

# Accounting Examination Preparatory Programme

## 會計專業考試備試課程

### Certificate for Module (LCC & I Examination Preparatory Programme)

☎ 2867 8487

✉ lcci@hkuspace.hku.hk

🗣 English



HKU SPACE is one of the LCCI Approved Centres. We offer this examination preparatory programme for the LCC & I International Qualifications. This programme will be offered in April, August and December each year.

The purpose of this programme is to prepare students to sit for the LCC & I Examination of Book-Keeping (Level 1), Book-Keeping & Accounting (Level 2) and Accounting (Level 3).

Lecture notes will be provided. We will assist our students in the registration of LCCI examination. Please note that course fee does not include fees charged by examination bodies.

- R** FOR HKU SPACE :
- Applications will be accepted on a first-come-first-served basis.
  - Applicants are normally required to be at the age of 18.
  - Applicants under 18 years need to complete a parent consent form and send to lcci@hkuspace.hku.hk, otherwise he/she cannot participate in this program.
  - For applying Level 2, it is preferable that students have studied Level 1 or equivalent.
  - For applying Level 3, it is preferable that students have studied Level 2 or equivalent.

FOR LCC & I :

Students must check with LCC & I that they are eligible to sit for the examinations and the relevant application deadline can be found at the website: <https://www.iablcci.org.uk/>.  
THE COURSE WILL BE OPENED SUBJECT TO SUFFICIENT ENROLMENT.

Programme Code	Duration	Course Fee	QF Level	QR Registration No.	QR Registration Validity Period
<b>LCC &amp; I Examination Preparatory Programme Level 1: Book-Keeping</b>					
AC050A / ACCT2004	30 hours	HK\$1,350	2	14/003424/L2	28 Jul 2014 - on-going
<b>LCC &amp; I Examination Preparatory Programme Level 2: Book-Keeping &amp; Accounting</b>					
AC049B / ACCT2005	35 hours	HK\$1,950	2	22/000016/L2	01 Apr 2021 - on-going
<b>LCC &amp; I Examination Preparatory Programme Level 3: Accounting</b>					
AC048B / ACCT2006	48 hours	HK\$2,500	2	17/000473/L2	2 May 2017 - on-going

## Corporate Administration and Governance

### 企業行政及管治

### Corporate Administration and Governance



← Direct articulation path    ←... Eligible to apply

\* Subject to meeting the admission requirements of the respective universities

**NCR1** This is an exempted course under the Non-local Higher and Professional Education (Regulation) Ordinance. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

See legend on page 031 圖像說明於第 031 頁

**R** Minimum Entry Requirements 基本入學要求 (P.017)

**S** Fee 學費

**D** Duration 修業期

**M** Medium of Instruction 教學語言

**Q** Qualifications Framework 資歷架構

**E** Exemption 豁免

**S** Short Course 短期課程

For more and latest programme information, please visit our website  
有關最新課程資訊及詳情，請瀏覽學院網站 [hkuspace.hku.hk](http://hkuspace.hku.hk)

### Certificate for Module (The Hong Kong Chartered Governance Institute Examinations Preparatory Programme)

S

2867 8485

hkcg@hkuspace.hku.hk

English



This programme is endorsed by the Hong Kong Chartered Governance Institute (HKCGI). The aim is to develop students with the knowledge and skills necessary to write the professional examinations of the Chartered Governance Qualifying Programme (CGQP), which is recognized worldwide. It is the students' responsibility to determine whether they are eligible to participate in the CGQP examination.

- R** Applicants shall:
- (a) be aged 21 or above; and
  - (b) be either a Hong Kong citizen or have valid permit to study in Hong Kong
  - (c) Students should check with HKCGI that they meet HKCGI's requirements and are eligible to write the examinations.

Programme Title	Programme Code	Application Code	Duration	Fee	QR Registration No.	QR Registration Validity Period
Boardroom Dynamics	AC093B	2345-4026AW	36 hours	HK\$5,300	21/001317/L4	01 Dec 2021 - on-going
Corporate Governance	AC094B	2345-4042AW	36 hours	HK\$5,300	21/001318/L4	01 Dec 2021 - on-going
Corporate Secretaryship and Compliance	AC095B	2345-4065AW	36 hours	HK\$5,300	21/001319/L4	01 Dec 2021 - on-going
Hong Kong Company Law	AC096B	2345-4077AW	45 hours	HK\$6,900	21/001320/L4	01 Dec 2021 - on-going
Hong Kong Taxation	AC097B	2345-4082AW	36 hours	HK\$5,300	21/001321/L4	01 Dec 2021 - on-going
Interpreting Financial and Accounting Information	AC098B	2345-4087AW	36 hours	HK\$5,300	21/001322/L4	01 Dec 2021 - on-going
Risk Management	AC099B	2345-4092AW	36 hours	HK\$5,300	21/001323/L4	01 Dec 2021 - on-going
Strategic Management	AC100B	2345-4097AW	36 hours	HK\$5,300	21/001324/L4	01 Dec 2021 - on-going

