

會計及金融 Accounting & Finance

會計高等文憑課程
Advanced Diploma Programme in Accounting
 ☎ 3943-9127 ✉ scs-bus@cuhk.edu.hk

Course Code: 213-641200-01

- The programme is suitable for individuals who wish to develop knowledge and skills in accountancy and pursue a career in the accounting profession.
- The programme aims to provide students with solid and substantial training in financial accounting, management accounting, taxation and law. It enables students to acquire concrete and practical knowledge and skills in accountancy for future career advancement and for pursuing their professional qualifications in accounting.

Programme Structure

Module	Title	Hours
1	Financial Accounting	35
2	Organisation and Management	35
3	Cost Accounting	35
4	Business Law	35
5	Management Accounting	35
6	Company Law	35
7	Hong Kong Taxation	35
8	Performance Management	35

Professional Recognition

Holders of the Advanced Diploma Programme in Accounting are eligible to apply for exemptions of ACCA papers F1 to F6.

Admission Requirements

Applicants must:

- have five passes in HKCEE, or equivalent qualification; OR
- have Level 2 in five subjects in Hong Kong Diploma of Secondary Education (HKDSE) Examination, or equivalent qualification; OR
- be a mature student aged 21 or above with relevant work experience.

Application Fee: HK\$150

- CUSCS Instructors Cantonese (supplemented with English)
- HK\$35,200 280 hours (around 18 months)
- Tsim Sha Tsui Learning Centre
- 17 September 2021, Wednesday and Friday (7:00p.m.-10:00p.m.)



QF Level: 4
 QR Registration No: 14/003499/L4
 Registration Validity Period: 01/03/2014 - On-going
 This course has been included in the list of reimbursable courses under the Continuing Education Fund.
 The mother course (Advanced Diploma in Accounting) of this module is recognised under the Qualifications Framework (QF Level 4).

法律及行政 Law & Administration

企業秘書及管治高等文憑課程
Advanced Diploma Programme in Corporate Secretaryship and Governance
 ☎ 3943-9127 ✉ scs-bus@cuhk.edu.hk

Course Code: 213-640700-01



The programme meets the market needs to nurture and equip participants with the professional knowledge on corporate governance, and the practical knowledge and skills required to work as a company secretary. With the training in business communication skills, business management, laws, regulations, business ethics, accounting, taxation and financial management, participants will be enabled to apply the knowledge and skills in business management and administration to the workplace, and to make sound suggestions to the management and board of directors on how to achieve the operation and overall efficiency of a company.

Programme Structure

Module	Title	Hours
1	Effective Business Communication	16.5
2	Corporate Secretarial Practice I	16.5
3	Business Management and Administration	33
4	Financial Accounting	33
5	Business and Corporate Law	33
6	Hong Kong Taxation	33
7	Corporate Secretarial Practice II	33
8	Ethics and Corporate Governance	33
9	Corporate Financial Management	33

Admission Requirements

Applicants must:

- hold a Hong Kong Certificate of Education Examination (HKCEE) with 5 subjects of Level 2/Grade E or above, including English and Mathematics, or equivalent and with at least 2 years of relevant work experience; OR
- hold a Hong Kong Diploma of Secondary Education (HKDSE) with 5 subjects of Level 2 or above, including English and Mathematics, or equivalent, and with at least 1 year of relevant work experience; OR
- be a mature student aged 21 or above with at least 3 years of relevant work experience.

Application Fee: HK\$150

- CUSCS Instructors Cantonese (supplemented with English)
- HK\$35,640 264 hours (around 18 months)
- Central Learning Centre
- 21 October 2021, Tuesday and Thursday (7:00p.m.-10:00p.m.)



QF Level: 4
 QR Registration No: 13/000260/L4
 Registration Validity Period: 24/04/2013 - On-going
 This course has been included in the list of reimbursable courses under the Continuing Education Fund.
 This course is recognised under the Qualifications Framework (QF Level 4).
 CEF Course Code: 33F121019
 CEF Course Name: Advanced Diploma Corporate Secretaryship and Governance

管理學及實務 Management Studies & Practices

卓越商業管理高等文憑課程

Advanced Diploma Programme in Management for Business Excellence

☎ 3943-9127

✉ scs-bus@cuhk.edu.hk

Course Code: 213-633400-01



This programme is designed to integrate this type of business excellence models with the latest management systems covering quality, environmental, safety and human resources. It also introduces the business breakthrough improvement technique – the Six Sigma and Lean framework.

