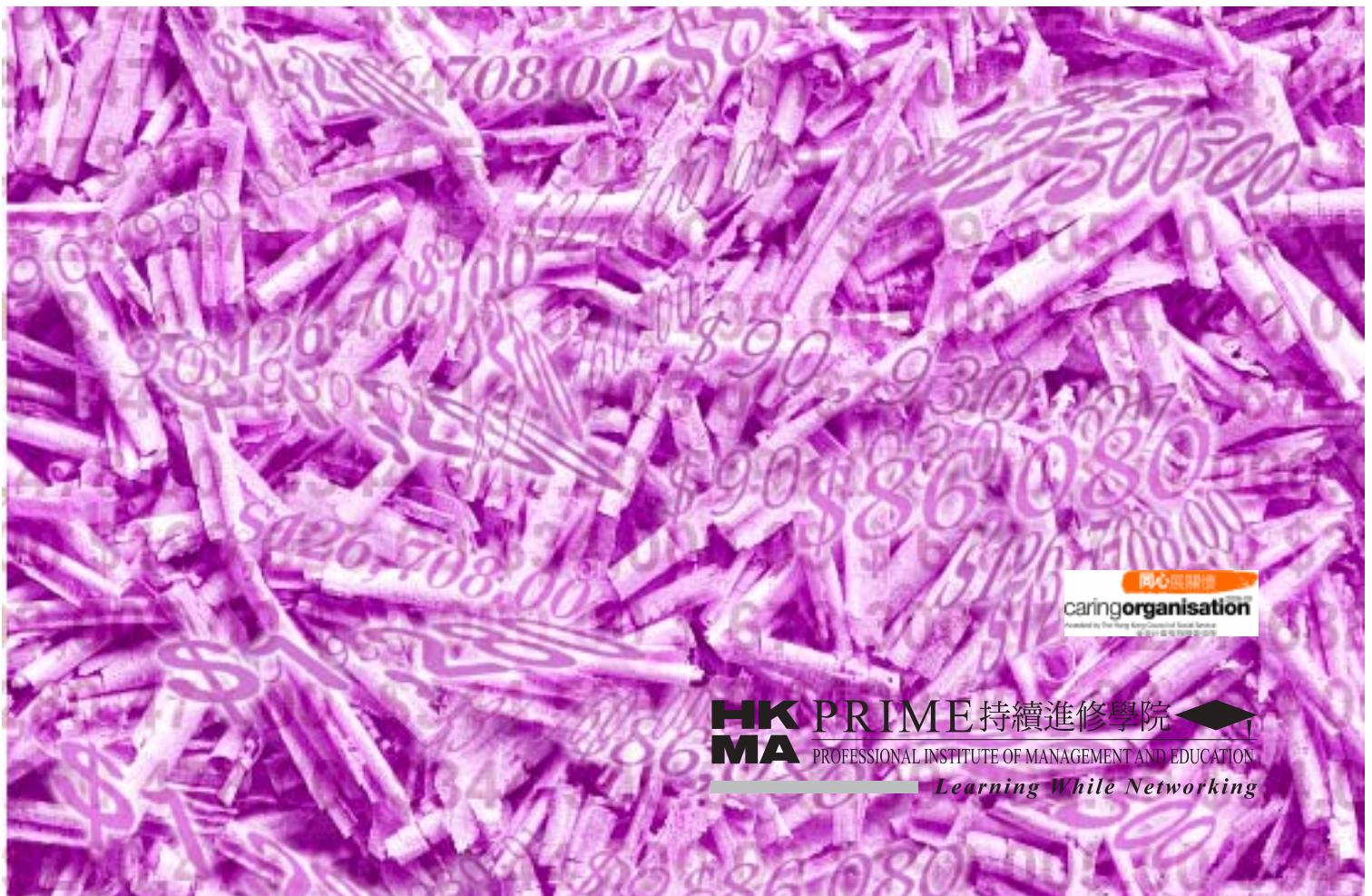


**PROFESSIONAL
DIPLOMA
IN**

ACCOUNTANCY

**Recognized by
The Institute of
Financial Accountants (IFA)**



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caringorganisation
Powered by The Hong Kong Chartered Social Service
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HK PRIME 持續進修學院
MA PROFESSIONAL INSTITUTE OF MANAGEMENT AND EDUCATION
Learning While Networking

