

## ACADEMIC AND PROFESSIONAL QUALIFICATIONS

Academic Institution/ Professional Body	Award received	Date of attendance (From / To)	Full Time / Part time

## EMPLOYMENT HISTORY (in chronological order)

Name of Employer	Job Title	Date (From / To)

I learned about this programme from:

- Newspaper \_\_\_\_\_ (please state name of newspaper)  
 Employer  HKU SPACE Prospectus  HKU SPACE Website  Friends  
 Other \_\_\_\_\_

Will your employer pay your course fees?  Yes  No

## Equal Opportunities for Learning at HKU SPACE

It is the School policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the School may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we can help you.

Special assistance required  Yes  No

Please be assured that any personal information you supply will be kept strictly confidential.

## Notes

- Personal Data provided in this form will be used for processing your application for admission, and for registration, academic, administrative, alumni management, research, statistical and marketing purposes. The data will be solely handled by HKU SPACE staff but may be transferred to an authorized third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by HKU SPACE and the law from time to time. In all such circumstances data will be treated in strict confidence.
- Applicants are advised to provide all the information requested in the application documents, where applicable, as otherwise the School may be unable to process and consider their applications. Upon enrolment, applicants will be required to submit a recent passport colour photo for student identification purpose.
- Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.
- When the processing and consideration of all the applications for a particular programme have been completed:
  - the application papers of unsuccessful candidates will be destroyed; and
  - the application papers of successful candidates will be handled by HKU SPACE staff only or by staff of an authorized third party providing services to the School.
- Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and to request the correction of, their personal data. Applicants wishing to access or make corrections to their data, should submit written requests to HKU SPACE.
- All new enrolled students to the School will automatically become a member of the HKU SPACE ALUMNI. You may, however, contact the Alumni Affairs Office if you would like to de-register your membership.

## Declaration

- I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
- I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.
- I have noted, understood and agreed the contents of these NOTES and HKU SPACE policy on personal data privacy.

Signature  Date

## HKU School of Professional and Continuing Education

- Enrolment can be done in person at any of the School's Enrolment Counters by completing this application form and submitting it with the appropriate course fee and relevant documents. You can also mail to the "HKU School of Professional and Continuing Education, Pokfulam Road, Hong Kong", specifying "Course Application – Certificate in Business and Economics".
- Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".
- For general and short courses, applicants may be required to pay the course fee in cash or by EPS if the course will start shortly.
- If admission is on a first-come, first-served basis and if you do not hear from us before the course starts, you may assume that your application has been accepted, and should attend the course as scheduled.
- If admission is by selection, then this receipt is not a guarantee that your application has been accepted. We will inform you of the result as soon as possible after the closing date for application. Unsuccessful applicants will be given a refund of course fee if already paid.
- If you do not know the teaching venue within 3 days of the starting date of the course, please check with the relevant subject area.
- Fees paid are not refundable except as statutorily provided or under very exceptional circumstances.
- The application fee of \$150 is non-refundable.
- Mounting of each programme intake is subject to sufficient enrolment and solely at the discretion of the School.

## Application Procedures

All applications must be accompanied by:

- photostat copies of full educational certificates and transcripts; HK\$9,500
- a crossed cheque / bank draft payable to 'HKU SPACE' for ~~HK\$8,800~~ in respect of the course fee.
- a separate non-refundable crossed cheque / bank draft payable to 'HKU SPACE' for HK\$150 in respect of the application fee.

\* Photocopies of supporting documents submitted in person at these centres will be certified by HKU SPACE staff free of charge. Applicants who do not apply in person will be asked to bring the originals of these documents for certification at our office at a later date.

## Closing Dates for application

September Intake 2010	13 August 2010
January Intake 2011	21 December 2010
May Intake 2011	22 April 2011
September Intake 2011	13 August 2011

## Teaching Schedule

Teaching period	September – December	January – April	May – September
Examination period	December	April	September

## Enquiries

Telephone No.: 2867 8477 Fax: No: 2861 0278 E-mail: certbe@hkuspace.hku.hk

## HKU SPACE Programmes in Management Studies

### \*University of London International Programmes

MBA in International Management  
MSc in International Management  
(Part-time : 2 years)

### \*University of London International Programmes

BSc Economics and Management / BSc Management /  
BSc Accounting and Finance / BSc Information Systems and Management /  
BSc Banking and Finance  
(Part-time : 3 years)

### University of London International Programmes

Diploma in Economics  
(Part-time : 2 years)

### HKU SPACE

Advanced Diploma in  
Management Studies (ADMS)  
(Part-time : 1.5 years)

### HKU SPACE

Certificate in Business and Economics (CBE)  
(Part-time : 4 months)

—————> Denotes eligibility to apply for admission to this programme

- - - - -> Entry is subject to approval by the Admission Boards for the respective programmes

\* These are exempted courses under the Non-local Higher and Professional Education (Regulation) Ordinance. It is a matter of discretion for individual employers to recognise any qualification to which these courses may lead.



