



## 高級商務學習文憑 *Diploma in Business Studies*

Candidates are required to pass the following 3 subjects within 12 months. Candidates are required to complete an application form accompanied by result slips or certificate copies and to pay a fee for the issue of a Diploma and must claim within 12 months from the date of their last examination.

### Subjects

#### 1. 會計 (Accounting)

Description: Targeted at those intending to work in an advanced accounting role with a high level of autonomy, these qualifications help candidates to develop the ability to prepare and interpret the accounts of different types of business entities in accordance with current UK and IAS accounting practices and relevant accounting conventions.

#### 2. 商務行政 (Business Administration)

Description: Demonstrates a firm understanding of routine administration, procedures and standards as well as establishing levels of competence in the use of office equipment, business services and supplies.

#### 3. 商務統計 (Business Statistics)

Description: Aims to develop the candidates' knowledge and understanding of statistical techniques, including the collection and presentation of data and the use of formulae to solve business problems.

### 授課語言

英文教料，中文授課。

### 課程費用

MOP: 9,000 (含官方指定課本和過往題目，未含公開考試費用)

### 課程長度

共135小時