

會計高等文憑課程 Advanced Diploma Programme in Accounting

3943-9127 scs-bus@cuhk.edu.hk

Course Code: 641200

The programme is suitable for individuals who wish to develop knowledge and skills in accountancy and pursue a career in the accounting profession.

The programme aims to provide students with solid and substantial training in financial accounting, management accounting, taxation and law. It enables students to acquire concrete and practical knowledge and skills in accountancy for future career advancement and for pursuing their professional qualifications in accounting.

Programme Structure

Module	Title	Hours
1	Financial Accounting	35
2	Organisation and Management	35
3	Cost Accounting	35
4	Business Law	35
5	Management Accounting	35
6	Company Law	35
7	Hong Kong Taxation	35
8	Performance Management	35

Professional Recognition

Advanced Diploma in Accounting is an ACCA accredited Programme. An exemption of six papers is granted by the ACCA to graduates of Advanced Diploma in Accounting.

Admission Requirements

Applicants must:

- have five passes in HKCEE, or equivalent qualification; OR
- have Level 2 in five subjects in Hong Kong Diploma of Secondary Education (HKDSE) Examination, or equivalent qualification; OR
- be a mature student aged 21 or above with relevant work experience.

Application Fee: HK\$150

CUSCS Instructors Cantonese (supplemented with English)

HK\$44,240 280 hours (around 18 months)

Tsim Sha Tsui Learning Centre

August 2024 (please refer to CUSCS website for details)



QF Level: 4
QR Registration No: 14/003499/L4
Registration Validity Period: 01/03/2014 - On-going

This course has been included in the list of reimbursable courses under the Continuing Education Fund. This course is recognised under the Qualifications Framework (QF Level 4).
CEF Course Code: 33F14095
CEF Course Name: Advanced Diploma in Accounting

企業秘書及管治高等文憑課程 Advanced Diploma Programme in Corporate Secretaryship and Governance

3943-9127 scs-bus@cuhk.edu.hk

Course Code: 640700

The programme meets the market needs to nurture and equip participants with the professional knowledge on corporate governance, and the practical knowledge and skills required to work as a company secretary. With the training in business communication skills, business management, laws, regulations, business ethics, accounting, taxation and financial management, participants will be enabled to apply the knowledge and skills in business management and administration to the workplace, and to make sound suggestions to the management and board of directors on how to achieve the operation and overall efficiency of a company.

Programme Structure

Module	Title	Hours
1	Effective Business Communication	16.5
2	Corporate Secretarial Practice I	16.5
3	Business Management and Administration	33
4	Financial Accounting	33
5	Business and Corporate Law	33
6	Hong Kong Taxation	33
7	Corporate Secretarial Practice II	33
8	Ethics and Corporate Governance	33
9	Corporate Financial Management	33

Admission Requirements

Applicants must:

- hold a Hong Kong Certificate of Education Examination (HKCEE) with 5 subjects of Level 2/Grade E or above, including English and Mathematics, or equivalent and with at least 2 years of relevant work experience; OR
- hold a Hong Kong Diploma of Secondary Education (HKDSE) with 5 subjects of Level 2 or above, including English and Mathematics, or equivalent, and with at least 1 year of relevant work experience; OR
- be a mature student aged 21 or above with at least 3 years of relevant work experience.

Application Fee: HK\$150

CUSCS Instructors Cantonese (supplemented with English)

HK\$43,040 264 hours (around 18 months)

Central Learning Centre

September 2024 (please refer to CUSCS website for details)



QF Level: 4
QR Registration No: 13/000260/L4
Registration Validity Period: 24/04/2013 - On-going

This course has been included in the list of reimbursable courses under the Continuing Education Fund. This course is recognised under the Qualifications Framework (QF Level 4).
CEF Course Code: 33F121019
CEF Course Name: Advanced Diploma in Corporate Secretaryship and Governance



法律、法規及調解 LAW, REGULATIONS & MEDIATION

解決爭議替代方式證書課程 Certificate Programme in Alternative Dispute Resolution

☎ 3111-7278 / 3111-7230 ✉ scs-ssc@cuhk.edu.hk

課程編號：243-697800-01



課程旨在幫助學員掌握調解的解決爭議原則和實踐，以及利用其他替代方式(Alternative Dispute Resolution)解決商業、工業、家庭和法律的爭議而無須訴諸法律。除調解外，課程更涵蓋有效溝通及談判、香港法律原則、仲裁的原則與實踐，幫助學員建立難題思考和增強談判能力。

課程目的

- 說明人際溝通和解決衝突的理論和概念；
- 闡釋仲裁和調解的分別；
- 透過談判識別導致爭議的深層分歧、幕後意圖和各種目的；
- 分析成為出色並受認可之調解員的必要因素；
- 以合乎道德而專業的態度解決爭議。

課程內容

單元	名稱	學時
一	香港法律原則	24
二	有效溝通及談判	18
三	仲裁的原則與實踐	24
四	調解的原則和實踐	42


入學資格

申請人必須符合以下其中一項入學要求：

- 完成中五課程或同等學歷；或
- 年滿21歲；及
- 具備二年工作經驗。

截止報名日期：2024年10月 報名費：HK\$150

- 👤 本院導師
- 💰 HK\$32,000
- 📍 中環教學中心
- 📅 2024年12月 星期三及五(7:00p.m.-10:00p.m.)
- 🗣️ 粵語(輔以英語)
- 🕒 108小時



