

LCCI 國際職業資格 - 簿記及會計課程 預備班 (2020 年 3 月課程)
Preparatory Course for the LCCI Bookkeeping and Accounting Examinations
GLCC-25053-2020-1 (March 2020)

The Hong Kong Management Association is organizing a part-time preparatory course for the LCCI Bookkeeping 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 LCCI Examinations

- **Entry Requirements:** There are no specific entry requirements for book-keeping and accounting examinations.
- **Entry Form Distribution Points (for Private Candidates):** Entry form can be downloaded from the Pearson LCCI website: <http://www.lcciasia.com>

Advancement Path

Master of Business Administration, MBA Reg.252455* (Assessed-in Chinese / English, 18 months)
Glyndŵr University, UK

MBA (International Business) Reg.252208* (18 months)
University of Greenwich, UK



BA (Hons) Accounting and Finance Reg.252612* (Assessed-in Chinese / English, 3 years)
Glyndŵr University, UK

BA (Hons) Accounting and Finance, University of Greenwich, UK Reg.251227* (1 year)
Advanced Diploma in Professional Accounting Studies, HKMA (1 year)



Preparatory Courses for the LCCI Bookkeeping & Accounting Examinations

**Admission is on a competitive and individual basis entirely at the discretion of the respective universities. Admission criteria and procedures are set by them and are subject to change without prior notice. The Association does not give any warranty and will not accept any liability regarding the above. It is a matter of discretion for individual employers to recognize any qualification to which these courses may lead.*

Bookkeeping (LCCI Level 1) 簿記 (LCCI 第一級)

Objectives:

This course is designed to prepare participants for the LCCI Level 1 Certificate in Bookkeeping Examination. The examination is suitable for candidates who work or wish to work in areas of business that will involve the maintaining of business records, using books of original entry, double-entry bookkeeping and the recording of financial transactions.

Designed for:

Those who are interested in the subject and preferably Secondary Four or above.

Contents:

<input checked="" type="checkbox"/> The Accounting Equation <input checked="" type="checkbox"/> Double-entry bookkeeping <input checked="" type="checkbox"/> Books of Original Entry <input checked="" type="checkbox"/> Bank Transactions <input checked="" type="checkbox"/> Calculation of Payroll using Time Rates and Incentive Schemes <input checked="" type="checkbox"/> Payroll Deductions <input checked="" type="checkbox"/> Calculation of Wages	<input checked="" type="checkbox"/> Accounting for Payroll <input checked="" type="checkbox"/> The Purpose and Preparation of Control Accounts <input checked="" type="checkbox"/> Account for Depreciation Costs <input checked="" type="checkbox"/> Adjustments for Accruals and Prepayments <input checked="" type="checkbox"/> Adjustments for Irrecoverable Debts <input checked="" type="checkbox"/> Accounting Concepts <input checked="" type="checkbox"/> Prepare the Financial Statements
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Bookkeeping & Accounting (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 Bookkeeping & Accounting 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 Bookkeeping (LCCI Level 1) or equivalent.

Contents:

<input checked="" type="checkbox"/> The Principles of Double-entry Accounting <input checked="" type="checkbox"/> The Preparation of Control Accounts <input checked="" type="checkbox"/> Reconciliation of Control Accounts <input checked="" type="checkbox"/> Correction of Errors not affecting the Trial Balance <input checked="" type="checkbox"/> The Journal	<input checked="" type="checkbox"/> Accounting Concepts <input checked="" type="checkbox"/> Accounting for Depreciation <input checked="" type="checkbox"/> Accounting for Irrecoverable Debts and Allowance for Doubtful Debts <input checked="" type="checkbox"/> Accounting for Accruals and Prepayments <input checked="" type="checkbox"/> Partnerships	<input checked="" type="checkbox"/> Limited Liability Companies <input checked="" type="checkbox"/> Incomplete records of a Sole Trader <input checked="" type="checkbox"/> Manufacturing Businesses <input checked="" type="checkbox"/> Non-profit Making Organizations <input checked="" type="checkbox"/> The Calculation and Interpretation of Accounting Ratios
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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 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 Bookkeeping & Accounting (LCCI Level 2) or equivalent.

Contents:

<input checked="" type="checkbox"/> The Financial Accounting Function	<input checked="" type="checkbox"/> Account for Inventory	<input checked="" type="checkbox"/> Preparation of Accounting records from Incomplete Records
<input checked="" type="checkbox"/> Types of Business Organizations	<input checked="" type="checkbox"/> Account for Tangible and Intangible Non-current Assets	<input checked="" type="checkbox"/> The Calculation and Interpretation of Accounting Ratios
<input checked="" type="checkbox"/> How Financial Statements Contribute towards meeting the Needs of Different Stakeholders and Users	<input checked="" type="checkbox"/> Account for Depreciation	<input checked="" type="checkbox"/> Budgets
<input checked="" type="checkbox"/> Introduction to Ethical Behavior in Accounting Practices	<input checked="" type="checkbox"/> The Preparation of the Extended Trial Balance	<input checked="" type="checkbox"/> Short-term Decision Making
	<input checked="" type="checkbox"/> Partnerships	<input checked="" type="checkbox"/> Long-term Decision Making
	<input checked="" type="checkbox"/> Limited Liability Companies	
	<input checked="" type="checkbox"/> Accounting for Groups of Companies	

