



## Part-time Certificate and Diploma Programmes

<b>兼讀證書及文憑課程</b>	List of Certificate and Diploma Programmes 證書及文憑課程目錄	5
	Admission Information for Certificate and Diploma Programmes 證書及文憑課程報名須知	7
	Certificate and Diploma Programmes Information 證書及文憑課程資料	10

### Icons Used in this Prospectus 本章程使用之符號：



New Programme  
新課程



Daytime Programme  
日間課程



Continuing Education Fund Reimbursable Programme  
持續進修基金可獲發還款項課程



Continuing Education Fund Reimbursable Course  
持續進修基金可獲發還款項科目



# List of Certificate and Diploma Programmes

## 證書及文憑課程目錄

<b>Accounting and Finance</b>		<b>會計及金融</b>	
CP0156	Diploma in Accounting	會計學文憑	10
CP0157	Advanced Diploma in Accounting	會計學高等文憑	10
CP0268	Professional Certificate in Banking	銀行學專業證書	11
CP0243	Advanced Diploma in Business (Banking)	工商高等文憑(銀行學)	11
CP0257	Professional Certificate in Finance	財務學專業證書	12
CP0170	Advanced Diploma in Business (Finance)	工商高等文憑(財務學)	12
CP0261	Professional Certificate in Financial Services Marketing	金融服務營銷專業證書	13
CP0184	Advanced Diploma in Business (Financial Services Marketing)	工商高等文憑(金融服務營銷)	13
<b>Art and Design</b>		<b>藝術及設計</b>	
CP0250	Professional Diploma in Visual Merchandising	時尚商品展示設計專業文憑	14
CP0269	Professional Certificate in DGA Diamond Grading	DGA鑽石專業證書	15
CP0151	Diploma in Jewellery Design	珠寶首飾設計文憑	15
CP0062	Certificate in Jewellery Design & Production	珠寶首飾設計及製作證書	16
<b>Business Management</b>		<b>商業管理</b>	
CP0271	Certificate in Business Studies	商業學證書	17
CP0163	Advanced Diploma in Business Management	工商管理高等文憑	17
<b>Chinese Language and Culture</b>		<b>中國語言及文化</b>	
CP0287	Certificate in Putonghua (Intermediate)	普通話證書(中級)	19
CP0288	Certificate in Putonghua (Upper Intermediate)	普通話證書(中高級)	19
CP0285	Certificate in Putonghua Teaching	普通話教學法證書	20
CP0286	Advanced Certificate for Putonghua Trainers	普通話教師高等證書	20
CP0255	Advanced Certificate in Teaching Practical Chinese as a Foreign Language	實用對外漢語教學法高等證書	21
CP0254	Advanced Certificate in Teaching Putonghua Recitation	普通話朗誦導師高等證書	21
<b>Conference and Event Management</b>		<b>會議及活動管理</b>	
CP0266	Professional Certificate in Conference and Event Management	會議及活動管理專業證書	22
CP0205	Advanced Diploma in Business (Conference and Event Management)	工商高等文憑(會議及活動管理)	22
CP0262	Professional Certificate in Festive Event Management	節慶活動管理專業證書	23
CP0186	Advanced Diploma in Business (Festive Event Management)	工商高等文憑(節慶活動管理)	23
<b>Education</b>		<b>教育</b>	
CP0150	Certification Course for Kindergarten Principals (Chinese Stream)	幼稚園校長證書課程(中文授課)	24
CP0150	Certification Course for Kindergarten Principals (English Stream)	幼稚園校長證書課程(英文授課)	24
CP0299	One-year In-service Diploma in Special Child Care Work	一年制在職特殊幼兒工作訓練文憑	25
<b>English Language</b>		<b>英語</b>	
CP0275	Certificate in Business English Communication (Introductory)	商業英語傳意證書(初級)	27
CP0276	Certificate in Business English Communication (Intermediate)	商業英語傳意證書(中級)	27
CP0277	Certificate in Business English Communication (Upper Intermediate)	商業英語傳意證書(中高級)	28
CP0213	Certificate in Business English (Written Communication)	商業英語(寫作傳意)證書	28

<b>Foreign Languages</b>		<b>外語</b>	
CP0290	Certificate in Korean (Introductory)	韓語證書(初級)	29
CP0291	Certificate in Korean (Intermediate)	韓語證書(中級)	29
CP0292	Certificate in Spanish (Introductory)	西班牙語證書(初級)	30
CP0293	Certificate in Spanish (Intermediate)	西班牙語證書(中級)	30
<b>Health and Leisure</b>		<b>健康及休閒</b>	
CP0209	Certificate in Fitness Instruction	體適能導師證書	31
CP0249	Professional Diploma in Leisure, Recreation and Sports Administration	休閒、康樂及運動管理專業文憑	32
CP0189	Advanced Diploma in Business (Leisure, Recreation and Sports Administration)	工商高等文憑(休閒、康樂及運動管理)	32
<b>Human Resource Management and Workplace Behaviour and Communication</b>		<b>人力資源管理及辦公室行為及傳意</b>	
CP0259	Professional Certificate in Human Resources Management	人力資源管理專業證書	33
CP0178	Advanced Diploma in Business (Human Resources Management)	工商高等文憑(人力資源管理學)	33
CP0264	Professional Certificate in Training and Facilitation	培訓及輔引專業證書	34
CP0191	Advanced Diploma in Business (Training and Facilitation)	工商高等文憑(培訓及輔引)	34
<b>Information Technology</b>		<b>資訊科技</b>	
CP0267	Professional Certificate in Information Systems	資訊系統專業證書	35
CP0231	Advanced Diploma in Business (Information Systems)	工商高等文憑(資訊系統)	35
<b>Logistics/Supply Chain and Quality Management</b>		<b>物流/供應鏈及品質管理</b>	
CP0265	Professional Certificate in Purchasing and Supply	物資採購與供銷學專業證書	36
CP0195	Advanced Diploma in Business (Purchasing and Supply)	工商高等文憑(物資採購與供銷學)	36
CP0256	Professional Certificate in Strategic Logistics and Supply Chain Management	策略物流與供應鏈管理專業證書	37
CP0168	Advanced Diploma in Business (Strategic Logistics and Supply Chain Management)	工商高等文憑(策略物流與供應鏈管理)	37
<b>Marketing</b>		<b>市場</b>	
CP0272	Certificate in Marketing Studies	市場學證書	38
CP0258	Professional Certificate in Marketing	市場學專業證書	38
CP0172	Advanced Diploma in Business (Marketing)	工商高等文憑(市場學)	39
CP0263	Professional Certificate in Marketing Communications	市場營銷傳播專業證書	40
CP0188	Advanced Diploma in Business (Marketing Communications)	工商高等文憑(市場營銷傳播)	40
CP0260	Professional Certificate in Retail Management	零售管理專業證書	41
CP0182	Advanced Diploma in Business (Retail Management)	工商高等文憑(零售管理)	41
<b>Occupational Safety</b>		<b>職業安全</b>	
CP0283	Professional Diploma in Occupational Safety and Health	職業安全及健康專業文憑	42
<b>Social Science</b>		<b>社會科學及教育</b>	
CP0238	Professional Diploma in Applied Psychology	應用心理學專業文憑	43
CP0284	Professional Diploma in Health Counselling	醫療輔導專業文憑	43
CP0237	Diploma in Practical Psychology	實用心理學文憑	44
<b>Tourism and Hospitality Studies</b>		<b>旅遊及款待服務</b>	
CP0154	Advanced Diploma in Tourism and Hospitality Studies	旅遊及款待服務業高等文憑	44

# Admission Information for Certificate and Diploma Programmes

## Introduction

To serve part-time students, Hong Kong Baptist University School of Continuing Education (HKBU-SCE) has developed a hierarchy of sub-degree level award-bearing programmes and a wide selection of career-related or interest-oriented courses. Some of these programmes lead to SCE Certificates and Diplomas. Others are named Professional Certificates, Advanced Certificates, Professional Diplomas and Advanced Diplomas. These programmes are all specially designed to provide working adults with an educational opportunity for lifelong enhancement of their professional knowledge and skills. All courses that make up various certificate and diploma programmes, as described in the ensuing sections, are part-time short courses available mainly in the evenings.

If you are interested in these award-bearing programmes, you should submit an application for admission to the School during the specified application period. Applicants who possess results acquired from public examinations or other tertiary institutions may apply for exemptions when applying for admission. However, some restrictions governing the number of courses and time limit of exemptions may apply. For further information, please refer to the section of Exemptions and Transfer of Credit.

## Application Procedure

(A) Application can be submitted online:

Enter **SCE Online Application System** on School website ([www.hkbusce.hk/cd](http://www.hkbusce.hk/cd)). Fill in required data and upload files of the following onto the System:

- A recent photograph (1.5" x 2"); and
- Other documents<sup>1</sup> required for admission (Please refer to the individual programme webpage).

Payment should be made for the application fee for admission<sup>2</sup> and handling fee for exemption<sup>2</sup> (if applicable) through Online Payment Gateway.

(B) Application can be submitted by mail or in person to the following offices:

### By Mail

#### School of Continuing Education

Hong Kong Baptist University,  
2/F, Franki Centre, 320 Junction Road, Kowloon Tong  
(Please mark the title of the programme applied on the envelope)

### In Person

- **Kowloon Tong Campus Centre DLB Office**  
4/F, David C. Lam Building, Shaw Campus,  
Hong Kong Baptist University, 34 Renfrew Road, Kowloon

#### Counter Service hours:

Monday to Friday	9:00 a.m. - 8:00 p.m.
Saturday	9:00 a.m. - 4:00 p.m.
Sunday, Public holidays and School holidays	Closed

- **Tsimshatsui Centre Office**  
6/F, 136A Nathan Road, Tsimshatsui, Kowloon

- **Kowloon East Centre Office**  
7/F, Millennium City 3, 370 Kwun Tong Road, Kowloon

- **Wan Chai Centre Office**  
26/F, Wu Chung House, 213 Queen's Road East,  
Wan Chai, Hong Kong

#### Counter Service hours:

Monday to Friday	12:00 noon - 8:00 p.m.
Saturday	12:00 noon - 4:00 p.m.
Sunday, Public holidays and School holidays	Closed

## Documents Required

- Completed admission application form (SCE-AF-002). The form is obtainable from our Centre Offices and can also be downloaded from [www.sce.hkbu.edu.hk/enrol/form.php](http://www.sce.hkbu.edu.hk/enrol/form.php);
- A copy of HKID Card;
- One recent photograph (1.5" x 2");
- A crossed cheque<sup>3</sup> for the application fee for admission<sup>2</sup> and application fee for exemption<sup>2</sup> (if applicable); and
- Other documents<sup>1</sup> required for admission (Please refer to the individual programme webpage).

### Notes:

1. All documents submitted together with the application form will not be returned to applicants. For unsuccessful applications, the documents and forms will be destroyed and the electronic files will be deleted.

2. Fees are non-refundable.
3. Cheque should be made payable to 'Hong Kong Baptist University' with the applicant's name, contact telephone number and programme name written on the back.

### Exemption and Transfer of Credit

1. The School offers to applicants a system of credit transfer and exemption. If applicants believe that they possess a demonstrated competence (e.g. passed relevant courses in public examinations or other institutions) equivalent to the learning outcome of the course to be studied and would like to apply for exemption, they have to submit an application for exemption with a copy of relevant certificate(s)/academic report(s) when applying for admission. Transfer of credit will be considered for course(s) enrolled prior to registration in the programme.
2. For all Programmes at Levels 1 to 2, the maximum exemption and credit transfer is limited to half of the total number of programme hours. For all Programmes at Level 3 or above, the maximum **exemption** is limited to one quarter of the total number of programme hours, while the sum of exemption and credit transfer is still limited to half of the total number of programme hours. In the case that the number of exempted and/or transferred credit course(s) (including the course(s) being studied) has exceeded the maximum allowance, applicants should submit explanations and approval will be granted at the School's discretion.
3. A handling fee of HK\$200<sup>1</sup> per course will be levied on applications for exemption with public examination results, SCE's Course Exemption Examination results, or credentials from our School or other institutions. Applicants may refer to the "Exemption List" posted at the School's website for reference.
4. Tuition fee of an exempted part or credit-transferred course(s) will be deducted from the programme fees.
5. All applications for exemption/transfer of credit must be made at the time when applicants apply for admission. **Late application or qualification obtained after admission will not be considered.** All applications are considered on a case-by-case basis and course exemption is not applicable for some programmes. The School reserves the right to make the final approval.

<sup>1</sup> Fees are subject to change without prior notice and are non-refundable.

### Tuition Fee Payment

Payment of tuition fees is on an instalment basis.

