

❖ LSAF SHORT COURSES AND WORKSHOPS

- English – IELTS Classes
- ISO 9001 Course
- Indonesian Tax Brevet A, B & C

❖ PROFESSIONAL CERTIFICATES

The professional certificates are awarded upon completion of papers under ACCA's Foundations in Accountancy suite of qualifications.

• **INTRODUCTORY IN FINANCIAL AND MANAGEMENT ACCOUNTING**

The Introductory Certificate is the first step in ACCA's Foundations in Accountancy suite of qualifications. This allows students with minimal qualifications an opportunity to be tested at an introductory level and be awarded an Introductory Certificate in Financial and Management Accounting (Papers FA1 & MA1). [Learn more](#).

➤ **ENTRY REQUIREMENTS**

IELTS with minimum score of 6.5, **or**
Completed IGCSE / 'O' Level Certificate with minimum Grade C

➤ **COURSE SYLLABUS**

The **Introductory Certificate in Financial and Management Accounting** is awarded on the completion of exams **Recording Financial Transactions (FA1)** and **Management Information (MA1)**, and also an online ethics examination Foundations in Professionalism which can be taken directly from the ACCA website.

The exams are based on the following papers:

EXAM AIM FA1

The aim of paper FA1 Recording Financial Transactions is to develop knowledge and understanding of the main types of business transactions and documentation and how these are recorded in an accounting system up to the trial balance stage.

EXAM OVERVIEW FA1

FA1 is designed to introduce you to basic accounting systems and the types of documentation that you will encounter in the workplace.

It will help you develop knowledge and understanding of the operational aspects of maintaining accounting records, procedures to learn and show you how to record these transactions in the books of prime entry, including accounting for cash, such as petty cash transactions.

The syllabus also includes an introduction to the principles of double entry and understanding how a computerized and a manual accounting system work.

EXAM AIM MA1

The aim of paper MA1 Management Information is to develop knowledge and understanding of providing basic management information in an organization to support management in planning and decision-making.

EXAM OVERVIEW MA1

MA1 is designed to give you the knowledge of basic cost information required for management accounting.

It will help you develop the knowledge and ability to recognize, collect and record basic cost and revenue information for planning and control, including introduction to full absorption cost and marginal cost, such as using and applying of spreadsheets in costing.

➤ **COURSE DURATION**

Full time student: Three months

Part time student: Three months

Intakes

January, March, June and October

➤ **COURSE ASSESSMENT**

You will be given two sets of tests; at least one progress test and at least one mock exam for each paper. You will also receive daily class assignments and independent assignments.

➤ **COURSE FEE**

Rp. 6,500,000 per paper

Total Rp 13,000,000*

*includes study material and school fees

*does not include annual fee, registration fee and examination fee

➤ **MODE OF DELIVERY**

The program is delivered via lectures and directed independent study.

➤ **AWARD OF CERTIFICATE**

The certificate is awarded by ACCA.

➤ **TEACHER STUDENT RATIO**

1:25 (maximum)

➤ **EDUCATION PATHWAY**



➤ **CAREER PATHWAY**

The Introductory Certificate is suitable for those aspiring to work as or already working as:

- A junior accounts clerk/junior bookkeeper role in an SME
- A range of junior accounting administration roles within an accounting department of a larger organization or financial shared service center.

• **INTERMEDIATE CERTIFICATE IN FINANCIAL AND MANAGEMENT ACCOUNTING**

The Intermediate Certificate is the second step in ACCA's Foundations in Accountancy suite of qualifications. This allows students with minimal qualifications an opportunity to be tested at an introductory level and be awarded an Intermediate Certificate in Financial and Management Accounting (Papers FA2 & MA2). [Learn more.](#)

➤ **ENTRY REQUIREMENTS**

IELTS with minimum score of 6.5, **or**
Completed IGCSE / 'O' Level Certificate with minimum Grade C

➤ **COURSE SYLLABUS**

The **Intermediate Certificate in Financial and Management Accounting** is awarded on the completion of exams **Maintaining Financial Records (FA2)** and **Managing Costs and Finance (MA2)**, and also an online ethics examination Foundations in Professionalism which can be taken directly from the ACCA website.