Time Schedule

Application Deadline: **15 February 2020**

Subject / Tuition Fee	上課中心: 旺角西 (L)	上課中心: 天水圍 (G)	預計 LCCI 公開考試日期
Bookkeeping (LCCI Level 1) GLCC-25541-2020-1 Total: 12 weeks, 30 hours (HK\$1,410*)	Thursdays 05/03/2020– 28/05/2020 7:00 pm – 9:30 pm	Mondays 02/03/2020– 25/05/2020 7:15 pm – 9:45 pm	8 June 2020 (Monday)
Bookkeeping & Accounting (LCCI Level 2) GLCC-25542-2020-1 Total: 16 weeks, 40 hours (HK\$1,960*)	Wednesdays 04/03/2020– 17/06/2020 7:00 pm – 9:30 pm	Tuesdays 03/03/2020– 16/06/2020 7:15 pm – 9:45 pm	9 July 2020 (Thursday)
Accounting (LCCI Level 3) GLCC-25543-2020-1-L Total: 16 weeks, 48 hours (HK\$2,400*)	Thursdays 05/03/2020– 02/07/2020 7:00 pm – 10:00 pm	N/A	7 July 2020 (Tuesday)

Participants are required to take an internal examination for each subject, normally on the last lecture date.

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

Medium of Instruction:

Cantonese, handouts in English

Enquiries

General Enquiry & Enrolment : 2774 8500 or 2774 8501
Course Website : www.hkma.org.hk/lcci
For course details : Ms Winnie Sit: 2774 8573
Email : tsw@hkma.org.hk
Fax : 2365 1000

Venue:

旺角西 (L) 李嘉誠專業進修書院 香港管理專業協會 李國寶中學
九龍旺角 (西) 海泓道 8 號 (富榮花園側) (奧運站 D 出口 / 港鐵油麻地站 B2 出口轉 43M 專線小巴)

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 (銀座輕鐵站對面)

Enrolment Form



LCCI 國際職業資格 - 簿記及會計課程 預備班 (2020 年 3 月課程) Preparatory Course for the (LCCI) Bookkeeping and Accounting Examinations GLCC-25053-2020-1 (March 2020)

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	Venue (Please <input checked="" type="checkbox"/>)
<input type="checkbox"/> Bookkeeping (LCCI Level 1) GLCC-25541-2020-1	HK\$1,410	<input type="checkbox"/> 旺角西 (L) <input type="checkbox"/> 天水圍 (G)
<input type="checkbox"/> Bookkeeping & Accounting (LCCI Level 2) GLCC-25542-2020-1	HK\$1,960	<input type="checkbox"/> 旺角西 (L) <input type="checkbox"/> 天水圍 (G)
<input type="checkbox"/> Accounting (LCCI Level 3) GLCC-25543-2020-1-L	HK\$2,400	旺角西 (L)

Name : Mr/Ms _____ (In English) _____ (In Chinese)

HKMA Membership No.: _____ HKID Card No. (for verification of the applicant's identity): _____

Company : _____ Position : _____

Company Address : _____

Nature of Business (e.g. Retail), please specify: _____

Job Function (e.g. Accounting), please specify: _____

Telephone No (Office): _____ (Residence): _____ (Mobile): _____

E-mail: _____

Correspondence Address: _____

Cheque Number: _____ Cheque Amount: HK\$ _____

Education Level: Master or above Bachelor HKMA Diploma Other Diploma
 Matriculation F.5 / HKDSE Others (Please specify) _____

Total Number of Years of Working Experience: _____ Years of Working Experience in Course-Related Field: _____

Name and Title of Nominator (if applicable) _____

Sponsorship: Company-sponsored Self-sponsored

From where did you **FIRST** learn about this Programme?

Mail Newspaper / Magazine (please specify) : _____ HKMA email

Email promotion form other websites (please specify) : _____ Website Advertisement (please specify): _____

HKMA Website (From where did you learn about, please specify) : _____

MTR Station (please specify) : _____ Others (please specify) : _____

■ 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. This form together with a crossed cheque payable to **The Hong Kong Management Association** should be returned to: **The Hong Kong Management Association, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.**

■ Acceptance is subject to the discretion of the Association.

■ An official receipt will be sent to you within two weeks.

■ For **RESERVATIONS** and **ENQUIRIES** please call **2774-8501** (Student Services Department) during normal office hours.

■ The HKMA reserves the right to make alterations regarding the details.

■ Website: www.hkma.org.hk

Personal Data Collection Statement

- The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
- The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.
- Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the Association.

Applicant's Declaration

- I declare that the information provided in this form and the attached documents is correct and complete. I authorize the Association to obtain information about my public examination results and records of studies from concerned institutions (if necessary).
- I understand that the information provided in this form and the attached documents will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
- I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

Notes

- I understand that all handout materials obtained in class are strictly for my own educational purposes.
- I have understood all the "Notes for Application" listed in Application Form.

Applicant's Signature: _____ Date: _____