

LCCI 國際職業資格 – 簿記及會計課程 預備班 (2012 年 5 月課程)

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

GLCC-25053-2012-1 (May 2012)

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)

Objective: 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"> <input checked="" type="checkbox"/> The accounting equation and the basis of double-entry book-keeping <input checked="" type="checkbox"/> Recording transactions through double entry <input checked="" type="checkbox"/> Balancing accounts <input checked="" type="checkbox"/> Purchases / Sales / Returns <input checked="" type="checkbox"/> The ledger: its subdivision <input checked="" type="checkbox"/> Day books <input checked="" type="checkbox"/> Bank facilities / Methods of payment or receipt of money 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cash book and cash discount <input checked="" type="checkbox"/> Bank reconciliation <input checked="" type="checkbox"/> Petty cash book and the imprest system <input checked="" type="checkbox"/> Trial balance <input checked="" type="checkbox"/> Adjusting for accruals and prepayments in the final accounts <input checked="" type="checkbox"/> Depreciation of fixed assets <input checked="" type="checkbox"/> The entries relating to bad debts 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> The journal <input checked="" type="checkbox"/> Capital and revenue expenditure <input checked="" type="checkbox"/> Errors in the accounts and their correction <input checked="" type="checkbox"/> Effect of profit (or loss) and drawings upon capital <input checked="" type="checkbox"/> Trading and profit and loss Accounts <input checked="" type="checkbox"/> The balance sheet <input checked="" type="checkbox"/> Control accounts – an introduction
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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: 30 April 2012**

Subject	上課中心: 佐敦 (H)	上課中心: 天水圍 (G)
Book-keeping (LCCI Level 1) GLCC-25303-2012-1 Total: 12 weeks, 30 hours	Mondays 14/05/2012 - 30/07/2012 7:00 pm – 9:30 pm	Thursdays 17/05/2012 – 02/08/2012 7:15 pm – 9:45 pm
Book-keeping & Accounts (LCCI Level 2) GLCC-25304-2012-1 Total: 16 weeks, 40 hours	Wednesdays 16/05/2012 – 29/08/2012 7:00 pm – 9:30 pm	Tuesdays 15/05/2012 – 28/08/2012 7:15 pm – 9:45 pm
Accounting (LCCI Level 3) GLCC-25305-2012-1 Total: 16 weeks, 48 hours	Thursdays 17/05/2012 – 30/08/2012 7:00 pm – 10:00 pm	Fridays 18/05/2012 – 31/08/2012 7:00 pm – 10:00 pm

Date of LCCI Examinations: November / December 2012 Series 4 (Autumn)

Tuition Fee:

Book-keeping (LCCI Level 1)	Book-keeping & Accounts (LCCI Level 2)	Accounting (LCCI Level 3)
HK\$1,100*	HK\$1,600*	HK\$1,800*

*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 Ms Winnie Sit at 2448-5112.

Venue 上課地點:

佐敦 (H) : 香港九龍油麻地加士居道50號循道中學 (佐敦鐵路站B2出口)
 天水圍 (G) : 香港管理專業協會羅桂祥中學 新界天水圍天柏路26號 (銀座輕鐵站對面)

About the Hong Kong Institute of Management

The Hong Kong Management Association (HKMA) offers a diverse range of services, namely management education and training, business awards, seminars, conferences and dinner functions. **"Hong Kong Institute of Management"** (香港管理研究院) is the education and training division of the Association which highlights the executive focus of its programmes.