

# 倫敦商會 (LCCI) 簿記及會計課程 預備班 (2010 年 5 月課程)

## A Preparatory Course for the (LCCI) Book-keeping and Accounting Examinations

### GLCC-25053-2010-1 (May 2010)

The Hong Kong Management Association is organizing a part-time preparatory course for the LCCI Book-keeping and Accounting Examinations. Participants are required to take an internal examination for each subject at the end of the course. Those who pass the internal examination will be awarded a single subject certificate by the HKMA.

### Information on London Chamber of Commerce and Industry (LCCI) Examinations

LCCI examinations are held three times a year for both school and private candidates:

Series	Examination Period	Registration Period
Series 2 (Spring)	April / May	October / November
Series 3 (Summer)	June / July	December / January
Series 4 (Autumn)	November / December	May / June

- Levels:** Examinations are conducted at three levels; namely first level, second level and third level.
- Entry Requirements:** There are no specific entry requirements for book-keeping and accounting examinations.
- Entry Form Distribution Points (for Private Candidates):**
  - Private candidates who wish to register for LCCIEB examinations should make registration by post to LCCI HK office or in person within a specified registration period. For details, please contact LCCI Hong Kong Office:  
*LCCI Hong Kong Office (Room 2106, 21/F, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong. (Tel Enquires: 3102 0100)*
  - Entry Form can also be downloaded from the LCCI website: <http://www.lcciasia.com/>

### Book-keeping (LCCI Level 1) 簿記 (LCCI 第一級)

**Objectives:** This course is designed to help participants understand the basic principles of book-keeping and prepare them for the LCCI Level 1 Certificate in Book-keeping Examination. The examination is suitable for candidates who work or wish to work in areas of business that will involve the recording of financial transactions.

**Designed for:** Those who are interested in the subject and preferably Secondary Four or above

#### Contents

<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The Accounting Equation and the basis of double-entry book-keeping</li> <li><input checked="" type="checkbox"/> Recording transactions through double entry</li> <li><input checked="" type="checkbox"/> Balancing accounts</li> <li><input checked="" type="checkbox"/> Purchases / Sales / returns</li> <li><input checked="" type="checkbox"/> The Ledger: its subdivision</li> <li><input checked="" type="checkbox"/> Day Books</li> <li><input checked="" type="checkbox"/> Bank facilities / methods of payment or receipt of money</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Cash Book and cash discount</li> <li><input checked="" type="checkbox"/> Bank reconciliation</li> <li><input checked="" type="checkbox"/> Petty Cash Book and the Imprest System</li> <li><input checked="" type="checkbox"/> Trial Balance</li> <li><input checked="" type="checkbox"/> Adjusting for accruals and prepayments in the final accounts</li> <li><input checked="" type="checkbox"/> Depreciation of fixed assets</li> <li><input checked="" type="checkbox"/> The entries relating to bad debts</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The Journal</li> <li><input checked="" type="checkbox"/> Capital and revenue expenditure</li> <li><input checked="" type="checkbox"/> Errors in the accounts and their correction</li> <li><input checked="" type="checkbox"/> Effect of Profit (or Loss) and drawings upon capital</li> <li><input checked="" type="checkbox"/> Trading and Profit and Loss Accounts</li> <li><input checked="" type="checkbox"/> The Balance Sheet</li> <li><input checked="" type="checkbox"/> Control Accounts – an introduction</li> </ul>
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### Book-keeping & Accounts (LCCI Level 2) 簿記與會計 (LCCI 第二級)

**Objective:** This course is designed to prepare participants for the LCCI Level 2 Certificate in Book-keeping & Accounts examination. The examination is suitable for candidates who are working, or are preparing to work in an accounting environment maintaining financial records and preparing accounts.

