



基本會計

122-610441-01

Fundamental Accounting

This course provides a basic explanation of accounting and shows how a simple accounting system works. Topics include: Accounting equation and book-keeping; Division of ledger; Books of prime entries; Bank reconciliation and control accounts; Year-end prepayments and accruals; Depreciation; Bad debts and doubtful debts provision and Financial statements. Anyone interested in getting a basic knowledge of accounting can apply. (Lecture notes in English)

Instructor(s):	CUSCS Instructor
Language:	Cantonese (supplemented with English)
Total Hours:	20 hours (10 sessions)
Commencement Date & Time:	August 2, 2012 Thursday (7:30p.m.-9:30p.m.)
Tuition Fee:	HK\$ 1,270
Place:	Yaumatei Learning Centre (Methodist College - 50 Gascoigne Road, Yau Ma Tei, Kowloon)
Telephone:	2209-0264
E-Mail:	scs-bus@cuhk.edu.hk
Application:	Please refer to CUSCS website: www.scs.cuhk.edu.hk