### University of London Business Programmes

These BSc degrees are awarded by the University of London and with academic direction from the globally renowned London School of Economics and Political Science (LSE). The degrees enable students of various backgrounds to earn a world-class degree without relocating. They offer students a thorough grounding in the principles of accounting, finance, business, economics and management. It is ideal if you are pursuing careers towards the profession of accountancy, financial, management or if you are already professionally qualified and now would like to take a degree.

For details, please refer to p.133

Programme Title	Programme Code	QF Level	QR Registration No.	QR Registration Validity Period
BSc Accounting and Finance	MS044A	5	13/000446/L5	01 Sep 2013 - 31 Aug 2026
BSc Finance	MS046B	5	23/000462/L5	01 Sep 2023 - 31 Aug 2026
BSc Business and Management	MS041A	5	14/000003/L5	01 Sep 2014 - 31 Aug 2026
BSc Economics and Management	MS025A	5	13/000312/L5	01 Sep 2012 - 31 Aug 2026

### Bachelor of Science (Honours) Business Management

Programme Code: MS040A

University of Plymouth, UK  
Application Code: 2345-MS040A



2867 8462 / 2867 8393

bmplymouth@hkuspace.hku.hk

For details, please refer to p.133

### Bachelor of Arts (Honours) International Business Management

Programme Code: MS126C

University of Plymouth, UK  
Application Code: 2345-MS126C



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ibmplymouth@hkuspace.hku.hk

For details, please refer to p.133

### Bachelor of Science (Honours) Business Management (Project Management)

Programme Code: MS154A

University of Plymouth, UK  
Application Code: 2345-MS154A



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bmplymouth@hkuspace.hku.hk

For details, please refer to p.133

# Corporate Administration and Governance

## 企業行政及管治

### Advanced Diploma in Corporate Administration and Governance

Programme Code: MS018A

Application Code: 2350-MS018A



☎ 2867 8407

✉ adcg@hkuspace.hku.hk

This programme aims to provide students with a solid corporate administration and governance foundation, covering general administrative management and corporate governance theories and practices. It is designed to equip students with an analytical problem-solving approach to administration and governance-related issues and contemporary issues faced by company secretaries and administrators.

- R** Applicants shall have:
- (a) gained in the HKDSE Examination Level 2 in 5 subjects including English Language; and Mathematics (Core); or equivalent;
  - OR
  - (b) (i) gained in the HKCEE grade E in 3 subjects including Mathematics and Level 2 in English Language; and
  - (ii) gained in the HKALE grade E in one AL subject or two AS subjects, or equivalent;

AND

- preferably 2 years of relevant work experience.

Applicants with other equivalent academic qualifications or aged 21 and above with relevant work experience will be considered on individual merit. Interviews and written tests may be required, if necessary.

- \$** HK\$18,200 per instalment (1st instalment)  
HK\$18,200 per instalment (2nd instalment)  
HK\$9,100 per instalment (3rd instalment)  
HK\$45,500 per programme (Total Fee)  
Application Fee: HK\$150

**D** 20 months

🇬🇧 English

**Q** Level 4 (Reg. No.: 09/001617/4) Validity Period: 05 May 2008 - on-going

### Diploma in Business Administration and Secretarial Studies

Programme Code: MS024A

Application Code: 2350-MS024A



☎ 2867 8407

✉ dbass@hkuspace.hku.hk

Hong Kong has a reputation for being one of the world's freest economies, with a level playing field in commerce and a fair and equitable society abiding by the rule of law. This unique environment has continued to give Hong Kong a competitive edge. By introducing this programme, we aim to provide knowledge and skills to the workforce in the areas of business administration, secretarialship, compliance and ethics.

- R** APPLICANTS SHALL:
- (a) (i) have gained in the HKCEE Level 2 /Grade E or above in 3 subjects including in English Language, or equivalent; OR
  - (ii) have successfully completed the Project Yi Jin or Yi Jin Diploma; OR
  - (iii) have gained in the HKDSE Examination Level 2 or above in 3 subjects including English Language; or equivalent

AND

- (b) (iv) be aged 18 or above.