### Refund Policy

Application fees and tuition fees are non-refundable unless the class / programme is cancelled.

### Class / Programme Cancellation

The School reserves the right to cancel any class / programme.

For details regarding entry requirements, programme duration, attendance requirements, assessment and graduation requirements, please refer to individual programme pages or programme webpages.

# 證書及文憑課程報名須知

## 簡介

為兼讀學員提供終身學習的進修機會，以期充實學員的知識學養和專業技能，香港浸會大學持續教育學院開辦了多項證書、專業證書、高等證書、文憑、專業文憑及高等文憑課程，此等課程大多以不同的短期學科組成。

對課程有興趣的人士，可於指定的申請期內，辦理入學手續。申請人倘曾參加有關學科的公開考試，或於其他院校獲得相關學科成績，可申請豁免修讀該等學科；惟豁免學科的數量和時限，必須符合本院證書及文憑課程之有關規則，詳情請參閱「豁免修讀及學分轉移」一欄。

## 申請手續

### (A) 申請人可於網上報名：

從本院網頁([www.hkbusce.hk/cd](http://www.hkbusce.hk/cd))進入SCE網上報名系統，填妥有關資料及上載以下文件：

- 近照一張(1.5"x2"證件相)；及
- 其他申請所需文件<sup>1</sup>(請參閱有關課程網頁)。

提交申請後，以信用卡或繳費靈繳付報名費<sup>2</sup>及豁免修讀之手續費<sup>2</sup>(如適用)。

### (B) 申請人可郵寄或親身遞交申請：

#### 郵寄報名

香港浸會大學持續教育學院  
九龍九龍塘聯合道三百二十號建新中心二樓  
(信封面請註明報讀課程之名稱)

#### 親身報名

- 九龍塘校園中心思齊樓辦事處  
九龍九龍塘聯福道三十四號香港浸會大學逸夫校園思齊樓四樓

櫃位服務時間

星期一至五	上午九時至晚上八時
星期六	上午九時至下午四時
星期日、公眾假期及學校假期	休息

- 尖沙咀中心辦事處  
九龍尖沙咀彌敦道一百三十六號A六樓
- 東九龍中心辦事處  
九龍觀塘道三百七十號創紀之城三期七樓

- 灣仔中心辦事處  
香港灣仔皇后大道東二百一十三號胡忠大廈二十六樓

櫃位服務時間

星期一至五	正午十二時至晚上八時
星期六	正午十二時至下午四時
星期日、公眾假期及學校假期	休息

## 所需文件

- 已填妥及簽署之入學申請表(表格SCE-AF-002)。申請表可於本院中心辦事處索取，或於[www.sce.hkbu.edu.hk/enrol/form.php](http://www.sce.hkbu.edu.hk/enrol/form.php)下載；
- 香港身份證副本；
- 近照一張(1.5"x2"證件相)；
- 劃線支票<sup>3</sup>以繳付報名費<sup>2</sup>及豁免修讀之手續費<sup>2</sup>(如適用)；及
- 其他申請所需文件<sup>1</sup>(請參閱有關課程網頁)。

註：

1. 已提交之申請表格及所有文件副本均不予退還。若申請未被接納，學院會銷毀有關表格及文件，亦會刪除已上載的檔案。
2. 申請獲批與否，有關費用概不發還。
3. 支票抬頭請填上「香港浸會大學」，並於支票背面寫上申請人姓名、電話號碼及課程名稱。

## 豁免修讀及學分轉移

1. 本院備有一套豁免修讀及學分轉移的制度，申請人如已具備有關學科的學術水平(例如其他院校的學科成績或公開試的合格證明)，必須提供有關證書及成績單之副本，於入學時一併辦理豁免修讀的申請，逾期將不予受理。申請人亦可申請學分轉移，將登記入讀證書/文憑課程前於本院報讀的有關個別學科納入所讀的課程內，以完成所修讀課程的畢業要求。
2. 於級別一至級別二的課程中，可獲豁免修讀或學分轉移的總時數上限為課程時數的一半；而於級別三或以上的課程中，可獲豁免修讀之時數上限為課程時數的四分之一，總豁免修讀或學分轉移的時數上限仍為課程時數的一半。若申請豁免修讀及/或學分轉移的時數(包括修讀中的科目)超出限額，申請人須呈交理由，接納與否，概由本院審定。
3. 申請人若以公開考試成績、本院豁免科目考試成績、本院或其他院校成績申請豁免修讀學科，須附上有關成績表、證書及課程綱要，並繳交手續費每科港幣\$200<sup>1</sup>。有關詳情請參閱本院網頁列出之「豁免資格表」。
4. 獲豁免修讀及學分轉移之科目均可扣減學費。
5. 所有於入學時未申報或於入學後始獲取之有關學歷，將不能獲得任何修讀豁免。豁免修讀不適用於部份課程及所有申請均須由本院個別審批。

<sup>1</sup> 費用如有更改，本院恕不另行通知。申請獲批與否，概不發還。

## 學費繳付方式

學員須根據入學時訂定的課程學費分期繳交。

## 退款安排

除班別 / 課程取消開辦外，報名費及學費概不發還。

## 取消班別 / 課程

本院保留取消任何班別 / 課程之權利。

有關入學要求、修讀年期、出席率要求、評核方法及畢業要求等，請參閱有關課程之資料頁或課程網頁。

# Diploma in Accounting

## 會計學文憑

Programme Code: CP0156

3411 1999

hkbusce.hk/cp0156



CEF course code  
23L07994-2

### Programme Structure

This programme consists of 8 courses:

Course Code	Course Title
ACT0501	Accounting Principles
ACT3201	Costing
ACT3101	Financial Accounting and Analysis
EBW4210	Professional Writing Skills for the Workplace
ECN3101	Economics
BUM3000	Quantitative Methods for Business
ACT3102	IT Applications in Accounting
FIN0011	Financial Management

### Academic Recognition

Graduates of the Diploma in Accounting can proceed to and claim credit transfer from the Advanced Diploma in Accounting.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$19,270

### Minimum Entry Requirements

1. Completion of Secondary 6 or equivalent; OR
2. Successful completion of Project Yi Jin; OR
3. Holder of a relevant School of Continuing Education (SCE) Certificate or equivalent; OR
4. Aged 18 or above with work experience.



Diploma in Accounting is recognized under the QF  
QF Level: 3 QR Registration No.: 09/000158/3  
Registration Validity Period: 27/11/2008 to On-going

# Advanced Diploma in Accounting

## 會計學高等文憑

Programme Code: CP0157

3411 1999

hkbusce.hk/cp0157



CEF course code  
23F07995-9

### Programme Structure

This programme consists of 16 courses:

Course Code	Course Title
ACT3101	Financial Accounting and Analysis
ACT4202	Cost and Management Accounting
ECN3101	Economics
BUM3000	Quantitative Methods for Business
LAW4102	Business Law and Practices
ACT3102	IT Applications in Accounting
ACT4103	Accounting Theory and Practice
BAM4105	Organization and Management
ACT4203	Managerial Accounting and Control
LAW4103	Company Law and Practices
ACT4301	Hong Kong Taxation I
ACT4501	Auditing and Professional Ethics
ACT4401	Communications for Accounting Professionals
ACT4302	Hong Kong Taxation II
ACT4502	Auditing and Management Information Systems
ACT4104	Advanced Financial Accounting

### Professional Recognition

1. Graduates of the programme, according to their academic performances, are eligible to apply for an exemption of up to 6 papers from the Chartered Institute of Management Accountants (CIMA). Please refer to the notice and CIMA web site for details.
2. Graduates of the programme, according to their academic performances, are eligible to apply for an exemption of up to 6 papers from the Association of Chartered Certified Accountants (ACCA). Please refer to the notice and ACCA web site for details.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$45,880

### Minimum Entry Requirements

1. Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
2. Successful completion of Yi Jin Diploma; OR
3. Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
4. Aged 21 or above, preferably with 3 years' relevant work experience.



Advanced Diploma in Accounting is recognized under the QF  
QF Level: 4 QR Registration No.: 09/000159/4  
Registration Validity Period: 27/11/2008 to On-going



# Professional Certificate in Banking 銀行學專業證書

Programme Code: CP0268

☎ 3411 1999

🌐 [hkbusce.hk/cp0268](http://hkbusce.hk/cp0268)



## Programme Structure

This programme consists of 5 courses:

Course Code	Course Title
FIN4103	Personal Financial Planning
FNS4101	Banking Operations in Hong Kong
FNS4102	Credit Risk Management in Banking
FIN4106	Derivatives and Financial Risk Management
FNS4103	Legal and Regulatory Environment of Banking

## Fees

Application Fee: HK\$120

Tuition Fee: HK\$15,450

## Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent and 2 years' relevant work experience; OR
- Successful completion of Yi Jin Diploma and 2 years' relevant work experience; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



Professional Certificate in Banking is recognized under the QF  
QF Level: 4 QR Registration No.: 15/003013/L4  
Registration Validity Period: 28/08/2015 to On-going

# Advanced Diploma in Business (Banking) 工商高等文憑(銀行學)

Programme Code: CP0243

☎ 3411 1999

🌐 [hkbusce.hk/cp0243](http://hkbusce.hk/cp0243)



## Programme Structure

This programme consists of 12 courses:

Course Code	Course Title
<b>Core Courses</b>	
MKG4010	Marketing and Brand Building
FIN4102	Business Finance
ISM4130	Information Systems and Business Organizations
ACT4105	Accounting Decision Management
HRM4101	Human Resource Practices and Development
<b>Concentration Courses</b>	
FIN4103	Personal Financial Planning
FNS4101	Banking Operations in Hong Kong
FNS4102	Credit Risk Management in Banking
FIN4106	Derivatives and Financial Risk Management
FNS4103	Legal and Regulatory Environment of Banking
<b>Elective Courses (The two courses for this intake)</b>	
BAM4115	Change Management
BAM4110	Managing Organizational Behavior

Remarks: 1) Students cannot claim exemption from the electives.

2) Not all electives will be offered in each term. Please refer to the study schedule that will be issued on admission.

## Academic Recognition

Under normal circumstances, graduates of the Advanced Diploma in Business (Banking) are possibly granted exemption of 10 courses out of 24 courses towards the Bachelor of Commerce from University of Canberra depending on how closely their prior learning matches with their intended studies. Please call 3411 4350 for further information.

## Fees

Application Fee: HK\$120

Tuition Fee: HK\$37,310

## Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
- Successful completion of Yi Jin Diploma; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



Advanced Diploma in Business (Banking) is recognized under the QF  
QF Level: 4 QR Registration No.: 15/000067/L4  
Registration Validity Period: 28/01/2015 to On-going

# Professional Certificate in Finance 財務學專業證書

Programme Code: CP0257

☎ 3411 1999

🌐 [hkbusce.hk/cp0257](http://hkbusce.hk/cp0257)



## Programme Structure

This programme consists of 5 courses:

Course Code	Course Title
FIN4103	Personal Financial Planning
FIN4104	Global Finance
FIN4105	Investment Management
FIN4106	Derivatives and Financial Risk Management
FIN4107	Computation Methods for Finance

## Fees

Application Fee: HK\$120

Tuition Fee: HK\$15,760

## Minimum Entry Requirements

1. Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent and 2 years' relevant work experience; OR
2. Successful completion of Yi Jin Diploma and 2 years' relevant work experience; OR
3. Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
4. Aged 21 or above, preferably with 3 years' relevant work experience.



Professional Certificate in Finance is recognized under the QF

QF Level: 4 QR Registration No.: 15/003404/L4  
Registration Validity Period: 01/01/2016 to On-going

# Advanced Diploma in Business (Finance) 工商高等文憑(財務學)

Programme Code: CP0170

☎ 3411 1999

🌐 [hkbusce.hk/cp0170](http://hkbusce.hk/cp0170)



## Programme Structure

This programme consists of 12 courses:

Course Code	Course Title
<b>Core Courses</b>	
MKG4010	Marketing and Brand Building
FIN4102	Business Finance
ISM4130	Information Systems and Business Organizations
ACT4105	Accounting Decision Management
HRM4101	Human Resource Practices and Development
<b>Concentration Courses</b>	
FIN4103	Personal Financial Planning
FIN4104	Global Finance
FIN4105	Investment Management
FIN4106	Derivatives and Financial Risk Management
FIN4107	Computation Methods for Finance
<b>Elective Courses (The two courses for this intake)</b>	
BAM4115	Change Management
BAM4110	Managing Organizational Behavior

Remarks: 1) Students cannot claim exemption from the electives.

2) Not all electives will be offered in each term. Please refer to the study schedule that will be issued on admission.