THE PROGRAMME

INTRODUCTION

Accountancy is one of the major professions in Hong Kong. As the economy of Hong Kong is continuing to grow, the need for professional accountants remains strong.

To provide systematic training for middle-level executives, the Association offers a one-year, part-time diploma programme entitled "Professional Diploma in Accountancy." It has eight modules. Each module consists of 10 sessions, comprising in total 30 hours. Students are required to spend a further 60 hours on self-directed learning for each module.

Lecturers and guest speakers will be drawn from experienced and qualified practitioners and academics from local institutes of higher education.

OBJECTIVE

The programme aims to comprehensively cover the subjects that a financial accountant needs to study in order to become a managerial executive responsible for the control of the financial structure and liquidity of a business. It also provides students with the depth of knowledge and skills that they will require to be successful in the course of pursuing a professional accounting qualification.



DESIGNED FOR


The Professional Diploma in Accountancy is a specialised diploma designed for those who would like to acquire advanced knowledge of accounting, auditing and related business subjects.

It also provides an opportunity for those who would like to achieve a higher qualification in the accounting profession to assist in career progression.

PROGRAMME STRUCTURE

The programme consists of eight modules, with a diploma being awarded on successful completion of the course.

FIRST TERM			
A1 	A2 	A3	A4
Personal and Business Taxation	Law for Accountants	Financial Accounting	Management Accounting

SECOND TERM			
A5 	A6	A7	A8
Financial Management	Audit Techniques	Information Systems	Management and Marketing

REIMBURSABLE BY CONTINUING EDUCATION FUND (CEF)

Name of Institution: **HKMA** CEF Institution Code: **300** CEF Course Code: **23Z01728-A**

CEF Course Title : **Personal and Business Taxation, Law for Accountants, Financial Management (Modules of Professional Diploma in Accountancy)**

These three modules have been included to be reimbursable under the CEF. Participants MUST submit their CEF applications directly to the Office of the CEF before the commencement of the programme. For details, please visit the website: <http://www.info.gov.hk/sfaa/cef> or contact the CEF enquiry hotline: 3142 2277.

ADMISSION REQUIREMENTS

Applicants should fulfil the following requirements:

1. be secondary school graduates;
2. completed a foundation course in financial and cost accounting.
3. at least 2 years relevant working experience
4. have a reasonable command of written/spoken English
5. Applicants must register with The Institute of Financial Accountants (IFA) as a student member via HKMA as they enrol into this Diploma Course

For further information, you may contact

The Institute of Financial Accountants in Hong Kong
Room 1901 C C Wu Building, 302 Hennessy Road,
Wanchai, HONG KONG.

Website: www.ifa.org.uk

Tel: 2833 2022 Fax: 2572 2980

LANGUAGE MEDIUM

Cantonese (supplemented with English)

Course materials, mid-term assessments and final examinations will be in English.

FEES (each module) - payable by 4 instalments

HKMA Member: HK\$2,850 (First instalment: HK\$710)

Non-member: HK\$2,980 (First instalment: HK\$745)

Application Fee: HK\$ 200

IFA Student Membership Fee: £35

YOUR ADVANCEMENT PATH

PDA graduates are eligible to apply for the following programmes:

Master's Degrees

- **Master of Management (Financial Management / International Management / Management) articulation via successful completion of Postgraduate Diploma (PGDip) (18 months)**
Macquarie Graduate School of Management, Sydney
- **Master of Business (around 1 year)**
The University of Newcastle, Australia
- **MBA in Financial Services (20 months)**
The University of Greenwich
- **Master of Business Administration (2 years)**
University of Wales, UK

