

## IVE Business Administration

# Professional Diploma in Accounting and Finance (BA524007P)

### Course Aims

This course aims to provide students with related knowledge and skills in specific areas of accounting and finance to further enhance their employability and pursue degree education.



ba



## Curriculum

### Compulsory Modules <sup>(1)(2)</sup>

- ✎ Financial Accounting & Management Accounting
- ✎ Hong Kong Business Law
- ✎ Hong Kong Business Taxation
- ✎ Economics
- ✎ Advanced Financial Accounting
- ✎ Financial Management
- ✎ Audit Practice and Legal Framework
- ✎ Advanced Management Accounting

### Optional Modules

- ✎ Strategic Management
- ✎ Financial Mathematics and Management Information System <sup>(3)</sup>
- ✎ Marketing Strategy
- ✎ Financial Institutions and Markets

### Notes:

- (1) Mandatory subjects for students intending to obtain a PD for articulating to the BA (Hons) Accountancy of Coventry University
- (2) Students are required to take additional English enhancement module if they would like to progress to the final year of the BA (Hons) Accountancy but do not have HKCEE at Grade E / Level 2 or above in English Language<sup>^</sup> or HKDSE at Level 2 or above in English Language
- (3) Students are required to pass this optional module if students would like to apply for exemption from AAT Examination of the Hong Kong Institute of Accredited Accounting Technicians (HKIAAT) on Principles of Auditing and Management Information Systems

<sup>^</sup> Applicants who took HKCEE English Language in 2006 or before should have attained Grade E or above (Syllabus B) / Grade C or above (Syllabus A)

# Professional Diploma in Accounting and Finance (BA524007P)

## Recognitions

The Professional Diploma has been recognized and accredited by:

- (a) Coventry University for direct entry to the final year of BA (Hons) Accountancy <sup>(1)</sup>
- (b) HKIAAT AAT Examination for maximum 4 paper exemptions
- (c) ACCA Qualifying Examinations for Paper F1, F2 and F3

*(1) subject to the fulfilment of pre-requisite modules and an HKDSE at level 2 or above in English Language or HKCEE pass (Grade E/Level 2) in English Language\*, or equivalent*

## Mode of Study

- |                          |          |
|--------------------------|----------|
| 1. Face-to-face tutorial | 30 hours |
| 2. Examination           | 3 hours  |

10 sessions each module, 3 hours per session, total 30 hours at weekday evening or weekend afternoon.



## Entry Requirements

- ✎ Five HKCEE subjects at Grade E / Level 2 or above, including English Language\*, Chinese Language and Mathematics with 3 or more years' relevant full-time working experience; OR
- ✎ Five HKDSE subjects at Level 2 or above, including English Language, Chinese Language and Mathematics with 2 or more years' relevant full-time working experience; OR
- ✎ Mature applicants i.e., those aged 23 or above, with at least 2 years' relevant full-time working experience, can be admitted, subject if necessary to a satisfactory interview; OR
- ✎ Equivalent.



Teaching Venue  
PEAK

Contact  
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# Enrollment Form

## Professional Diploma in Accounting and Finance (PDAF)

### (BA524007P)

本院專用 Office use only (ver 20080101)

Received Date: \_\_\_\_\_ Handed by: \_\_\_\_\_

Remarks: \_\_\_\_\_

Application:  Walk-in  By Mail  By Fax

Payment:  Cash  Cheque  Credit Card

#### NOTES FOR APPLICANTS

- Please use one form for each course and photocopy the form if necessary.
- If you pay the course fees by cheque, please return the form to us by mail or in person with a crossed cheque (one cheque for one course) payable to 'Vocational Training Council'. If you pay the course fees by credit card, please return the form to us by fax / by mail / in person.  
Fax : 2891 5707  
Address : PEAK, 9/F, VTC Tower, 27 Wood Road, Wanchai, HK
- All places are allocated on a first-come-first-served basis. Incomplete form and form received without payment will be regarded as unsuccessful application.
- Course regulations are stated in the Institute's Quarterly Bulletin. Applicants / trainees should follow the relevant policies.
- CPD / CPT credits will be deducted for late trainees on a pro-rata basis. MPFA & SFC credits will be given only when students attend more than 80% of the course. Minimum unit of above mentioned credits is 0.5 credit. Lateness or early leave which is less than 0.5 hour will still be counted as 0.5 hour (according to the clock of IVE / PEAK)