Programme Structure

Module	Title	Hours
1	Principles and Models of Business Excellence	25
2	Principles and Techniques of Quality Management	25
3	Six Sigma Techniques	25
4	Strategies and Performance Management	25
5	Environmental, Quality, Occupational Health and Safety Management Systems	25
6	Supply Chain Quality Management	25
7	Service Quality and Management	25
8	Organisational & Human Resource Quality	25

Professional Recognition

Participants who complete and pass the Examination of Six Sigma Techniques and have attendance of at least 70% can apply for professional registration title with Six Sigma Institute (SSI) as "Registered Six Sigma Green Belt", denoted as RSSGB.

Participants who complete and pass Organisational & Human Resource Quality, and meet the examination requirements for Lean Leader and have attendance of at least 70% can apply for professional registration title with Six Sigma Institute (SSI) as "Registered Lean Leader", denoted as RLL.

Admission Requirements

Applicants must:

- have a degree and with at least 1 year of relevant work experience; or
- have a post-secondary certificate or diploma with 3 years of relevant work experience; or
- be at least 23 years old with 5 years of relevant work experience.

Application Fee: HK\$150

- 👤 CUSCS Instructors 🗣️ Cantonese (supplemented with English)
- 💰 HK\$35,600 🕒 200 hours (around 14 months)
- 📍 Tsim Sha Tsui Learning Centre
- 📅 1 December 2021, Monday and Wednesday (7:00p.m.-9:30p.m.)



QF Level: 4
QR Registration No: 07/000513/4
Registration Validity Period: 05/05/2008 - On-going
This course has been included in the list of reimbursable courses under the Continuing Education Fund.
This course is recognised under the Qualifications Framework (QF Level 4).
CEF Course Code: 33F7410
CEF Course Name: Advanced Diploma in Management for Business Excellence

人力資源管理文憑課程

Diploma Programme in Human Resource Management

☎ 3943-9127

✉ scs-bus@cuhk.edu.hk

Course Code: 213-683300-01

The global economy is complex and companies are always in competition with each other. In order to perform well, many organisations aim at raising their returns by exploring new business opportunities, minimising expenses and fully utilising their limited resources. Human resource is the most valuable and unique asset which represents one of the largest investments in an organisation. Effective management of human resource is vital because it can enhance staff productivity and efficiency, and help to strengthen organisational performance.

This Programme is designed to provide comprehensive knowledge and skills for those who are interested in human resource management and to increase the expertise of practitioners in this field. It integrates academic and practical aspects of human resource management and aims at providing participants with up-to-date knowledge, skills, techniques and training which will enable them to make wise decision in managing and developing human resource in the ever-changing business environment.

Programme Structure

Module	Title	Hours
1	Principles of Management 🏢	32
2	Organisational Behaviour 🏢	32
3	Human Resource Planning and Staffing 🏢	32
4	Training and Development 🏢	32
5	Compensation Management 🏢	32
6	Performance Management 🏢	32
7	Employee Relations 🏢	32
8	Legal Aspects of Human Resource Management 🏢	32
9	Information Technology and Human Resource Management 🏢	32

Admission Requirements

Applicants must:

- have a minimum of 5 passes in HKCEE, and at least 3 years' related work experiences; OR
- have Level 2 or above in 5 subjects in Hong Kong Diploma of Secondary Education (HKDSE), and at least 2 years' related work experience; OR
- have a Certificate/Diploma in business related disciplines offered by CUSCS, or its equivalent from other recognised institutions; OR
- be mature student at the age of 21 or above with at least 5 years' related work experience. OR
- be holder of a recognised degree.

Application Fee: HK\$150

- 👤 CUSCS Instructors 🗣️ Cantonese (supplemented with English)
- 💰 HK\$36,000 🕒 288 hours (18 months)
- 📍 Central Learning Centre
- 📅 29 November 2021, Monday and Friday (7:00p.m.-10:00p.m.)



QF Level: 3
QR Registration No: 14/003485/L3
Registration Validity Period: 01/07/2014 - On-going
This course has been included in the list of reimbursable courses under the Continuing Education Fund.
The mother course (Diploma in Human Resource) of this module is recognised under the Qualifications Framework (QF Level 3).

