

Higher Diploma in Business (Management)

商業學高級文憑（管理學）



2011-12

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Programme Code
課程編號

HP 83-409 Foundation Programme 基礎課程
HP 83-509 Year 1 一年級



For any economy to grow and develop, human resources is one of the determining factors for success. Management personnel who can understand the essentials of business such as principles of marketing, finance, accounting, inventory control and human resources are in great demand. Hence, Business Management programmes remain a popular choice amongst school leavers, and a programme of high quality could help develop students' full potential in becoming young executives in a wide range of jobs in finance, trade and manufacturing in the commercial, government or non-government sectors.

商業管理人才是奠定企業成功與否的關鍵。企業對擁有全面商業知識的人才需求甚殷，故此，工商管理課程仍然是最受同學歡迎的學科之一。高質素的商學課程既可讓同學掌握基本市場學、財務學、會計學、倉存管理及人力資源管理概念，亦有助同學全面發揮潛能，並於商界、政府或非政府的機構擔當不同崗位的職務。



Programme Aims and Features

課程目標及特點

This programme aims to expose students to all major functions of a business organisation, such as accounting, economics, finance, marketing, human resources management, international business, statistics, law and project management, that prepare them for junior management positions in commercial or non-profit organisations. Students will be able to search and manage information, analyse management problems, make management decisions, and integrate the various skills and concepts to solve problems or enhance the functions that are appropriate to a business environment. Furthermore, students will receive training in English and Chinese to enhance their communication skills, as well as in general education to widen their outlook and to prepare them for lifelong learning.

This programme distinguishes itself from other existing business management programmes through its broad coverage of the key management functions, thereby allowing students to jump-start their careers in the various management related fields more quickly upon graduation.

本課程涵蓋多個商業範疇，同學可藉本課程對會計、經濟、財務、市場學、人力資源管理、國際商業、統計學、法律及項目管理等商業範疇有基本的認識，掌握各項管理理論，讓同學能於畢業後在商界或非牟利機構從事初級管理職位。同學將能搜尋及管理資料數據，有效地分析並作適當的商業決策，亦能運用商學的概念和技巧以面對各種挑戰，甚至加強企業的競爭力以應付瞬息萬變的商業環境。

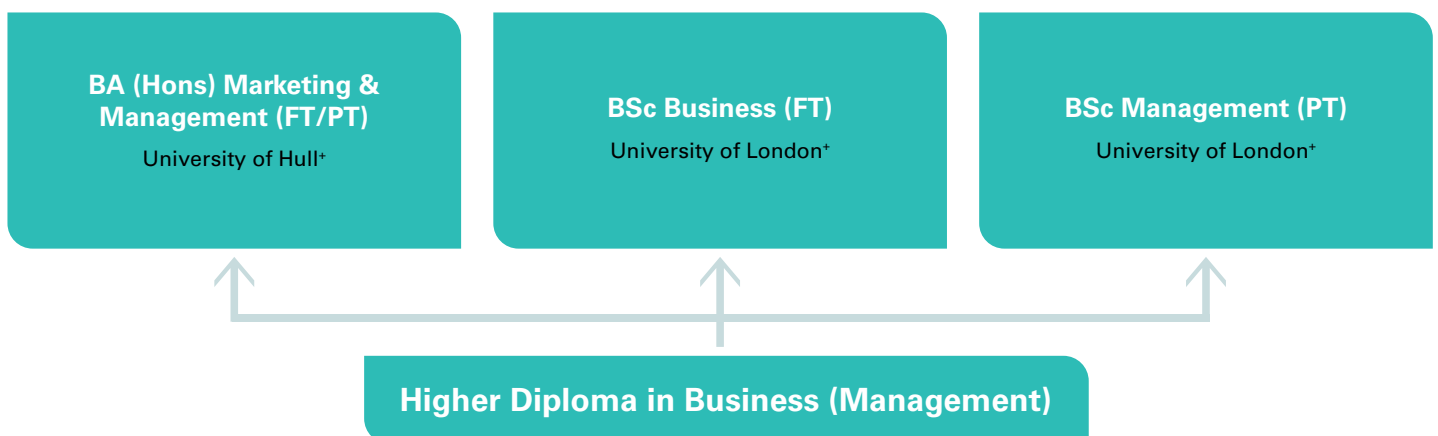
相對其他同類型的商業管理課程，本課程全面地涵蓋各項關鍵的管理課題，讓畢業生能更迅速地投入不同類型的商業管理行業。



Opportunities for Further Studies

升學前景

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



FT: Full-time Top-up Degree Programme

PT: Part-time Top-up Degree Programme

* Admission subject to each individual university requirements

Career Prospects

就業前景

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

同學可透過修讀本課程為其日後晉身商業管理及行政的初級管理層奠下基礎。



Programme Structure

課程結構

Foundation Programme 基礎課程*

- General English I & II 英文(一)及(二)
- Foundations of Chinese Language 基礎中國語文
- Mathematics and Statistics for Daily Life Applications 實用統計數學
- Computer Studies 計算機學
- The Process of Design 設計過程
- Popular Culture: Identities and Institutions 普及文化：身份與體制
- 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)
- Putonghua 普通話
- Introduction to Multimedia / Introduction to Information Technology 多媒體學導論 / 資訊科技導論
- Introductory Financial Accounting 會計學概論
- Economics 經濟學
- Statistics for Business 商業統計學
- Hong Kong Business Environment 香港營商環境
- Cost and Management Accounting 管理及成本會計
- Hong Kong Business Law 香港商業法
- Principles and Practice of Management 應用管理學原理

