



## ENROLMENT INFORMATION

(2012-1/NOS)

### A. Important Dates

The Spring Term 2012 will commence on 30 January 2012. The completed Enrolment Form should be returned together with a crossed cheque no later than 19 December 2011.

### B. Payment

1. All payment must be made by a crossed cheque in favour of The Hong Kong Management Association. Please write your full name and HKID Card No. on the back of the cheque. An acknowledgement of receipt will be issued against payment. No post-dated cheque will be accepted. Your cheque will be banked in at anytime without prior notice.
2. Return the completed form with the Module Fee (HK\$2,960 per module) no later than 19 December 2011. Starting from 2012, membership discount will not be applied to all modules in DMS.
3. **Withdrawal**  
90% of the module fee will be refunded upon written withdrawal requests received by the DMS Secretariat before 30 January 2012. Thereafter no refund will be made.
4. **Retention**  
Retention of module fee will only be allowed under special circumstances before the commencement of the term at a cost of HK\$100 for each module. After the commencement of the term, no retention will be allowed.
5. **Change of Class**  
Written request for change of class is allowed before the commencement of the term with an administration fee of HK\$200 for each module, subject to space availability. Thereafter no further changes will be allowed.

### C. Notes for Applicants

1. Enrolment in respective classes will be accepted on a first come first served basis. Late applications may only be accepted subject to seats availability.
2. All parts of the course should be completed in sequence.
3. Participants are allowed to enrol for a maximum of 4 modules per term.
4. An Optional Module will be offered only if there are sufficient enrolments.
5. Not all modules will be offered at each centre and in each term, and the Secretariat reserves the right to make alterations regarding the details, such as dates, time and venues of the courses offered. Applicants will be notified when necessary.
6. Personal data will be used for the purpose of market research, programme development and direct mailing. In the case of unsuccessful applications or course cancellation, all application forms and documents submitted will be destroyed.
7. The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

### D. Application for CEF

The full DMS programme has been included in the CEF approved list. All modules are reimbursable for the CEF.

- Application form can be downloaded from website: <http://www.info.gov.hk/sfaa/cef/cnforms.htm>
- For Part B of the application form  
Name of Institution: HKMA      CEF Institution Code: 300  
CEF Course Title :              Diploma in Management Studies  
Course Code:                      21L04635-6  
Actual Tuition Fees Paid:        Please fill in the actual tuition fee paid for this course  
Commencement Date:            30 January 2012

Applications for the Continuing Education Fund (CEF) should be submitted directly to the Office of the CEF **before** the commencement of the programme. For details, please visit the website: [www.info.gov.hk/sfaa/cef](http://www.info.gov.hk/sfaa/cef) or call the CEF enquiry hotline on 3142 2277.

**30 January - 12 May 2012**

Revised

VENUE: (F) W Haking Management Development Centre <i>14/F Fairmont House, 8 Cotton Tree Drive, Central</i>		
TIME	MONDAY	WEDNESDAY
6:15 PM - 8:15 PM	1165F Organizational Behaviour 1167F Marketing	3168F Information Technology 3169F Business Law
8:20 PM - 10:20 PM	1262F The Economic Environment * 1271F Human Resources Management # 1281F Business Strategy	3264F Operations Management

VENUE: (TS) Shing Kung Hui Tang Shiu Kin Secondary School <i>9 Oi Kwan Road, Wancha</i>		
TIME	FRIDAY	
8:20 PM - 10:20 PM	5261TS Introduction to Management 5263TS Accounting for Managers * 5276TS Marketing Management * 5278TS Management Accounting	

VENUE: (L) Li Ka-shing College of Professional & Continuing Education <i>8 Hoi Wang Road, Mongkok (West)</i>					
TIME	TUESDAY	WEDNESDAY	THURSDAY	TIME	SATURDAY
6:15PM - 8:15PM	2162L The Economic Environment 2164L Operations Management 2169L Business Law	3165L Organizational Behaviour 3167L Marketing # 3181L Business Strategy	4161L Introduction to Management 4163L Accounting for Managers	11:15AM - 1:15PM	* 6275L International Business Management of Information Technology * 6277L
8:20PM - 10:20PM	2262L The Economic Environment 2269L Business Law * 2272L Change and Quality Management	3265L Organizational Behaviour 3267L Marketing * 3273L Financial Management # 3281L Business Strategy	4261L Introduction to Management 4263L Accounting for Managers 4268L Information Technology * 4279L Business Communication	2:00PM - 4:00PM	6364L Operations Management
				4:15PM - 6:15PM	6468L Information Technology

