

# Corporate Governance

## 企業管治

### Diploma in Business Administration and Secretarial Studies

Programme Code: MS024A

Application Code: 2070-MS024A



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Hong Kong has a reputation for being one of the world's freest economies, with a level playing field in commerce and a fair and equitable society abiding by the rule of law. This unique environment has continued to give Hong Kong a competitive edge. By introducing this programme, we aim to provide knowledge and skills to the workforce in the areas of business administration, secretaryship, compliance and ethics.

#### APPLICANTS SHALL:

- (a) (i) have gained in the HKCEE Level 2 /Grade E or above in 3 subjects including in English Language, or equivalent; OR
- (ii) have successfully completed the Project Yi Jin or Yi Jin Diploma; OR
- (iii) have gained in the HKDSE Examination Level 2 or above in 3 subjects including English Language; or equivalent

AND

- (b) (iv) be aged 18 or above.

\* Applicants with other qualifications will be considered on individual merit; if necessary, interviews and written tests may be required.

HK\$4,100 per module  
HK\$24,600 per programme (Course fees do not include textbook)  
Application Fee: HK\$150

More details



12 months

English, supplemented with Cantonese

Level 3 (Reg. No.: 12/000851/3) Validity Period: 03 Jul 2012 - on-going

### Certificate for Module (Company Secretarial Practices)

Programme Code: AC081A

Application Code: 2090-AC081A



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The role of a company secretary becomes more important nowadays, especially those working in listed and non-listed companies in Hong Kong. Company secretary helps to promote best practices, and advise the Board of Directors on the latest development in regulatory and legal requirements and standards. Thus, a company secretary possessing good company secretarial knowledge would enable one to gain a competitive edge in ones career path.

## Environmental, Social and Governance

### 環境、社會及管治

#### 證書(單元: 財富增值系列: ESG投資法)

課程編號: FN059A

報名代碼: 2070-FN059A



2520 4612

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課程旨在教授學員認識環境、社會和管治 (Environmental, Social and Governance (ESG)) 的概念與因素，了解有關ESG投資機遇與可持續發展投資市場及產品，研究企業在環境、社會和管治方面的表現及洞悉其投資價值。此外，本課程也會指導學員就有關環境、社會和管治及可持續投資的產品進行分析及選擇。完成課程後，學員能夠選取自己的投資產品以作策略投資部署。

申請人應該完成香港中學會考課程或香港高中課程。  
申請人如持有其他同等資格，學院將按個別情況考慮。

HK\$5,500

5個星期

粵語

資歷架構級別: 3 資歷名冊登記號碼: 21/000247/L3  
資歷名冊登記有效期: 2021年5月1日 - 持續有效

- R Applicant shall
  - i) have gained in the HKCEE Level 2 /Grade E or above in English Language, or equivalent; OR
  - ii) have gained in the HKDSE Examination Level 2 or above in English Language; or equivalent; OR
  - iii) be aged at least 21 or above with two years of work experience
- \* Applicants with other qualifications will be considered on individual merits; if necessary, interviews may be required.

HK\$5,000

2 months

English, supplemented with Cantonese

Level 3 (Reg. No.: 19/001050/L3) Validity Period: 01 Aug 2019 - on-going

#### 證書(單元: 辦公室及家居風水規劃初階)

課程編號: AC116A

2867 8485

fsaw@hkuspace.hku.hk

本課程旨在讓學員了解基本風水理論，及運用辦公室與家居風水的基本要訣。

- R 申請人必須:
  - 完成香港高中課程; 或
  - 完成香港中學會考課程。
  - 申請人若年滿二十一歲並具備基本中文閱讀及書寫能力，其申請將按個別情況考慮。

HK\$5,400

30小時

粵語，輔以英語

資歷架構級別: 3 資歷名冊登記號碼: 22/000678/L3  
資歷名冊登記有效期: 2022年9月1日 - 持續有效

#### 證書(單元: 辦公室及家居風水規劃進階)

課程編號: AC117A

2867 8485

fsaw@hkuspace.hku.hk

本課程旨在強化學員對風水理論的認識，深入了解辦公室及家居風水學的要訣，並結合各類樓房的特色，構建理想的企業及家居環境空間。

申請人必須持有按香港大學體制，經香港大學專業進修學院頒授之【證書(單元: 辦公室及家居風水規劃初階)】或具同等學歷。

HK\$5,600

30小時

粵語，輔以英語

資歷架構級別: 3 資歷名冊登記號碼: 22/000679/L3  
資歷名冊登記有效期: 2022年9月1日 - 持續有效

#### 證書(單元: 財富增值系列: 綠色金融與社會責任投資)

課程編號: FN065A

報名代碼: 2065-FN065A



2520 4612

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課程旨在教授學員認識綠色金融及社會責任投資 (SRI) 的概念，了解綠色金融及社會責任投資的發展趨勢，介紹有關SRI及綠色金融的投資產品及洞悉其投資價值。此外，本課程亦會指導學員就有關SRI及綠色金融的投資產品進行分析及選擇。完成課程後，學員能夠選取適合自己的投資產品以作策略投資部署。

申請人應該完成香港中學會考課程或香港高中課程。  
申請人如持有其他同等資格，學院將按個別情況考慮。

HK\$5,500

30小時

粵語

資歷架構級別: 3 資歷名冊登記號碼: 21/000554/L3  
資歷名冊登記有效期: 2021年9月1日 - 持續有效

See legend on page 029 圖像說明於第029頁

- R Minimum Entry Requirements 基本入學要求 (P.015)
- S Fee 學費
- D Duration 修業期
- E Medium of Instruction 教學語言
- Q Qualifications Framework 資歷架構
- E Exemption 豁免
- S Short Course 短期課程

For more and latest programme information, please visit our website  
有關最新課程資訊及詳情，請瀏覽學院網站 [hkuspace.hku.hk](http://hkuspace.hku.hk)