## Academic Recognition

Under normal circumstances, graduates of the Advanced Diploma in Business (Finance) are possibly granted exemption of 10 courses out of 24 courses towards the Bachelor of Commerce from University of Canberra depending on how closely their prior learning matches with their intended studies. Please call 3411 4350 for further information.

## Fees

Application Fee: HK\$120

Tuition Fee: HK\$37,620

## Minimum Entry Requirements

1. Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
2. Successful completion of Yi Jin Diploma; OR
3. Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
4. Aged 21 or above, preferably with 3 years' relevant work experience.



Advanced Diploma in Business (Finance) is recognized under the QF

QF Level: 4 QR Registration No.: 10/000003/4  
Registration Validity Period: 29/12/2009 to On-going

# Professional Certificate in Financial Services Marketing

## 金融服務營銷專業證書

Programme Code: CP0261

☎ 3411 1999

🌐 hkbusce.hk/cp0261



### Programme Structure

This programme consists of 5 courses:

Course Code	Course Title
MKG4013	Marketing for the Service Industry
MKG4024	Selling and Customer Relationship Management
FIN4103	Personal Financial Planning
FIN4105	Investment Management
FIN4106	Derivatives and Financial Risk Management

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$15,450

### Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent and 2 years' relevant work experience; OR
- Successful completion of Yi Jin Diploma and 2 years' relevant work experience; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



**Professional Certificate in Financial Services Marketing** is recognized under the QF  
 QF Level: 4 QR Registration No.: 15/003408/L4  
 Registration Validity Period: 01/01/2016 to On-going

# Advanced Diploma in Business (Financial Services Marketing)

## 工商高等文憑(金融服務營銷)

Programme Code: CP0184

☎ 3411 1999

🌐 hkbusce.hk/cp0184



### Programme Structure

This programme consists of 12 courses:

Course Code	Course Title
<b>Core Courses</b>	
MKG4010	Marketing and Brand Building
FIN4102	Business Finance
ISM4130	Information Systems and Business Organizations
ACT4105	Accounting Decision Management
HRM4101	Human Resource Practices and Development
<b>Concentration Courses</b>	
MKG4013	Marketing for the Service Industry
MKG4024	Selling and Customer Relationship Management
FIN4103	Personal Financial Planning
FIN4105	Investment Management
FIN4106	Derivatives and Financial Risk Management
<b>Elective Courses (The two courses for this intake)</b>	
BAM4115	Change Management
BAM4110	Managing Organizational Behavior

Remarks: 1) Students cannot claim exemption from the electives.

2) Not all electives will be offered in each term. Please refer to the study schedule that will be issued on admission.

### Academic Recognition

Under normal circumstances, graduates of the Advanced Diploma in Business (Financial Services Marketing) are possibly granted exemption of 10 courses out of 24 courses towards the Bachelor of Commerce from University of Canberra depending on how closely their prior learning matches with their intended studies. Please call 3411 4350 for further information.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$37,310

### Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
- Successful completion of Yi Jin Diploma; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



**Advanced Diploma in Business (Financial Services Marketing)** is recognized under the QF  
 QF Level: 4 QR Registration No.: 10/000701/4  
 Registration Validity Period: 20/07/2010 to On-going

# 時尚商品展示設計專業文憑

## Professional Diploma in Visual Merchandising

課程編號: CP0250

☎ 3411 1959

🌐 [hkbusce.hk/cp0250](http://hkbusce.hk/cp0250)

✉ [gpspdvm@hkbu.edu.hk](mailto:gpspdvm@hkbu.edu.hk)



### 課程結構

課程由 8 個科目組成, 共 210 小時。科目如下:

科目編號	科目名稱
VIM0200	時尚風格與展示
VIM0290	商品展示之立體造形
VIM0220	商品展示的創意與革新
VIM0240	時尚及奢侈品品牌管理
VIM0270	電腦輔助繪圖
VIM0280	視覺文化
VIM0250	珠寶及時裝攝影
VIM0300	商品展示專題習作

### 費用

報名費: 港幣 \$120

學費: 港幣 \$23,800, 分 3 期繳交

### 基本入學資格

1. 香港中學文憑考試獲取 5 科第 2 級成績, 包括英國語文及中國語文(可包括最多兩個應用學習科目)或同等學歷。或
2. 成功修畢毅進文憑課程。或
3. 持有本院頒發的相關文憑/證書或同等學歷。或
4. 年滿 21 歲, 具三年相關工作經驗為佳。



資歷架構  
Qualifications  
Framework

時尚商品展示設計專業文憑在資歷架構下獲得認可

級別: 4 資歷名冊登記號碼: 15/000069/L4

登記有效期: 28/01/2015 至 登記持續有效

# DGA 鑽石專業證書

## Professional Certificate in DGA Diamond Grading

課程編號: CP0269

☎ 3411 1959

🌐 [hkbusce.hk/cp0269](http://hkbusce.hk/cp0269)

✉ [gpspddga@hkbu.edu.hk](mailto:gpspddga@hkbu.edu.hk)



### 課程結構

課程由 4 個科目組成, 共 120 小時。科目如下:

科目編號	科目名稱
GEM4111	DGA 鑽石專業理論(一)
GEM4112	DGA 鑽石專業理論(二)
GEM4113	DGA 鑽石評級實習
GEM4114	DGA 鑽石理論與評級實習之應用

### 專業資格

學員於英國寶石學會(Gem-A)之鑽石文憑理論及實習試中合格, 將可獲英國寶石學會頒發國際認可之鑽石學文憑。

### 費用

報名費: 港幣\$120

學費: 港幣\$19,800 (每科港幣\$4,950), 不包括英國寶石學會考試費用。學員另須於開課後十四天內繳付「英國寶石學會」之註冊及考試費, 有關費用請參閱「英國寶石學會」網頁。

### 基本入學資格

1. 香港中學文憑考試獲取5科第2級成績, 包括英國語文及中國語文(可包括最多兩個應用學習科目)或同等學歷。或
2. 成功修畢毅進文憑課程。或
3. 持有本院頒發的相關文憑/證書或同等學歷。或
4. 年滿21歲, 具三年相關工作經驗為佳。

# 珠寶首飾設計文憑

## Diploma in Jewellery Design

課程編號: CP0151

☎ 3411 1959

🌐 [hkbusce.hk/cp0151](http://hkbusce.hk/cp0151)

✉ [gpsdjd@hkbu.edu.hk](mailto:gpsdjd@hkbu.edu.hk)

  
CEF course code  
22F02484-1



### 課程結構

課程由 8 個科目組成, 共 240 小時。科目如下:

科目編號	科目名稱
AFA1515	色彩及空間美學
GEM0007	珠寶知識與生產過程
GEM0140	珠寶首飾設計探進工作坊
GEM0120	 電腦輔助珠寶首飾設計
GEM0150	首飾製作探進工作坊
GEM0130	 電腦輔助珠寶首飾設計進階
GEM0200	專業珠寶評值
GEM0160	珠寶首飾設計專題習作

### 費用

報名費: 港幣\$120

學費: 港幣\$27,600, 分4期繳交

### 基本入學資格

1. 完成中六或同等學歷, 包括視覺藝術或相關應用學習科目合格。或
2. 成功修畢毅進計劃課程。或
3. 持有本院頒發的相關證書或同等學歷。或
4. 年滿18歲, 具工作經驗。



資歷架構  
Qualifications  
Framework

珠寶首飾設計文憑在資歷架構下獲得認可  
級別: 3 資歷名冊登記號碼: 08/001731/3  
登記有效期: 05/05/2008 至登記持續有效

# 珠寶首飾設計及製作證書

## Certificate in Jewellery Design & Production

課程編號: CP0062

☎ 3411 1959

🌐 [hkbusce.hk/cp0062](http://hkbusce.hk/cp0062)

✉ [gpscjpd@hkbu.edu.hk](mailto:gpscjpd@hkbu.edu.hk)



CEF course code  
22C00067-4

### 課程結構

課程由 6 個科目組成, 共 180 小時。科目如下:

科目編號	科目名稱
GEM0033	 初級珠寶首飾設計
GEM0071	首飾製作入門
GEM0036	 中級珠寶首飾設計
GEM0072	中級首飾製作
GEM0039	 高級珠寶首飾設計
GEM0073	高級首飾製作

### 費用

報名費: 港幣 \$120

學 費: 港幣 \$19,800, 分 3 期繳交

### 基本入學資格

1. 完成中五或同等學歷。或
2. 持有本院頒發的相關證書或同等學歷。或
3. 年滿 18 歲。



珠寶首飾設計及製作證書在資歷架構下獲得認可

級別: 2 資歷名冊登記號碼: 08/001730/2

登記有效期: 05/05/2008 至 登記持續有效

# Certificate in Business Studies 商業學證書

Programme Code: CP0271

☎ 3411 1999

🌐 [hkbusce.hk/cp0271](http://hkbusce.hk/cp0271)



CEF course code  
21L08101-1

## Programme Structure

This programme consists of 6 courses:

Course Code	Course Title
EBW4210	Professional Writing Skills for the Workplace
ECN3101	Economics
ACT0075	Accounting for Executives
BAM3105	Managerial Skills
MKG0013	Marketing: Theory and Practice
FIN0011	Financial Management

## Academic Recognition

Graduates of the Certificate in Business Studies can proceed to the Advanced Diploma in Business Management and other SCE Advanced Diploma programmes. Please check individual higher-level programmes for further information.

## Fees

Application Fee: HK\$120

Tuition Fee: HK\$13,550

## Minimum Entry Requirements

1. Completion of Secondary 6 or equivalent; OR
2. Successful completion of Project Yi Jin; OR
3. Holder of a relevant School of Continuing Education (SCE) Certificate or equivalent; OR
4. Aged 18 or above with working experience.



Certificate in Business Studies is recognized under the QF

QF Level: 3 QR Registration No.: 15/003415/L3  
Registration Validity Period: 01/01/2016 to On-going

# Advanced Diploma in Business Management 工商管理高等文憑

Programme Code: CP0163

☎ 3411 1999

🌐 [hkbusce.hk/cp0163](http://hkbusce.hk/cp0163)



CEF course code  
21F08102-8

## Programme Structure

This programme consists of 12 courses:

Course Code	Course Title
<b>Core Courses</b>	
MKG4010	Marketing and Brand Building
FIN4101	Financial Analysis and Applications
BAM4010	The Learning Manager for Business Success
LAW4102	Business Law and Practices
ISM4130	Information Systems and Business Organizations
BAM4110	Managing Organizational Behavior
LOG4000	Operations Management: Theory and Practice
BAM4115	Change Management
HRM4101	Human Resource Practices and Development
BAM4200	Business Strategy and Ethics
<b>Elective Courses (The two courses for this intake)</b>	
MKG4012	Buyer and Customer Behavior
MKG4013	Marketing for the Service Industry

Remarks: 1) Students cannot claim exemption from the electives.

2) Not all electives will be offered in each term. Please refer to the study schedule that will be issued on admission.

## Academic Recognition

Under normal circumstances, graduates of the Advanced Diploma in Business Management are possibly granted exemption of 10 courses out of 24 courses towards the Bachelor of Commerce from University of Canberra depending on how closely their prior learning matches with their intended studies. Please call 3411 4350 for further information.

## Fees

Application Fee: HK\$120

Tuition Fee: HK\$37,170

## Minimum Entry Requirements

1. Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
2. Successful completion of Yi Jin Diploma; OR
3. Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
4. Aged 21 or above, preferably with 3 years' relevant work experience.



