you require Technical Support on using your ACCA Study System eBook Software please use the following Becker support contact information:</p> <p>Email: info@beckeratci.com</p> <p>Telephone: US +1 877 784-1997 or +1 630 574-1997</p> <p style="text-align: center;">Mon-Sat 7:00am-10:00pm (CST) Sun 8:00am-10:00pm (CST)</p>
<p>Support Center</p> <p>Becker's ACCA Study System Support Centre:</p> <p>http://atc-international.com</p>	