Bachelor's Degrees

- **Bachelor of Arts (Honours) in Accountancy (1 year)**
University of Bolton, UK
For details, please visit the website: <http://www.ced.com.hk> or contact the Centre for Education Development hotline: 2770 3022.
- **Bachelor of Business (Economics and Finance) (2 years)**
RMIT University, Australia
- **BA(Hons) Business Studies* (1 year)**
 - Finance
 - Business StudiesUniversity of Greenwich, UK
- **BA (Hons) (1 year)**
 - International BusinessUniversity of Huddersfield, UK
- **Bachelor of Science in Business Administration (Business Management) (1.5 years)**
Bulacan State University, Philippines

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.

** Registration in progress.*

RECOGNITION BY PROFESSIONAL INSTITUTIONS

1. The Institute of Financial Accountants, UK

The Institute of Financial Accountants, UK, established in 1916, is the largest professional body of its type in the world. It represents members and students in more than eighty countries and provides a qualification and continuous professional development for those who want to become financial accountants.

This diploma programme is recognized by Institute of Financial Accountants. Students who have completed the first 4 modules in the programme are eligible to apply for Financial Accounting Technician (AFT) of the Institute. Graduates of this diploma programme are eligible to apply for IFA Associate Member (AFA).

2. Society of Registered Financial Planners Limited (RFP-HK)

Graduates of this diploma programme, as a full member of The Institute of Financial Accountants, UK, can apply the membership of RFP-HK by taking 2 modules of the RFP-HK examination syllabus. (Website: <http://www.rfp-hk.org>)

EXEMPTION

Applicants can apply for exemptions for up to 2 modules of the programme. The application form for exemption can be downloaded from our website (WWW.HKMA.ORG.HK/PD/PDA).

CONCESSION FOR SENIOR CITIZENS



To provide a lifelong learning incentive for senior citizens, a 20% discount off the regular fee of this programme is now offered for senior participants aged 60 or above.

Applicants are required to provide documentary evidence during enrolment as proof of their eligibility.

COMPLETION OF A MODULE AND AWARD OF DIPLOMA

Satisfactory Completion of a Module

A minimum of 70% attendance is required for satisfactory completion of a module. Failure to achieve this will disqualify the student from sitting for the final written examination. Students must obtain an aggregate of 50% at least in the mid-term assessment and the final examination.

Completion of the Professional Diploma in Accountancy

Completion of the PDA Programme requires a student to pass the continuous assessments and final written examinations of all eight modules in two consecutive terms after initial registration. A candidate who has satisfied all the requirements will be awarded the Professional Diploma in Accountancy.

Unsatisfactory Performance in a Module

If a student fails any one module at the first attempt, he/she may sit once only for the remedial examination in the following term on payment of a fee. Participants who fail the remedial examination are allowed to retake the module on payment of full module fees. However, the maximum time for participants to complete the whole programme is 2 years.

SYLLABUS

A1 Personal and Business Taxation

Aims

- To develop students' understanding of the operation of the Hong Kong tax system.
- To enable students to apply the principles and scope of the Hong Kong tax system in different practical situations.

Contents

1. **Introduction to the Hong Kong Taxation System**
2. **Profits Tax**
 - Liability to Profits Tax, Determination of Assessable Profits, Allowable Deductions and Losses, Basis of Assessment, Special Classes of Taxpayers
3. **Depreciation Allowances, Depreciation Allowance for Plant and Machinery**
4. **Salaries Tax**
 - Liability to Salaries Tax, Determination of Assessable Income, Allowable Deductions, Calculation of Salaries Tax Liability
5. **Property Tax**
 - Liability to Property Tax, Determination of Assessable Value
6. **Penalties and Offences, Tax Planning**