\* Applicants with other qualifications will be considered on individual merit; if necessary, interviews and written tests may be required.

- \$** HK\$4,350 per module  
HK\$26,100 per programme (Course fees do not include textbook)  
Application Fee: HK\$150

**D** 12 months

🇬🇧 English, supplemented with Cantonese

**Q** Level 3 (Reg. No.: 12/000851/3) Validity Period: 03 Jul 2012 - on-going

### 辦公室及家居風水規劃文憑

課程編號: AC158A

☎ 2867 8317 / 2867 8407

✉ dfsor@hkuspace.hku.hk



本課程旨在教授學生辦公室及家居風水知識及規劃，提供綜合風水規劃方案。學生將學習分析及評估辦公室及家居風水布局、設計風水規劃方案、應用易學進行分析、探討住宅和辦公環境對周邊環境的影響、運用通勝提供建議、探究民間風水習俗文化、透過專題研究去制定風水規劃方案。

- R** 申請人必須：
- 完成香港高中課程；或
  - 完成香港中學會考課程。
  - 申請人若年滿二十一歲並具備基本中文閱讀及書寫能力，其申請將按個別情況考慮。

- \$** HK\$5,400 - \$6,500  
報名費用: HK\$150

**D** 12個月

🇬🇧 粵語，輔以英語

**Q** 資歷架構級別: 3 資歷名冊登記號碼: 25/000383/L3  
資歷名冊登記有效期: 2025年4月1日 - 持續有效

### 證書(單元: 辦公室及家居風水規劃初階)

課程編號: AC116A

報名代碼: 2345-AC116A

☎ 2867 8485

✉ fsaw@hkuspace.hku.hk

本課程旨在讓學員了解基本風水理論，及運用辦公室與家居風水的基本要訣。

- R** 申請人必須：
- 完成香港高中課程；或
  - 完成香港中學會考課程。
  - 申請人若年滿二十一歲並具備基本中文閱讀及書寫能力，其申請將按個別情況考慮。

- \$** HK\$6,300

**D** 30小時

🇬🇧 粵語，輔以英語

**Q** 資歷架構級別: 3 資歷名冊登記號碼: 22/000678/L3  
資歷名冊登記有效期: 2022年9月1日 - 持續有效

### 證書(單元: 辦公室及家居風水規劃進階)

課程編號: AC117A

報名代碼: 2340-AC117A

☎ 2867 8485

✉ fsaw@hkuspace.hku.hk

本課程旨在強化學員對風水理論的認識，深入了解辦公室及家居風水學的要訣，並結合各類樓房的特色，構建理想的企業及家居環境空間。

- R** 申請人必須持有按香港大學體制，經香港大學專業進修學院頒授之【證書(單元: 辦公室及家居風水規劃初階)】或具同等學歷。

- \$** HK\$6,500

**D** 30小時

🇬🇧 粵語，輔以英語

**Q** 資歷架構級別: 3 資歷名冊登記號碼: 22/000679/L3  
資歷名冊登記有效期: 2022年9月1日 - 持續有效

### Certificate for Module (Company Secretarial Practices)

Programme Code: AC081A

Application Code: 2345-AC081A

☎ 2867 8485

✉ acgp@hkuspace.hku.hk

The role of a company secretary becomes more important nowadays, especially those working in listed and non-listed companies in Hong Kong. Company secretary helps to promote best practices, and advise the Board of Directors on the latest development in regulatory and legal requirements and standards. Thus, a company secretary possessing good company secretarial knowledge would enable one to gain a competitive edge in one's career path.

- R** Applicant shall
- i) have gained in the HKCEE Level 2 /Grade E or above in English Language, or equivalent; OR
  - ii) have gained in the HKDSE Examination Level 2 or above in English Language; or equivalent; OR
  - iii) be aged at least 21 or above with two years of work experience
- \* Applicants with other qualifications will be considered on individual merits; if necessary, interviews may be required.