The exams are based on the following papers:

EXAM AIM FA2

The aim of paper FA2 Maintaining Financial Records is to develop knowledge and understanding of the underlying principles and concepts relating to Maintaining Financial Records and technical proficiency in the use of double-entry accounting techniques including the preparation of basic financial statements.

EXAM OVERVIEW FA2

FA2 is designed to introduce you to the fundamental principles of accounting.

It will help you develop knowledge and understanding of the techniques used to maintain accounting records.

The exam shows you how to account for fixed assets to produce control accounts and reconciliations, and enable you to extract and correct an initial trial balance, make the adjustments necessary to produce an extended trial balance and account for sole-traders and partnerships.

EXAM AIM MA2

The aim of paper MA2 Managing Costs and Finance is to develop knowledge and understanding of how to prepare, process and present basic cost information to support management in planning and decision-making in a variety of business contexts.

EXAM OVERVIEW MA2

MA2 is designed to help you to develop the knowledge and understanding of the principles and techniques used in recording, analyzing and reporting costs and revenues for internal management purposes.

It will show you how to develop applicable cost concepts in making short-term decisions and explain how to measurement performance using spreadsheets.

➤ **COURSE DURATION**

Full time student: Three months
Part time student: Three months

Intakes

January, March, June and October

➤ **COURSE ASSESSMENT**

You will be given two sets of tests; at least one progress test and at least one mock exam for each paper. You will also receive daily class assignments and independent assignments.

➤ **COURSE FEE**

Rp. 5,250,000 per paper

Total Rp. 10,500,500*

*includes study material and school fees

*does not include annual fee, registration fee and examination fee

➤ **MODE OF DELIVERY**

The program is delivered via lectures and directed independent study.

➤ **AWARD OF CERTIFICATE**

The certificate is awarded by ACCA.

➤ **TEACHER STUDENT RATIO**

1:25 (maximum)

➤ **EDUCATION PATHWAY**



➤ **CAREER PATHWAY**

The Intermediate Certificate is suitable for those aspiring to work or already working in the following roles:

- A bookkeeping or cost clerk role in an SME
- A range of accounting administration roles within an accounting department of a larger organisation or financial shared service centre.

• **FOUNDATIONS CERTIFICATE IN AUDIT**

Upon the achievement of the Foundations Certificate in Audit, you are allowed to achieve the Certified Accounting Technician title provided that you have successfully achieved papers FA1, FA2, MA1, MA2, FFM, F1, F2 and F3 and earned a one year working experience. [Learn more.](#)

➤ **ENTRY REQUIREMENTS**

IELTS with minimum score of 6.5, **or**
Completed IGCSE / 'O' Level Certificate with minimum Grade C

➤ **COURSE SYLLABUS**

Foundations Certificate in Audit (FAU) introduces the student to the nature and purpose of an audit, including the duties and liability of auditors, and the regulation that auditors must adhere to. Areas relating to the process of an audit of financial statements starting at audit planning and risk assessment, recording and evaluating internal control, as well as tests of controls, audit evidence and the use of substantive procedures are covered in this paper.

➤ **COURSE DURATION**

Full time student: Three months
Part time student: Three months

Intake

January, March, June and October

➤ **COURSE ASSESSMENT**

You will be given two sets of tests; at least one progress test and at least one mock exam. You will also receive daily class assignments and independent assignments.

➤ **COURSE FEES**

Rp. 6,500,000 per paper

Total Rp. 6,500,000*

*includes study material and school fees

*does not include annual fee, registration fee and examination fee

➤ **MODES OF DELIVERY**

The program is delivered via lectures and directed independent study.

➤ **AWARD OF CERTIFICATE**

The certificate is awarded by ACCA.

