

HKMA College of Further Education
香港管理專業協會持續進修書院

香港政府認可 副學士基礎課程
專為 F.5 / 毅進畢業生而設
一年完成 直通大學之路



**Associate
Degree**
Foundation
Programme

Commencement Date 開課日期

Monday, 20 October 2008

2008年10月20日(星期一)

報名地點:

香港管理專業協會持續進修書院(上課地點)
香港灣仔告士打道 64-66 號
筆克大廈地下至四字樓

香港管理專業協會
九龍紅磡鶴園街十一號
凱旋工商中心第三期頂樓 M-P 座

德昌電機管理發展中心
香港灣仔堅拿道西 26 號

The HKMA College of Further Education 香港管理專業協會持續進修書院

The HKMA College of Further Education (CFE) was established in 2004 under the Education Division of the Hong Kong Management Association. It aims to serve the Hong Kong community by providing its students with high quality business education at post-secondary and tertiary level, educate them to become good citizens of Hong Kong and the world, and enable them to pursue further studies and enter the workplace as effective contributors.

香港管理專業協會持續進修書院（隸屬於管協教育部）於2004年成立。辦學宗旨致力為香港社會服務，並肩負提供優質大專商業教育，為學員提供持續進修途徑。除培育學員成為職場上的有效員工，同時亦期盼為香港及世界造就良好公民。

Programme Objectives 課程宗旨

The Associate Degree Foundation Programme strives to lay the foundation necessary for further studies at Associate Degree level and beyond. It also aims to enhance students' competence in language; strengthen their generic skills; promote their independent and creative thinking, as well as develop their personal growth.

副學士基礎課程旨在為有志於升讀副學士或以上程度課程的學員提供一個必備的基礎進修階梯。課程目標是提高學員的語文能力，加強學員通才知識，發揮學員獨立及創意思維，促進學員個人成長。

Upon completion of the programme, students should be able to articulate to an Associate Degree and other post-secondary and University programmes offered locally or overseas, and to an appropriate position in the workplace.

完成整個課程後，學員除可投身社會工作外，亦可繼續升讀副學士課程或參加由其他本地或非本地不同院校提供之專上及大學課程。

Programme Structure 課程結構

The programme consists of 7 compulsory and 4 elective modules, plus a guided project.

整個課程由七個必修科目，四個選修科目，加一個指導專案報告組成：

Compulsory Modules 必修科目	Elective Modules (select two modules in each Semester) 選修科目（每學期選修兩科選修科目）	
Semester One 第一學期		
<ul style="list-style-type: none">English Language I 英語 IChinese Language I 中國語文 INumerical Skills 數據處理技巧Social Studies 社會研究	<ul style="list-style-type: none">Accounting 會計學 <p>* Students planning to take Accounting Concentration are recommended to choose Accounting and Economics and those planning to take Business Concentration, Economics and Principles of Management. 計劃選修會計組別的學員應選修會計學及經濟學，計劃選修商業組別的學員應選修經濟學及管理學原理</p>	<ul style="list-style-type: none">Economics 經濟學Principles of Management 管理學原理
Semester Two 第二學期		
<ul style="list-style-type: none">Business Communication 商業傳意Computer Studies 電腦導論English Language II 英語 IIGuided Project 指導專案報告	Accounting Concentration 會計組別	Business Concentration 商業組別
	<ul style="list-style-type: none">Cost Accounting 成本會計Business Finance 商業財務	<ul style="list-style-type: none">Introduction of Operations Management 營運管理入門Introduction to Marketing 市場學入門

Enhancement Programmes 增潤課程：

Students who do not achieve a pass / Level 2 in HKCEE English Language (Syllabus B) or Chinese Language, or equivalent, including those who completed Project Yi Jin, are required to take and pass the English Enhancement Programme or Chinese Enhancement Programme respectively before programme commencement.

所有學員（包括毅進畢業生）如未能於香港中學會考英文科（課程乙）或中國語文科取得E或第二級以上等級或同等成績，必須參加英語或中文增潤課程（有關課程於副學士基礎課程開課前進行）。

IELTS Preparatory Programme IELTS 英語試預備班：

There will be a Preparatory Programme on the IELTS in the second semester to cater for students who will seek entry to a Bachelor's Degree course, and will aim to prepare students to achieve a score of 6.5.

