



BKSX4908 - Practicum

Syllabus

Learning Outcomes	<ol style="list-style-type: none">a. Able to apply accounting knowledge to practiceb. Able to use appropriate information technology (ICT) applications to facilitate their tasks in the organizationc. Able to work collaboratively in teamd. Able to communicate effectively, both orally and in writing, with different groups of stakeholderse. Able to demonstrate behavior that is consistent with professional ethics and social responsibilityf. Able to demonstrate a commitment to life-long learning and professional development
Scope of Training	<ol style="list-style-type: none">1. For Audit and Accounting Firm<ol style="list-style-type: none">a. Audit :<ul style="list-style-type: none">• Statutory and special audit procedures• The use of relevant audit software (where applicable)b. Accounting Services :<ul style="list-style-type: none">• Accounting bookkeeping• The use of accounting software such as USB or MYOB in account preparation (where applicable)c. Taxation Services :<ul style="list-style-type: none">• Preparation of tax computation and statutory tax returns for individuals, companies, co-operatives, partnership etc.• Tax advisory and consultancy services• The use of tax software (where applicable)d. Secretarial Services :<ul style="list-style-type: none">• Exposure on relevant procedures, forms and laws related to company's secretarial practices such as formation of company business registration etc.e. Management Consultancy Services :<ul style="list-style-type: none">• Information Management *• Financial Management• Computer/IT Management *• Highly recommended for BAacct (IS) studentsf. Corporate Governance Advisory :<ul style="list-style-type: none">• Internal audit service *• Information system audit *

	<ul style="list-style-type: none"> • Highly recommended for BAacct (IS) students <p>g. Corporate Recover and Insolvency</p> <ul style="list-style-type: none"> • Corporate advisory services e.g. business valuation, financial modeling etc. • Corporate finance e.g. initial public offering, merger and acquisition and etc.
	<p>2. For Public Sector/ Commercial Company</p> <p>a. Public Sector Accounting :</p> <ul style="list-style-type: none"> • Vote management system • Acquisition and fixed asset management procedures • Revenue collection procedures in government agency • Department’s computerized accounting system (if applicable) • Regulations/circulations related to government accounting practices <p>b. Finance :</p> <ul style="list-style-type: none"> • Corporate Finance • Tax Planning • Financial Accounting System • Reporting and Controls • Planning and Budgeting • Risk management accounting and planning • Budgeting and planning • Costing <p>c. Internal Auditing :</p> <ul style="list-style-type: none"> • Applicable processes to conduct internal audit in the organization <p>d. Secretarial Services :</p> <ul style="list-style-type: none"> • Any related activities to secretarial <p>e. System Development Activities :</p> <ul style="list-style-type: none"> • Allow student to participate in accounting system development activities (if applicable) • Highly recommended for BAacct (IS) <p>3. Other Management Aspects :</p> <ul style="list-style-type: none"> • Exposure on the other task such as consultation services (i.e: information management or information technology management), or corporate governance (i.e: internal auditing and financial analysis)
Evaluation Component	<p>a. Organization Confidential Report 40%</p> <p>b. Practicum Final Report 60%</p>