

# Postgraduate Diploma in Professional Accounting

**AC004A**

Inspiring Your Future

Business Education@HKUSPACE



## INTRODUCTION

The objective of the Programme is to facilitate non-accounting bachelor degree graduates to become qualified accountants through satisfying the educational requirements for admission to the Qualification Programme (QP) of Hong Kong Institute of Certified Public

## ABOUT THE PROGRAMME

Accounting is always one of the most sought after subjects for students. A prominent international professional accounting qualification and its prestigious membership status are highly recognized in today's competitive business world. Accounting professions also open up a wide range of exciting opportunities for accounting graduates, especially with the increase in demand for qualified accountants in Hong Kong and Mainland China. After completing the recognized accounting programmes, accounting graduates will usually pursue professional accounting designation by taking professional accounting examinations such as ACCA Qualification examination or HKICPA QP. With successful completion of relevant professional examinations, fulfillment of work experiences and

Accountants (HKICPA) and as prescribed by other professional accounting bodies. It also aims to equip students with fundamental knowledge in accounting that meets the needs of modern business.

other requirements prescribed by the relevant accounting bodies, an accounting graduate is recognized as a qualified professional accountant.

### Articulation

This Programme offers the following articulation paths:

- (1) MSc in Professional Accountancy\*  
- offered by University of London
- (2) HKU SPACE offers comprehensive preparatory courses to support your study of this MSc programme and also professional examinations offered by the professional accounting bodies.

\*This is an exempted course under the Non-local Higher and Professional Education (Regulation) Ordinance. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

## APPLICATION

### Programme Structure

This Programme consists of six core modules and six business knowledge supporting modules:

| Core Modules<br>(40 hours each except Financial Reporting)                         | Business Knowledge Supporting Modules<br>(36 hours each except Basic Accounting)                     |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>Financial Reporting (50 hours)</li></ul>     | <ul style="list-style-type: none"><li>Basic Accounting (54 hours)</li></ul>                          |
| <ul style="list-style-type: none"><li>Cost and Management Accounting</li></ul>     | <ul style="list-style-type: none"><li>Statistics</li></ul>                                           |
| <ul style="list-style-type: none"><li>Financial Management</li></ul>               | <ul style="list-style-type: none"><li>Business Organisation &amp; Organisational Behaviour</li></ul> |
| <ul style="list-style-type: none"><li>Business and Company Law</li></ul>           | <ul style="list-style-type: none"><li>Principles of Marketing</li></ul>                              |
| <ul style="list-style-type: none"><li>Auditing and Professional Practice</li></ul> | <ul style="list-style-type: none"><li>Economics</li></ul>                                            |
| <ul style="list-style-type: none"><li>Taxation and Tax Planning</li></ul>          | <ul style="list-style-type: none"><li>Management Information Systems</li></ul>                       |



Selected module(s) of the programmes has been included in the list of reimbursable courses for Continuing Education Fund (CEF) purposes.

Applicants who would like to apply for exemption should complete the relevant part in the application form and submit together with course syllabuses/outlines of equivalent modules in their prior studies. The Admission Committee will grant exemptions to qualified applicants who could

provide sufficient documentary evidences before the respective application deadlines. Late submission of relevant information will not be accepted.

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## Professional Recognition



This is a HKICPA accredited Conversion Programme. Graduates of this Programme will be eligible to be admitted as student members of the HKICPA and enrol in its Qualification Programme (QP), provided they have fulfilled the admission requirements for QP and possessed a bachelor's degree recognized by the HKICPA. If you are uncertain about the recognition status of your bachelor's degree, you may approach the HKICPA for information (HKICPA's website: [hkicpa.org.hk](http://hkicpa.org.hk)).



Graduates of this Programme will also receive exemptions of up to 7 papers from CIMA Professional Qualification examinations.



Graduates of this Programme will also receive exemptions of up to 9 papers from Association of Chartered Certified Accountants (ACCA) Qualification examinations. For further details, please visit ACCA's website: [accaglobal.com](http://accaglobal.com).



This Programme is a CPA Australia accredited postgraduate programme. Graduates are only required to complete six papers in the Professional Level of the CPA Program.



Graduates of this Programme will also receive exemptions of up to 12 papers from AIA Professional examinations.

Each academic year is divided into trimesters (January, May and September). This provides benefits of maximum flexibility for students to enrol in different points in time and plan their pace of studies. All students are required to complete the whole programme in a maximum period of 5 years.

All classes will be held in weekday evenings or weekends in the HKU SPACE learning centers.