## Certificate in BUSINESS AND ECONOMICS



This programme has been included in the list of reimbursable courses for Continuing Education Fund (CEF) purposes.

The University of Hong Kong  
School of Professional and Continuing Education  
College of Business and Finance

<http://hkuspace.hku.hk/cbf/>

Certificate in BUSINESS AND ECONOMICS

Introduction

The Certificate in Business and Economics programme provides students with basic knowledge in business and economics, upon completion students are given the opportunity to progress directly onto the University of London Diploma in Economics programme and HKU SPACE Advanced Diploma in Management Studies. Diploma in Economics holders will gain a direct entry into Year 2 of the University of London's BSc programme and can complete the BSc programme in 2 years (part-time).

Award

This programme leads to a Certificate in Business and Economics awarded within HKU system through HKU SPACE.

Programme Structure

The CBE programme offers the following 3 courses to be studied over 4 months:

- Introduction to Business – 12 meetings
- Introduction to Economics – 12 meetings
- Introduction to Quantitative Methods – 14 meetings



Course Outline

*Introduction to Business*

The course is designed to provide students with a basic understanding of the business environment, the nature and structure of business organisations and the core functions of business organisations. It gives students both conceptual and applied perspectives on business organisations.

*Introduction to Economics*

The course is designed to provide students with an understanding of various analytical concepts relating to microeconomics and macroeconomics. In microeconomics, topics include the basic economic problems and the supply and demand analysis. In macroeconomics, topics include the National Income Accounting, Money & Banking, Aggregate Demand, Fiscal Policy, Government Policy, and International Trade & Payments.

*Introduction to Quantitative Methods*

The course is designed to give an introduction of the basic concepts of Precalculus, Calculus, Linear Algebra, Probability and Statistics. Topics include: Basic Algebras, Function and Graph, Differential Calculus, Integral Calculus, Matrix, Determinant, Descriptive Statistics, Introduction to Probability, and Probability Distributions.

Entry Requirements

Applicants should have 5 passes in the HKCEE or equivalent, including English and Mathematics, plus a continuous 2 years of relevant working experience.

Applicants who are aged 23 and above with at least 4 years of relevant working experience are also eligible to apply.

Assessment

Students' performance in each course shall be assessed by both continuous course work assignments and a final examination. For each course, the examinations and course work respectively count for 60% and 40% of the students' final grade. All courses shall be examined in English.

Teaching Mode

The courses will be taught in about 100 hours of face-to-face lectures. All the lectures will be scheduled on weekday evenings or weekend afternoons. Attendance at lectures (at least 70%) is compulsory.

Fee

HK\$8,800 (for the whole programme)

Continuing Education Fund (CEF)

This programme has been included in the list of reimbursable courses for CEF purposes. Eligible applicants will be reimbursed 80% of their tuition fees, subject to a maximum sum of \$10,000, on successful completion of the programme.

CEF enquiries: Tel: 3142 2277 www.info.gov.hk/sfaa/cef



Application Procedures

1. There will be 3 intakes of students a year in January, May and September.
2. All applicants are required to complete the enclosed APPLICATION and ENROLMENT forms and submit them in person at any of the following offices:

HKU Campus

Room 304, 3/F., T.T. Tsui Building The University of Hong Kong Pokfulam Road, Hong Kong (Next To Swire Hall)  
 Weekdays: 8:30 am to 6:00 pm  
 Saturdays : Closed  
 Telephone: 2975 5680 Fax: 2546 3538

Kowloon East Campus

1/F, 28, Wang Hoi Road, Kowloon Bay (Exit B, Kowloon Bay MTR Station)  
 Weekdays: 8:30 am to 7:30 pm  
 Saturdays : 8:30 am to 5:30 pm  
 Telephone: 3762 2222 Fax: 2305 5070

Kowloon West Campus

38-46, Nassau Street Mei Foo Sun Chuen (Phase 6), Kowloon (Exit B, Mei Foo MTR Station)  
 Weekdays: 8:30 am to 7:30 pm  
 Saturdays : 8:30 am to 5:30 pm  
 Telephone: 3762 4000 Fax: 2302 1609

Admiralty Learning Centre

3/F., Admiralty Centre 18 Harcourt Road, Hong Kong (Exit A, Admiralty MTR Station)  
 Weekdays: 8:30 am to 7:30 pm  
 Saturdays : 8:30 am to 5:30 pm  
 Telephone: 3761 1111 Fax: 2559 4666

Fortress Tower Learning Centre

14/F., Fortress Tower, 250 King's Road North Point, Hong Kong (Exit B, Fortress Hill MTR Station)  
 Weekdays: 8:30 am to 7:30 pm  
 Saturdays : Closed  
 Telephone: 3722 0888 Fax: 2508 9349