A2. Law for Accountants

Aims

- To develop a sound understanding of the nature of law and an appreciation of the role of law within which an Accountant operates

Contents

1. **The Legal System**
 - The Operation of the Legal System
 - The Role of Courts and Other Methods of Dispute Resolution as they apply to Business
 - Identify Relevant Legislation Affecting the Accountant
2. **The Law of Contract**
 - The Formation of a Contract
 - The Factors Invalidating Consent
 - Describe the Contents of a Contract
 - The Discharge of a Contract
 - The Remedies Available for Breach of Contract
3. **The Law of Tort**
 - The Nature of Liability in Tort
 - Identify the Defences and Remedies available
 - Explain Negligence including Professional Negligence
4. **The Law of Agency**
 - The Principles of Agency
 - The Methods by Which Agency is Created
 - The Rights and Duties of Principal, Agent, Third Parties
 - The Rights and Liabilities of Different Types of Agent
 - The Methods by which an Agency may be terminated

A3. Financial Accounting

Aims

- To enable students to extend their Knowledge and Understanding achieved in Financial Accounting Fundamentals
- To introduce and develop more advanced Financial Accounting practices over a range of topic areas.
- To develop student competence in the Analysis and Interpretation of Financial Statements.

Contents

1. **Partnerships and Business Amalgamations**
 - The Purchase of a Sole Trader's Business by a Partnership
 - The Purchase of One Partnership Business by Another
 - The Amalgamation of One or More Sole Traders to Form a Partnership
 - Account for the Admission of a New Partner; Retirement of a Partner; Dissolution of a Partnership
 - The Conversion of a Partnership into a Limited Company, Pre and Post Incorporation Profits
 - Distribution of Shares and Cash between Shareholders of Partners When a New Company takes over the Assets and Liabilities and Pays in Cash, Shares or Cash and Shares
2. **Limited Companies**
 - Provisions and Reserves, Capital Structure of the Company
 - Share Premium Account
 - Capital Redemption Reserve and Revaluation Reserve
 - The Issue and Redemption of Shares and Debentures
 - Current Practice and Regulations of Financial Statements
 - The role of the Legal and Regulatory Framework of accounting as it relates to Limited Companies
3. **Analysis and Interpretation of Financial Statements**
 - Use of Appropriate Accounting Ratios
 - Statements of Changes in Liquid Assets
 - Accounting for Price Level Changes in relation to Statements Prepared Under the Historic Cost Convention

ENQUIRIES

To make enquiries, please call 2774-8501/2774-8500 (Customer Service Department) during normal office hours. For course details, please contact Ms Josephine Chow on 2774 8536.

A4. Management Accounting

Aims

- To develop in students a knowledge and Understanding of the Management Accounting Concepts and Techniques associated with the Internal Management of a Business within a Changing Environment
- To enable students to identify appropriate Management Accounting Techniques for Decision Making, Planning and Control; and apply these Techniques in the generation of Management Accounting Reports.
- To develop in students a critical appreciation of the various Management Accounting Techniques adopted for Planning, Decision Making and Control.

Contents

1. Management Accounting and the Changing Business Environment

- Management Accounting as part of a Business Information System
- The Impact of Management Accounting of Flexible Manufacturing Systems; Production Management Systems; Materials Requirement Planning; Just in Time Systems (JIT); Total Quality Management (TQM); World Class Manufacturing; Activity Based Costing (ABC)

2. Standard Costing and Budgetary Control

- Prepare Standards for Performance
- Investigate, Interpret and Analyse Variance Statements
- Fixed and Flexible Budgets, Master and Subsidiary Budgets
- Management Participation in Budget Preparation and Budgetary Control
- Accounting Statements Using Variance Accounting Techniques
- The Use of Financial Models in Budgeting
- Zero-based Budgeting
- Apply Probability and Standard Deviation to the Budgeting Process
- Applying the following Concepts in Budgeting: Activity Analysis; Just-In-Time Concepts; TQM and Activity Based Budgeting