Advanced Diploma in Business Management is recognized under the QF

QF Level: 4 QR Registration No.: 09/002185/4  
Registration Validity Period: 30/06/2009 to On-going

# 梁詠琚漢語中心

Leung Kau Kui Hanyu Institute

☎ 3411 1911

## 中心簡介

隨 國內經濟發展及中港兩地與海外貿易急速增長，在工作中對使用漢語作為溝通語言的需求日益迫切。本院早於一九九三年蒙梁詠琚博士慨捐二百萬元協助籌建工作，成立梁詠琚漢語中心，進一步致力於宏揚中國語言文化，拓展及推廣漢語。本中心的宗旨為：

1. 繼承漢語教學及研究之優良傳統，推動本港及東南亞之漢語學習，以及中國文化的發展；依據現代漢語標準，推動漢語教學工作、普通話水平測試的培訓及測考工作，幫助香港市民、華僑及外國人士參加專業考試，以取得漢語水平考試證書和普通話水平測試證書。
2. 與國內學府合辦不同類型的漢語證書、教師證書、文憑、學位課程，以滿足社會發展對這方面人材的需求。
3. 提供多種漢語學習課程，以滿足在職人士及中、小學生的不同學習要求。

## 課程升學階梯





## 普通話證書(中級)

### Certificate in Putonghua (Intermediate)

課程編號: CP0287

☎ 3411 1911

🌐 hkbusce.hk/cp0287

✉ gpsdihy@hkbu.edu.hk



CEF course code  
24C09714-2

#### 課程結構

課程由4個科目組成,共135小時。科目如下:

科目編號	科目名稱
CHP1210	普通話(一)
CHP1220	普通話(二)
CHP1230	普通話(三)
CHP1520	普通話正音

#### 費用

報名費:港幣\$120

學費:港幣\$8,790,分2期繳交

#### 基本入學資格

申請人必須符合以下入學資格之一:

1. 完成中五或相等學歷;或
2. 年滿18歲或以上。

## 普通話證書(中高級)

### Certificate in Putonghua (Upper Intermediate)

課程編號: CP0288

☎ 3411 1911

🌐 hkbusce.hk/cp0288

✉ gpsdihy@hkbu.edu.hk



CEF course code  
24C09715-0

#### 課程結構

課程由4個科目組成,共120小時。科目如下:

科目編號	科目名稱
CHP5510	正音
CHP5520	字、詞朗讀及詞彙語法
CHP5530	短文朗讀
CHP5540	命題說話

#### 費用

報名費:港幣\$120

學費:港幣\$9,000,分2期繳交

#### 基本入學資格

申請人必須符合以下入學資格之一:

1. 完成中六課程或同等學歷;或
2. 持有本院「普通話證書(中級)」或同等資歷;或
3. 年滿18歲及通過入學試



普通話證書(中級)在資歷架構下獲得認可  
級別:2 資歷名冊登記號碼:15/003427/L2  
登記有效期:01/01/2016至登記持續有效



普通話證書(中高級)在資歷架構下獲得認可  
級別:3 資歷名冊登記號碼:15/003428/L3  
登記有效期:01/01/2016至登記持續有效

# 普通話教學法證書

## Certificate in Putonghua Teaching

課程編號: CP0285

合辦

3411 1911

hkbusce.hk/cp0285

gpsdihy@hkbu.edu.hk



### 課程結構

課程由6個科目組成,共120小時。科目如下:

科目編號	科目名稱
CHP6110	普通話總論及語言學基礎
CHP6120	普通話語音教學
CHP6130	普通話聽說教學
CHP6140	普通話朗讀教學
CHP6150	普通話教師課堂語言訓練
CHP6160	普通話教學法原理及教學實踐

### 費用

報名費:港幣\$120

學費:港幣\$11,600

### 基本入學資格

申請人必須符合以下入學資格之一:

普通話水平測試(PSC)達三級甲等或以上及

- 香港中學文憑考試5科合格(最多兩個應用學習科目),其中英語和中國語文科目達2級以上或同等學歷;或
- 成功完成毅進文憑課程;或
- 年齡在21歲或以上,三年工作經驗。

註:申請人如未能提供普通話水平測試(PSC)等級之證明,須參加入學試,成績合格方可入讀。



普通話教學法證書在資歷架構下獲得認可  
級別:3 資歷名冊登記號碼:15/003425/L3  
登記有效期:01/01/2016至登記持續有效

# 普通話教師高等證書

## Advanced Certificate for Putonghua Trainers

課程編號: CP0286

合辦

3411 1911

hkbusce.hk/cp0286

gpsdihy@hkbu.edu.hk



### 課程結構

課程由6個科目組成,共120小時。科目如下:

科目編號	科目名稱
CHP6210	漢語語音學與普通話教學
CHP6220	漢語與中國文化
CHP6230	現代漢語詞彙學、語法學與普通話教學
CHP6240	普通話教師的語言藝術及課堂調控
CHP6250	普通話教學法專題研習
CHP6260	普通話教學理論及其應用

### 費用

報名費:港幣\$120

學費:港幣\$12,000

### 基本入學資格

申請人必須符合以下入學資格之一:

- 持有本院「普通話教學法證書」或同等學歷證書;或
- 普通話水平測試(PSC)達二級乙等及
  - 香港中學文憑考試5科合格(最多兩個應用學習科目),其中英語和中國語文科目達2級以上或同等學歷;或
  - 成功修畢毅進文憑課程;或
- 持有本院頒發的相關證書或文憑或其他同等學歷;或
- 年齡在21歲或以上,三年相關工作經驗。

註:申請人如未能提供普通話水平測試(PSC)等級之證明,須參加入學試。



普通話教師高等證書在資歷架構下獲得認可  
級別:4 資歷名冊登記號碼:15/003426/L4  
登記有效期:01/01/2016至登記持續有效

# 實用對外漢語教學法高等證書

## Advanced Certificate in Teaching Practical Chinese as a Foreign Language

課程編號: CP0255

☎ 3411 1911

🌐 hkbusce.hk/cp0255

✉ gpsdihy@hkbu.edu.hk



### 課程結構

課程由4個科目組成,共120小時。科目如下:

科目編號	科目名稱
CHP6510	對外漢語教學基礎理論
CHP6520	對外漢語語言要素教學法
CHP6530	對外漢語語言技能課教學法
CHP6540	對外漢語教學實踐

### 費用

報名費: 港幣\$120

學費: 港幣\$12,000, 分2期繳交

### 基本入學資格

申請人必須符合以下入學資格之一:

1. 持有本院「普通話教師證書」或同等學歷證書。
2. 普通話水平測試(PSC)達三級甲等或以上及
  - a. 香港中學文憑考試5科合格(最多兩個應用學習科目),其中英語和中國語文科目達2級以上或同等學歷;或
  - b. 成功修畢毅進文憑課程;或
  - c. 持有本院頒發的相關證書或文憑或其他同等學歷;或
  - d. 年齡在21歲或以上,三年相關工作經驗。

註: 所有符合上列報讀資格者均須參加入學試  
持有本院「普通話高級教師文憑」或「中國語文教學法(普通話)專業文憑」或同等學歷證書者,可免考入學試。

# 普通話朗誦導師高等證書

## Advanced Certificate in Teaching Putonghua Recitation

課程編號: CP0254

☎ 3411 1911

🌐 hkbusce.hk/cp0254

✉ gpsdihy@hkbu.edu.hk



### 課程結構

課程由4個科目組成,共120小時。科目如下:

科目編號	科目名稱
CHP6410	普通話朗誦教學 運氣發聲訓練
CHP6420	普通話朗誦教學 導師素養培養
CHP6430	普通話朗誦教學 朗誦作品指導
CHP6440	普通話朗誦比賽評判導師專業訓練

### 費用

報名費: 港幣\$120

學費: 港幣\$12,000, 分2期繳交

### 基本入學資格

申請人必須符合以下入學資格之一:

1. 持有本院「普通話教師證書」或同等學歷證書。
2. 普通話水平測試(PSC)達二級乙等及
  - a. 香港中學文憑考試5科合格(最多兩個應用學習科目),其中英語和中國語文科目達2級以上或同等學歷;或
  - b. 成功修畢毅進文憑課程;或
  - c. 持有本院頒發的相關證書或文憑或其他同等學歷;或
  - d. 年齡在21歲或以上,三年相關工作經驗。

註: 申請人如未能提供普通話水平測試(PSC)等級之證明,須參加入學試。



實用對外漢語教學法高等證書在資歷架構下獲得認可  
級別: 4 資歷名冊登記號碼: 15/003011/L4  
登記有效期: 28/08/2015 至 登記持續有效



普通話朗誦導師高等證書在資歷架構下獲得認可  
級別: 4 資歷名冊登記號碼: 15/003010/L4  
登記有效期: 28/08/2015 至 登記持續有效

# Professional Certificate in Conference and Event Management

## 會議及活動管理專業證書

Programme Code: CP0266

☎ 3411 1999

🌐 [hkbusce.hk/cp0266](http://hkbusce.hk/cp0266)



### Programme Structure

This programme consists of 5 courses:

Course Code	Course Title
CEM4101	Event Planning and Administration
CEM4102	Event Operations and Logistics
MKG4015	Marketing Communications
CEM4106	Conference and Exhibition Management
CEM4104	Risk Management for Events

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$15,450

### Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent and 2 years' relevant work experience; OR
- Successful completion of Yi Jin Diploma and 2 years' relevant work experience; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



**Professional Certificate in Conference and Event Management** is recognized under the QF  
 QF Level: 4 QR Registration No.: 15/003413/L4  
 Registration Validity Period: 01/01/2016 to On-going

# Advanced Diploma in Business (Conference and Event Management)

## 工商高等文憑(會議及活動管理)

Programme Code: CP0205

☎ 3411 1999

🌐 [hkbusce.hk/cp0205](http://hkbusce.hk/cp0205)



### Programme Structure

This programme consists of 12 courses:

Course Code	Course Title
<b>Core Courses</b>	
MKG4010	Marketing and Brand Building
FIN4102	Business Finance
ISM4130	Information Systems and Business Organizations
ACT4105	Accounting Decision Management
HRM4101	Human Resource Practices and Development
<b>Concentration Courses</b>	
CEM4101	Event Planning and Administration
CEM4102	Event Operations and Logistics
MKG4015	Marketing Communications
CEM4106	Conference and Exhibition Management
CEM4104	Risk Management for Events
<b>Elective Courses (The two courses for this intake)</b>	
BAM4115	Change Management
BAM4110	Managing Organizational Behavior

Remarks: 1) Students cannot claim exemption from the electives.  
 2) Not all electives will be offered in each term. Please refer to the study schedule that will be issued on admission.

### Academic Recognition

Under normal circumstances, graduates of the Advanced Diploma in Business (Conference and Event Management) are possibly granted exemption of 10 courses out of 24 courses towards the Bachelor of Commerce from University of Canberra depending on how closely their prior learning matches with their intended studies. Please call 3411 4350 for further information.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$37,310

### Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
- Successful completion of Yi Jin Diploma; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



**Advanced Diploma in Business (Conference and Event Management)** is recognized under the QF  
 QF Level: 4 QR Registration No.: 12/000833/4  
 Registration Validity Period: 27/06/2012 to On-going

# Professional Certificate in Festive Event Management

## 節慶活動管理專業證書

Programme Code: CP0262

3411 1999

hkbusce.hk/cp0262



### Programme Structure

This programme consists of 5 courses:

Course Code	Course Title
CEM4101	Event Planning and Administration
CEM4102	Event Operations and Logistics
MKG4015	Marketing Communications
CEM4103	Festive Event Management
CEM4104	Risk Management for Events

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$15,450

### Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent and 2 years' relevant work experience; OR
- Successful completion of Yi Jin Diploma and 2 years' relevant work experience; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



Professional Certificate in Festive Event Management is recognized under the QF

QF Level: 4 QR Registration No.: 15/003409/L4

Registration Validity Period: 01/01/2016 to On-going

# Advanced Diploma in Business (Festive Event Management)

## 工商高等文憑(節慶活動管理)

Programme Code: CP0186

3411 1999

hkbusce.hk/cp0186



### Programme Structure

This programme consists of 12 courses:

Course Code	Course Title
<b>Core Courses</b>	
MKG4010	Marketing and Brand Building
FIN4102	Business Finance
ISM4130	Information Systems and Business Organizations
ACT4105	Accounting Decision Management
HRM4101	Human Resource Practices and Development
<b>Concentration Courses</b>	
CEM4101	Event Planning and Administration
CEM4102	Event Operations and Logistics
MKG4015	Marketing Communications
CEM4103	Festive Event Management
CEM4104	Risk Management for Events
<b>Elective Courses (The two courses for this intake)</b>	
BAM4115	Change Management
BAM4110	Managing Organizational Behavior

Remarks: 1) Students cannot claim exemption from the electives.

2) Not all electives will be offered in each term. Please refer to the study schedule that will be issued on admission.