➤ **TEACHER STUDENT RATIO**

1:25 (maximum)

• **FOUNDATIONS CERTIFICATE IN FINANCIAL MANAGEMENT**

Upon the achievement of the Foundations Certificate in Financial Management, you are allowed to achieve the Certified Accounting Technician title provided that you have successfully achieved papers FA1, FA2, MA1, MA2, FAU, F1, F2 and F3 and earned a one year working experience. [Learn more.](#)

➤ **ENTRY REQUIREMENTS**

IELTS with minimum score of 6.5, **or**

Completed IGCSE / 'O' Level Certificate with minimum Grade C

➤ **COURSE SYLLABUS**

Foundations Certificate in Financial Management (FFM) introduces students to different ways of managing finance within an organization with the aim of enhancing business performance. This includes planning and controlling of cash flow in both the short and long term, how to manage capital investment decisions and managing trade credit for an efficient flow of cash.

➤ **COURSE DURATION**

Full time student: Three months

Part time student: Three months

Intake

January, March, June and October

➤ **COURSE ASSESSMENT**

You will be given two sets of tests; at least one progress test and at least one mock exam. You will also receive daily class assignments and independent assignments.

➤ **COURSE FEES**

Rp. 6,500,000 per paper

Total Rp. 6,500,000*

*includes study material and school fees

*does not include annual fee, registration fee and examination fee

➤ **MODES OF DELIVERY**

The program is delivered via lectures and directed independent study.

➤ **AWARD OF CERTIFICATE**

The certificate is awarded by ACCA.

➤ **TEACHER STUDENT RATIO**

1:25 (maximum)

❖ **PROFESSIONAL DIPLOMAS**

The professional diplomas are awarded upon completion of papers under ACCA's Knowledge and Skills level of qualifications.

• **DIPLOMA IN ACCOUNTING AND BUSINESS**

The Diploma in Accounting and Business is awarded upon completion of papers which have direct entry to the Knowledge level of the ACCA Professional Scheme. [Learn more.](#)

➤ **ENTRY REQUIREMENTS**

16 years old or above

IELTS with minimum score of 6.5, **or**

Completed IGCSE / 'O' Level Certificate with minimum Grade C

Students who have three (3) years of relevant work experience may study for achieving the Diploma in Accounting and Business as part of the ACCA Qualification. Students who choose this route will need a minimum of three GCE 'O' Level and two GCE 'A' Levels in five separate subjects including Math or English or their equivalent.

➤ **COURSE SYLLABUS**

The Diploma in Accounting and Business is awarded on the completion of exams **Financial Accounting (FFA), Management Accounting (FMA) Accounting in Business (FAB)**; and also an online ethics examination Foundations in Professionalism which can be taken directly from the ACCA website. The exams are based on the following papers:

FAB/F1 Accountant in Business

The syllabus for FAB/F1 Accountant in Business introduces students who may not have a business background, to the business, which as an entity is made up of people and systems which interact with the environment and with each other.

FMA/F2 Management Accounting

The syllabus for Paper FMA/F2, Management Accounting, introduces candidates to elements of management accounting which are used to make and support decisions.

FFA/F3 Financial Accounting

The syllabus for Paper FFA/F3 Financial Accounting introduces the candidate to the fundamentals of the regulatory framework relating to accounts preparation and to the qualitative characteristics of useful information.

➤ **COURSE DURATION**

Full time student: Six months

Part time student: Nine months

Intakes

January, March, June and October

➤ **COURSE ASSESSMENT**

You will be given two sets of tests; at least one progress test and at least one mock exam for each paper. You will also receive daily class assignments and independent assignments.

➤ **COURSE FEE**

Rp. 6,500,000 per paper

Total Rp. 19,500,000*

*includes study material and school fees

*does not include annual fee, registration fee and examination fee

➤ **MODE OF DELIVERY**

The program is delivered via lectures, online and directed independent study.

➤ **AWARD OF CERTIFICATE**

The certificates are awarded by ACCA.

➤ **TEACHER STUDENT RATIO**

1:25 (maximum)

➤ **EDUCATION PATHWAY**



➤ **CAREER PATHWAY**

The Diploma in Accounting and Business is suitable for those aspiring to work or already working in:

- A wide ranging and responsible accounting role in an SME
- A financial reporting and/or financial decision-support role, possibly in a supervisory role, within an accounting department of a larger organisation

- A financial supervisory or management role in accounts payables and/or receivables, or a financial role in fixed asset accounting or in financial shared service centres
- An accounting technician role in a commercial organization

- **ADVANCED DIPLOMA IN ACCOUNTING AND BUSINESS**

To ensure greater articulation between Foundations in Accountancy and the ACCA Qualification, ACCA has introduced an Advanced Diploma in Accounting and Business which will form part of the ACCA Qualification.