**Designed for:** Those who have completed Book-keeping (LCCI Level 1) or equivalent

## Contents

<input checked="" type="checkbox"/> Advanced aspects of the syllabus for Level 1 Book-keeping <input checked="" type="checkbox"/> Partnerships <input checked="" type="checkbox"/> Limited liability companies <input checked="" type="checkbox"/> Incomplete records	<input checked="" type="checkbox"/> Manufacturing accounts <input checked="" type="checkbox"/> Stock valuation <input checked="" type="checkbox"/> Non-trading organizations <input checked="" type="checkbox"/> Control accounts	<input checked="" type="checkbox"/> Suspense accounts <input checked="" type="checkbox"/> Calculation and interpretation of ratios <input checked="" type="checkbox"/> Preparation, by the use of ratios, of simple financial statements
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## Accounting (LCCI Level 3) 會計 (LCCI 第三級)

**Objective:** This course is designed to prepare participants for the LCCI Level 3 Certificate in Accounting examination. This examination is suitable for candidates who work or wish to work in an advanced area of accountancy.

**Designed for:** Those who have completed Book-keeping & Accounts (LCCI Level 2) or equivalent

### Contents:

<input checked="" type="checkbox"/> Levels 1 and 2 revisited <input checked="" type="checkbox"/> Valuation of inventories <input checked="" type="checkbox"/> Valuation of fixed assets <input checked="" type="checkbox"/> Partnerships	<input checked="" type="checkbox"/> Companies <input checked="" type="checkbox"/> Accounting for groups of companies <input checked="" type="checkbox"/> Cash flow statements <input checked="" type="checkbox"/> Accounting ratios	<input checked="" type="checkbox"/> Budgetary control <input checked="" type="checkbox"/> Introduction to decision making <input checked="" type="checkbox"/> Concepts and accounting framework
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### Time Schedule (Preparatory Programme)

**Application Deadline: 17 April 2010**

Subject	Time Schedule
Book-keeping (LCCI Level 1) GLCC-25303-2010-1-MC Total: 12 weeks, 30 hours	Mondays 03/05/2010 – 19/07/2010 7:00 pm – 9:30 pm
Book-keeping & Accounting(LCCI Level 2) GLCC-25304-2010-1-MC Total: 16 weeks, 40 hours	Wednesdays 05/05/2010 – 25/08/2010 7:00 pm – 9:30 pm
Accounting (LCCI Level 3) GLCC-25305-2010-1-MC Total: 16 weeks, 48 hours	Thursdays 06/05/2010 – 26/08/2010 7:00 pm – 10:00 pm

**Date of LCCI Examinations:** November / December 2010 Series 4 (Autumn)

### Tuition Fee:

Preparatory Programme	Elementary Book-keeping	Intermediate Accounting	Higher Accounting
HKMA Member (HK\$)	HK\$ 1,150*	HK\$ 1,550*	HK\$ 1,780*
Non-HKMA Member (HK\$)	HK\$ 1,200*	HK\$ 1,600*	HK\$ 1,830*

\*All tuition fees do not include examination fees for professional examinations.

### Medium of Instruction:

Cantonese, handouts in English

### Course Enquiries:

For reservations and general enquiries, please call the Customer Service Department on 2774-8501 or via fax 2774-8503. For course details, please contact Mr Perry Wong at 2448-5111 or Winnie Sit at 2448-5112.

### Venue (Code: MC) :

Maria College, 25-35 Castle Peak Road, Shamshuipo, Kowloon  
九龍深水埗青山道 25-35 號瑪利亞書院 (深水埗 MTR D2 出口 嘉頓對面)

倫敦商會 (LCCI) 簿記及會計課程預備班 (2010 年 5 月課程)  
**A Preparatory Course for the (LCC&I) Book-keeping and Accounting Examinations**  
**GLCC-25053-2010-1 (May 2010)**

**ENROLMENT FORM**

Applicants should include their HKID card number and fill in all details in block letters. The Association will issue certificates based on the details and name format as given in this form

Preparatory Course (Please <input checked="" type="checkbox"/> )	Course Fee (HKMA Member/Non-member)
<input type="checkbox"/> Book-keeping( LCCI Level 1 ) GLCC-25303-2010-1-MC	HK\$ 1,150 / HK\$ 1,200
<input type="checkbox"/> Book-keeping & Accounts( LCCI Level 2 ) GLCC-25304-2010-1-MC	HK\$ 1,550 / HK\$ 1,600
<input type="checkbox"/> Accounting( LCCI Level 3 ) GLCC-25305-2010-1-MC	HK\$ 1,780 / HK\$ 1,830

