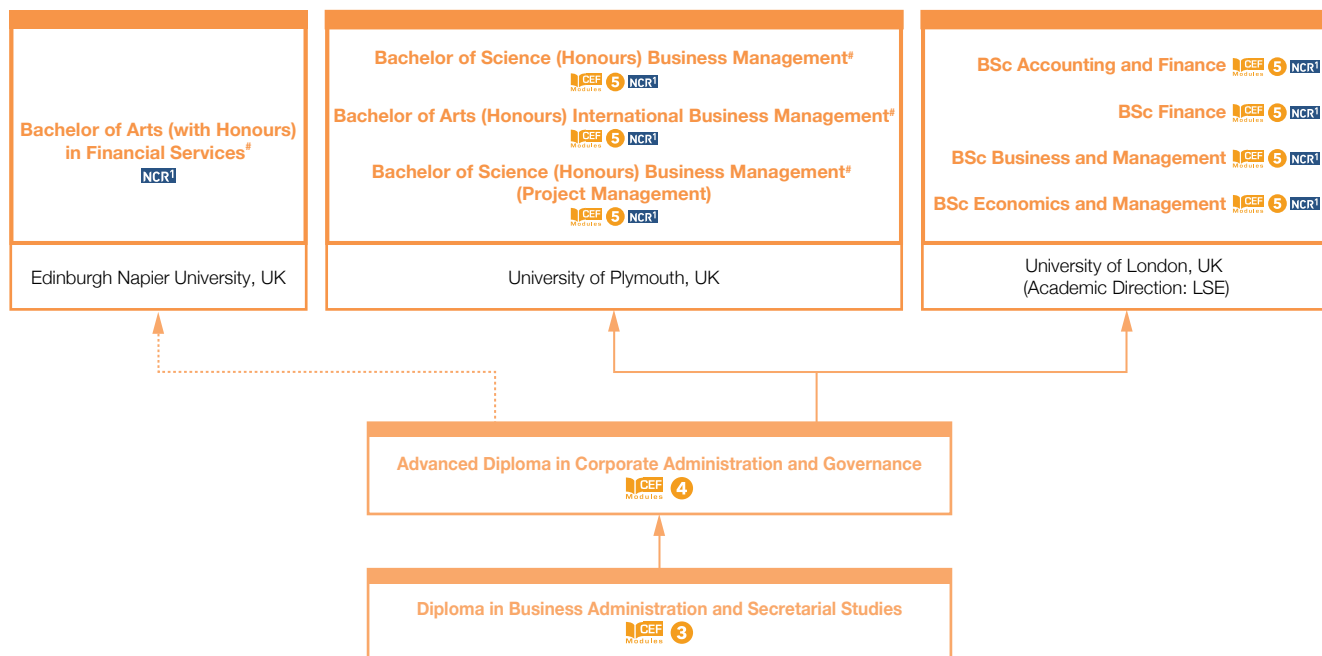


Corporate Administration and Governance

企業行政及管治

Corporate Administration and Governance



← Direct articulation path ←... Eligible to apply

* Subject to meeting the admission requirements of the respective universities

NCR This is an exempted course under the Non-local Higher and Professional Education (Regulation) Ordinance. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

Certificate for Module (The Hong Kong Chartered Governance Institute Examinations Preparatory Programme)

2867 8485

hkcgil@hkuspace.hku.hk

English



This programme is endorsed by the Hong Kong Chartered Governance Institute (HKCGI). The aim is to develop students with the knowledge and skills necessary to write the professional examinations of the Chartered Governance Qualifying Programme (CGQP), which is recognized worldwide. It is the students' responsibility to determine whether they are eligible to participate in the CGQP examination.

- R** Applicants shall:
- be aged 21 or above; and
 - be either a Hong Kong citizen or have valid permit to study in Hong Kong
 - Students should check with HKCGI that they meet HKCGI's requirements and are eligible to write the examinations.

Programme Title	Programme Code	Application Code	Duration	Fee	QR Registration No.	QR Registration Validity Period
Boardroom Dynamics	AC093B	2275-1173AW	36 hours	HK\$4,900	21/001317/L4	01 Dec 2021 - on-going
Corporate Governance	AC094B	2275-1177AW	36 hours	HK\$4,900	21/001318/L4	01 Dec 2021 - on-going
Corporate Secretaryship and Compliance	AC095B	2275-1184AW	36 hours	HK\$4,900	21/001319/L4	01 Dec 2021 - on-going
Hong Kong Company Law	AC096B	2275-1190AW	45 hours	HK\$6,500	21/001320/L4	01 Dec 2021 - on-going
Hong Kong Taxation	AC097B	2275-1195AW	36 hours	HK\$4,900	21/001321/L4	01 Dec 2021 - on-going
Interpreting Financial and Accounting Information	AC098B	2275-1200AW	36 hours	HK\$4,900	21/001322/L4	01 Dec 2021 - on-going
Risk Management	AC099B	2275-1205AW	36 hours	HK\$4,900	21/001323/L4	01 Dec 2021 - on-going
Strategic Management	AC100B	2275-1210AW	36 hours	HK\$4,900	21/001324/L4	01 Dec 2021 - on-going

See legend on page 031 圖像說明於第031頁


- R** Minimum Entry Requirements 基本入學要求 (P.017) **S** Fee 學費 **D** Duration 修業期
M 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

University of London Business Programmes

These BSc degrees are awarded by the University of London and with academic direction from the globally renowned London School of Economics and Political Science (LSE). The degrees enable students of various backgrounds to earn a world-class degree without relocating. They offer students a thorough grounding in the principles of accounting, finance, business, economics and management. It is ideal if you are pursuing careers towards the profession of accountancy, financial, management or if you are already professionally qualified and now would like to take a degree.

