



Professional Diploma in Business Communication

APPLICATION INFORMATION FOR OLD PARTICIPANTS (2011-1/OS)



A. Enrolment Procedures

1. Course fees are paid by 4 instalments this term (April, May, June, July). Return the completed form before **27 April 2011**, together with the FIRST INSTALMENT in the form of a crossed cheque in favour of **The Hong Kong Management Association** for Module Fee: HK\$512.50 per module. Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
2. A receipt will be issued against payment.

B. Reimbursable by Continuing Education Fund (CEF)

Name of Institution: HKMA **CEF Institution Code:** 300 **CEF Course Code:** 21F02953-0
CEF Course Title: Professional Diploma in Business Communication

This Programme (all 7 modules) has been included to be reimbursable under the CEF. Participants MUST submit their applications directly to the Office of the CEF before the commencement of the programme. For details, please visit the website: <http://www.sfaa.gov.hk/cef> or contact the CEF enquiry hotline: 3142 2277.

C. Application for Exemption

A completed application form, together with appropriate fees and copies of testimonials such as certificates and transcripts, must be submitted to the Secretariat before the course commencement date. Applications will not be accepted after the course has commenced. The Secretariat will contact applicants to confirm whether exemption is granted. Please **DO NOT CALL** the office as this will delay your application.

D. Refund of Module Fee

Refund of module fee less handling fee of HK\$200 per module will only be made for written withdrawal requests received by the PDBCP Secretariat no later than 1 week before course commencement. Thereafter no refund will be made.

E. Enrolment Deadline

Wednesday, 27 April 2011

F. Deferment

Deferment will only be allowed under special circumstances before the commencement of the term with a handling fee of HK\$100 per module. After the commencement of the term, **NO DEFERMENT** will be allowed. The maximum time to complete the programme should be two and a half years.

G. Notes for Applicants

1. As "Management Project" constitutes one module, enrolment in this module requires the standard module fee.
2. Enrolment in respective classes will be accepted on a FIRST COME FIRST SERVED BASIS.
3. NO further notice will be made should the timetable be allotted according to the choice of the participants.
4. All parts of the course should be completed in sequence.
5. The Secretariat reserves the right to make alterations regarding the details, such as lecturers, contents, dates, time and venues. Applicants will be notified when necessary.
6. Participants in the module "Management Project" will be notified of the name and address of their supervisors by mail around late May 2011.
7. Food and beverage is not allowed inside classrooms.



Professional Diploma in Business Communication

APPLICATION FORM FOR OLD APPLICANTS (2011-1/OS)



(Please type or write in block letters)

Name on Diploma: Mr/Ms _____
(As in HKID Card) (Surname) (Other Names) (Chinese Name)

HKID No.: _____

Company Name & Address: _____

_____ Tel No.: _____

Fax No.: _____ Pager or Mobile No.: _____

Present Position: _____ No. of Years: _____

Home Address: _____

_____ Tel No.: _____ email address: _____

Mailing Address: Company Address Home Address

Application for Exemptions from Module(s) (**maximum two modules only for two terms**) _____

Sponsored By (Please tick): Self Company

FEE: HK\$2,050.00 (HK\$2,050 x 4 modules ÷ 4 instalments)

Total Amount: _____ Cheque No.: _____ Account Name: _____

SIGNATURE: _____ DATE: _____

N.B. Please fill in all items to avoid delay. Incomplete application forms will not be processed.

Please fill in the following in block letters if you have changed your correspondence address:

New Home/Company Mailing Address:

New Home/Company Tel No.: _____ Fax No.: _____

* Participants enrolling in module(s) / programme(s) commencing next year can enjoy the member rate only if they continue to subscribe for the HKMA membership the following year.

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A1105L, A1106L,
A5104L, 42107NL



Professional Diploma in Business Communication

TIMETABLE (2011-1/OS)

May - September 2011



Module	Time	Date
Practical Business Listening & Speaking Skills (Putonghua) (PDBCP-A1105-2011-1-L)	7:00 pm - 9:30 pm	Mondays 9, 16, 23, 30 May, 13, 20, 27 June; 4, 11, 18, 25 July 2011
Professional Presentation Skills (PDBCP-A1106-2011-1-L)	7:00 pm - 9:30 pm	Wednesdays 4, 11, 18, 25 May; 1, 8, 15, 22, 29 June; 6, 13 July 2011
Practical Business Listening & Speaking Skills (English) (PDBCP-A5104-2011-1-L)	7:00 pm - 9:30 pm	Mondays & Wednesdays 27 July; 1, 3, 10, 15, 17, 22, 29 August; 5, 7, 12 September 2011
Communication Skills in Use - A Management Project (PDBCP-42107-2011-1-NL)	Although there are no lectures, students are required to enrol in the course and work on a project according to the guidelines, which will be dispatched around end of May 2011.	

EXAMINATION

MODULE	TIME	DATE
Practical Business Listening & Speaking Skills (Putonghua)	7:00 pm - 9:00 pm	Monday, 8 August 2011
Professional Presentation Skills	7:00 pm - 9:00 pm	Wednesday, 20 July 2011
Practical Business Listening & Speaking Skills (English)	7:00 pm - 9:00 pm	Wednesday, 21 September 2011

Venue: Lectures & Examination

HKMA Li Ka-shing College of Professional & Continuing Education
8 Hoi Wang Road
Mongkok (West)
KOWLOON

VENUE

HKMA Li Ka-shing College of Professional & Continuing Education
8 Hoi Wang Road
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