

The London Chamber of Commerce & Industry (LCCI) - A Preparatory Course for the LCCI Book-keeping and Accounting Examinations

Upfront Education Centre is organizing a part-time preparatory course for the LCCI Book-keeping and Accounting Examinations. The LCCI examination is suitable for candidates who work or wish to work in areas of business or in an accounting environment that will involve the recording of financial transactions, maintaining financial records and preparing accounts.

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

LCCI 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

Book-keeping (LCCI Level 1) Course Commencing Date: August 11, 2009

Designed for: Those who are interested in the subject and preferably secondary or above.

Contents

1. The accounting equation and the basis of double-entry book-keeping	8. Cash book and cash discount	15. The Journal
2. Recording transactions through double entry	9. Bank reconciliation	16. Capital and revenue expenditure
3. Balancing accounts	10. Petty cash book and the imprest system	17. Errors in the accounts and their correction
4. Purchases/sales/returns	11. Trial balance	18. Effect of profit/(loss) and drawings upon capital
5. The ledger: its subdivision	12. Adjusting for accruals and prepayments in the final accounts	19. Trading and profit and loss account
6. Day books	13. Depreciation on fixed assets	20. The balance sheet
7. Bank facilities/methods of payment or receipt of money	14. The entries relating to bad debts	21. Control accounts - and introduction

Book-keeping & Accounts (LCCI Level 2) Course Commencing Date: August 13, 2009

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

Contents

1. Advanced aspects of the syllabus for level 1 Book-keeping	6. Stock valuation	11. Preparation, by the use of ratios, of simple financial statements
2. Formation of a partnership, preparation of partnership final accounts	7. Non-trading organizations	12. Advanced aspects of depreciation (including disposal methods)
3. Limited liability companies, preparation of final accounts for a limited company	8. Control accounts	13. Adjusting for accruals and prepayments
4. Incomplete records	9. Suspense accounts	14. Bad debts and provision for doubtful debts
5. Manufacturing accounts	10. Calculation and interpretation of ratios	15. Formation of a company

Accounting (LCCI Level 3) Course Commencing Date: to be informed.

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

Contents

1.	Levels 1 and 2 revisited	6.	Accounting for groups of companies	11.	Profit prior to incorporation
2.	Valuation of inventories	7.	Cash flow statements	12.	Consolidated profit & loss account
3.	Valuation of fixed assets	8.	Accounting ratios	13.	Consolidated balance sheet
4.	Partnerships	9.	Budgetary control	14.	Budgeted trading and profit & loss account and/or balance sheet
5.	Companies	10.	Concepts and accounting framework	15.	Introduction to decision making

Time Schedule (Preparatory Programs)

Subject	Night Class 1 in 2009	Teacher
Elementary Book-keeping (Level 1) 3 hours/session Total: 10 weeks, 30 hours	Tuesdays 7:00 pm - 10 pm August 11, 18, 25, Sept 1, 8, 15, 22, 29, Oct 6, 13.	Mr Terence Poon, BScEng, PgDipCA, MBA, ACIS, ACS or Miss Josephine Suen, MScMgt
Intermediate Accounting (Level 2) 3 hours/session Total: 13 weeks, 39 hours	Thursdays 7:00 pm - 10 pm August 13, 20, 27, September 3, 10, 17, 24, October 8, 15, 22, 29, November 5, 12.	Mr Terence Poon, BScEng, PgDipCA, MBA, ACIS, ACS or Miss Josephine Suen, MScMgt
Higher Accounting (Level 3) 3 hours/session Total: 15 weeks, 45 hours	To be informed;	

Medium of instruction: Cantonese teaching with English materials

Tuition Fee:

Preparatory Programs	Elementary Book-keeping (Level 1)	Intermediate Accounting (Level 2)	Higher Accounting (Level 3)
	HK\$1,050.-	HK\$1,650.-	HK\$1,950.-

Notes:

1. Students who register the course(s) should make the payment in full for LCCI's programs
2. The programs of LCCI are the short courses and could be completed within one month but the extension of duration is expected to allow more time and space for better study and review for students.

A. Refund Policies:

1. In case of school closure prior to the commencement of a course, our school will refund in full the course fee collected to pupils immediately.
2. If a course cannot be operated according to the arrangements specified in the fee receipts and pupils decline the revised arrangements offered by our school, our school will refund in full or on a pro-rata basis the course fee collected to pupils as soon as possible and in any event not later than one month after the pupils have requested for the refund.
3. If a course cannot be operated on the date or at the time specified in the course leaflet and pupils decline the revised arrangements offered by our school, our school will refund in full or on a pro-rata basis the course fee collected to pupils as soon as possible and in any event not later than one month after the pupils have requested for the refund.
4. In case of cessation of a course after its commencement, our school will refund to pupils the course fee collected on a pro-rata basis as soon as possible and in any event not later than one month after the cessation of the course.

B. Refund Procedures:

1. Our school will inform pupils of the refund arrangement either over the telephone or in writing. For pupils aged below 18, their parents or guardians can proceed with the refund procedures on behalf of the pupils.
2. Our school will refund pupils in accordance with the above policies.
3. When processing the refund, our school will not take away the original fee receipts. Upon receipt of the refund, pupils or parents should sign to acknowledge the receipt.
4. Our school will pay the refund either in cash or by cheque.

Venue:

Upfront Education Centre

23/F, Success Commercial Building,
245-251 Hennessy Road, Wanchai, Hong Kong.

Course Enquiries:

Please contact: Ms Suen at **2528-6135**

