

### Corporate Administration and Governance



← Direct articulation path

\* Subject to meeting the admission requirements of the respective universities

**NCR1** 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.

### 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.151

Programme Title	Programme Code	QF Level	QR Registration No.	QR Registration Validity Period
<b>BSc Accounting and Finance</b> <b>NCR1</b> <b>CEF 5</b> Modules	MS044A	5	13/000446/L5	01 Sep 2013 - 31 Aug 2031
<b>BSc Finance</b> <b>NCR1</b> <b>CEF 5</b> Modules	MS046B	5	23/000462/L5	01 Sep 2023 - 31 Aug 2031
<b>BSc Business and Management</b> <b>NCR1</b> <b>CEF 5</b> Modules	MS041A	5	14/000003/L5	01 Sep 2014 - 31 Aug 2031
<b>BSc Economics and Management</b> <b>NCR1</b> <b>CEF 5</b> Modules	MS025A	5	13/000312/L5	01 Sep 2012 - 31 Aug 2031

### Bachelor of Science (Honours) Business Management

Programme Code: MS040A

University of Plymouth, UK  
Application Code: 2445-MS040A

☎ 2867 8462 / 2867 8393

✉ bplymouth@hkuspace.hku.hk

For details, please refer to p.151

### Bachelor of Arts (Honours) International Business Management

Programme Code: MS126C

University of Plymouth, UK  
Application Code: 2445-MS126C

☎ 2867 8461 / 2867 8393

✉ bplymouth@hkuspace.hku.hk

For details, please refer to p.151

**NCR1** This is an exempted course under the Non-Local Higher and Professional Education (Regulation) Ordinance. 根據《非本地高等及專業教育(規管)條例》，本課程屬獲豁免課程。It is a matter of discretion for individual employers to recognize any qualification to which this course may lead. 個別僱主可酌情決定是否承認本課程可令學員獲取的任何資格。

**NCR2** These are exempted courses under the Non-Local Higher and Professional Education (Regulation) Ordinance. 根據《非本地高等及專業教育(規管)條例》，這些課程屬獲豁免課程。It is a matter of discretion for individual employers to recognize any qualification to which these courses may lead. 個別僱主可酌情決定是否承認這些課程可令學員獲取的任何資格。

**NCR3** The course operator is applying for exemption under the Non-local Higher and Professional Education (Regulation) Ordinance. 課程主辦人正根據《非本地高等及專業教育(規管)條例》辦理豁免註冊手續。It is a matter of discretion for individual employers to recognize any qualification to which this course may lead. 個別僱主可酌情決定是否承認本課程可令學員獲取的任何資格。

# Corporate Administration and Governance

## 企業行政及管治

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

Programme Code: MS154A

University of Plymouth, UK  
Application Code: 2445-MS154A



☎ 2867 8462 / 2867 8393

✉ bplymouth@hkuspace.hku.hk

For details, please refer to p.151

### Diploma in Business Administration and Secretarial Studies

Programme Code: MS024A

Application Code: 2450-MS024A



☎ 2867 8407

✉ 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

### Advanced Diploma in Corporate Administration and Governance

Programme Code: MS018A

Application Code: 2450-MS018A



☎ 2867 8407

✉ 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:
1. (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

2. 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\$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

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

☎ 2867 8485

✉ hkcgi@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 writethe 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:
- (a) be aged 21 or above; and
  - (b) be either a Hong Kong citizen or have valid permit to study in Hong Kong
  - (c) 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	2445-2342AW	36 hours	HK\$5,300	21/001317/L4	01 Dec 2021 - on-going
Corporate Governance	AC094B	2445-2346AW	36 hours	HK\$5,300	21/001318/L4	01 Dec 2021 - on-going
Corporate Secretaryship and Compliance	AC095B	2445-2353AW	36 hours	HK\$5,300	21/001319/L4	01 Dec 2021 - on-going
Hong Kong Company Law	AC096B	2445-2359AW	45 hours	HK\$6,900	21/001320/L4	01 Dec 2021 - on-going
Hong Kong Taxation	AC097B	2445-2364AW	36 hours	HK\$5,300	21/001321/L4	01 Dec 2021 - on-going
Interpreting Financial and Accounting Information	AC098B	2445-2369AW	36 hours	HK\$5,300	21/001322/L4	01 Dec 2021 - on-going
Risk Management	AC099B	2445-2374AW	36 hours	HK\$5,300	21/001323/L4	01 Dec 2021 - on-going
Strategic Management	AC100B	2445-2379AW	36 hours	HK\$5,300	21/001324/L4	01 Dec 2021 - on-going

See legend on page 033 圖像說明於第033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](http://hkuspace.hku.hk)

