



Higher Diploma in Business (Management and e-Commerce)

商業學高級文憑
(管理及電子商務)

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 **Community College** 
HKUSPACE PO LEUNG KUK
香港大學專業進修學院保良局社區書院

 **Higher Diploma** 高級文憑課程
programmes

MARKET
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Higher Diploma in Business (Management and e-Commerce)

商業學高級文憑（管理及電子商務）

////// PROGRAMME CODE 課程編號

HP 82-701 Certificate in General Studies Programme 副學位先修證書課程

HP 83-801 Year 1 一年級

The Higher Diploma in Business (Management and e-Commerce) is an innovative qualification, as it cuts across two disciplines (Business and Computing), and is the first of its kind in Hong Kong. This programme allows students to focus on e-Commerce in addition to Management. The combination of the study of Management and e-Commerce will not only provide students with the necessary business fundamentals, but also the core technology competencies to make the right decisions. It infuses new courses in e-Commerce with a different focus and will appeal to students who are interested in both the technology and management of business.

This programme is unique as it combines technology and business to prepare students for further studies and jobs in this evolving field. The curriculum explores new business models implemented by organisations using sophisticated electronic means of conducting business. It also reveals to students how technology can relate to business enterprises and commercial transactions.

商業學高級文憑（管理及電子商務）課程是全港首個涵蓋商業學及電腦學的跨學科課程。除了商業管理學知識，本課程亦注重電子商貿的內容，希望學生可學習運用核心科技知識，從而訂出有效的商業決策，日後能於商場上運籌帷幄。相對於其他管理學課程，本課程尤其適合對管理學及電子商貿學有興趣的同學修讀。

本課程將引領學生探討各商業機構最新的電子商貿模式，並展示如何將電子科技應用於企業管理與商業交易上。同學修畢課程，將具備足夠能力繼續升讀大學，或為未來就業打下穩固基礎。

Programme Aims and Features

課程目標及特點

This programme integrates technology and business to prepare students for further studies and jobs in the inter-connected worlds of business and technology. Apart from learning the major functions of a business organisation, students will be exposed to new business models and sophisticated electronic means of conducting business.

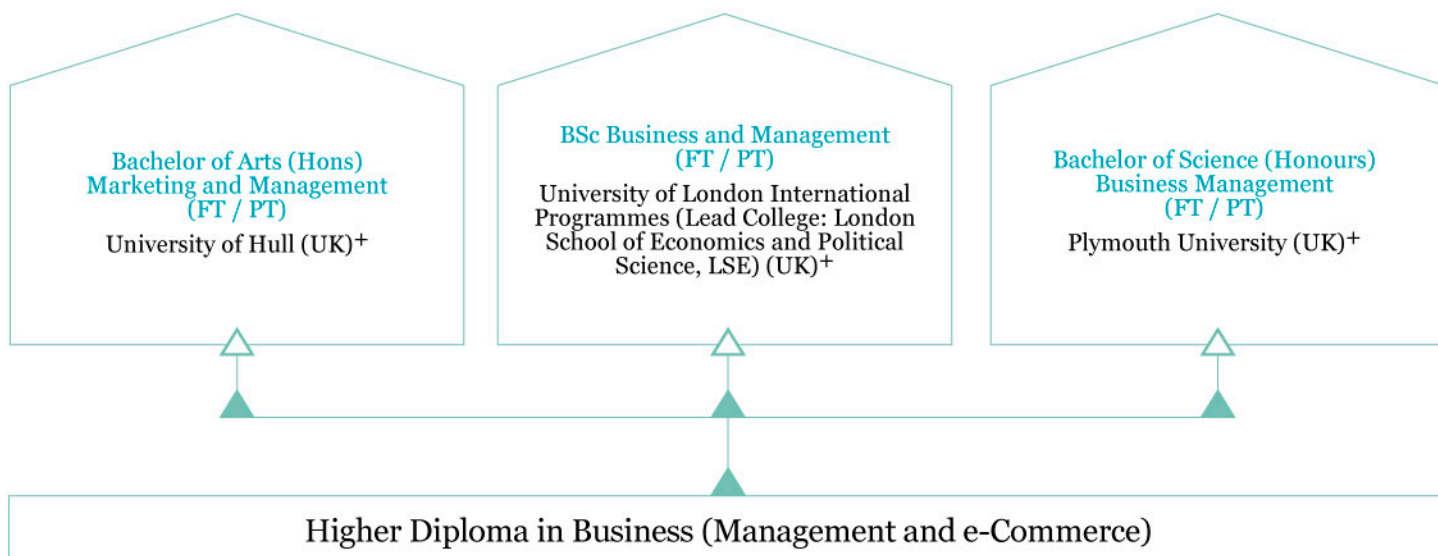
本課程結合科技及商業學兩大範疇的知識，旨在讓學生將兩方面的知識融會貫通，以滿足升讀大學及就業所需。除了教授學生認識商業機構各項主要職能外，同學也能了解嶄新的企業營運模式，以及如何運用各項先進的電子商貿，以協助營運和拓展業務。

Opportunities for Further Studies

升學前景

Graduates are eligible to apply for admission to bachelor's degree programmes in Business Management, Business Administration or other relevant disciplines offered by local (including HKU) as well as overseas universities.