For details, please refer to p.125

Programme Title	Programme Code	QF Level	QR Registration No.	QR Registration Validity Period
BSc Accounting and Finance  	MS044A	5	13/000446/L5	01 Sep 2013 - 31 Aug 2026
BSc Finance  	MS046B	5	23/000462/L5	01 Sep 2023 - 31 Aug 2026
BSc Business and Management  	MS041A	5	14/000003/L5	01 Sep 2014 - 31 Aug 2026
BSc Economics and Management  	MS025A	5	13/000312/L5	01 Sep 2012 - 31 Aug 2026

Bachelor of Science (Honours) Business Management

Programme Code: MS040A

University of Plymouth, UK
Application Code: 2275-MS040A



☎ 2867 8462 / 2867 8393

✉ bplymouth@hkuspace.hku.hk

For details, please refer to p.125

Bachelor of Arts (Honours) International Business Management

Programme Code: MS126C

University of Plymouth, UK
Application Code: 2275-MS126C



☎ 2867 8462 / 2867 8393

✉ ibplymouth@hkuspace.hku.hk

For details, please refer to p.125

Bachelor of Science (Honours) Business Management (Project Management)

Programme Code: MS154A

University of Plymouth, UK
Application Code: 2275-MS154A



☎ 2867 8462 / 2867 8393

✉ bplymouth@hkuspace.hku.hk

For details, please refer to p.125

Advanced Diploma in Corporate Administration and Governance

Programme Code: MS018A

Application Code: 2270-MS018A



☎ 2867 8407 / 2867 8485

✉ adcag@hkuspace.hku.hk

This programme aims to provide students with a solid corporate administration and governance foundation, covering general administrative management and corporate governance theories and practices. It is designed to equip students with an analytical problem-solving approach to administration and governance-related issues and contemporary issues faced by company secretaries and administrators.

- R** Applicants shall have:
- (a) gained in the HKDSE Examination Level 2 in 5 subjects including English Language; and Mathematics (Core); or equivalent;
- OR
- (b) (i) gained in the HKCEE grade E in 3 subjects including Mathematics and Level 2 in English Language, and
 - (ii) gained in the HKALE grade E in one AL subject or two AS subjects, or equivalent;
- AND
- preferably 2 years of relevant work experience.

Applicants with other equivalent academic qualifications or aged 21 and above with relevant work experience will be considered on individual merit. Interviews and written tests may be required, if necessary.

- \$** HK\$18,200 per instalment (1st instalment)
HK\$18,200 per instalment (2nd instalment)
HK\$9,100 per instalment (3rd instalment)
HK\$45,500 per programme (Total Fee)
Application Fee: HK\$150

D 20 months

 English

Q Level 4 (Reg. No.: 09/001617/4) Validity Period: 05 May 2008 - on-going

Diploma in Business Administration and Secretarial Studies

Programme Code: MS024A

Application Code: 2270-MS024A



☎ 2867 8407 / 2867 8485

✉ dbass@hkuspace.hku.hk

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.

- R** 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\$4,350 per module
HK\$26,100 per programme (Course fees do not include textbook)
Application Fee: HK\$150

D 12 months

 English, supplemented with Cantonese

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

Corporate Administration and Governance

企業行政及管治

Certificate for Module (Company Secretarial Practices)

Programme Code: AC081A

S

Application Code: 2280-AC081A



2867 8485

acgp@hkuspace.hku.hk

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 one's career path.

- R** Applicant shall
- have gained in the HKCEE Level 2 /Grade E or above in English Language, or equivalent; OR
 - have gained in the HKDSE Examination Level 2 or above in English Language; or equivalent; OR
 - 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\$5,300

D 2 months

English, supplemented with Cantonese

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

證書 (單元：秘書實務及行政管理)

課程編號：AC127A

S

報名代碼：2260-AC127A



2867 8317

spamgt@hkuspace.hku.hk

本課程旨在教授學生商業知識和公務書函技巧，使他們有效率地管理公司檔案，以及改善人際關係，能與內部和外部持份者清楚地溝通。

- 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。
 - 申請人如持有其他同等資格，學院將按個別情況考慮。

\$ HK\$4,800

D 30 小時

粵語，輔以英語

Q 資歷架構級別：3 資歷名冊登記號碼：23/000705/L3
資歷名冊登記有效期：2023年9月1日 - 持續有效

Certificate for Module (The Use of Generative AI in Office Administration)

Programme Code: AC154A

S

2867 8317 / 2867 8407

aioa@hkuspace.hku.hk

This programme is designed to provide students with an understanding of office application software, emphasising the integration of generative AI tools. Students will learn to utilise tools like Word, PowerPoint, and Excel alongside contemporary generative AI tools for enhancing productivity, task automation, and streamlined workflows. The programme also covers video production and marketing promotions using generative AI tools, offering students a holistic skill set tailored for modern office administration.

- R** Applicants shall:
- have completed HKCEE Curriculum; OR
 - have completed Senior Secondary Curriculum or equivalent; AND
 - be aged 21 and above and have two years of relevant work experience.
- * Applicants with other qualifications will be considered on individual merit.

\$ HK\$5,900

D 3 months

English, supplemented with Cantonese

Q Level 3 (Reg. No.: 24/000320/L3) Validity Period: 01 Mar 2024 - on-going

證書 (單元：辦公室及家居風水規劃初階)

課程編號：AC116A

S

報名代碼：2270-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\$5,700

D 30 小時

粵語，輔以英語

Q 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

S

報名代碼：2270-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。

- R** 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\$5,900

D 30 小時

粵語，輔以英語

Q 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

See legend on page 031 圖像說明於第031頁

R Minimum Entry Requirements 基本入學要求 (P.017)

\$ Fee 學費

D Duration 修業期

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