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## Assessment

Students will be assessed on the basis of their performances in examinations and continuous assessments that make up a total of 100%. Students are required to pass both the continuous assessment and the final examination in order to obtain an overall pass for a module.

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## Award

The award of Postgraduate Diploma in Professional Accounting will be conferred upon successful completion of all 6 Core modules with no grade "F" in any of them and achieved a cumulative Grade Point Average (GPA) of at least 1.0. Only results of the 6 Core modules will be counted towards the cumulative GPA.

For students who are required to study Business Knowledge Supporting modules, they are required to obtain at least grade "D" for all Business Knowledge Supporting modules being examined.

## MODE OF DELIVERY

## ENTRY REQUIREMENTS



QF Level : 6  
QR registration No. : 10/000057/6  
Validity Period : 05/05/2008 to on-going



Applicants Shall Hold:

a first or second-class honours bachelor's degree(\*) awarded by a recognized university.

If the degree or equivalent qualification is from an institution where the language of teaching and assessment is not English, applicants shall provide evidence of English proficiency, such as:

- an overall band of 6.0 or above with no subjects lower than 5.5 in the IELTS; or
- a score of 550 or above in the paper-based TOEFL, or a score of 213 or above in the computer-based TOEFL, or a score of 80 or above in the internet-based TOEFL; or
- HKALE Use of English at Grade E or above; or
- HKDSE Examination English Language at Level 3 or above; or
- equivalent qualifications.

Applicants with other equivalent qualifications will be considered on individual merit.

(\*) A bachelor's degree with an average grade of "B" or above is considered as equivalent.

Notes to applicants:

- Applicants with relevant prior studies can apply for exemption from Business Knowledge Supporting modules, please refer to Notes on exemption for details. Applicants wishing to apply for exemption should complete relevant part in the application form and furnish course outline(s).
- Admission decisions at each cohort are made on competitive basis. Applicants who meet the minimum entry requirements are not necessarily be admitted.
- Unsuccessful applicants will, normally, receive written notification within one month after the respective closing dates for applications or after the respective class commencement dates, whichever is later.



This module has been included in the list of reimbursable courses for Continuing Education Fund (CEF) purposes.

## ENQUIRIES

Email: [PGDPA@hkuspace.hku.hk](mailto:PGDPA@hkuspace.hku.hk)

Tel: 2867 8469

Fax: 2861 0278

## APPLICATION

Please submit the following documents along with your application via online or in person at counter:

- Completed and signed application form
- Copies of ID card, academic certificates and transcripts (Please bring along the originals to any HKU SPACE Learning Centres upon submission of application for certification purposes)
- Copies of course syllabuses/outlines of equivalent modules in your prior studies for exemption purposes (Please specify the source of information or URL for verification.) (Not required for applicants who do not apply for exemption)
- A non-refundable application fee of HK\$200. Payment made by cheque should be crossed and made payable to "HKU SPACE".

Closing Dates For Application:

- July 31 for the September trimester
- November 30 for the January trimester
- March 31 for the May trimester

\* Application result shall be available 1 week after the closing date for application.

Every effort has been made to ensure the contents of this brochure are correct at the time of printing. HKU SPACE reserves the right to update the contents of the brochure at any time without notice and this brochure does not form part of contract between the students and the School. Information in the HKU SPACE website is the most up-to-date version and supersedes the printed brochure, wherever applicable. HKU SPACE is a non-profit making University company limited by guarantee.



Notes on Exemption from Core Modules:

1. In general, applications for exemption from the “Business and Company Law” and “Cost and Management Accounting” will be considered if applicants have prior studies of equivalent modules with standard, depth and scope at bachelor level or above.
2. For “Business and Company Law”, equivalent modules taken before year 2014 may not be considered for exemption.
3. For “Cost and Management Accounting”, equivalent modules taken with grade D or below may not be considered for exemption.
4. Those with exempted Core modules are required to pay a fee of HK\$1,000 instead of HK\$7,300.
5. Application fee for Core module exemption is HK\$500 (non-refundable).

Notes on Exemption from Business Knowledge Supporting Modules:

1. In general, applications for exemption from the Business Knowledges Supporting modules will be considered if applicants have prior studies of equivalent modules with standard, depth and scope at higher diploma level or above.
2. For “Basic Accounting”, equivalent modules taken 10 years ago or with results of grade D or below may not be considered.

Course Fee

For 2022/2023 academic year, the fees for:

1. Core modules except “Financial Reporting”: HK\$7,300 / module
2. Module “Financial Reporting”: HK\$7,800 / module
3. Business Knowledge Supporting modules: HK\$3,950 – HK\$5,200 / module

The fees include lectures, marking of course assignments, projects and examination. The fees are subject to annual review.