Graduates are also eligible to apply for admission to the following degree programmes offered locally by overseas universities in collaboration with HKU SPACE:



FT: Full-time Degree Programme

PT: Part-time Degree Programme

⁺ Admission subject to individual university admission requirements.

Professional Recognition

專業資格

Graduates are eligible for exemption from the Association of Chartered Certified Accountants (ACCA) for up to 5 of its 14 papers in the qualifying examination.

修畢本課程可獲特許公認會計師公會 (ACCA) 認可及其專業考試最多五份科目豁免。

Career Prospects

就業前景

This programme will enable students to explore career opportunities at junior supervisory level in business management and e-Commerce or related fields.

同學可藉著修讀本課程，為其日後晉身商業管理及電子商貿的初級管理層打下穩固的基礎。



Programme Structure

課程結構

Certificate in General Studies Programme*

副學位先修證書課程*

- General English I & II 英文 (一) 及 (二)
- Foundations of Chinese Language 基礎中國語文
- Foundations of Mathematics / General Mathematics 基礎數學 / 數學
- Introduction to Information Technology 資訊科技導論
- The Process of Design 設計過程
- Understanding Hong Kong Popular Culture 香港普及文化概論[@]
- Ethics and Society 倫理與社會
- The Science of Everyday Life 生活中的科學
- Multiple Intelligences and Competencies 多元智能與才能
- Law and Business 法律與商貿

Higher Diploma Year 1

高級文憑一年級

- General English III 英文 (三)
- English for Academic and Professional Purposes Part I
學術及專業英語 (一)
- Introduction to Multimedia 多媒體學導論
- Statistics for Business 商業統計學
- Introductory Financial Accounting 會計學概論
- Economics 經濟學
- Hong Kong Business Law 香港商業法
- Principles and Practice of Management 應用管理學原理
- Introduction to e-Commerce 電子商貿導論
- Cost and Management Accounting 管理及成本會計
- Introduction to Management Information Systems 管理資訊學

Higher Diploma Year 2

高級文憑二年級

- English for Academic and Professional Purposes Part II
學術及專業英語 (二)
- English for Business 商用英語
- Practical Chinese 實用中文
- Intra- and Interpersonal Competencies 內省及人際才能
- Fundamentals of Finance 公司財務學
- Introduction to Social Media Technology 社交媒體科技導論
- Human Resources Management and Development
人力資源管理與發展
- Principles of Marketing 市場學原理
- Introduction to Digital Security 數碼保安導論
- Organizational Behaviour and Development 組織行為學
- Introduction to Project Management 專案管理概論

* The choice of the Generic Skills and General Education courses in the Certificate in General Studies Programme may be replaced by another course under the same category depending on availability in a particular semester.

副學位先修證書課程所提供之通用技能及通識教育科目不限於上表，書院將視乎情況編排其他相同範疇學科。

[@] Subject to approval.

尚待審批。



Minimum Entry Requirements

最低入學資格

2-year Higher Diploma Programme

兩年制高級文憑課程

HKDSE 香港中學文憑考試

- Level 2 or above in five subjects[^] (including Chinese Language and English Language); OR
- 香港中學文憑考試其中五科[^] (包括中國語文科及英國語文科) 考獲第二級或以上成績；或

HKALE 香港高級程度會考

- Pass in one AL subject or two AS subjects in the HKALE; AND three passes in the HKCEE* PLUS Level 2 / Grade E or above in Chinese Language and English Language, or equivalent; OR
- 香港高級程度會考一科高級程度科目，或兩科高級補充程度科目合格；以及香港中學會考三科合格*及中國語文科和英國語文科達到第二級 / E 級或以上成績，或同等學歷；或

Applicants whose HKDSE / HKALE results do not meet the entry requirements of the 2-year Higher Diploma Programme should apply for admission to the Certificate in General Studies Programme.

如申請人的香港中學文憑考試 / 香港高級程度會考成績未能符合兩年制高級文憑課程入學資格，可申請入讀副學位先修證書課程。

OTHERS 其他

- Hold a recognised Certificate in General Studies Programme, Pre-Associate Degree Programme or Foundation Programme qualification; OR
- Hold a recognised post-secondary certificate or diploma; OR
- Equivalent qualifications will be considered by the College.
- 完成副學位先修證書課程、副學士先修課程或基礎課程；或
- 持有認可大專證書或文憑；或
- 書院亦會考慮同等學歷之申請。