The Advanced Diploma in Accounting and Business will be awarded when students have completed the Skills level exams of the ACCA Qualification. Students will also need to complete the Professional Ethics module in order to receive certification for the award of Advanced Diploma in Accounting and Business. [Learn more.](#)

➤ **ENTRY REQUIREMENTS**

16 years old or above

IELTS with minimum score of 6.5, **or**

Completed IGCSE / 'O' Level Certificate with minimum Grade C

Students who have three (3) years of relevant work experience may study for achieving the Diploma in Accounting and Business as part of the ACCA Qualification. Students who choose this route will need a minimum of three GCE 'O' Level and two GCE 'A' Levels in five separate subjects including Math or English or their equivalent.

➤ **COURSE SYLLABUS**

The Skills level papers are as follows:

F4 Corporate & Business Law (GLOBAL variant)

The aim of this to develop knowledge and skills in the understanding of the general legal framework within which international business takes place, and of specific legal areas relating to business, recognising the need to seek further specialist legal advice where necessary.

F5 Performance Management

The aim of this module is to develop knowledge and skills in the application of management accounting techniques to quantitative and qualitative information for planning, decision-making, performance evaluation, and control.

F6 Taxation (Variant may vary)

The general aim of all variants is to develop knowledge and skills relating to the tax system as applicable to individuals and companies.

F7 Financial Reporting (INTERNATIONAL & UK Variant)

The aim of this module develop knowledge and skills in understanding and applying accounting standards and the theoretical framework in the preparation of financial statements of entities, including groups and how to analyse and interpret those financial statements.

F8 Audit and Assurance (INTERNATIONAL Variant)

The aim of this module is to develop knowledge and understanding of the process of carrying out the assurance engagement and its application in the context of the professional regulatory framework.

F9 Financial Management

The aim of this module is to develop the knowledge and skills expected of a finance manager, in relation to investment, financing, and dividend policy decisions.

➤ **COURSE DURATION**

Full time student: 24 months

Part time student: 30 months

Intakes

January, March, June and October

➤ **COURSE ASSESSMENT**

You will be given two sets of tests; at least one progress test and at least one mock exam for each paper. You will also receive daily class assignments and independent assignments.

➤ **COURSE FEE**

Papers F4, F5, F6, F8 and F9	Rp. 7,500,000 per paper Total Rp. 37,500,000*
Paper F7	Rp. 9,000,000 per paper Total Rp. 9,000,000*

*includes study material and school fees

*does not include annual fee, registration fee and examination fee

➤ **MODE OF DELIVERY**

The program is delivered via lectures, online and directed independent study.

➤ **AWARD OF CERTIFICATE**

The certificate is awarded by ACCA.

➤ **TEACHER STUDENT RATIO**

1:25 (maximum)

➤ **EDUCATION PATHWAY**



➤ **CAREER PATHWAY**

Upon graduation, work opportunities* for students include

- Audit
- Financial and credit management
- Financial reporting
- Management accounting
- Taxation

*Provided the student is eligible, i.e. minimum age requirement and academic performance are met

❖ **ACCA QUALIFICATION**

LSAF is proud to offer our students the opportunity to study towards an ACCA qualification. With this course, students are given an excellent start in core accountancy skills and help them gain more specialist knowledge to build a successful career in finance. [Learn more.](#)

Students who study ACCA may also choose to gain a Bsc (Hons) in Applied Accounting from Oxford Brookes University. [Learn more.](#)

➤ **ENTRY REQUIREMENTS**

16 years old or above

Two GCE 'A' Levels and three GCE 'O' Levels or their equivalent (in five separate subjects including English or Mathematics)

IELTS score of 6.5 **or** IGCSE English as a second language score of C or above **or** an equivalent

Relevant degree holders from ACCA-accredited institutions may be exempted from all nine exams within the Fundamentals level and register directly at the Professional level. Degrees with some relevance may also qualify for exemptions.