Selected modules are included in the list of reimbursable courses for Continuing Education Fund (CEF) purposes.

Application Fee: HK\$200 (non-refundable)



# **SYLLABUS**

## **Core Modules**

### **Financial Reporting (Pre-requisite: Basic Accounting)**

This course aims to apply specific basic accounting concepts and principles to work environment; consolidate financial statements to comply with the local Accounting Standards; analyse, interpret and report on financial statements; and acquire knowledge of the accounting framework pertinent to HK regulations.

### **Cost and Management Accounting**

This course is designed for students to apply techniques to evaluate management decisions in relation to costing, pricing product range and marketing strategy; radically review the objectives of preparing management information and the need to adapt techniques in a changing commercial environment; identify the information needs of management and contribute to the development of appropriate systems; critically evaluate the strategic performance of a business and recommend appropriate performance measures; identify the significance of the relationship between financial and non-financial indicators of business performance; and identify and apply appropriate budgeting techniques to enable management to control the business.

### **Financial Management (Pre-requisite: Basic Accounting)**

This course aims to consolidate reports for management explanation and evaluating the financial consequences of strategic decisions; examine the strategic implications of short-term and long-term financial planning; identify and evaluate appropriate sources of finance, their risks and costs; assess potential investment decision and strategies through the use of appropriate techniques; recommend suitable risk management techniques and discuss the importance of internal control in the management of risk; and integrate appropriate techniques to optimize the employment of financial resources and critically evaluate the usefulness of these techniques.

### **Business and Company Law**

This course enables students to apply basic knowledge on the legal system of Hong Kong and the legal knowledge which are relevant to the administration of business; apply basic legal concepts to everyday business transactions; relate the legal mechanism and implications of multi-party business transactions; and develop skills in identifying problems and issues in various business transactions and in proposing appropriate solutions, having regard to relevant commercial and other considerations and applicable legal norms.

### **Auditing and Professional Practice (Pre-requisite: Basic Accounting)**

This course aims to apply knowledge of regulatory and ethical considerations governing the conduct of audit engagements; explain objectives, principal characteristics and limitations of audit engagements; identify issues involved in planning, obtaining and evaluating evidence, and the completion stage of an audit engagement; identify and conduct the work required to meet the objectives of audit engagements; and evaluate critically the findings and results of work performed and draft suitable reports.

### **Taxation and Tax Planning (Pre-requisite: Basic Accounting)**

This course aims to critically review on the impact of Hong Kong taxes on transactions of individuals, corporations and partnerships; apply technical knowledge of taxation law to practical situations involving explanation, discussion and advice including the preparation of computations for profits tax and salaries tax purposes; identify opportunities to minimize potential tax liabilities; and apply the skills on tax planning and tax administration.

# **SYLLABUS**

## **Business Knowledge Supporting Modules**

### **Basic Accounting**

This module is an introduction to the conceptual framework of financial accounting. It aims to develop students' abilities to understand accounting information and to use the information in making economic decisions. Topics to be taught include accounting cycles; cash; receivables and temporary investments; inventory systems and valuation; accounting for property; long-term investment and liabilities and accounting for corporations.

### **Statistics**

This module introduces statistical reasoning, emphasizing how statistics can help us understand the world. Topics include numerical and graphical summaries of data, data collection, sampling and presentation, probability, hypothesis testing, confidence intervals, correlation and regression. Students will learn to apply statistical concepts to data and reach conclusions about real-world problems.

### **Economics**

This module presents an introduction to the nature and scope of economics. Concepts and theories in micro- and macro-economics will be taught. Topics include supply and demand; cost and production theories; pricing decision; measurement of national output and income; unemployment and inflation; consumption and investment functions and business cycles and monetary policies

### **Management Information Systems**

This course is an introduction to computers and information systems in the business environment. Students will be familiarized with the basic concepts and terminology relating to computer hardware, software, databases, management information systems, systems analysis and designs, structured design and programming, systems implementation, audit and control.

### **Principles of Marketing**

This course provides a critical awareness of the role of marketing in business. It focuses on the basic steps in the marketing planning process, market segmentation, targeting and positioning, marketing mix and the importance of customers and their behaviour relating to marketing decision.

### **Business Organisation & Organisational Behaviour**

This course is an introduction to management functions. The purpose of this course is to provide the student with an understanding of the history of management, the different "schools of thought", and the behavioral, functional and motivational aspects of management and their application in an organization.