商業及管理 Business & Management

精選短期課程 Selected General Courses

法律、法規及調解 Law, Regulations & Mediation

綜合調解員培訓課程 General Mediator Training Course

☎ 3943-9127 ✉ scs-bus@cuhk.edu.hk

課程與「香港和解中心」合辦，主要教授調解的概念、程序、技巧及相關的法律知識。申請人須具大專程度或以上及具良好的中英文程度。出席率達100%及考試合格的學員，可獲香港和解中心頒發「綜合調解員培訓證書」。學員可憑證書自行報考由「香港調解資歷評審協會有限公司」（調評會）統籌的資歷評核。考生通過考核後，可申請成為「調評會」的「綜合調解員」。

課程編號：(甲班) 212-631201-02
(乙班) 212-631201-03



- 香港和解中心資深主任導師（導師資歷已獲「調評會」認可）
- 粵語為主，英語為輔（教材以英文為主）
- 尖沙咀東海教學中心
- HK\$15,000 40小時（5講）
- 甲班 2021年6月27日 星期日（9:00a.m.-6:45p.m.）
乙班 2021年8月15日 星期日（9:00a.m.-6:45p.m.）

營運及項目管理 Operations & Project Management

項目管理師備試課程 PMP (Project Management Professional) Examination Preparatory Course

☎ 3943-9127 ✉ scs-bus@cuhk.edu.hk

This course helps students to possess 35 hours of project management education and sit for the PMP certification exam. It will run through in-depth the exam reference book - A Guide to the Project Management Body of Knowledge (PMBOK Guide) augmented with relevant supplementary project management materials. It helps students to identify the topics of emphasis, and also aims at equipping students with essential techniques in writing the PMP certification exam.

Course Code: (Class A) 212-610671-02
(Class B) 212-610671-03



- Mr. Samuel Ma, MSc; PMP
- Cantonese (supplemented with English)
- Tsim Sha Tsui East Ocean Learning Centre
- HK\$7,950 38 hours (10 sessions)
- Class A 3 July 2021, Saturday (2:00p.m.-6:00p.m.)
Class B 14 August 2021, Saturday (9:00a.m.-1:00p.m.)

企業管治及行政 Corporate Governance & Administration

公司秘書實務 Practice for a Company Secretary

☎ 3943-9127 ✉ scs-bus@cuhk.edu.hk

This course aims to provide students with a general concept of the works relating to a company secretary and to explain its rationale. Topics include: (1) Type & formation of a company in HK; (2) Post-incorporation of a company; (3) Share capital; (4) Transfer of shares; (5) Meetings; (6) Company directors, company secretary & auditors; (7) Change of company's name; (8) Company accounts; (9) Dissolution of a company; (10) Relevant ordinances & rules.

Course Code: 212-610389-01



- Ms. Leung Ching Yi, Anna
- Cantonese (supplemented with English)
- Central Learning Centre
- HK\$3,950 30 hours (12 sessions)
- 24 June 2021, Thursday (7:00p.m. - 9:30p.m.)

香港上市公司從持續責任到結束 From Continuing Obligations to Dissolution of Hong Kong Listed Companies

☎ 3943-9127 ✉ scs-bus@cuhk.edu.hk

This course is designed to help participants to better understand and comply with the Listing Rules, Securities and Futures Ordinance, Hong Kong Companies Ordinance as well as the related rules and regulations by means of a comprehensive review through handouts and cases studies. It equips participants with professional knowledge and practical ways to discharge their duties relating to listed companies.

Course Code: 212-610624-01

- Mr. Lung Cheuk Wah, Albert
- Cantonese (supplemented with English)
- Central Learning Centre
- HK\$3,950 30 hours (10 sessions)
- 31 July 2021, Saturday (2:00p.m. - 5:00p.m.)

* 本課程已加入持續進修基金可獲發還款項課程名單內。持續進修基金辦事處未有此課程之資歷架構登記紀錄。

This course has been included in the list of reimbursable courses under the Continuing Education Fund. The Office of the Continuing Education Fund does not have record of registration of this course under the Qualifications Framework.