Certificate in General Studies Programme

副學位先修證書課程

HKDSE 香港中學文憑考試

- Level 2 or above in English Language and any three other subjects[^] (which may include Chinese Language); in any event Chinese Language must be at Level 1 or above; OR
- Level 2 or above in English Language and any two other subjects[^] (which may include Chinese Language); in any event Chinese Language must be at Level 1 or above; AND at least 8 points⁺ in the best three subjects; OR
- 英國語文科及其他三科[^] (可包括中國語文科) 達到第二級或以上成績；而中國語文科必須達到第一級或以上成績；或
- 英國語文科及其他兩科[^] (可包括中國語文科) 達到第二級或以上成績；而中國語文科必須達到第一級或以上成績；及考獲最佳成績的三科最少達八分⁺或以上；或

HKCEE 香港中學會考

- Three passes in the HKCEE* PLUS Level 2 / Grade E or above in Chinese Language and English Language, or equivalent; OR
- 香港中學會考三科合格*及中國語文科和英國語文科考獲第二級 / E 級或以上成績，或同等學歷；或

OTHERS 其他

- Completed Project Yi Jin with satisfactory results.
- 完成毅進課程，獲滿意成績。

Mature Students

成人學生

Applicants do not possess the above academic qualifications but who are aged 21 or above with relevant working experience will be considered by the College.

申請人如未能符合最低入學資格，但年滿二十一歲並具相關工作經驗，書院亦會考慮其申請。

[^] Applicants are allowed to use not more than two Applied Learning (ApL) subjects in the application. The recognition of the ApL subjects is as follows: "Attained with distinction" is deemed equivalent to Level 3; and "Attained" is deemed equivalent to Level 2.

可包括不多於兩科應用學習科目：「達標並表現優異」相等於香港中學文憑考試第三級；「達標」相等於香港中學文憑考試第二級。

* Applicants are allowed to use not more than two Applied Learning (ApL) subjects in the application. Successful completion of an ApL subject will be recognised as comparable to a HKCEE pass, not including Chinese Language and English Language.

可包括不多於兩科應用學習科目：如修畢一科應用學習課程，將等同一科香港中學會考科目合格，不包括中國語文科及英國語文科。

⁺ Level 5** = 7 points; Level 5* = 6 points; Level 5 = 5 points; Level 4 = 4 points; Level 3 = 3 points; Level 2 = 2 points; Level 1 = 1 point.

第五級** = 七分；第五級* = 六分；第五級 = 五分；第四級 = 四分；第三級 = 三分；第二級 = 兩分；第一級 = 一分。



Tuition Fee

學費

The tuition fee for the academic year 2014 – 2015 is as follows:

2014 至 2015 年度的學費如下：

Certificate in General Studies Programme 副學位先修證書課程	▷ 港幣HK\$45,000
Higher Diploma Year 1 高級文憑一年級	▷ 港幣HK\$52,500
Higher Diploma Year 2 高級文憑二年級	▷ 港幣HK\$52,500

All fees will be paid in two equal installments and are subject to annual revision.

學費每年將分兩期繳交，書院每年會因應情況調整學費。

Financial Assistance

學費資助

Government Grants and Loans:

- Financial Assistance Scheme for Post-secondary Students (FASP)[@]
- Non-means-tested Loan Scheme for Post-secondary Students (NLSPS)[@]
- Continuing Education Fund (CEF)

政府資助：

- 專上學生資助計劃[@]
- 專上學生免入息審查貸款計劃[@]
- 持續進修基金

[@] Not applicable to the Certificate in General Studies Programme. Students of the Certificate in General Studies Programme can apply for financial assistance via the Extended Non-means-tested Loan Scheme.

不適用於副學位先修證書課程。修讀副學位先修證書課程的同學，可申請「擴展的免入息審查貸款計劃」。

Scholarships for Newly-admitted Students

新生入學獎學金

The College has established scholarships of HK\$3 million for newly-admitted students with outstanding results in the 2014 HKDSE. Awardees may receive a maximum of a full first-year scholarship.

書院設立 300 萬元新生入學獎學金，給予在 2014 年香港中學文憑考試中考獲優良成績的新生。成功被甄選的同學最高可豁免首年學費。

Other Scholarships, Bursaries and Sponsorship

其他獎學金、助學金及計劃贊助

With the generosity of the Directors of Po Leung Kuk et al, numerous scholarships, bursaries and sponsorship are established as an encouragement to students who have excelled in their studies or made significant contributions in serving fellow students or the community.

- Overseas Exposure Scholarships
- Academic Merit Scholarships
- Service Awards
- Bursaries
- Po Leung Kuk Padma and Hari Harilela Endowment Scholarship
- “Mainland Experience Scheme” Sponsorship

為鼓勵同學爭取更佳成績，並積極貢獻社區、服務同學，書院設立多項獎學金、助學金及計劃贊助，蒙各界人士或公司慷慨捐贈，包括：保良局董事會成員、社會賢達，以及其他團體。

- 海外學術交流獎學金
- 學術卓越獎學金
- 傑出服務獎
- 助學金
- Po Leung Kuk Padma and Hari Harilela Endowment Scholarship
- 「內地體驗計劃」贊助

HKU SPACE Po Leung Kuk Community College

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