### Academic Recognition

Under normal circumstances, graduates of the Advanced Diploma in Business (Festive Event Management) are possibly granted exemption of 10 courses out of 24 courses towards the Bachelor of Commerce from University of Canberra depending on how closely their prior learning matches with their intended studies. Please call 3411 4350 for further information.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$37,310

### Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
- Successful completion of Yi Jin Diploma; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



Advanced Diploma in Business (Festive Event Management) is recognized under the QF

QF Level: 4 QR Registration No.: 10/001196/4

Registration Validity Period: 26/10/2010 to On-going

# 幼稚園校長證書課程(中文授課)

## Certification Course for Kindergarten Principals (Chinese Stream)

課程編號: CP0150

☎ 3411 4310

🌐 hkbusce.hk/ckgp

✉ sceceed@hkbu.edu.hk



### 課程結構

本課程主要分核心課程及選修課程兩部分，授課時數共九十小時；所有課堂完結後，學員需呈交一份「期末習作」，自修時間約三十小時。

課程單元	
核心課程(必修科)	管理與組織
	學與教
	學生支援及學校文化
	兒童發展
選修課程(四選一)	有效的領導者
	國情教育
	傳媒與學校危機管理
	兒童生活教育
期末習作	以學校相關工作為題撰寫習作一份 <sup>#</sup>

<sup>#</sup> 在準備期末習作期間，課程組可為有需要的學員另提供三節個別指導，每節約半小時。

### 專業資格

本課程獲教育局認可，成功修畢本課程者可獲本院頒發「幼稚園校長證書」，符合該局對幼稚園校長的其中一項註冊要求。

### 費用

報名費：港幣\$120\*

學費：港幣\$14,810<sup>\*</sup>，分兩期繳交。（若有所調整，以本院之最新公佈為準。）

\* 以上已繳費用將一概不予退還或轉讓。

### 基本入學資格

1. 持有或正修讀「幼兒教育學士學位」，並有志成為幼稚園校長的人士；或
2. 持有「幼兒教育證書」/「幼兒教育學士學位」的現職幼稚園校長。

註：教育局現正就幼稚園校長證書的課程結構、收生準則、課程程度、授課模式、認證要求及有效期等進行檢討，本課程將可能因應教育局的相關公布而進行調適。如有需要，本課程或會暫停開辦。

# Certification Course for Kindergarten Principals (English Stream)

## 幼稚園校長證書課程(英語授課)

Programme Code: CP0150

☎ 3411 4310

🌐 hkbusce.hk/eckgp

✉ sceceed@hkbu.edu.hk



### Course Structure

The Course consists of core and elective modules, which totals 90 contact hours of instruction in all, and a 30-hour self-study term paper.

Module
<b>Core Modules</b>
Management and Organization
Learning and Teaching
Support to Children and School Culture
Children's Development
<b>Elective Modules (any 1 out of the 4 modules)</b>
Be an Effective Leader
The Implementation of National Education in Early Childhood Education
Mass Media and School Crisis
Whole Child Development
<b>Term Paper</b>
30-hour assignment on a self-chosen topic on school work <sup>#</sup>

<sup>#</sup> Three 30-minute academic consultation sessions on the term paper will be provided for the participants, if required.

### Award and Recognition

Students who have successfully completed this course and fulfilled all graduation requirements will be awarded the "Certificate for Kindergarten Principals". Graduates of this course are recognized by the EDB as meeting one of the requirements for registration as kindergarten principals in Hong Kong.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$18,600, to be paid in 2 instalments.

<sup>+</sup> Both the application fee and tuition fee are non-refundable and non-transferable.

### Minimum Entry Requirements

1. Aspiring kindergarten principals already holding or pursuing a Bachelor Degree in Early Childhood Education; OR
2. Serving kindergarten principals with Certificate in Early Childhood Education / Bachelor Degree in Early Childhood Education.

Note: The Certification Course for Kindergarten Principals is being reviewed by EDB in the areas of course structure, admission criteria, course level, mode of study, certification requirements and validity period, etc. The HKBU-SCE reserves the right to revamp this Course in accordance with the relevant requirements announced by the EDB or not to offer this Course, if necessary.

# 一年制在職特殊幼兒工作訓練文憑

## One-year In-service Diploma in Special Child Care Work

課程編號: CP0299

☎ 3411 4310

🌐 [hkbusce.hk/sccw](http://hkbusce.hk/sccw)

✉ [sceceed@hkbu.edu.hk](mailto:sceceed@hkbu.edu.hk)



### 課程結構

學員須完成4個學科(課堂時數合共210小時),並按指定之修業進度,在一年內完成整個課程。

科目編號	科目名稱
CECE2616	照顧特殊需要兒童
CECE2613	課程設計
CECE2614	課程設計工作坊
CECE2615	專題習作

### 專業資格

成功修畢本課程的人士可獲香港浸會大學持續教育學院頒發特殊幼兒工作文憑(Diploma in Special Child Care Work),資歷獲香港特別行政區政府社會福利署認可。

### 費用

報名費:港幣\$120\*

學費:港幣\$22,080\*,分兩期繳付。(若有所調整,以本院之最新公佈為準。)

\* 以上已繳費用將一概不予退還或轉讓。

### 基本入學資格

申請人須持有「幼兒教育證書」C(ECE)資歷,並為在職幼稚園/幼兒中心教師或幼兒工作員。

註:由2018年夏季(5月入學)起,本院「一年制在職特殊幼兒工作訓練課程」易名為「一年制在職特殊幼兒工作訓練文憑」,課程內容及時數維持不變。

# Jockey Club Centre for the Advancement of English for Professionals (CAEP) 賽馬會專業英語進修中心

☎ 3411 1911

☎ 3411 1997

✉ caep@hkbu.edu.hk

## Background

Opened in November 1999 with the help of a start-up grant from the Jockey Club, CAEP's key mission is to raise the level of English among adult learners and working professionals in Hong Kong, helping them to communicate more effectively and confidently in English in their place of work and daily life. Since its opening, CAEP has rapidly established itself as a leading provider of high quality English language courses. The following programmes are offered:

<b>QF Level 4</b>	<b>Professional Certificate in Workplace English for Executives</b> 行政人員職業英語專業證書 (CP0270)	
	Entry Test (Required for applicants with non-SCE credentials in English)	
<b>QF Level 3</b>	✓ <b>Certificate in Business English Communication (Upper Intermediate)</b> 商業英語傳意證書(中高級) (CP0277)	
	Entry Test (Required for applicants with non-SCE credentials in English)	
<b>QF Level 2</b>	✓ <b>Certificate in Business English Communication (Intermediate)</b> 商業英語傳意證書(中級) (CP0276)	✓ <b>Certificate in Business English Communication (Written Communication)</b> 商業英語(寫作傳意)證書 (CP0213)
	Entry Test (Required for applicants with non-SCE credentials in English)	
<b>QF Level 1</b>	✓ <b>Certificate in Business English Communication (Introductory)</b> 商業英語傳意證書(初級) (CP0275)	
	Entry Test (Required for applicants with non-SCE credentials in English)	

✓ Programme to be offered in July 2018.



# Certificate in Business English Communication (Introductory)

## 商業英語傳意證書(初級)

Programme Code: CP0275

☎ 3411 1911

🌐 hkbusce.hk/cp0275

✉ caep@hkbu.edu.hk



CEF course code  
24C09711-8

### Programme Structure

This programme consists of 4 courses totalling 135 hours.

Course Code	Course Title
EGE1201	Pronunciation for Beginners
EGE1601	The Grammar Digest
EBW2512	Business English Basic (Reading & Writing)
EBW2522	Business English Basic (Listening & Speaking)

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$8,690

### Minimum Entry Requirements

1. Completion of Form 3; OR
2. Aged 16 or above; AND
3. Entry Test result\*

\* All applicants are required to attend an Entry Test unless they have proven records of SCE credentials in English.

# Certificate in Business English Communication (Intermediate)

## 商業英語傳意證書(中級)

Programme Code: CP0276

☎ 3411 1911

🌐 hkbusce.hk/cp0276

✉ caep@hkbu.edu.hk



CEF course code  
24C09712-6

### Programme Structure

This programme consists of 5 courses totalling 150 hours.

Course Code	Course Title
<b>Four core courses (135 hours)</b>	
EGE1603	Grammar Matters
EBW3220	Developing Writing Skills for the Workplace
EBW3520	Interactive Listening and Speaking
EBW3510	Business Communication
<b>One core workshop (15 hours)</b>	
EBW3491	Workshop for Successful Socializing

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$10,460

### Minimum Entry Requirements

1. Completion of Form 5 including English which should preferably be at Level 2 (Syllabus B) or equivalent; OR
2. Level 2 in HKDSE English Language or equivalent; OR
3. Holder of School of Continuing Education (SCE) Certificate in Business English (Introductory) or equivalent; OR
4. Aged 18 or above; AND
5. Entry Test result\*

\* All applicants are required to attend an Entry Test unless they have proven records of SCE credentials in English.



Certificate in Business English Communication (Introductory) is recognized under the QF  
QF Level: 1 QR Registration No.: 15/003419/L1  
Registration Validity Period: 01/01/2016 to On-going



Certificate in Business English Communication (Intermediate) is recognized under the QF  
QF Level: 2 QR Registration No.: 15/003420/L2  
Registration Validity Period: 01/01/2016 to On-going

# Certificate in Business English Communication (Upper Intermediate)

## 商業英語傳意證書(中高級)

Programme Code: CP0277

☎ 3411 1911

🌐 [hkbusce.hk/cp0277](http://hkbusce.hk/cp0277)

✉ [caep@hkbu.edu.hk](mailto:caep@hkbu.edu.hk)



CEF course code  
24C09713-4

### Programme Structure

This programme consists of 4 courses totalling 135 hours.

Course Code	Course Title
EGE1604	Grammar Brush-up
EGE1246	The English Chat Room
EBW4469	Business English for Presentations and Meetings
EBW4211	Advanced Writing Skills for the Workplace

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$9,830

### Minimum Entry Requirements

1. Completion of Secondary 6 / Form 6 or equivalent including HKALE Use of English which should preferably be at Grade E or equivalent; OR
2. Level 3 in HKDSE English Language or equivalent; OR
3. Successful completion of Project Yi Jin; OR
4. Holder of School of Continuing Education (SCE) Certificate in Business English (Intermediate) or equivalent; OR
5. Aged 18 or above with work experience; AND
6. Entry Test result\*

\* All applicants are required to attend an Entry Test unless they have proven records of SCE credentials in English.

# Certificate in Business English (Written Communication)

## 商業英語(寫作傳意)證書

Programme Code: CP0213

☎ 3411 1911

🌐 [hkbusce.hk/cp0213](http://hkbusce.hk/cp0213)

✉ [caep@hkbu.edu.hk](mailto:caep@hkbu.edu.hk)



CEF course code  
24C08246-3

### Programme Structure

This programme consists of 5 courses totalling 120 hours.

Course Code	Course Title
<b>Three core courses (90 hours)</b>	
EBW3210	Business English Essentials (Usage)
EBW3230	Developing Writing Skills for Internal Communication
EBW3240	Developing Writing Skills for External Communication
<b>Two elective workshops (30 hours: 2 workshops from the following list)</b>	
EBW3291	Workshop for Enhancing Accuracy in Writing
EBW3292	Workshop for Writing Styles
EBW3293	Workshop for Grammar, Usage and Vocabulary

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$8,500

### Minimum Entry Requirements

1. Completion of Form 5 or equivalent; OR
2. Holder of School of Continuing Education (SCE) Certificate in Business English (Introductory) or equivalent; OR
3. Aged 18 or above; AND
4. Entry Test result\*

\* All applicants are required to attend an Entry Test unless they have proven records of SCE credentials in English.



資歷架構  
Qualifications  
Framework

Certificate in Business English Communication (Upper Intermediate) is recognized under the QF

QF Level: 3 QR Registration No.: 15/003421/L3

Registration Validity Period: 01/01/2016 to On-going



資歷架構  
Qualifications  
Framework

Certificate in Business English (Written Communication) is recognized under the QF

QF Level: 2 QR Registration No.: 12/000726/2

Registration Validity Period: 01/11/2012 to On-going

## 韓語證書(初級)

### Certificate in Korean (Introductory)

課程編號: CP0290

☎ 3411 1911

🌐 [hkbusce.hk/cp0290](http://hkbusce.hk/cp0290)

✉ [gpsjap@hkbu.edu.hk](mailto:gpsjap@hkbu.edu.hk)



CEF course code  
24C06987-4

#### 課程結構

課程由4個單元組成,共120小時。科目如下:

科目編號	科目名稱
KOR1211	基礎韓語 (一)
KOR1212	基礎韓語 (二)
KOR1213	基礎韓語 (三)
KOR1214	基礎韓語 (四)

#### 費用

報名費: 港幣\$120

學費: 港幣\$7,440

#### 基本入學資格

1. 完成中三;或
2. 年滿16歲

## 韓語證書(中級)

### Certificate in Korean (Intermediate)

課程編號: CP0291

☎ 3411 1911

🌐 [hkbusce.hk/cp0291](http://hkbusce.hk/cp0291)

✉ [gpsjap@hkbu.edu.hk](mailto:gpsjap@hkbu.edu.hk)



CEF course code  
24C06988-2

#### 課程結構

課程由4個單元組成,共120小時。科目如下:

科目編號	科目名稱
KOR1221	中級韓語 (一)
KOR1222	中級韓語 (二)
KOR1223	中級韓語 (三)
KOR1224	中級韓語 (四)

#### 費用

報名費: 港幣\$120

學費: 港幣\$7,680

#### 基本入學資格

1. 已修畢本院「韓語基礎證書」或韓語證書(初級);或
2. 具備同等學歷;或
3. 於入學試中取得合格成績

## Certificate in Spanish (Introductory) 西班牙語證書(初級)

Programme Code: CP0292

☎ 3411 1911

🌐 [hkbusce.hk/cp0292](http://hkbusce.hk/cp0292)

✉ [gpsjap@hkbu.edu.hk](mailto:gpsjap@hkbu.edu.hk)



CEF course code  
24C08172-6

### Programme Structure

This programme consists of 4 courses totalling 120 hours.