3. Decision-Making and Cost/Volume/Profit (CVP) Analysis

- Decision-making for: Make or Buy, Discontinuing a Product, Spare Capacity, Product Mix Constraints
- Decision-making using the following concepts: Relevant Costs; Differential Costs; Incremental Costs; Attributable Costs; Opportunity Costs

4. Pricing and Transfer Pricing

- Pricing Policy in various Market Conditions
- Price Leadership and Price Discrimination
- Full Cost Pricing; Minimum Pricing; Market Penetration Prices; Skimming Prices; Product Line Prices; Shadow Prices
- The four main bases for setting Transfer Prices
- Transfer Price and the Role of Transfer Pricing in the absence of an External Market
- Transfer Price as an Opportunity Cost
- Using Linear Programming to Implement a Transfer Price

5. Responsibility Accounting

- Responsibility Accounting
- The advantages and Problems of - Responsibility Centres; Profit Centres; Investment Centres
- Authority and a Responsibility Centre
- Setting Divisional Performance Targets
- Assessing Divisional Performance
- Return on Investment; Residual Income and Return on Investment
- Inter-firm or interdepartmental comparison

6. Capital Investment Appraisal

- The Purpose of Capital Investment Appraisal
- Payback Period; Accounting Rate of Return; Net Present Value; Internal Rate of Return

A5. Financial Management



Aims

- To develop in students the Knowledge and Competence to make Effective and Relevant Decisions in the Financial Management area.
- To cultivate in students the ability to Assess and Critically Evaluate the Principle Concepts and Techniques used in Financial Management.

Contents

1. Corporate Finance

- Objective and Scope of Corporate Finance
- Evaluate the Problems of Corporate Governance arising from Agency Problems and How These Problems Affect Financing/Capital Structure Decisions
- Capital Market and Portfolio Theories
- The Importance of Short-term, Medium-term and Long-term Debt Financing
- Understand Equity and Quasi-Equity Capital
- Understand Opportunity Cost of Capital
- Weighted Average Cost of Capital and the Marginal Cost of Capital
- The Capital Asset Pricing Model (CAPM)

2. Capital Budgeting

- The Capital Budgeting Process
- Cash Flow Analysis and the Time Value of Money
- Capital Budgeting Techniques - NPV, IRR, Payback, ARR and Profitability Index for Decision-making
- Capital Budgeting Decisions under Uncertainty using Risk Analysis Techniques - Risk Adjusted NPV Model ; Risk Adjusted Discount Rate; Sensitivity Analysis

3. Capital Structure and Dividend Policies

- Financial Leverage and Financial Risk
- Capital Structure Theories - Traditional Approaches and the Modigliani-Miller Theorem
- The Impact of Market Imperfections, Taxes and the Agency Problem
- Optimal Capital Structure
- Dividend Policies
- Dividend Decisions and the Modigliani-Miller Irrelevance Argument

4. Working Capital Management

- Corporate Liquidity and Cash Management
- Management of Cash
- Management of a Marketable Securities Portfolio

5. Foreign Exchange Markets

- Understand the Foreign Exchange Market: Forwards , Futures, Options and Their Effect on Foreign Currencies
- Understand International Monetary Parity Relations
- Management of Transaction Exposure and Translation Exposure

A6. Audit Techniques

Aims

- To develop in students an Understanding of the Principles of Internal and External Auditing and the Role of Professional and Legal Bodies relating to the Audit Function.
- To develop in students a Knowledge of the Techniques, Procedures and Skills used in the Internal and External Auditing Process from Planning through to Reporting
- To develop in students the Ability to evaluate the existing 'body' of Auditing Knowledge as a basis for further studies in Auditing.

