

## **Training for Ethnic Minorities**

### **Vocational Skills Course (Part-time Mode)**

#### **Business**

### **Foundation Certificate in Preparation for LCCI Level 2 Bookkeeping and Accounting Examination (English Medium) (Part-time)**

Course Objective	To enable trainees who have basic knowledge of bookkeeping enhance their ability to handle financial statements and prepare for the examination of LCCI Level 2 Bookkeeping and Accounting (VRQ), by which their employment competence is increased and meet the requirements of the accounting industry.
Course Content	This course will be conducted in English. The course will cover recording financial transactions, control account, correction of errors and the journal, adjustments in financial statements, preparation of financial statements and accounting ratios.
Entry Requirements	<ul style="list-style-type: none"> <li>i. Form Three with at least two years' working experiences; and</li> <li>ii. Holder of Certificate in LCCI Level 1 Bookkeeping (VRQ) or equivalent, or with at least two years' working experience in accounting and pass the bookkeeping entry test; and</li> <li>iii. Pass the English entry test.</li> </ul>
Course Duration	72 hours

Note: The public examination fee is NOT included in the course fee.

Exact course schedule and addresses of training centres are subject to the arrangement of the training bodies offering this course. Please contact the following training bodies for details:

Training Bodies	Telephone	Course Code
Yang Memorial Methodist Social Service	2251 0888	YM009ES / YM009HS

ERB and relevant training bodies reserve the right to revise the above content from time to time without notifying individual applicants. Please refer to the Scheme website and/or contact respective training bodies for the most updated information.