VENUE MC : 九龍深水埗青山道 25-35 號瑪利亞書院

Name : Mr/Ms \_\_\_\_\_ (In English) \_\_\_\_\_ (In Chinese)

HKMA Membership No.: \_\_\_\_\_ HKID Card No. : \_\_\_\_\_

Company : \_\_\_\_\_ Position : \_\_\_\_\_

Company Address : \_\_\_\_\_

Nature of Business (e.g. Toy Manufacturing), please specify: \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

Telephone No (Office): \_\_\_\_\_ (Residence): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Fax No. (Office): \_\_\_\_\_ E-mail: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Cheque Number: \_\_\_\_\_ Cheque Amount: HK\$ \_\_\_\_\_

Education Level:  Master or above  Bachelor  HKMA Diploma  Other Diploma

Matriculation  Secondary  Others (Please specify) \_\_\_\_\_

Total Number of Years' Working Experience: \_\_\_\_\_ Years of Working Experience in Course-Related Field: \_\_\_\_\_

Name and Title of Nominator (if applicable): \_\_\_\_\_

Nominator email/address: \_\_\_\_\_

Sponsorship:  Company-sponsored  Self-sponsored

Where did you **FIRST** learn about this programme?

Email Promotion from HKMA  Email Promotion from other Websites (Please specify): \_\_\_\_\_

Newspaper Advertisement (Please specify): \_\_\_\_\_  Direct Mail by Post

Website Advertisement (Please specify): \_\_\_\_\_  HKMA Website **OINA**

MTR Station Display (Please specify): \_\_\_\_\_

Exhibition  Education & Career Expo (EEX)  Jobmarket Career & Education Fair (EJEX)

Shatin New Town Plaza (ENT)  Others (Please specify) \_\_\_\_\_

I understand that all handout materials obtained in class are strictly for my own educational purposes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Registration must be made on the Enrollment Form provided and returned to the Association **before the programme commencement date (Not less than 5 days)** with full fee.
- Acceptance is subject to the discretion of the Association.
- Applicants will be notified by telephone to confirm receipt of the application form and full programme fee. An official receipt will be sent to you within two weeks.
- Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
- When a programme is over-subscribed, additional classes may be started in some cases. Applicants may then be notified of the new time, dates and place of meetings when necessary.
- For **RESERVATIONS** and **ENQUIRIES** please call **2774-8500** (Customer Service Department) during normal office hours or fax **2774-8503**. No refund will be made after payment, but participants can arrange to have their places substituted should they be unable to attend the programme by notifying the Association at least 2 days prior to programme commencement.
- Telephone or fax reservations are welcome but are subject to confirmation by payment in full within 10 days of the date the reservation is made or 5 days prior to programme commencement, whichever is sooner.
- Applications, upon full payment, will be processed on a first-come first-served basis.
- Before classes/examinations commence, if the Observatory announces that Typhoon Signal No.8 or above/Black Rainstorm Warning is in force; or Typhoon Signal No.8 or above will be hoisted within 2 hours, no classes/examinations will be held. Replacement classes and remedial examinations will be arranged. (All classes will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 7:00am; 2:00pm classes and examinations thereafter will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 12:00 noon; 6:00pm classes and examinations thereafter will be held as scheduled if it is lowered at or before 4:00pm)
- When Typhoon Signal No.8 or above is in force during classes/examinations, all classes and examinations will be dismissed immediately. Replacement classes and remedial examinations will be arranged. When Black Rainstorm Warning is in force during classes/examinations, all classes and examinations will be held as scheduled
- The Association reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue and other particulars without prior notice. **For course details, please contact Mr Perry Wong on 2448-5111 or Ms Winnie Sit on 2448-5112.** Website: www.hkma.org.hk / m.hkma.org.hk
- This form together with a crossed cheque payable to **The Hong Kong Management Association** should be returned to:  
**Director General, The Hong Kong Management Association,**  
**16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.**
- Personal data will be used for the purpose of market research, programme development and direct mailing. In the case of unsuccessful applications or if the course is cancelled, all application forms and documents submitted will be destroyed.
- The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.