Course Code	Course Title
FLE1301	Spanish I
FLE1302	Spanish II
FLE1303	Spanish III
FLE1304	Spanish IV

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$7,680

### Minimum Entry Requirements

1. Completion of Form 3; OR
2. Aged 16 or above.\*

\* Application from young learners will be considered on a case-by-case basis.

## Certificate in Spanish (Intermediate) 西班牙語證書(中級)

Programme Code: CP0293

☎ 3411 1911

🌐 [hkbusce.hk/cp0293](http://hkbusce.hk/cp0293)

✉ [gpsjap@hkbu.edu.hk](mailto:gpsjap@hkbu.edu.hk)



### Programme Structure

This programme consists of 4 courses totalling 120 hours.

Course Code	Course Title
FLE1305	Spanish V
FLE1306	Spanish VI
FLE1307	Spanish VII
FLE1308	Spanish VIII

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$8,280

### Minimum Entry Requirements

1. Completion of Foundation Certificate in Spanish or Certificate in Spanish (Introductory) or equivalent; AND
2. Aged 18 or above.\*

\* Application from young learners will be considered on a case-by-case basis.



資歷架構  
Qualifications  
Framework

Certificate in Spanish (Introductory) is recognized under the QF

QF Level: 1 QR Registration No.: 16/000104/L1  
Registration Validity Period: 01/07/2016 to On-going



資歷架構  
Qualifications  
Framework

Certificate in Spanish (Intermediate) is recognized under the QF

QF Level: 2 QR Registration No.: 16/000105/L2  
Registration Validity Period: 01/07/2016 to On-going

# 體適能導師證書

## Certificate in Fitness Instruction

課程編號 : CP0209

☎ 3411 4369

🌐 [hkbusce.hk/cfi](http://hkbusce.hk/cfi)

✉ [gpspcfi@hkbu.edu.hk](mailto:gpspcfi@hkbu.edu.hk)



### 課程結構

課程由 11 個科目組成, 共 120 小時。科目如下:

科目編號	科目名稱
PFI1001	解剖與生理
PFI1002	基礎體適能測試
PFI1003	運動營養學及體重控制
PFI1004	運動生理學
PFI1005	運動處方與評估
PFI1006	特殊人士運動項目
PFI1007	運動心理學
PFI1008	急救及運動創傷處理
PFI1009	團體體適能實習課
PFI1010	運動力學
PFI1011	重量訓練實習課

### 專業資格

課程獲康樂及文化事務署認可; 成功修畢本課程之學員, 將符合申請康樂及文化事務署教練資格。此外, 畢業學員只須於亞洲運動及體適能專業學院 (AASFP) 完成部份指定課程, 便可獲頒發高級私人體適能教練證書。該證書已獲國際運動、帶氧訓練及體適能聯邦協會 (FISAF) 及多個國家認可。

### 費用

報名費: 港幣\$120

學費: 港幣\$11,000, 分2期繳交

### 基本入學資格

1. 完成中五或同等學歷; 或
2. 持本院認可的相關基礎證書或同等學歷; 或
3. 年滿 18 歲或以上。

註: 申請人須確保身體狀況適合進行課程內有關的活動



資歷架構  
Qualifications  
Framework

體適能導師證書在資歷架構下獲得認可

級別: 2 資歷名冊登記號碼: 12/000721/2

登記有效期: 01/11/2012 至 登記持續有效

## 休閒、康樂及運動管理專業文憑

### Professional Diploma in Leisure, Recreation and Sports Administration

課程編號: CP0249

☎ 3411 4369

🌐 hkbusce.hk/cp0249

✉ gpsdrec@hkbu.edu.hk



#### 課程結構

課程由7個科目組成, 共210小時。科目如下:

科目編號	科目名稱
RLE4100	現代社會之休閒、康樂及運動
RLE4105	康樂活動規劃
RLE4110	康樂及運動設施管理
RLE4135	康樂及運動管理和督導
RLE4120	運動會籌劃
RLE4150	戶外領導力
RLE4130	康樂及休閒服務管理

#### 專業資格

成功修畢本課程之學員, 將符合申請香港康樂管理協會基本會員資格。

#### 費用

報名費: 港幣\$120

學費: 港幣\$19,600, 分4期繳交

#### 基本入學資格

1. 香港中學文憑考試獲取5科第2級成績, 包括英國語文及中國語文(可包括最多兩個應用學習科目)或同等學歷。或
2. 成功修畢毅進文憑課程。或
3. 持有本院頒發的相關文憑/證書或同等學歷。或
4. 年滿21歲, 具三年相關工作經驗為佳。



休閒、康樂及運動管理專業文憑在資歷架構下獲得認可  
級別: 4 資歷名冊登記號碼: 15/000068/L4  
登記有效期: 28/01/2015 至 登記持續有效

## Advanced Diploma in Business (Leisure, Recreation and Sports Administration)

### 工商高等文憑(休閒、康樂及運動管理)

Programme Code: CP0189

☎ 3411 1999

🌐 hkbusce.hk/cp0189



#### Programme Structure

This programme consists of 12 courses:

Course Code	Course Title
<b>Core Courses</b>	
MKG4010	Marketing and Brand Building
FIN4102	Business Finance
ISM4130	Information Systems and Business Organizations
ACT4105	Accounting Decision Management
HRM4101	Human Resource Practices and Development
<b>Concentration Courses</b>	
RLE4100	Leisure, Recreation and Sport in Contemporary Society
RLE4105	Recreation Programming and Delivery
RLE4110	Recreation and Sports Facilities Management
RLE4135	Administration and Supervision in Recreation and Sports
RLE4120	Sports Event Planning
RLE4150	Outdoor Recreation Leadership
<b>Elective Courses (The course for this intake)</b>	
BAM4110	Managing Organizational Behavior

Remarks: 1) Students cannot claim exemption from the electives.

2) Not all electives will be offered in each term. Please refer to the study schedule that will be issued on admission.

#### Academic Recognition

Under normal circumstances, graduates of the Advanced Diploma in Business (Leisure, Recreation and Sports Administration) are possibly granted exemption of 10 courses out of 24 courses towards the Bachelor of Commerce from University of Canberra depending on how closely their prior learning matches with their intended studies. Please call 3411 4350 for further information.

#### Fees

Application Fee: HK\$120

Tuition Fee: HK\$35,570

#### Minimum Entry Requirements

1. Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
2. Successful completion of Yi Jin Diploma; OR
3. Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
4. Aged 21 or above, preferably with 3 years' relevant work experience.



Advanced Diploma in Business (Leisure, Recreation and Sports Administration) is recognized under the QF  
QF Level: 4 QR Registration No.: 10/000702/4  
Registration Validity Period: 20/07/2010 to On-going

# Professional Certificate in Human Resources Management 人力資源管理學專業證書

Programme Code: CP0259

☎ 3411 1999

🌐 hkbusce.hk/cp0259



## Programme Structure

This programme consists of 5 courses:

Course Code	Course Title
HRM4201	Recruitment and Selection Management
HRM4202	Human Resources Training and Development
HRM4203	Performance Management
HRM4204	Compensation Management
HRM4205	Employee Relations and Communication

## Fees

Application Fee: HK\$120

Tuition Fee: HK\$15,450

## Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent and 2 years' relevant work experience; OR
- Successful completion of Yi Jin Diploma and 2 years' relevant work experience; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



**Professional Certificate in Human Resources Management** is recognized under the QF  
QF Level: 4 QR Registration No.: 15/003406/L4  
Registration Validity Period: 01/01/2016 to On-going

# Advanced Diploma in Business (Human Resources Management) 工商高等文憑(人力資源管理學)

Programme Code: CP0178

☎ 3411 1999

🌐 hkbusce.hk/cp0178

CEF course code  
21F08257-1



## Programme Structure

This programme consists of 12 courses:

Course Code	Course Title
<b>Core Courses</b>	
MKG4010	Marketing and Brand Building
FIN4102	Business Finance
ISM4130	Information Systems and Business Organizations
ACT4105	Accounting Decision Management
HRM4101	Human Resource Practices and Development
<b>Concentration Courses</b>	
HRM4201	Recruitment and Selection Management
HRM4202	Human Resources Training and Development
HRM4203	Performance Management
HRM4204	Compensation Management
HRM4205	Employee Relations and Communication
<b>Elective Courses (The two courses for this intake)</b>	
BAM4115	Change Management
BAM4110	Managing Organizational Behavior

- Remarks: 1) Students cannot claim exemption from the electives.  
2) Not all electives will be offered in each term. Please refer to the study schedule that will be issued on admission.

## Professional Recognition

The Advanced Diploma in Business (Human Resources Management) programme is partially endorsed by the Hong Kong Institute of Human Resource Management (HKIHRM). With this endorsement, graduates after 31 August 2015 of this programme are eligible to become HKIHRM Associate Member after passing the Associate Member Assessment governed by the HKIHRM. Please visit the [www.hkihrm.org](http://www.hkihrm.org) for further information.

## Fees

Application Fee: HK\$120

Tuition Fee: HK\$37,310

## Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
- Successful completion of Yi Jin Diploma; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



**Advanced Diploma in Business (Human Resources Management)** is recognized under the QF  
QF Level: 4 QR Registration No.: 10/000188/4  
Registration Validity Period: 13/04/2010 to On-going

# Professional Certificate in Training and Facilitation

## 培訓及輔引專業證書

Programme Code: CP0264

☎ 3411 1999

🌐 hkbusce.hk/cp0264



CEF course code  
21F09000-0

### Programme Structure

This programme consists of 6 courses:

Course Code	Course Title
HRM4202	Human Resources Training and Development
HRM4205	Employee Relations and Communication
HRM4301	Facilitation Excellence
HRM4302	Experiential Learning
HRM4303	Effective Employee Training Design
HRM4304	Talent and Organisation Development

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$18,540

### Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
- Successful completion of Yi Jin Diploma; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



Professional Certificate in Training and Facilitation is recognized under the QF

QF Level: 4 QR Registration No.: 15/003411/L4

Registration Validity Period: 01/01/2016 to On-going

# Advanced Diploma in Business (Training and Facilitation)

## 工商高等文憑(培訓及輔引)

Programme Code: CP0191

☎ 3411 1999

🌐 hkbusce.hk/cp0191



### Programme Structure

This programme consists of 12 courses:

Course Code	Course Title
<b>Core Courses</b>	
MKG4010	Marketing and Brand Building
FIN4102	Business Finance
ISM4130	Information Systems and Business Organizations
ACT4105	Accounting Decision Management
HRM4101	Human Resource Practices and Development
<b>Concentration Courses</b>	
HRM4202	Human Resources Training and Development
HRM4205	Employee Relations and Communication
HRM4301	Facilitation Excellence
HRM4302	Experiential Learning
HRM4303	Effective Employee Training Design
HRM4304	Talent and Organisation Development
<b>Elective Courses (The course for this intake)</b>	
BAM4110	Managing Organizational Behavior

Remarks: 1) Students cannot claim exemption from the electives.

2) Not all electives will be offered in each term. Please refer to the study schedule that will be issued on admission.

### Professional Recognition

As a Human Resources Management programme recognized by the Hong Kong Institute of Human Resources Management (HKIHRM), graduates of this Advanced Diploma Programme are eligible to apply for Associate Member after passing the Associate Member Assessment governed by the HKIHRM. Please visit the [www.hkihrm.org](http://www.hkihrm.org) for further information.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$37,310

### Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
- Successful completion of Yi Jin Diploma; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



Advanced Diploma in Business (Training and Facilitation) is recognized under the QF

QF Level: 4 QR Registration No.: 12/000057/4

Registration Validity Period: 13/01/2012 to On-going



# Professional Certificate in Information Systems

## 資訊系統專業證書

Programme Code: CP0267

☎ 3411 1999

🌐 [hkbusce.hk/cp0267](http://hkbusce.hk/cp0267)



### Programme Structure

This programme consists of 5 courses:

Course Code	Course Title
<b>Core Courses</b>	
PRG4101	Visual Programming
CAP4101	Website Applications
DBM4101	Database Management and Applications
ISM4131	Information Systems Analysis and Design
ISM4132	Electronic Commerce

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$16,380

### Minimum Entry Requirements

1. Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent and 2 years' relevant work experience; OR
2. Successful completion of Yi Jin Diploma and 2 years' relevant work experience; OR
3. Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
4. Aged 21 or above, preferably with 3 years' relevant work experience.