➤ **COURSE SYLLABUS**

ACCA Qualification consists of 16 papers, divided into four modules.

- Fundamentals Level
 - Knowledge level – 3 papers – F1, F2, F3
 - Skills level – 6 papers – F4, F5, F6, F7, F8, F9
- Professional level
 - Essentials – 3 papers – P1, P2, P3
 - Options – 2 papers (from a choice of 4) – P4, P5, P6, P7

➤ **COURSE DURATION**

Full time student: 24 months

Part time student: 30 months

Intakes

January, March, June and October

➤ **COURSE ASSESSMENT**

You will be given two sets of tests; at least one progress test and at least one mock exam for each paper. You will also receive daily class assignments and independent assignments.

➤ **COURSE FEES**

Papers F1, F2, F3 – Rp. 6,500,000 per paper – **Total Rp. 19,500,000***

Papers F4, F5, F6, F8, F9 – Rp. 7,500,000 per paper – **Total Rp. 37,500,000***

Paper F7 – Rp. 9,000,000 – **Total Rp. 9,000,000***

Papers P1, P2, P3 – Rp. 10,250,000 per paper – **Rp. 30,750,000***

Papers P4, P5, P6, P7 – Rp. 9,000,000 per paper – **Rp. 18,000,000***

*includes study material and school fees

*does not include annual fee, registration fee and examination fee

➤ **MODES OF DELIVERY**

The program is delivered via lectures, online and directed independent study.

➤ **AWARD OF CERTIFICATE**

The certificate is awarded by ACCA.

➤ **TEACHER STUDENT ratio**

1:25 (maximum)

➤ **STUDENT PATHWAY**



➤ **CAREER OPPORTUNITIES**

In order to be granted the ACCA title, the student must successfully complete all 16 papers, however depending on the number of papers exempted, in addition with three years of Practical Experience Requirement (PER).

Work opportunities include:

- Audit
- Financial and credit management
- Financial reporting
- Management accounting
- Strategic business planning
- Taxation
- Treasury Management

❖ **ACCA/BSC OXFORD BROOKES UNIVERSITY (OBU)**

ACCA works exclusively with Oxford Brookes University (OBU) to offer a BSc Honours Degree in Applied Accounting for students who wish to complete a degree as part of the ACCA Qualification. With an international reputation for innovation, high quality education and research, and global relationships, it is not surprising that Oxford Brookes University has been voted the best modern university in the UK for seven years in succession.

➤ **AWARD REQUIREMENTS**

All ACCA students are opted-in automatically upon submission of their initial registration form unless they choose to be opted-out. To be awarded the BSc (Hons) in Applied Accounting students must:

- Be registered with Oxford Brookes University
- Opted-in to the BSc degree scheme **before** passing any of the three ACCA Fundamentals papers F7, F8 and F9
- Successfully complete the three ACCA Fundamentals papers F7, F8 and F9 and successfully complete all nine Fundamentals level papers
- Hold a recognized English language qualification certificate (i.e. IELTS score of 6.5 or equivalent), which must be submitted and approved by ACCA, **before** passing F7, F8 and F9
- Complete the ACCA Professional Ethics module
- Complete and pass the Oxford Brookes University Research and Analysis Project

➤ **COURSE OBJECTIVES**

The Oxford Brookes University Bsc (Hons) in Applied Accounting aims to enhance and extend the knowledge and skills gained by ACCA students in their professional studies. It also aims to help students become more effective as professional accountancy students and/or practitioners.

This collaboration offers ACCA students the opportunity to:

- Gain a prestigious award and demonstrates students' achievement

- Be exposed to the regiments of writing a research report, providing a foundation for thesis report writing for future academic pursuits
- Explore further academic/professional development to the next level, i.e. Masters education

➤ **COURSE ASSESSMENT**

Students must submit a final **Research and Analysis Project** consisting of 7,500 words and a 2,000 word **Skills and Learning Statement**.

Submissions will be assessed by the Oxford Brookes University Business School in May and November.

➤ **COURSE FEES**

Research and Analysis Project (Mentoring course) – Rp. 9,000,000

Total Rp. 9,000,000*

*Does not include online registration fee to OBU

➤ **AWARD OF CERTIFICATE**

The certificate is awarded by Oxford Brookes University.

