

Diploma in Accounting and Finance

會計及財務文憑

leading towards

BA (Hons) (Second & Final years) & HKAAT

Pathway to Bachelor, HKAAT and HKICPA Qualifications

(#A6695 – Diploma Rev Aug 08)



Professional Learning Services

Course Objectives:

This start-up diploma program in Accounting aims to lay a solid foundation on accounting and financial concepts to embark on a semi-professional accounting career or to further their study. The program provides an all-round accounting and financial training for effective business process, information management and communication.

Program Structure:

The Diploma in Accounting offered and awarded by ABRS will consist of 8 modules. The program will equip students with sufficient knowledge on financial accounting and reporting, cost and management accounting, professional & legal writing, effective business communication, computerized accounting, organization behavior; etc. Students will find the program highly practical with enough academic background to proceed to next level.

The 8 Papers

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|--|---|
| ■ (Paper A) Financial Accounting 1 | ■ (Paper B) Financial Accounting 2 |
| ■ (Paper C) Accounting for Decision Making | ■ (Paper D) Managing People in Organization |
| ■ (Paper E) Legal Issues for Accountants | ■ (Paper F) Business Communication |
| ■ (Paper G) Accounting Information System | ■ (Paper H) Info Systems Planning & Control |

The Diploma in Accounting and Finance will last from 8 to 12 months depending on your entry qualifications / pace of schedule. Each module consists of 15+ to 40+ face-to-face lectures hours, an assignment and a 1 to 3-hours examination per module. The Diploma offers by ABRS lead to a maximum of 4 subject exemptions from HKAAT examinations. To qualify for the exemption, students need to complete our diploma together with scoring 60 marks or above in the programme modules corresponding to HKAAT examination papers. Students should take note that programme modules exempted on the basis of their past academic achievements will not be qualified for HKAAT exemption.

Admission Requirement:

Students possess

- (1) A-levels qualifications, OR**
- (2) Certifications in accounting / finance areas from one of the recognized technical institutes / universities, OR**
- (3) LCCI intermediate / higher Level, OR**
- (4) mature candidate with age 19 or above with accounting / finance working experience and Form 5 qualification, OR**
- (5) other academic / professional background will be assessed on case by case basis, OR**
- (6) Form 5 graduates with FIVE passes in the HKCEE, OR**
- (7) Graduates of Yin Jin Program, OR**
- (8) Any publicly recognized qualifications equivalent to the above**

Fees:

Total program fee at Evening Programme: HK\$19,700 with breakdown as follows:

Enrolment Fee:	HK\$200, plus Group 1: Paper A & B \$4,300 Group 3: Paper D \$4,300## Group 5: Paper G & H \$3,400##	Group 2: Paper C \$4,300 Group 4: Paper E & ## F \$3,400
Re-take / Re-exam Fee:	(1) HK\$500 for re-examination, OR (2) HK\$300 for re-assignment, OR (3) 50% of module fee for retake lectures, assignment and exam	

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16/09/2008

Inquiries: Tel: 2598 4811; Fax: 2598 4092 or Email to: info@abrs.net

****Seats for this program is limited, please enrol early to avoid disappointment! ****

CEF Course Code: 21Z04653-5

(This course has been included in the CEF reimbursable course list as of the date of publication)

CEF Course Title: "Managing People In Organization", "Business Communication Theory", "Accounting Information System" AND "Information System Planning & Control" [4 modules from Diploma in Accounting and Finance]



CEF Course Remarks:

All CEF reimbursement is subject to your successful application (prior to commencement) and final approval directly with/from the CEF office. CEF funding is subject to change from time to time. The authority may disapprove any reimbursement / impose any additional conditions at its discretion with or without advance notice and is entirely out of our control.

ABRS is NOT responsible or liable for / and does not guarantee CEF reimbursement. Otherwise then required by law, we accept no responsibility for any non-approval whether due to our delay or omissions of certain acts on our part.

If a CEF approved module need to be changed from the officially confirmed schedule or specification, the enrollee may choose to withdraw and refund the course fee paid before commencement (or on a pro-rata basis after course commencement)

*Student who wants to study in Diploma level program can apply for Continuing Education Fund (CEF*) from HKSAR Government with a maximum reimburse of HK\$10,000. For more information, please visit <http://www.info.gov.hk/sfaa/cef/>*

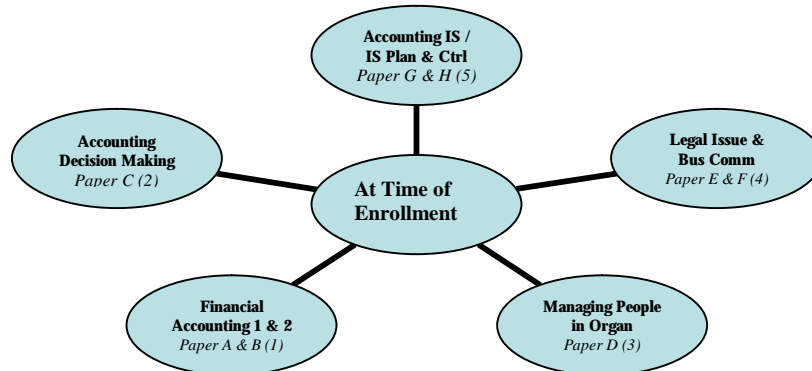
*** Advancement path in Hong Kong is subject to course enrolment level and availability. BA (Hon) Accounting and Finance final year has been approved (Registration No: 251227). It is a matter of discretion for any employers to recognise any qualification to which the courses may lead to.**