HKU SPACE Po Leung Kuk

Community College (HPCC) Campus 1/F, HPCC Campus, 66 Leighton Road, Causeway Bay, H.K.  
 Weekdays : 9:00 am - 5:30 pm  
 Saturdays : Closed  
 Telephone: 3923 7171 Fax: 3923 7188

Island East Campus

2/F, 494 King's Road North Point, Hong Kong (Exit B3, North Point MTR Station)  
 Weekdays: 8:30 am to 7:30 pm  
 Saturdays : 8:30 am to 5:30 pm  
 Telephone: 3762 2222 Fax: 2214 9493

Certificate in Business and Economics

Proposed intake of study (please tick):

- |   |                  |   |                  |
|---|------------------|---|------------------|
| <input type="checkbox"/> <del>September 2010 Intake</del> | MS19-102-00(01)  | <input type="checkbox"/> <del>September 2011 Intake</del> | MS19-102-00(11)  |
| <input type="checkbox"/> <del>January 2011 Intake</del>   | MS 19-102-00(02) | <input type="checkbox"/> <del>January 2012 Intake</del>   | MS 19-102-00(12) |
| <input type="checkbox"/> <del>May 2011 Intake</del>       | MS19-102-00(03)  | <input type="checkbox"/> <del>May 2012 Intake</del>       | MS19-102-00(13)  |

Application Fee: \$150 Check No.

PERSONAL PARTICULARS

Name in Chinese  Name in English

Title \* Mr / Mrs. / Ms. / Miss Sex \* Male / Female

Date of Birth  HKID Card / Passport No.

Nationality  Marital

Permanent HK Resident  Yes  No (if No, please see NOTE TO NON-RESIDENT APPLICANTS)

Correspondence Address

Home Telephone  Mobile Phone  Office Telephone

Email Address  Fax Number

Current Occupation  Position

Employer's Name / Address

\* Please delete the inappropriate

Name Full Postal Address

← Please also complete this part 請填寫此部分

Note : This application acknowledgment is not complete without validation by official printing machine entry of the details above at the University or Town Centre office of the School of Professional and Continuing Education, The University of Hong Kong.

Please see overleaf →

## Certificate in Business and Economics

Proposed intake of study (please tick):

- |   |                             |   |                             |
|---|-----------------------------|---|-----------------------------|
| <input type="checkbox"/> <del>September 2010 Intake</del> | <del>MS19-102-00(01)</del>  | <input type="checkbox"/> <del>September 2011 Intake</del> | <del>MS19-102-00(11)</del>  |
| <input type="checkbox"/> <del>January 2011 Intake</del>   | <del>MS 19-102-00(02)</del> | <input type="checkbox"/> <del>January 2012 Intake</del>   | <del>MS 19-102-00(12)</del> |
| <input type="checkbox"/> <del>May 2011 Intake</del>       | <del>MS19-102-00(03)</del>  | <input type="checkbox"/> <del>May 2012 Intake</del>       | <del>MS19-102-00(13)</del>  |

Fee enclosed : ~~\$8,800~~

Check No.

### PERSONAL PARTICULARS

Name in Chinese

Name in English

Title \* Mr / Mrs. / Ms. / Miss    Sex \* Male / Female

Date of Birth

HKID Card / Passport No.

Nationality

Marital

Permanent HK Resident     Yes     No    (if No, please see NOTE TO NON-RESIDENT APPLICANTS)

Correspondence  
Address




Home  
Telephone

Mobile  
Phone

Office  
Telephone

Email  
Address

Fax  
Number

Current  
Occupation

Position

Employer's  
Name / Address




\* Please delete the inappropriate



Name

Full Postal Address



Please also complete this part  
請填寫此部分

**Note :** This application acknowledgment is not complete without validation by official printing machine entry of the details above at the University or Town Centre office of the School of Professional and Continuing Education, The University of Hong Kong.



Please see overleaf



## 2. Declaration

I, \_\_\_\_\_ (full name) declare that the information given in support of this application is accurate and complete, and I authorise the University to obtain and to release, any and all information about my candidature for the purposes of admission, academic qualifications verifications, academic / non-academic activities, announcements and public relations and academic research.

Date \_\_\_\_\_

Signature \_\_\_\_\_

### School of Professional and Continuing Education, University of Hong Kong

1. The whole of this form together with the appropriate fee and documents should be addressed to CBE Programme, College of Business & Finance, School of Professional and Continuing Education, The University of Hong Kong, 34/F, United Centre, 95 Queensway, Hong Kong (Please see 'Application Procedures' in pamphlet before submitting your application). Receipt of course fee is not an acceptance of admission on to the course.

2. Bank drafts and crossed cheques should be made payable to "HKU SPACE".