為預備學員達到一般學士課程的英語入學標準，本院將於第二學期為學員特設IELTS英語試預備班。課程目標旨在提升學員英語水平至IELTS 6.5分或以上。

Programme Features 課程特色

- Strong emphasis is placed on numerical and English skills. 課程強調加強培訓學員的英語及數據處理能力。
- The unique Mentorship Scheme allows students to learn from experienced practitioners of the business community. 課程為學員提供獨有的師友計劃，讓學員透過此計劃獲得不少來自商界專業人士的寶貴經驗。

Entrance Requirements 入學要求

1. Level 2 or better in Chinese Language and English Language in HKCEE and 3 passes in other subjects or equivalent; or 1. 香港中學會考中國語文及英國語文考獲第二級或以上及其他3科及格或同等學歷；或
2. 5 passes in pre-2007 HKCEE (including Chinese and English) or equivalent; 2. 2007年以前中學會考五科合格（包括中國語文及英國語文科）或同等學歷；

Mode of Study 修讀模式

One-year Full-time 一年全日制

Medium of Instruction 教學語言

English 英語

Tuition Fee 學費

- Programme application fee: HK\$150 (Non-refundable) 課程申請費用：HK\$150（不退還）
- The total programme fee is HK\$24,000, to be paid by 8 instalments, with HK\$3,000 per instalment. 一年課程收費合共HK\$24,000，分八期支付，每期HK\$3,000。
- A fee of HK\$3,500 per course will be charged if a student is required to take the English or Chinese Enhancement Course or IELTS Preparation Programme. 修讀英語或中文增潤課程或IELTS 英語試預備班學員須另繳HK\$3,500 學費。

Financial Assistance 學費資助

This programme is accredited by the Hong Kong Council for Accreditation of Academic & Vocational Qualifications. Students can apply for loan through the Government's Non-means Tested Loan Scheme (NLS). 本課程經香港學術及職業資歷評審局評審。學員可申請政府的免入息審查貸款。

Submission of Application 申請方法

Applicants should send the following:

1. Application form for the Associate Degree Foundation Programme
2. Copies of all the certificates of educational qualifications quoted in the application form
3. Two passport size photographs

By Post to:

The Associate Degree Foundation Programme Secretariat
c/o The Hong Kong Management Association College of Further Education
No. 2 G/F Pico Tower
66 Gloucester Road
Wanchai HONG KONG

申請者請備下列資料：

1. 副學士基礎課程報名表
2. 申請表內所填報之所有學歷證明副本
3. 兩張證件照片

郵寄致：

副學士基礎課程秘書處
香港管理專業協會持續進修書院
香港灣仔告士打道66號
筆克大廈地下2號

Progression Paths 進修階梯

Graduates can apply for direct entry to the NCC International Diploma in Computer Studies leading to the Higher International Diploma in Computer Studies which in turn leads to year 3 of a Bachelor's Degree programme. Besides, graduates can apply direct entry to the Diploma of Commerce Programme, RMIT University through HKMA CFE. On completing the 1-year Diploma, students will be admitted to year 2 of a Bachelor's Degree programme.

Graduates of the HKMA CFE Associate Degree Foundation Programme are eligible to apply for associate degree programmes offered by:

- The Chinese University of Hong Kong - Tung Wah Group of Hospitals Community College
- The Community College at Lingnan University
- The Community College of City University
- The Hong Kong Community College

Admission is subject to the selection of the respective education institute.

畢業學員可直接報讀 NCC 國際電腦文憑課程，畢業後晉升 NCC 國際電腦高級文憑課程，便可入讀密德薩斯大學(Middlesex University)電腦及商業資訊系統理學士學位第三年課程。

此外，畢業學員可透過管協持續進修書院直接報讀澳洲皇家墨爾本理工大學 (RMIT) 商業文憑。完成一年文憑課程後可豁免其學士課程第一年而直接修讀第二年。

HKMA CFE 副學士基礎課程畢業生可申請報讀由以下學院所提供的副學士課程 (申請需要經個別院校審批)：

- 香港中文大學 - 東華三院社區書院
- 嶺南大學社區學院
- 香港城市大學專上學院
- 香港專上學院



Enquiries:

General Enquiries: 2774 8501 (Customer Service Department)
 Course Details: 2774 8552 (Ms Christine Choy)
 2774 8533 (Ms Doris Ng)
 E-mail : hkma@hkma.org.hk
 Fax: 2365 1000
 Website: www.hkma.org.hk/adfp

查詢

一般查詢 : 2774 8501 (客戶服務部)
 課程詳細內容查詢 : 2774 8552 (蔡小姐)
 2774 8533 (吳小姐)
 電郵 : hkma@hkma.org.hk
 傳真 : 2365 1000
 網頁 : www.hkma.org.hk/adfp