



## Taster Programme for Applied Learning – Practical Accounting for SMEs *“Apply accounting in business at your fingertips”*

### 1. Programme Aim

The programme aims to provide an opportunity to S4 students who are interested in the HKIAAT ApL course “Practical Accounting for SMEs” to have hands-on experience to try out the course. It is believed that students would benefit by making the right choice from the diverse learning opportunities in a variety of ApL courses offered.

### 2. Programme Outline

The programme will be divided into two sessions: a 3-hour workshop and a 1-hour seminar.

#### (A) Workshop

The 3-hour workshop will be held at the campus of course deliverers and the topic to be covered is MYOB familiarization.

Contents	Learning outcome
<p><i>A tour of accounting cycle from preparing books of original entries to producing the statement of financial position and the statement of comprehensive income</i></p> <ul style="list-style-type: none"> <li>• Setting up a small business at students’ own choice</li> <li>• Accounts operation</li> <li>• Banking operation</li> <li>• Sales operation</li> <li>• Purchases operation</li> </ul> <p><i>(includes printing of reports)</i></p>	<p><i>After the familiarization workshop, students should be able to:</i></p> <ol style="list-style-type: none"> <li>1. <i>understand and appreciate the fundamentals of the accounting cycle;</i></li> <li>2. <i>classify entries and record them into different day books;</i></li> <li>3. <i>prepare cash report, sales and purchase journal, the statement of financial position and the statement of comprehensive income;</i></li> <li>4. <i>identify the important data e.g. the amount of working capital and net profit, from these financial statements.</i></li> <li>5. <i>do basic analysis for decision making, e.g. prepare debtors’ aging report for bad debt provisions and/or credit control.</i></li> </ol>

#### (B) Seminar & Visit (1 hour at HKIAAT)

Topic	Contents
Introduction of the accountancy profession	<ul style="list-style-type: none"> <li>• Overview</li> <li>• Career path</li> <li>• How to attain a professional accountancy qualification</li> </ul>
Introduction of ApL – Practical Accounting for SMEs	<ul style="list-style-type: none"> <li>• Course outline</li> <li>• Course deliverers</li> <li>• Assessment criteria</li> <li>• Recognition and articulation</li> </ul>
Company visit	<ul style="list-style-type: none"> <li>• Tour of HKIAAT</li> </ul>



### 3. Course Provider/Deliverer, Venue & Address, Date & Time and Contact Person

Course Provider/Deliverer	Venue & Address	Date & Time	Contact Person
HKIAAT – CCHES	<b>Workshop</b> <b>Caritas Eastern District Community Education Centre</b> Unit 601-604, 6/F, Two Chinachem Exchange Square, 338 King's Road, Hong Kong  <b>Seminar &amp; Visit</b> <b>HKIAAT</b> 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong	<b>16.1.2010</b> <b>Workshop</b> 10:30am - 2:30pm (Lunch break 12:30pm – 1:30pm) <b>Seminar &amp; Visit</b> 3:30pm – 4:30pm  or  <b>27.3.2010</b> <b>Workshop</b> 10:30am - 2:30pm (Lunch break 12:30pm – 1:30pm) <b>Seminar &amp; Visit</b> 3:30pm – 4:30pm	<b>CCHES</b> Ms Wu Ming Chui ☎ 2555 7411  <b>HKIAAT</b> Ms Kitty Siu ☎ 2823 0603
		<b>23.1.2010</b> <b>Workshop</b> 9:00am – 12:00noon <b>Seminar &amp; Visit</b> 2:00pm – 3:00pm  or  <b>6.2.2010</b> <b>Workshop</b> 9:00am – 12:00noon <b>Seminar &amp; Visit</b> 2:00pm – 3:00pm	<b>CUTW</b> Ms. Colar Cheng ☎ 3190 6700  <b>HKIAAT</b> Ms Kitty Siu ☎ 2823 0603
HKIAAT - HKCT	<b>Workshop</b> <b>Hong Kong College of Technology (Metropolis Campus)</b> Level 9, The Metropolis Mall, 6 Metropolis Drive, Hunghom, Kowloon  <b>Seminar &amp; Visit</b> <b>HKIAAT</b> 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong	<b>19.12.2009</b> <b>Workshop</b> 9:30am – 12:30pm <b>Seminar &amp; Visit</b> 2:30pm – 3:30pm  or  <b>27.2.2010</b> <b>Workshop</b> 9:30am – 12:30pm <b>Seminar &amp; Visit</b> 2:30pm – 3:30pm	<b>HKCT</b> Mr Joseph Shieh ☎ 2270 5678  <b>HKIAAT</b> Ms Kitty Siu ☎ 2823 0603
		<b>19.11.2009</b> <b>Workshop</b> 2:00pm – 5:00pm <b>20.11.2009</b> <b>Seminar &amp; Visit</b> 2:00pm – 3:00pm  or  <b>26.11.2009</b> <b>Workshop</b> 2:00pm – 5:00pm <b>27.11.2009</b> <b>Seminar &amp; Visit</b> 2:00pm – 3:00pm	<b>VTC</b> New Projects Office ☎ 2836 1264  <b>HKIAAT</b> Ms Kitty Siu ☎ 2823 0603

\*Maximum capacity: 25 per class

CCHES – Caritas Community & Higher Education Service

CUTW – The Chinese University of Hong Kong – Tung Wah Group of Hospitals Community College

HKCT – Hong Kong College of Technology

VTC – Vocational Training Council

### 4. Fee

Free of charge.

### 5. Application procedure

Please watch out for the announcement of the Education Bureau.