➤ **STUDENT PATHWAY**



❖ **ACCA/MSC UNIVERSITY OF LONDON (UOL)**

ACCA (the Association of Chartered Certified Accountants) and the University of London have today agreed to offer a ground-breaking Masters programme to be made available to ACCA students and members around the world.

This route to the ACCA qualification will be of value to accountants aspiring to senior roles and enable them to stand out from the crowd in terms of their qualifications. Compared with the cost of studying for an accountancy qualification and a master's separately, this will save time and money for many ACCA students.

➤ **ENTRY REQUIREMENTS**

Academic Requirements

Qualifications required for the MSc in Professional Accountancy under Pathway 1

To qualify to register for the MSc under Pathway 1 you must be a current ACCA Student and have

- Passed all the ACCA F1 to F9 papers or gained exemptions approved by ACCA, and
- Passed the ACCA P1, P2 and P3 papers (or their equivalent).

Qualifications required for the MSc in Professional Accountancy under Pathway 2

To qualify to register for the MSc under Pathway 2 you must be a current ACCA Member or Affiliate and have:

- Passed all the ACCA F1 to F9 papers or gained exemptions approved by ACCA, and
- Passed all the ACCA P1, P2 and P3 papers, and
- Passed two of the ACCA P4-P7 option papers (or their equivalent).

If you passed the last of the ACCA Professional level papers more than five years ago, you must be able to demonstrate that your Continuing Professional Development (CPD) record is compliant with the ACCA policy on CPD since you became a member, which includes an up to date CPD declaration for the current year. Additionally you will be required to successfully pass the assessment for the University of London Professional Accountancy Online Preparation Test which will be available to enroll on demand.

Qualifications required for the Postgraduate Certificate in Professional Accountancy

To qualify to register for the Postgraduate Certificate you must be a current ACCA Student and have:

- Passed all the ACCA F1 to F9 papers or gained exemption from these papers approved by ACCA (or their equivalent).

English language requirements

You will meet the English language requirement if you:

- have passed the English version of ACCA F1 to F9 papers (or gained exemption by completion of an English-medium undergraduate degree approved by ACCA), or
- have passed the English version of ACCA P1, P2 or P3, or
- are a current ACCA Member or Affiliate.

Applicants who have not met any of the above must have passed one of the following tests of proficiency in English language at the appropriate mark/grade within the past three years:

- (IELTS) International English Language when an overall score of at least 6.5 is achieved with a minimum of 6.0 in the Written sub-test
- Pearson Test of English (Academic) score of 59 or above, with at least 59 in both Reading and Writing elements and at least 54 in Speaking and Listening elements
- Cambridge Certificate of Proficiency in English
- Cambridge Certificate of Advanced English, provided grade C or above is achieved
- (TOEFL) iBT Test of English as a Foreign Language overall score of 92 or above with at least 22 in both Reading and Writing Skills sub-tests and at least 20 in both Speaking and Listening sub-tests.

➤ COURSE DETAILS

The opportunity to gain a prestigious master's level qualification is open to ACCA students, affiliates and members, no matter what stage they are at in their professional qualification journey.

ACCA members who are qualified and affiliates who have completed all the ACCA assessments can follow a route to 'top-up' their professional qualification with this master's.

ACCA students who have passed the fundamentals level of the ACCA qualification can opt to continue towards their ACCA qualification by using the master's as an equivalent to two of their final ACCA papers.

➤ **COURSE ASSESSMENT AND FEES**

The three ACCA modules (P1 to P3) you study as part of your ACCA qualification give you accreditation for prior learning (APL) for 90 credits of your master's. The two University of London option modules will be recognised by ACCA as part of your professional qualification.