Professional Certificate in Information Systems is recognized under the QF  
QF Level: 4 QR Registration No.: 15/003414/L4  
Registration Validity Period: 01/01/2016 to On-going

# Advanced Diploma in Business (Information Systems)

## 工商高等文憑(資訊系統)

Programme Code: CP0231

☎ 3411 1999

🌐 [hkbusce.hk/cp0231](http://hkbusce.hk/cp0231)



### Programme Structure

This programme consists of 12 courses:

Course Code	Course Title
<b>Core Courses</b>	
MKG4010	Marketing and Brand Building
FIN4102	Business Finance
ISM4130	Information Systems and Business Organizations
ACT4105	Accounting Decision Management
HRM4101	Human Resource Practices and Development
<b>Concentration Courses</b>	
PRG4101	Visual Programming
CAP4101	Website Applications
DBM4101	Database Management and Applications
ISM4131	Information Systems Analysis and Design
ISM4132	Electronic Commerce
<b>Elective Courses (The two courses for this intake)</b>	
BAM4115	Change Management
BAM4110	Managing Organizational Behavior

Remarks: 1) Students cannot claim exemption from the electives.  
2) Not all electives will be offered in each term. Please refer to the study schedule that will be issued on admission.

### Academic Recognition

Under normal circumstances, graduates of the Advanced Diploma in Business (Information Systems) are possibly granted exemption of 10 courses out of 24 courses towards the Bachelor of Commerce from University of Canberra depending on how closely their prior learning matches with their intended studies. Please call 3411 4350 for further information.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$38,240

### Minimum Entry Requirements

1. Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
2. Successful completion of Yi Jin Diploma; OR
3. Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
4. Aged 21 or above, preferably with 3 years' relevant work experience.



Advanced Diploma in Business (Information Systems) is recognized under the QF  
QF Level: 4 QR Registration No.: 13/000099/L4  
Registration Validity Period: 11/01/2013 to On-going

# Professional Certificate in Purchasing and Supply

## 物資採購與供銷學專業證書

Programme Code: CP0265

3411 1999

hkbusce.hk/cp0265



CEF course code  
25F07784-6

### Programme Structure

This programme consists of 5 courses:

Course Code	Course Title
PNS4010	Strategic Purchasing and Supply
PNS4020	Merchandising Management
PNS4030	e-Procurement and Information Systems for Purchasing and Supply
PNS4040	Supplier and Customer Relationship Management
PNS4050	Product Quality & Safety and Corporate Social Responsibility

### Professional Recognition

Upon successful completion of the Professional Certificate in Purchasing and Supply, students are fully exempted from the educational requirements for the Associate Membership of the Institute of Purchasing & Supply of Hong Kong (IPSHK). A student of this programme automatically becomes Student Member of IPSHK and the first year's subscription fee will be waived.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$15,750

### Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent and 2 years' relevant work experience; OR
- Successful completion of Yi Jin Diploma and 2 years' relevant work experience; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



Professional Certificate in Purchasing and Supply is recognized under the QF

QF Level: 4 QR Registration No.: 15/003412/L4

Registration Validity Period: 01/01/2016 to On-going

# Advanced Diploma in Business (Purchasing and Supply)

## 工商高等文憑(物資採購與供銷學)

Programme Code: CP0195

3411 1999

hkbusce.hk/cp0195



### Programme Structure

This programme consists of 12 courses:

Course Code	Course Title
<b>Core Courses</b>	
MKG4010	Marketing and Brand Building
FIN4102	Business Finance
ISM4130	Information Systems and Business Organizations
ACT4105	Accounting Decision Management
HRM4101	Human Resource Practices and Development
<b>Concentration Courses</b>	
PNS4010	Strategic Purchasing and Supply
PNS4020	Merchandising Management
PNS4030	e-Procurement and Information Systems for Purchasing and Supply
PNS4040	Supplier and Customer Relationship Management
PNS4050	Product Quality & Safety and Corporate Social Responsibility
<b>Elective Courses (The two courses for this intake)</b>	
BAM4115	Change Management
BAM4110	Managing Organizational Behavior

Remarks: 1) Students cannot claim exemption from the electives.

2) Not all electives will be offered in each term. Please refer to the study schedule that will be issued on admission.

### Professional Recognition

Upon successful completion of the Advanced Diploma in Business (Purchasing and Supply), students are fully exempted from the educational requirements for the Associate Membership of the Institute of Purchasing & Supply of Hong Kong (IPSHK). A student of this programme automatically becomes Student Member of IPSHK and the first year's subscription fee will be waived.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$37,610

### Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
- Successful completion of Yi Jin Diploma; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



Advanced Diploma in Business (Purchasing and Supply) is recognized under the QF

QF Level: 4 QR Registration No.: 11/001643/4

Registration Validity Period: 01/11/2011 to On-going

# Professional Certificate in Strategic Logistics and Supply Chain Management

## 策略物流與供應鏈管理專業證書

Programme Code: CP0256

☎ 3411 1999

🌐 [hkbusce.hk/cp0256](http://hkbusce.hk/cp0256)



### Programme Structure

This programme consists of 5 courses:

Course Code	Course Title
LOG4010	Strategic Procurement Management
LOG4020	Global Operations and Supply Chain Management
LOG4030	Air Transport and Distribution Management
LOG4040	Logistics Systems and Applications
LOG4050	China and Logistics Solutions

### Professional Recognition

Upon successful completion of the Professional Certificate in Strategic Logistics and Supply Chain Management programme, students are fully exempted from the educational requirements for the Professional member or member of the Hong Kong Logistics Association (HKLA). The Association has the final decision on the level of membership to be approved.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$15,750

### Minimum Entry Requirements

1. Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent and 2 years' relevant work experience; OR
2. Successful completion of Yi Jin Diploma and 2 years' relevant work experience; OR
3. Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
4. Aged 21 or above, preferably with 3 years' relevant work experience.



**Professional Certificate in Strategic Logistics and Supply Chain Management** is recognized under the QF  
QF Level: 4 QR Registration No.: 15/003012/L4  
Registration Validity Period: 28/08/2015 to On-going

# Advanced Diploma in Business (Strategic Logistics and Supply Chain Management)

## 工商高等文憑(策略物流與供應鏈管理)

Programme Code: CP0168

☎ 3411 1999

🌐 [hkbusce.hk/cp0168](http://hkbusce.hk/cp0168)



### Programme Structure

This programme consists of 12 courses:

Course Code	Course Title
<b>Core Courses</b>	
MKG4010	Marketing and Brand Building
FIN4102	Business Finance
ISM4130	Information Systems and Business Organizations
ACT4105	Accounting Decision Management
HRM4101	Human Resource Practices and Development
<b>Concentration Courses</b>	
LOG4010	Strategic Procurement Management
LOG4020	Global Operations and Supply Chain Management
LOG4030	Air Transport and Distribution Management
LOG4040	Logistics Systems and Applications
LOG4050	China and Logistics Solutions
<b>Elective Courses (The two courses for this intake)</b>	
BAM4115	Change Management
BAM4110	Managing Organizational Behavior

Remarks: 1) Students cannot claim exemption from the electives.  
2) Not all electives will be offered in each term. Please refer to the study schedule that will be issued on admission.

### Professional Recognition

Upon successful completion of the Advanced Diploma in Business (Strategic Logistics and Supply Chain Management) programme, students are fully exempted from the educational requirements for the Professional member or member of the Hong Kong Logistics Association (HKLA). The Association has the final decision on the level of membership to be approved.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$37,610

### Minimum Entry Requirements

1. Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
2. Successful completion of Yi Jin Diploma; OR
3. Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
4. Aged 21 or above, preferably with 3 years' relevant work experience.



**Advanced Diploma in Business (Strategic Logistics and Supply Chain Management)** is recognized under the QF  
QF Level: 4 QR Registration No.: 10/000002/4  
Registration Validity Period: 29/12/2009 to On-going

# Certificate in Marketing Studies 市場學證書

Programme Code: CP0272

☎ 3411 1999

🌐 [hkbusce.hk/cp0272](http://hkbusce.hk/cp0272)



## Programme Structure

This programme consists of 6 courses:

Course Code	Course Title
MKG0013	Marketing: Theory and Practice
MKG0504	Marketing Research
MKG0505	Selling and Sales Management
MKG0201	Retail Management
CSM3001	Managing Customer Services and Relations
BAM3105	Managerial Skills

## Fees

Application Fee: HK\$120

Tuition Fee: HK\$13,920

## Minimum Entry Requirements

1. Completion of Secondary 6 or equivalent; OR
2. Successful completion of Project Yi Jin; OR
3. Holder of a relevant School of Continuing Education (SCE) Certificate or equivalent; OR
4. Aged 18 or above with working experience.

# Professional Certificate in Marketing 市場學專業證書

Programme Code: CP0258

☎ 3411 1999

🌐 [hkbusce.hk/cp0258](http://hkbusce.hk/cp0258)



## Programme Structure

This programme consists of 5 courses:

Course Code	Course Title
MKG4011	Marketing Planning and Research
MKG4012	Buyer and Customer Behavior
MKG4013	Marketing for the Service Industry
MKG4014	Product and Distribution Management
MKG4015	Marketing Communications

## Fees

Application Fee: HK\$120

Tuition Fee: HK\$15,450

## Minimum Entry Requirements

1. Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent and 2 years' relevant work experience; OR
2. Successful completion of Yi Jin Diploma and 2 years' relevant work experience; OR
3. Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
4. Aged 21 or above, preferably with 3 years' relevant work experience.



Certificate In Marketing Studies is recognized under the QF

QF Level: 3 QR Registration No.: 15/003416/L3  
Registration Validity Period: 01/01/2016 to On-going



Professional Certificate in Marketing is recognized under the QF

QF Level: 4 QR Registration No.: 15/003405/L4  
Registration Validity Period: 01/01/2016 to On-going

# Advanced Diploma in Business (Marketing)

## 工商高等文憑(市場學)

Programme Code: CP0172

3411 1999

hkbusce.hk/cp0172



### Programme Structure

This programme consists of 12 courses:

Course Code	Course Title
<b>Core Courses</b>	
MKG4010	Marketing and Brand Building
FIN4102	Business Finance
ISM4130	Information Systems and Business Organizations
ACT4105	Accounting Decision Management
HRM4101	Human Resource Practices and Development
<b>Concentration Courses</b>	
MKG4011	Marketing Planning and Research
MKG4012	Buyer and Customer Behavior
MKG4013	Marketing for the Service Industry
MKG4014	Product and Distribution Management
MKG4015	Marketing Communications
<b>Elective Courses (The two courses for this intake)</b>	
MKG4030	Social Media Marketing
BAM4110	Managing Organizational Behavior

Remarks: 1) Students cannot claim exemption from the electives.  
2) Not all electives will be offered in each term. Please refer to the study schedule that will be issued on admission.

### Professional Recognition

Associate Membership of the Hong Kong Institute of Marketing subject to the completion of 24 hours of Continuous Professional Development (CPD) in the first year of membership. For further information, please contact HKIM at 2881 6682.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$37,540

### Minimum Entry Requirements

1. Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
2. Successful completion of Yi Jin Diploma; OR
3. Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
4. Aged 21 or above, preferably with 3 years' relevant work experience.



Advanced Diploma in Business (Marketing) is recognized under the QF  
QF Level: 4 QR Registration No.: 10/000004/4  
Registration Validity Period: 29/12/2009 to On-going

# Professional Certificate in Marketing Communications

## 市場營銷傳播專業證書

Programme Code: CP0263

☎ 3411 1999

🌐 [hkbusce.hk/cp0263](http://hkbusce.hk/cp0263)



### Programme Structure

This programme consists of 5 courses:

Course Code	Course Title
MKG4015	Marketing Communications
MKG4201	Media Planning and Strategy Development
MKG4202	Effective Advertising Copywriting
CAP4170	Advertising and Visual Technology
MKG4011	Marketing Planning and Research

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$15,760

### Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent and 2 years' relevant work experience; OR
- Successful completion of Yi Jin Diploma and 2 years' relevant work experience; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



**Professional Certificate in Marketing Communications** is recognized under the QF  
 QF Level: 4 QR Registration No.: 15/003410/L4  
 Registration Validity Period: 01/01/2016 to On-going

# Advanced Diploma in Business (Marketing Communications)

## 工商高等文憑(市場營銷傳播)

Programme Code: CP0188

☎ 3411 1999

🌐 [hkbusce.hk/cp0188](http://hkbusce.hk/cp0188)



### Programme Structure

This programme consists of 12 courses:

Course Code	Course Title
<b>Core Courses</b>	
MKG4010	Marketing and Brand Building
FIN4102	Business Finance
ISM4130	Information Systems and Business Organizations
ACT4105	Accounting Decision Management
HRM4101	Human Resource Practices and Development
<b>Concentration Courses</b>	
MKG4015	Marketing Communications
MKG4201	Media Planning and Strategy Development
MKG4202	Effective Advertising Copywriting
CAP4170	Advertising and Visual Technology
MKG4011	Marketing Planning and Research
<b>Elective Courses (The two courses for this intake)</b>	
BAM4115	Change Management
BAM4110	Managing Organizational Behavior

Remarks: 1) Students cannot claim exemption from the electives.  
 2) Not all electives will be offered in each term. Please refer to the study schedule that will be issued on admission.

