

**Certificate in Accounts** 即由墨尔本理工学院颁发的会计专业证书，课程结构如下，共计 **10** 个单元：

会计专业证书		
职业方向:	财务文员	
	课程单元名称	授课时间
	professional practice 专业实践	30
	Journals to trial balance 分类账目试算表	60
	Subsidiary ledgers 明细分类账目	40
	Business mathematics 商业数学	30
	Computer applications 计算机运用	80
	Simple business documents 简单商业票据	30
	Financial reports 财务报表	50
	Introduction to budgeting 运营预算入门	40
	Job costing 工作成本	40
	Make a presentation 做演示报告	30
总课时		430

证书样稿



This is to certify that

**A Student**

has successfully completed the institute accredited course in

**Certificate in Accounts**



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CHIEF EXECUTIVE OFFICER

MELBOURNE POLYTECHNIC BOARD CHAIR

Student ID: 8701451  
Date: 24 February 2014  
Certificate: BG\_2014\_14019136  
08 March 2017

**MELBOURNE POLYTECHNIC**

Registered Training Organisation No. 3075  
Higher Education Provider No. PRV12542