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)
- Business Communication in English 商業英語
- 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
- Principles of Marketing 市場學原理
- PRC Business Environment 中國營商環境
- International Trade 國際貿易學
- Organizational Behaviour and Development 組織行為學
- Human Resources Management and Development 人力資源管理與發展
- Introduction to Project Management 專案管理概論

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

Students' Sharing

學生分享



Katie Chung 鍾芝琦

2011
Advanced to BBA (Hons),
Hong Kong Baptist University
升讀香港浸會大學工商管理學士(榮譽)

"The time I have spent at HKU SPACE Po Leung Kuk Community College (HPCC) has given me an ample opportunity to achieve my goals and fulfill my aspirations. The guidance and assistance from the lecturers were what I appreciated most. They were more than willing to answer my questions during and after class time.

In the past 2 years, I was honoured to be appointed as Student Ambassador with an excellent opportunity to gain valuable experience and improve my ability to communicate effectively with different groups of people. Such interpersonal skills will definitely be useful as I enter the corporate world in the future."



Sherman Leung 梁婉雯

2011
Two degree offers received, including:
• BBA (Hons) Business Management,
City University of Hong Kong
• BSocSc (Hons) in Administration and Public
Management, City University of Hong Kong
獲兩個大學學位取錄，包括：
• 香港城市大學工商管理榮譽學士(商業管理)
• 香港城市大學行政及公共管理榮譽社會科學學士

「書院有別於傳統中學的學習模式，著重小組習作、滙報，讓我們學會主動學習、與人溝通等書本以外的知識。講師們除了教授書本上的知識，更經常跟我們分享業界的實際工作經驗，令學習內容不再沉悶冗長。他們亦樂於利用課堂以外的時間解答我們的提問。過去兩年的高級文憑課程，為我打好穩固的學術基礎以及培養良好的學習態度，對升讀大學有莫大的幫助。」



Matthew Leung 梁仲謙

2010
Advanced to Year 2, BCom in Marketing,
Hong Kong Baptist University
升讀香港浸會大學市場學商學士二年級

「中學時修讀商科，但由於不太肯定自己的興趣，故報讀此課程，希望從中找到自己的興趣和發展方向。」

整個學習過程中，令他最感激的是講師用心的教導。「差不多每一學科的講師在每一個學期均設16至18小時的額外補課時段，即使未能在課堂發問的問題，也可以通過這補課時段，讓我們相約講師作小組討論，由於他們均十分願意出席及用心指導我們，我們實在衷心感激。」

Entry Requirements

入學資格

Secondary 5 中五

3-year Programme (Entry to Foundation Programme)

- 3 passes in the HKCEE* PLUS Level 2 / Grade E or above in Chinese Language and English Language, or equivalent; or

- Completed Project Yi Jin with satisfactory results.

* Students who have successfully completed a quality-assured Applied Learning Course will be recognised as comparable to a HKCEE subject pass (up to a maximum of 2 subjects), other than Chinese Language and English Language.

三年制課程（入讀基礎課程）

- 香港中學會考三科*合格，以及中國語文及英國語文考獲第二級 / E 級或以上成績，或同等學歷；或

- 完成毅進課程，並獲滿意成績。

* 學生如修畢一科通過質素保證程序的應用學習課程，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)。最多可計算兩科。

Secondary 7 中七

2-year Higher Diploma Programme (Direct Entry to Year 1)

- Pass in 1 AL or 2 AS-level subjects in HKALE; and 3 passes in the HKCEE PLUS Level 2 / Grade E or above in Chinese Language and English Language, or equivalent; or

- A recognised Pre-Associate Degree / Foundation Programme qualification; or

- A recognised post-secondary certificate or diploma.

兩年制高級文憑課程（直接入讀一年級）

- 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，及香港中學會考三科合格，以及中國語文及英國語文達第二級 / E 級或以上成績，或同等學歷；或

- 完成認可副學士先修課程、基礎課程；或

- 持有認可大專證書或文憑。

Other 其他

Applicants who do not possess the above academic qualifications but are aged 21 or above and have 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，亦可申請報讀。

Tuition Fee

學費

The tuition fee for the academic year 2011 – 2012 is as follows:

2011至2012年度的學費如下：

Foundation Programme 基礎課程	港幣HK\$42,800
Higher Diploma Year 1 高級文憑一年級	港幣HK\$49,800
Higher Diploma Year 2 高級文憑二年級	港幣HK\$49,800

All fees will be paid by installments and are subject to annual revision.

學費每年將分期繳交，書院每年會因應情況調整學費。

Financial Assistance

學生資助

Government's 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

Scholarships

獎學金

Scholarships for 2011 HKALE or HKCEE Candidates

新生入學獎學金

The College has set aside HK\$3 million for scholarships for newly-admitted students with outstanding results in the 2011 HKALE or HKCEE. Awardees may receive a maximum of a full scholarship in the intake year.

港大保良社區書院設立300萬元獎學金，給予在應屆香港中學會考或香港高級程度會考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 and Bursaries

其他獎學金及助學金

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

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及助學金，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。

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