### Academic Recognition

Under normal circumstances, graduates of the Advanced Diploma in Business (Marketing Communications) are possibly granted exemption of 10 courses out of 24 courses towards the Bachelor of Commerce from University of Canberra depending on how closely their prior learning matches with their intended studies. Please call 3411 4350 for further information.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$37,620

### Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
- Successful completion of Yi Jin Diploma; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



**Advanced Diploma in Business (Marketing Communications)** is recognized under the QF  
 QF Level: 4 QR Registration No.: 10/001197/4  
 Registration Validity Period: 26/10/2010 to On-going

# Professional Certificate in Retail Management

## 零售管理專業證書

Programme Code: CP0260

☎ 3411 1999

🌐 [hkbusce.hk/cp0260](http://hkbusce.hk/cp0260)



### Programme Structure

This programme consists of 5 courses:

Course Code	Course Title
MKG4013	Marketing for the Service Industry
MKG4021	Retail Management: A Strategic Approach
MKG4022	Retail Merchandising and Marketing Communications
MKG4024	Selling and Customer Relationship Management
MKG4023	Managing Successful Retail Operations

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$15,450

### Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent and 2 years' relevant work experience; OR
- Successful completion of Yi Jin Diploma and 2 years' relevant work experience; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



Professional Certificate in Retail Management is recognized under the QF  
 QF Level: 4 QR Registration No.: 15/003407/L4  
 Registration Validity Period: 01/01/2016 to On-going

# Advanced Diploma in Business (Retail Management)

## 工商高等文憑(零售管理)

Programme Code: CP0182

☎ 3411 1999

🌐 [hkbusce.hk/cp0182](http://hkbusce.hk/cp0182)



### Programme Structure

This programme consists of 12 courses:

Course Code	Course Title
<b>Core Courses</b>	
MKG4010	Marketing and Brand Building
FIN4102	Business Finance
ISM4130	Information Systems and Business Organizations
ACT4105	Accounting Decision Management
HRM4101	Human Resource Practices and Development
<b>Concentration Courses</b>	
MKG4013	Marketing for the Service Industry
MKG4021	Retail Management: A Strategic Approach
MKG4022	Retail Merchandising and Marketing Communications
MKG4024	Selling and Customer Relationship Management
MKG4023	Managing Successful Retail Operations
<b>Elective Courses (The two courses for this intake)</b>	
BAM4115	Change Management
BAM4110	Managing Organizational Behavior

Remarks: 1) Students cannot claim exemption from the electives.  
 2) Not all electives will be offered in each term. Please refer to the study schedule that will be issued on admission.

### Academic Recognition

Under normal circumstances, graduates of the Advanced Diploma in Business (Retail Management) are possibly granted exemption of 10 courses out of 24 courses towards the Bachelor of Commerce from University of Canberra depending on how closely their prior learning matches with their intended studies. Please call 3411 4350 for further information.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$37,310

### Minimum Entry Requirements

- Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
- Successful completion of Yi Jin Diploma; OR
- Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
- Aged 21 or above, preferably with 3 years' relevant work experience.



Advanced Diploma in Business (Retail Management) is recognized under the QF  
 QF Level: 4 QR Registration No.: 10/000700/4  
 Registration Validity Period: 20/07/2010 to On-going

# Professional Diploma in Occupational Safety and Health

## 職業安全及健康專業文憑

Programme Code: CP0283

☎ 3411 4369

🌐 [hkbusce.hk/cp0283](http://hkbusce.hk/cp0283)

✉ [gpspdosh@hkbusce.hk](mailto:gpspdosh@hkbusce.hk)



### Programme Structure

This programme consists of 6 courses totalling 210 hours.

Course Code	Course Title
OSH3100	Occupational Safety and Health Legislation
OSH3200	Occupational Safety I
OSH3300	Occupational Safety II
OSH3400	Safety Management
OSH3500	Occupational Health
OSH3600	Practical Knowledge for Safety Officer

### Professional Recognition

#### Registered Safety Officer

Graduates with relevant work experience are eligible to apply for registration as 'Safety Officer' in Hong Kong.

#### AIOSH

Graduates are eligible to apply for the Associate Membership of IOSH.

#### Fees

Application Fee: HK\$120

Tuition Fee: HK\$21,600 to be paid in 3 instalments

### Minimum Entry Requirements

1. Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
2. Successful completion of Yi Jin Diploma; OR
3. Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
4. Aged 21 or above, preferably with at 3 years' relevant work experience.

# IOSH Accredited Courses for Chartered Membership

☎ 3411 4369

🌐 [hkbusce.hk/oshe](http://hkbusce.hk/oshe)

✉ [gpspdosh@hkbusce.hk](mailto:gpspdosh@hkbusce.hk)



Upon completion of the SCE Professional Diploma, students may further undertake the following 3 extension courses to pursue the qualification of IOSH Membership:

Course Code	Course Title
OSH2100	Work Injury Management
OSH2200	Preventive Safety and Health Management
OSH2300	Advanced Occupational Health

### Professional Recognition

#### Grad IOSH & CMIOSH

Students who successfully completed 3 extension courses will be eligible to apply for the membership of Grad IOSH and proceed to CMIOSH

#### Continuing Professional Development (CPD) Programme

Completion of individual extension courses may also be suitable for Registered Safety Officer and Professional to pursue CPD Programmes.

#### Fees

Tuition Fee: HK\$3,500 per course

### Minimum Entry Requirement

1. Holder of the School of Continuing Education (SCE) Professional Diploma in Occupational Safety and Health.



Professional Diploma in Occupational Safety and Health is recognized under the QF

QF Level: 4 QR Registration No.: 15/003450/L4

Registration Validity Period: 01/01/2016 to On-going



# Professional Diploma in Applied Psychology

## 應用心理學專業文憑

Programme Code: CP0238

☎ 3411 1959

🌐 [hkbusce.hk/cp0238](http://hkbusce.hk/cp0238)

✉ [gpspdap@hkbu.edu.hk](mailto:gpspdap@hkbu.edu.hk)



### Programme Structure

This programme consists of 7 courses totalling 210 hours.

Course Code	Course Title
<b>Core Courses</b>	
PSC4001	Introduction to Psychology
PSC4002	Developmental Psychology
PSC4003	Personality Assessment and Analysis
PSC4004	Social Psychology
PSC4005	Counselling Psychology
<b>Elective Courses (Two Courses) *</b>	
PSC4006	Positive Psychology
PSC4007	Clinical and Abnormal Psychology
PSC4008	Criminology and Investigative Psychology

\* For Summer 2018, PSC4007 and PSC4008 will be offered as elective courses.

### Professional Recognition

Graduates may apply for Junior Membership of the Hong Kong Professional Counselling Association.

Note: HKPCA reserves the right to make final decisions on approval of applications

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$21,000, to be paid in 4 instalments

### Minimum Entry Requirements

1. Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) with at least 3 years' work experience or equivalent; OR
2. Successful completion of Yi Jin Diploma with at least 3 years' work experience; OR
3. Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
4. Aged 21 or above, preferably with 3 years' relevant work experience.

Note: Applicants may be required to provide a personal statement.



**Professional Diploma in Applied Psychology** is recognized under the QF  
QF Level: 4 QR Registration No.: 14/002808/L4  
Registration Validity Period: 17/04/2014 to On-going

# Professional Diploma in Health Counselling

## 醫療輔導專業文憑

Programme Code: CP0284

☎ 3411 4369

🌐 [hkbusce.hk/cp0284](http://hkbusce.hk/cp0284)

✉ [gpspdhc@hkbu.edu.hk](mailto:gpspdhc@hkbu.edu.hk)



### Programme Structure

This programme consists of 8 courses totalling 210 hours.

Course Code	Course Title
HLC4001	Psychosocial Aspects of Health and Illness
HLC4002	Effective Counselling Skills
HLC4003	Positive Psychology and Well-being
HLC4004	Counselling Theories and Practice
HLC4050	Cognitive Behavioral Therapy and Skills
HLC4060	Handling Common Emotional Problems and Disorders
HLC4070	Application of Art and Play Therapy
HLC4008	Counselling Practice in Healthcare Setting

### Professional Recognition

**Hong Kong Professional Counselling Association (HKPCA)**

Graduates are eligible to apply for the Junior Membership of HKPCA.

### Fees

Application Fee: HK\$120

Tuition Fee: HK\$19,320, to be paid in 4 instalments

### Minimum Entry Requirements

1. Level 2 in five HKDSE subjects including English and Chinese (and up to 2 APL subjects) or equivalent; OR
2. Successful completion of Yi Jin Diploma; OR
3. Holder of a relevant School of Continuing Education (SCE) Diploma or Certificate or other equivalent non-SCE qualifications; OR
4. Aged 21, preferably with 3 years' relevant work experience.



**Professional Diploma in Health Counselling** is recognized under the QF  
QF Level: 4 QR Registration No.: 15/003451/L4  
Registration Validity Period: 01/01/2016 to On-going

## 實用心理學文憑

### Diploma in Practical Psychology

課程編號 : CP0237

☎ 3411 1959

🌐 hkbusce.hk/cp0237

✉ gpsdap@hkbu.edu.hk



#### 課程結構

課程由7個科目組成,共210小時。科目如下:

科目編號	科目名稱
PSC3001	溝通與良好人際關係
PSC3002	正向思維與快樂
PSC3003	提升情緒智能
PSC3004	健康心理學
PSC3005	職場心理學
PSC3006	兒童心理學
PSC3007	精神健康與異常行為

#### 費用

報名費 : 港幣\$120

學費 : 港幣\$19,600,分4期繳交

#### 基本入學資格

1. 完成中六或同等學歷。或
2. 成功修畢毅進計劃課程。或
3. 持有本院頒發的相關證書或同等學歷。或
4. 年滿18歲,具工作經驗。

## 旅遊及款待服務業高等文憑

### Advanced Diploma in Tourism and Hospitality Studies

課程編號 : CP0154

☎ 3411 4369

🌐 hkbusce.hk/cp0154

✉ gpsadths@hkbu.edu.hk



#### 課程結構

課程由12個科目組成,共360小時。科目如下:

科目編號	科目名稱
TSM0120	旅行團導遊管理初探
TSM0130	香港的歷史古跡及景點
TSM0140	旅遊及旅遊業的道德、安全及法規
TSM0170*	旅遊款待業的服務管理
HSM1005	客務關係及電話服務
HSM1010	款待社交禮儀
HSM1015	宴會行政管理及運作
HSM1106#	酒吧行政管理及運作
HSM1110	飲食服務行政管理
HSM1115	房務部管理
HSM0410	會所行政與管理
TSM0200	旅遊及款待服務專題習作

\* 修畢 TSM0150 旅遊業的服務管理之合資格申請人可申請科目豁免修讀 TSM0170。

# 修畢 HSM1105 酒吧運作及管理之合資格申請人可申請科目豁免修讀 HSM1106。

#### 費用

報名費 : 港幣\$120

學費 : 港幣\$32,180,分6期繳交

#### 基本入學資格

1. 香港中學文憑考試獲取5科第2級成績,包括英國語文及中國語文(可包括最多兩個應用學習科目)或同等學歷。或
2. 成功修畢毅進文憑課程。或
3. 持有本院頒發的相關文憑/證書或同等學歷。或
4. 年滿21歲,具三年相關工作經驗為佳。



實用心理學文憑在資歷架構下獲得認可  
級別 : 3 資歷名冊登記號碼 : 15/003060/L3  
登記有效期 : 07/09/2015 至 登記持續有效



旅遊及款待服務業高等文憑在資歷架構下獲得認可  
級別 : 4 資歷名冊登記號碼 : 08/001733/4  
登記有效期 : 05/05/2008 至 登記持續有效