#### DECLARATION

- I declare that all information provided in this enrollment form is, to the best of my knowledge, accurate and complete.
- I acknowledge and agree that my personal data will be used by IVE / PEAK for the enrollment and all course and administrative related purpose.
- I acknowledge and agree that my personal data will be used by IVE / PEAK for the promotion of courses or seminars, etc. I, at any time, can inform IVE / PEAK in writing or by email (peak@vtc.edu.hk) to stop sending any promotional material to me.
- I acknowledge and agree IVE / PEAK to check my ID card for verifying my identity while I am participating in CPD/CPT courses.
- I understand that I should provide as much information to IVE / PEAK as I can or my application cannot be processed efficiently.
- I acknowledge and agree IVE / PEAK to define my lateness and early leave of a course according to the clock of IVE / PEAK. I also agree to Point 5 of the Notes for Applicants which defines the circumstance for deduction of CPD, SFC and MPFA credits.
- I understand that course fees paid are not refundable, except for cases of unsuccessful applications and course cancellation. Fees paid and places enrolled are not transferable.

#### PARTICULARS OF APPLICANT (Please fill in name as appeared on your HKID card)

English : (surname) \_\_\_\_\_ (given name) \_\_\_\_\_ Chinese : \_\_\_\_\_

HKID No. : \_\_\_\_\_ Date of Birth : (dd/mm/yyyy) \_\_\_\_\_ Gender :  Male  Female

Mailing Address : \_\_\_\_\_

Company of Employment : \_\_\_\_\_ Position / Department : \_\_\_\_\_

E-Mail Address : (1) \_\_\_\_\_ (2) \_\_\_\_\_

Telephone (day-time) : \_\_\_\_\_ Mobile : \_\_\_\_\_ Fax : \_\_\_\_\_

Confirmation: Please specify how you would like to be notified:  By mail  By fax  By email (If not specified, we will notify you by Mail)

#### COURSE APPLIED FOR

Program Code / Name: \_\_\_\_\_ Intake (dd/mm/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

#### (For Diploma / Certificate Applicants only)

Module Code	Module Name	Commencement Date

#### Education History

Course	Institution / Exam.	Year of Graduation	Percentage of Completion (%)

Please "✓" this box if you want your application to be considered as mature student application. (Please refer to course leaflet for details)

**Employment History** If employed, please list out your employment history and positions you have held, which you consider relevant to the course for which you are applying. You may include certified copies of relevant references from employers. (Please use separate sheet if necessary)

Company Name	Duration: From / To	Position	Full time / Part time

\* Please submit relevant qualification documents together with your application


#### PAYMENT METHOD

Cash or Cheque (Cheque should be made payable to "Vocational Training Council")

Amount: HK\$ \_\_\_\_\_ Cheque No.: \_\_\_\_\_

Credit Card

Card Number: \_\_\_\_\_  

Expiry Date : \_\_\_\_\_ Amount: \_\_\_\_\_  

Cardholder's Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

#### CONTINUING EDUCATION FUND (CEF)

Apply for CEF\* (Please submit with CEF application form and HKID card copy at least 10 working days before commencement of course. No late submission will be accepted)

CEF Applied / Not applying CEF\*

#### Where did you learn about this course?

- Website  Email  Leaflet  Quarterly Bulletin  Friend  
 MTR Advertisement  Newspaper/Magazine (Name: \_\_\_\_\_)  
 Other: \_\_\_\_\_

#### CONTACT METHOD

For all further notice (e.g. Class reschedule), we will contact you by email. Students without email will be contacted by phone.

I have read, understood and willing to follow IVE / PEAK's Notes for Applicants above and all the regulations stated by IVE / PEAK. I declare the truth and accuracy of the information I have provided in this application form.

Applicant Signature _____	Date _____
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