******We do NOT authorize any of staff to enter into verbal agreement of significance with any parties. All agreement of significance should be signed in writing by Program Director or Institute Head with name, signature and stamp.**

No cash transaction is permitted outside our official enrolment office****

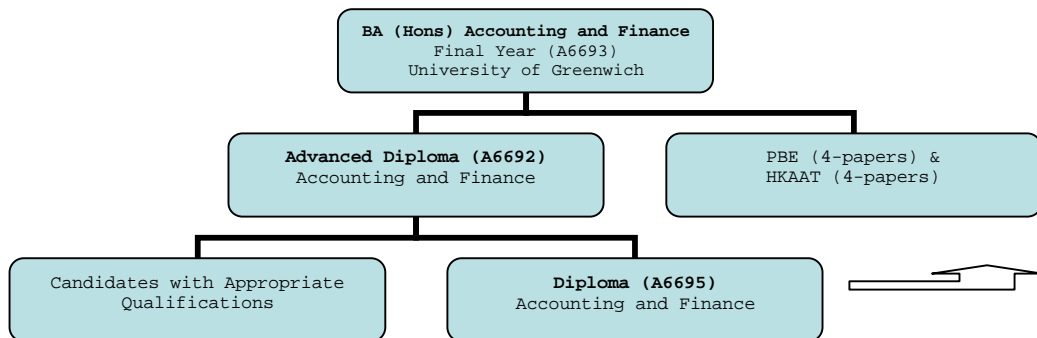
Diploma in Accounting and Finance

ANNUAL CYCLE AND AGENDA: This is a Face-to-face evening programme with supporting lectures conducted by local lecturers. A significant amount of self-study is required. The sequence of annual cycle listed below is subject to change. Intensive lectures on consecutive, weekdays' evenings and Saturday / Sunday will be scheduled with at least 4 weeks' advance notice. Each term lasts for approximately 6 to 15 weeks



Library Access: A learning support centre with reference books and computing facilities is available from ABRS at a fee.
Study Materials: Lecture notes will be provided to students for each module. Core text books must be purchased by students separately.

ACADEMIC STUDY ADVANCEMENT PATH 大學學歷進修途徑



HKAAT ATE PAPER EXEMPTION 香港專業會計員協會會試豁免

ATE Paper	Programme	Corresponding Course
Paper 1	Diploma in Accounting and Finance	Financial Accounting 1 & 2 (<i>dip paper A & B</i>)
Paper 2		Business Communication Theory (<i>dip paper F</i>)## plus Legal Issues for Accountants (<i>dip paper E</i>)
Paper 3		Accounting for Decision Making 1 (<i>dip paper C</i>)
Paper 4		Accounting Information Systems (<i>dip paper G</i>) ## plus Information System Planning & Control (<i>dip paper H</i>)##
Paper 5	Advanced Diploma in Accounting and Finance	Hong Kong Business Taxation (<i>Adip paper 4</i>)
Paper 6		Hong Kong Business Law (<i>Adip paper 1</i>)

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COURSES OUTLINE for Eight MODULES

(1) Financial Accounting 1 & 2 (HK\$1,800 & HK\$2,500 respectively)

AIMS: to develop fundamental knowledge and understanding of the techniques used to prepare necessary underlying records for financial statements and interpret financial statements for incorporated enterprises, partnerships and sole trader.

(2) Accounting for Decision Making 1 (HK\$4,300)

AIMS: to develop knowledge and understanding of the application of management accounting techniques to support the management processes of planning, control and decision making

(3) Managing People in Organization (HK\$4,300) ** CEF

AIMS: To develop knowledge and understanding of the techniques, processes and procedures which are required to ensure the efficient and effective use and deployment of human resources, and to use the human resource to the greatest possible benefit of the organization.

(4) Legal Issues for Accountants (HK\$1,250)

AIMS: To apply a broad range of language skills to cope effectively with the legal and professional liability of accountants in discharging their duties.

(5) Business Communication Theory (HK\$2,150) ** CEF

AIMS: To apply a broad range of language skills to cope with a variety of communication activities effectively and concisely related to the accountants within a business environment in plain English. A skills-based approach to the examination of communication is adopted.

(6) Accounting Information System (HK\$1,250) ** CEF

AIMS: To facilitate a hands-on practice of computerized accounting work and to assess the application of computer-based technologies for processing, presenting and managing accounting data as well as documents.

(7) Information System Planning & Control (HK\$2,150) ** CEF

AIMS: To facilitate a hands-on practice of computerized information processing and to assess the application of computer-based technologies for processing, presenting and managing accounting data as well as document