### 企業行政管理文憑

課程編號：AC163A

報名代碼：2445-AC163A

☎ 2867 8317 / 2867 8407

✉ dcam@hkuspace.hku.hk



本課程旨在培養學生掌握企業行政管理的核心技能，結合現代科技與商業實務，能高效處理行政職務、管理企業資源，並在多元商業環境中展現專業溝通與文化適應能力。

- 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\$28,800  
報名費用：HK\$150

**D** 12個月至24個月

🇪🇬 粵語，輔以英語

**Q** 資歷架構級別：3 資歷名冊登記號碼：25/001360/L3  
資歷名冊登記有效期：2025年12月1日 - 持續有效

### Certificate for Module (Company Secretarial Practices)

Programme Code: AC081A

Application Code: 2440-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 ones 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\$5,900

**D** 30 hours

🇪🇬 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

報名代碼：2435-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\$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：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

Application Code: 2450-AC154A

☎ 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：文書處理及視頻製作的人工智能應用)

課程編號：AC166A

報名代碼：2445-AC166A

☎ 2867 8317 / 2867 8407

✉ dcam@hkuspace.hku.hk



本課程旨在培養學生運用生成式人工智能工具優化文書處理、簡報設計、數據分析及會議管理的實務能力，並整合人工智能技術提升辦公效率與專業溝通質素，強化職場競爭力。

- 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\$5,900

**D** 33小時

🇪🇬 粵語，輔以英語

**Q** 資歷架構級別：3 資歷名冊登記號碼：25/001363/L3  
資歷名冊登記有效期：2025年12月1日 - 持續有效

### 證書 (單元：公司財務管理)

課程編號：AC165A

報名代碼：2445-AC165A

☎ 2867 8317 / 2867 8407

✉ dcam@hkuspace.hku.hk



本單元旨在教授學生企業財務管理的基本概念，包括財務報表分析、預算編制、成本控制、投資決策及融資策略。學生將學習運用相關工具評估基本財務績效與風險，並認識香港商業法規及稅務環境對企業決策的影響。

- 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\$4,350

**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：25/001362/L3  
資歷名冊登記有效期：2025年12月1日 - 持續有效

# Corporate Administration and Governance

## 企業行政及管治

### 證書 (單元：企業變革及資源管理)

課程編號：AC164A

報名代碼：2445-AC165A



☎ 2867 8317 / 2867 8407

✉ dcam@hkuspace.hku.hk

本課程旨在培養學生掌握現代企業文化、行政及資源管理的核心技能，並透過理論與實務結合，提升組織運作效率與應變能。

- 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\$4,350

**D** 30小時

**E** 粵語，輔以英語

**Q** 資歷架構級別：3 資歷名冊登記號碼：25/001361/L3  
資歷名冊登記有效期：2025年12月1日 - 持續有效

### 辦公室及家居風水規劃文憑

課程編號：AC158A

報名代碼：2450-AC158A



☎ 2867 8317

✉ dfsor@hkuspace.hku.hk

本課程旨在教授學生辦公室及家居風水知識及規劃，提供綜合風水規劃方案。學生將學習分析及評估辦公室及家居風水布局、設計風水規劃方案、應用易學進行分析、探討住宅和辦公環境對周邊環境的影響、運用通勝提供建議、探究民間風水習俗文化、透過專題研究去制定風水規劃方案。

- 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。

**\$** 每科HK\$5,600 - HK\$6,850  
報名費用：HK\$150

**D** 1年至2年

**E** 粵語，輔以英語

**Q** 資歷架構級別：3 資歷名冊登記號碼：25/000383/L3  
資歷名冊登記有效期：2025年4月1日 - 持續有效

### 證書 (單元：辦公室及家居風水規劃初階)

課程編號：AC116A

報名代碼：2440-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\$6,650

**D** 30小時

**E** 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

報名代碼：2450-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\$6,850

**D** 30小時

**E** 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

### 辦公室及家居風水規劃證書

課程編號：AC160A

☎ 2867 8491 / 2867 8317



✉ certfsor@hkuspace.hku.hk

本課程旨在讓學員認識基本風水理論，學習運用辦公室與家居風水的基本要訣，並結合各類樓房的特點，構建理想的風水規劃方案。

**\$** 每科HK\$9,900 - HK\$19,800

**D** 8個月

**E** 普通話

**Q** 資歷架構級別：3 資歷名冊登記號碼：25/000966/L3  
資歷名冊登記有效期：2025年10月1日 - 持續有效

See legend on page 033 圖像說明於第033頁

- R** Minimum Entry Requirements 基本入學要求 (P.017) **\$** 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)

善用持續進修  
基金  
2.5萬元  
(申請年齡  
無上限)

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