投資 Investment

股票市場投資保本策略 Investment Strategies for Protecting Money in Stock Market

☎ 3943-9127 ✉ scs-bus@cuhk.edu.hk

課程與「香港金融業協會」合辦，課程內容著重實用性，並以由淺入深的方式來教授，讓學員能獨立進行股票買賣，以及進行保本的業餘投資，以抗衡通貨膨脹。內容包括：(1) 股票種類及畢菲特的投資理念；(2) 影響股價變動的因素；(3) 財務報表及上市公司年報分析；(4) 股票投資保本策略；(5) 認股證及備兌認股證；(6) 恆生指數；(7) 分析預測股市走勢。

課程編號：212-610119-01



- 👤 香港金融業協會導師
- 🗣️ 粵語為主，英語為輔(教材以英文為主)
- 📍 中環教學中心
- 💰 HK\$4,100
- 🕒 30小時(10講)
- 📅 2021年6月21日 星期一(7:00p.m.-10:00p.m.)

MetaTrader及MQL之外匯程序化交易 Program Trading of Foreign Exchange with MetaTrader and MQL

☎ 3943-9131 ✉ scs-it@cuhk.edu.hk

This course will introduce MetaTrader platform and MetaQuotes Language (MQL) to participants for engaging program trading of foreign exchange (FX). Topics include: (1) Use of technical analysis on FX trading; (2) Use of MetaTrader platform; (3) MQL and Object-Oriented Programming basics; (4) Expert Advisors (EA) basic; (5) Simple EA deployment; (6) Using Python for data analysis and data visualisation.

Course Code: 213-169958-01

- 👤 CUSCS Instructor
- 🗣️ Cantonese (supplemented with English)
- 📍 Central Learning Centre
- 💰 HK\$3,900
- 🕒 30 hours (10 sessions)
- 📅 21 October 2021, Thursday (6:45p.m.-9:45p.m.)

Python之期貨程式交易 Options Trading with Python

☎ 3943-9131 ✉ scs-it@cuhk.edu.hk

This course will introduce how to use Python to analyse performance of different trading strategies of Options. Topics include: (1) Python overview; (2) Common trading strategies with Options; (3) Options pricing and valuation techniques; (4) Calculation of Option Greeks; (5) Backtesting techniques; (6) Use of Interactive Brokers (IB) API; (7) Development of database system for data storage and analysis.

Course Code: 213-169988-01

New

- 👤 CUSCS Instructor
- 🗣️ Cantonese (supplemented with English)
- 📍 Central Learning Centre
- 💰 HK\$1,950
- 🕒 15 hours (5 sessions)
- 📅 15 November 2021, Monday (6:45p.m.-9:45p.m.)

市場學、公共關係及商業傳訊

Marketing, Public Relations & Business Communication

全方位社交媒體營銷策略探討 All-Around Social Media Marketing Strategies

☎ 3943-9131 ✉ scs-it@cuhk.edu.hk

電子商貿與數碼營銷已是商業發展的大方向，本課程將深入淺出講解各種最新數碼營銷策略，透過實戰案例，讓學員能了解未來商業與新媒體的契機，並對初創及傳統企業如何邁向「互聯網+」作出分析。內容包括：跨境電子商貿實踐；流動推廣與營運方法；搜尋引擎應用(SEO、PPC)；社交媒體「吸粉」方法(KOL、網紅)；大數據營銷等。

課程編號：212-149298-01



- 👤 本院導師
- 🗣️ 粵語(輔以英語)
- 📍 中環教學中心
- 💰 HK\$1,830
- 🕒 15小時(5講)
- 📅 2021年7月22日 星期四(6:45p.m.-9:45p.m.)

跨境電子商務與網站運營策劃 Cross-border E-Commerce and Website Operation Planning

☎ 3943-9131 ✉ scs-it@cuhk.edu.hk

課程將介紹如何利用網上平台策劃及運營跨境電子商務。內容包括：傳統企業變革電子商務會面臨的挑戰；中國數字營銷概略和趨勢；O2O營銷策略及案例；確立網站贏利模式、網站內容、運營與推廣策劃；了解社交媒體平臺：微信、小紅書、抖音、快手等；網購平台營運推廣模式：淘寶、天貓、京東、拼多多等；介紹各種網上支付服務。

課程編號：212-149299-01

- 👤 本院導師
- 🗣️ 粵語(輔以英語)
- 📍 中環教學中心
- 💰 HK\$1,800
- 🕒 15小時(5講)
- 📅 2021年9月2日 星期四(6:45p.m.-9:45p.m.)

* 本課程已加入持續進修基金可獲發還款項課程名單內。持續進修基金辦事處未有此課程之資歷架構登記紀錄。

This course has been included in the list of reimbursable courses under the Continuing Education Fund. The Office of the Continuing Education Fund does not have record of registration of this course under the Qualifications Framework.