- \$** HK\$5,900

**D** 30 hours

🇬🇧 English, supplemented with Cantonese

**Q** Level 3 (Reg. No.: 19/001050/L3) Validity Period: 01 Aug 2019 - on-going

See legend on page 031 圖像說明於第031頁

- R** Minimum Entry Requirements 基本入學要求 (P.017) **\$** Fee 學費 **D** Duration 修業期  
**🇬🇧** Medium of Instruction 教學語言 **Q** Qualifications Framework 資歷架構 **E** Exemption 豁免 **S** Short Course 短期課程

For more and latest programme information, please visit our website  
有關最新課程資訊及詳情，請瀏覽學院網站 [hkuspace.hku.hk](http://hkuspace.hku.hk)

# Corporate Administration and Governance

## 企業行政及管治

### 證書 (單元：秘書實務及行政管理)

課程編號：AC127A

S

報名代碼：2340-AC127A

☎ 2867 8317

✉ spamgt@hkuspace.hku.hk

本課程旨在教授學生商業知識和公務書函技巧，使他們有效率地管理公司檔案，以及改善人際關係，能與內部和外部持份者清楚地溝通。

- R** 申請人必須：
- 完成香港高中課程；或
  - 完成香港中學會考課程。
  - 申請人如持有其他同等資格，學院將按個別情況考慮。

**\$** HK\$5,500

**D** 30 小時

🇬🇧 粵語，輔以英語

**Q** 資歷架構級別：3 資歷名冊登記號碼：23/000705/L3  
資歷名冊登記有效期：2023 年 9 月 1 日 - 持續有效

### Certificate for Module (The Use of Generative AI in Office Administration)

Programme Code: AC154A

S

Application Code: 2350-AC154A

☎ 2867 8317 / 2867 8407

✉ aioa@hkuspace.hku.hk

This programme is designed to provide students with an understanding of office application software, emphasising the integration of generative AI tools. Students will learn to utilise tools like Word, PowerPoint, and Excel alongside contemporary generative AI tools for enhancing productivity, task automation, and streamlined workflows. The programme also covers video production and marketing promotions using generative AI tools, offering students a holistic skill set tailored for modern office administration.

- R** Applicants shall:
- (a) i) have completed HKCEE Curriculum; OR
  - ii) have completed Senior Secondary Curriculum or equivalent;
  - AND
  - (b) be aged 21 and above and have two years of relevant work experience.
- \* Applicants with other qualifications will be considered on individual merit.

**\$** HK\$5,900

**D** 3 months

🇬🇧 English, supplemented with Cantonese

**Q** Level 3 (Reg. No.: 24/000320/L3) Validity Period: 01 Mar 2024 - on-going

## Environmental, Social and Governance

### 環境、社會及管治

### Certificate for Module (ESG Certified Professional Examination Preparatory Programme)

Programme Code: FN121A

Application Code: 2290-FN121A

☎ 2867 8392

✉ amy.fung@hkuspace.hku.hk  
ringo.chan@hkuspace.hku.hk

The programme is designed to fully prepare students for ESG Certified Professional Examination. It covers key aspects of Environmental, Social and Governance (ESG) reporting requirements offered by the Hong Kong Monetary Authority, the Securities and Futures Commission and the Hong Kong Stock Exchange. Case studies of ESG reporting and applications of generative AI for ESG reporting will be examined.

- R** Applicants shall hold a bachelor's degree awarded by a recognised institution. If the degree or equivalent qualification is from an institution where the language of teaching and assessment is not English, applicants shall provide evidence of English proficiency, such as:
- an overall band of 6.0 or above with no subtests lower than 5.5 in the IELTS; or
  - a score of 550 or above in the paper-based TOEFL, or a score of 213 or above in the computer-based TOEFL, or a score of 80 or above on the internet-based TOEFL; or
  - HKALE Use of English at Grade E or above; or
  - HKDSE Examination English Language at Level 3 or above; or
  - equivalent qualifications.

Applicants must check with the Chamber of Hong Kong Listed Companies (CHKLC) that they meet CHKLC requirements to take the ESG Certified Professional Examination. Applicants with other qualifications will be considered on individual merit.

**\$** HK\$9,000

**D** 30 hours

🇬🇧 English

**Q** Level 6 (Reg. No.: 25/000308/L6) Validity Period: 01 Apr 2025 - on-going

### 證書 (單元：財富增值系列：ESG 投資法)

課程編號：FN059A

報名代碼：2340-FN059A

☎ 2520 4612

✉ finsc@hkuspace.hku.hk

課程旨在教授學員認識環境、社會和管治 (Environmental, Social and Governance (ESG)) 的概念與因素，了解有關 ESG 投資機遇與可持續發展投資市場及產品，研究企業在環境、社會和管治方面的表現及洞悉其投資價值。

- R** 申請人應該完成香港中學會考課程或香港高中課程。  
申請人如持有其他同等資格，學院將按個別情況考慮。

**\$** HK\$6,200

**D** 30 小時

**Q** 資歷架構級別：3 資歷名冊登記號碼：21/000247/L3  
資歷名冊登記有效期：2021 年 5 月 1 日 - 持續有效