VENUE:(G) Johnson Electric Tin Shui Wai Management Development Centre <i>The HKMA K S Lo College, 26 Tin Pak Road, Tin Shui Wai</i>					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:30PM - 9:30PM	1161G Introduction to Management 1163G Accounting for Managers	2162G The Economic Environment * 2171G Human Resources Management	3164G Operations Management 3168G Information Technology	4169G Business Law	# 5181G Business Strategy
TIME	SATURDAY				
2:00PM - 4:00PM	6167G Marketing				
4:00PM - 6:00PM	6265G Organizational Behaviour				

- Notes:
- No class will be held on public holidays. Make-up sessions will normally be scheduled for Saturdays or Sundays.
  - 15 two-hour lectures for each module. For "Management Project", the duration is 15 weeks (30 January - 12 May 2012).
  - "Accounting for Managers" in Part I is a prerequisite subject for "Financial Management" and "Management Accounting" in Part II.
  - "Marketing" in Part I is a prerequisite subject for "Marketing Management" in Part II.
  - "Information Technology" in Part I is a prerequisite subject for "Management of Information Technology" in Part II.
- Remarks:
- \* Part II module
  - # Part III module

### Examination Time Schedule for Spring Term 2012

Date	Time	Module
Monday, 21 May 2012	7:00 pm - 9:00 pm	Management Accounting
Tuesday, 22 May 2012	7:00 pm - 9:00 pm	Business Strategy
Wednesday, 23 May 2012	7:00 pm - 9:00 pm	The Economic Environment
Thursday, 24 May 2012	7:00 pm - 9:00 pm	Human Resources Management
Friday, 25 May 2012	7:00 pm - 9:00 pm	Marketing
Saturday, 26 May 2012	2:30 pm - 4:30 pm	Business Communication
Sunday, 27 May 2012	10:00 am - 12:00 noon	Financial Management
Monday, 28 May 2012	7:00 pm - 9:00 pm	Business Law
Tuesday, 29 May 2012	7:00 pm - 9:00 pm	Introduction to Management
Wednesday, 30 May 2012	7:00 pm - 9:00 pm	International Business
Thursday, 31 May 2012	7:00 pm - 9:00 pm	Information Technology
Friday, 1 June 2012	7:00 pm - 9:00 pm	Operations Management
Saturday, 2 June 2012	2:30 pm - 4:30 pm	Marketing Management
Sunday, 3 June 2012	10:00 am - 12:00 noon	Change and Quality Management
Monday, 4 June 2012	7:00 pm - 9:00 pm	Organizational Behaviour
Tuesday, 5 June 2012	7:00 pm - 9:00 pm	Accounting for Managers
Wednesday, 6 June 2012	7:00 pm - 9:00 pm	Management for Information Technology

### Examination Centres

- Examinations for all classes except the Tin Shui Wai classes, will be held in **HKMA Li Ka-shing College of Professional & Continuing Education (LKS Centre), 8 Hoi Wang Road, Mongkok (West), Kowloon**
- Examination for the Tin Shui Wai classes (G), will be held in the Tin Shui Wai Centre, **HKMA K S Lo College, 26 Tin Pak Road, Tin Shui Wai, New Territories**
- All remedial examinations will e held in **HKMA Li Ka-shing College of Professional & Continuing Education (LKS Centre), 8 Hoi Wang Road, Mongkok (West), Kowloon**

**ENROLMENT FORM**

(2012-1/NOS)

**Non-means  
Tested Loan  
(whole tuition fees)**

*Please carefully check the information as shown on the left. In case of any discrepancies, please fill in the section(s) where an amendment is required, otherwise the information is regarded as correct.*

**Amendment (if any)**

Name (in English) \_\_\_\_\_ Position: \_\_\_\_\_

Address (Home): \_\_\_\_\_

(Company): \_\_\_\_\_

Company Name: \_\_\_\_\_

Tel: (Office) \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile/Pager) \_\_\_\_\_

Fax: (Office) \_\_\_\_\_ E-mail: \_\_\_\_\_

Correspondence Address:  Home  CompanySponsored by:  Company  Self**ENROLMENT** (Please specify class codes)

- No further notice will be made should the classes be allotted according to either the First Choice or the Second Choice, or the combination of both.
- Participants of Management Project will be notified of their designated supervisors and detailed guidelines by mail in January 2012.

1st Choice

2nd Choice

1. \_\_\_\_\_ Total Amount: \_\_\_\_\_

2. \_\_\_\_\_ Cheque No.: \_\_\_\_\_

3. \_\_\_\_\_ Account Name: \_\_\_\_\_

4. \_\_\_\_\_

 Management Project (Please tick in the box to enrol in this module and select one of the following subject areas) Finance  General Management  Human Resources  Information Technology  Marketing**MODULE FEE: HK\$2,960 per module**

\* Starting from 2012, membership discount will not be applied to all modules in DMS.

Signature: \_\_\_\_\_ HKID No.: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION:** I consent that if registered, I will conform the Statutes and Regulations of DMS and the rules in the student handbook.