



專業秘書行政文憑 *Diploma in Secretarial Administration*

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. 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.

2. 職場英語(English for Business)

Description: The core examination is a reading and writing test comprising business related tasks. These include reading comprehension and writing letters, memos, report. Optional speaking and listening tests also available.

3. 文書製作(Text Production)

Description: Designed to demonstrate proficiency in transcribing documents from printed/handwritten copy. The required words per minute varies between levels.

授課語言

英文教材，中文授課。

課程費用

MOP: 7,200 (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108小時