	Programme starts	You study	Study period	Indicative cost
MSc (Pathway 1) for ACCA students who have passed P1 to P3	January 2016	3 modules	12 months-5 years	From £1,200 per module
MSc (Pathway 2) for ACCA Members and Affiliates	July 2016	2 modules	6 months-5 years	From £1,200 per module
Postgraduate Certificate for ACCA students who have not completed P1 to P3	January 2016	2 modules	6 months-5 years	From £1,200 per module

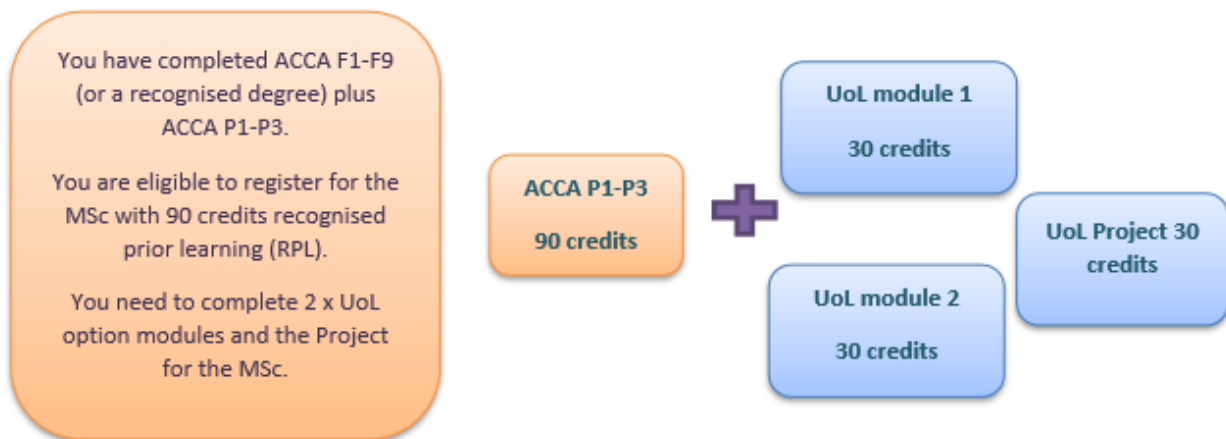
➤ **AWARD OF CERTIFICATE**

The certificate is awarded by University of London.

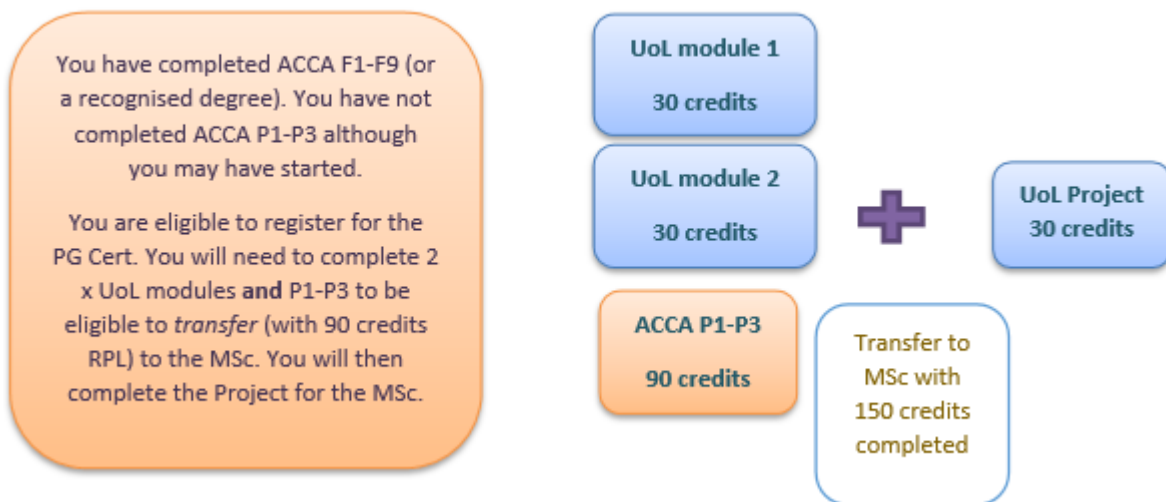
➤ **STUDENT PATHWAY**

Pathway 1 - MSc in Professional Accountancy

MSc for ACCA students who have passed P1-P3



Postgraduate Certificate (PG Cert) with transfer to the MSc once P1-P3 successfully completed



Pathway 2 – MSc in Professional Accountancy for ACCA members and affiliates