Contents

1. The Environmental and Organizational Context of Auditing

- The Duties and Functions of the Internal Auditor and the Relationship between Internal and External Audit
- The Liability of the External Auditor under Contract and Negligence
- Modern Internal Auditing Principles and Practices
- Internal Auditing Standards
- Applications of Internal Control within a Small Business
- Weaknesses in Internal Control on the External Audit
- Establish Excellence in Internal Auditing Teams

2. Audit Techniques

- Plan and Conduct an Audit Assignment
- Understand the Activities of an Audit
- Prepare Management Letters which Identify, Record and Report: Systems Weaknesses; Material and Significant Errors; Deficiencies in Clerical and Accounting Practices; Variances from Standard Accounting Policies; Effectiveness of Internal Control

3. Reporting and Progressing Audit Findings

- Objectives and Types of Internal Audit Report
- Interfacing Internal Audit with the Audit Committee
- Develop a Draft Report in Good Style for Discussion

4. Impact of Information Technology (IT) on Internal Auditing

- The Stages in a Systems Audit and the Specialised Techniques Applicable to Computer Audits
- The Use of IT to Improve the Audit Service
- Role of the Internal Auditor in Performing audit Tests for: IT Facilities; Individual IT Applications
- The Audit Problems Associated with IT Systems

A7. Information Systems

Aims

- To develop in students an understanding of Information Systems in business and how they assist management decision-making for the achievement of Organisational Objectives and improved performance

Contents

1. Purpose and Scope of Information Systems

- Use of Information in Organizations
- Contribution and Limitations of a Management Information System (MIS) and Decision Support System (DSS)
- Evaluate the Future Impact of Telecommunications, Expert Systems, Database Technologies, Decision Support Tools on MIS and Organizational Performance

2. Information Systems Management

- Techniques and Procedures for the Management of an Information Systems Project
- Planning and Control Mechanisms for an Information Systems Project
- Management of End User Computing and an Information Systems Department

3. Information Systems Development

- Soft Approaches to Systems Development - SDLC and RAD; Prototyping; Analysis and Design; Systems Implementation; CASE Tools and Platforms

4. Information Systems Control

- The Data Protection Act 1984
- Security and Control of Information Systems - Hardware, Software, Risk Assessment
- Management and Application Controls and their Strengths and Limitations

A8. Management and Marketing

Aims

- To develop in students a Knowledge and Understanding of the Key Marketing and Management Theories, Concepts and Techniques operating within Business Organisations
- To develop in students the ability to apply these Theories, Concepts and Techniques to Diagnose, Analyse, Resolve and Understand the Nature of Management and Marketing problems

Contents

1. Organisational Structure

- Structure and Culture of an Organisation
- Different Processes and Functions Inter-relate in the Organisational Structure
- Effect of Mission, Values, Aims and Objectives on the Structure and Culture of an Organization

2. Managing the Work Activities in an Organisation

- Setting Work Objectives, Work Orientation and Job Design
- Prioritising Workloads and Work Flows
- Co-ordinating Activities-Constraints and Bottlenecks
- PERT and Critical Path Analysis
- Time Management
- Managing and Monitoring Product and Service Quality Standards - Quality Systems; Quality Circles; Total Quality Management (TQM) and Value Chain Analysis; Business Process Re-engineering (BPR)
- Managing and Monitoring Human Resources
- Motivation and Empowerment Techniques
- Leadership and Delegation

- Performance Management Systems
- Measuring Effective Performance and Feedback Approaches
- Mentoring, Coaching and Counselling
- Teambuilding, Intergroup Dynamics and Conflict Resolution
- Health and Safety Policies and Procedures
- Risk Assessment and Monitoring
- Planning, Proposing, Implementing and Evaluating Change

3. Managing the Marketing Function in an Organisation

- Internal and External Customers of an Organisation
- Appropriate Systems of Communication for Customer and User
- Methods of Market Research
- Customer Behaviour and Needs
- Models of Consumer Purchase Behaviour
- Decision Making Units (DMU's)
- Market Research Techniques