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.

Curriculum

Compulsory Modules (1)(2)
- 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 (3)
- 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 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

^ 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)
Recognitions
The Professional Diploma has been recognized and accredited by:
(a) Coventry University for direct entry to the final year of BA (Hons) Accountancy (1)
(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
Ms. Icy Chu
Tel: 2836 1794
Email: icychu@vtc.edu.hk
Enrollment Form
Professional Diploma in Accounting and Finance (PDAF)
(BA524007P)

NOTES FOR APPLICANTS
1. Please use one form for each course and photocopy the form if necessary.
2. 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.
3. All places are allocated on a first-come-first-served basis. Incomplete form and form received without payment will be regarded as unsuccessful application.
4. Course regulations are stated in the Institute's Quarterly Bulletin. Applicants / trainees should follow the relevant policies.
5. CPD / CPT credits will be deducted for late trainees on a ro-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)

PARTICULARS OF APPLICANT
(please fill in 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: __________________________

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)

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<th>Module Code</th>
<th>Module Name</th>
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Education History

Course: __________________________

Institution / Exam.: __________________________

Year of Graduation: __________________________

Percentage of Completion (%): __________________________

☐ Please "V" 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)

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<th>Duration: From / To</th>
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* 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$ __________________________

☐ Credit Card

Card Number: __________________________

Expiration Date: (mm/yyyy): __________________________

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.

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