資歷級別：3
登記號碼：18/000817/L3
登記有效期：10/10/2018 至登記持續有效

本課程已加入持續進修基金可獲發還款項課程名單內。
本課程在資歷架構下獲得認可(資歷架構第3級)。
CEF課程編號：33C122715
CEF課程名稱：解決爭議替代方式證書



管理學及實務 MANAGEMENT STUDIES & PRACTICES

卓越商業管理高等文憑課程 Advanced Diploma Programme in Management for Business Excellence

☎ 3943-9127 ✉ scs-bus@cuhk.edu.hk

Course Code: 633400



This programme is designed to integrate this type of business excellence models with the latest management systems covering quality, environmental, safety and human resources. It also introduces the business breakthrough improvement technique – the Six Sigma and Lean framework.

Programme Structure

Module	Title	Hours
1	Principles and Models of Business Excellence	25
2	Principles and Techniques of Quality Management	25
3	Six Sigma Techniques	25
4	Strategies and Performance Management	25
5	Environmental, Quality, Occupational Health and Safety Management Systems	25
6	Supply Chain Quality Management	25
7	Service Quality and Management	25
8	Organisational & Human Resource Quality	25

Professional Recognition

Participants who complete and pass Module 3 “Six Sigma Techniques”, and have attendance of at least 70% can apply for professional registration title with Six Sigma Institute (SSI) as “Registered Six Sigma Green Belt”, denoted as RSSGB.

Participants who complete and pass Module 8 “Organisational & Human Resource Quality”, and meet the examination requirements for Lean Leader and have attendance of at least 70% can apply for professional registration title with SSI as “Registered Lean Leader”, denoted as RLL.


Admission Requirements

Applicants must:

- have a degree and with at least 1 year of relevant work experience; or
- have a post-secondary certificate or diploma with 3 years of relevant work experience; or
- be at least 23 years old with 5 years of relevant work experience.

Application Fee: HK\$150

- 👤 CUSCS Instructors
- 💰 HK\$43,600
- 📍 Tsim Sha Tsui Learning Centre
- 📅 November 2024 (please refer to CUSCS website for details)
- 🗣️ Cantonese (supplemented with English)
- 🕒 200 hours (around 14 months)



QF Level: 4
QR Registration No: 07/000513/4
Registration Validity Period: 05/05/2008 - On-going

This course has been included in the list of reimbursable courses under the Continuing Education Fund.
This course is recognised under the Qualifications Framework (QF Level 4).
CEF Course Code: 33F7410
CEF Course Name: Advanced Diploma in Management for Business Excellence



法律、法規及調解 LAW, REGULATIONS & MEDIATION

綜合調解員培訓課程 General Mediator Training Course

3943-9127 scs-bus@cuhk.edu.hk

課程編號：631201

本課程與香港和解中心合辦，主要教授調解的概念、程序、技巧及相關的法律知識。申請人須具大專程度或以上及具良好的中英文程度。出席率達100%及考試合格的學員，可獲香港和解中心頒發「綜合調解員培訓證書」。學員可憑證書自行報考由「香港調解資歷評審協會有限公司」(調評會)統籌的資歷評核。考生通過考核後，可申請成為「調評會」的「綜合調解員」。學員亦可申請「香港律師會」持續專業發展學分(CPD)，在完成課程後可獲48 CPD學分。

- 香港和解中心資深主任導師(導師資歷已獲「調評會」認可)
- 粵語為主，英語為輔(教材以英文為主) **\$** HK\$15,000
- 40小時(5講) **📍** 尖沙咀東海教學中心
- 2024年7月及10月(詳情請瀏覽本院網頁)

企業管治及行政 CORPORATE GOVERNANCE & ADMINISTRATION

公司秘書實務 Practice for a Company Secretary

3943-9127 scs-bus@cuhk.edu.hk

Course Code: 242-610389-01

This course aims to provide students with a general concept of the works relating to a company secretary and to explain its rationale. Topics include: (1) Type & formation of a company in HK; (2) Post-incorporation of a company; (3) Share capital; (4) Transfer of shares; (5) Meetings; (6) Company directors, company secretary & auditors; (7) Change of company's name; (8) Company accounts; (9) Dissolution of a company; (10) Relevant ordinances & rules.

- Ms. Leung Ching Yi, Anna
- Cantonese (supplemented with English) **\$** HK\$4,890
- 30 hours (12 sessions, the last session will be the examination)
- Central Learning Centre
- 30 August 2024, Friday (7:00p.m.-9:30p.m.)

會計及金融 ACCOUNTING & FINANCE

香港上市公司從持續責任到結束 From Continuing Obligations to Dissolution of Hong Kong Listed Companies

3943 9127 scs-bus@cuhk.edu.hk

課程編號：243-610625-01

This course is designed to help participants to understand and comply with the relevant Ordinances, Listing Rules, Codes and related rules and regulations by means of handouts, articles and cases study. It also equips participants with practical ways to discharge their responsibilities and promote good corporate governance in their organisations. Upon completion of this Part 2 course which together with the anticipated Part 1 course "610624 From IPO to Continuing Obligations of Hong Kong Listed Companies", the participants will then have learnt the material aspects of the entire Hong Kong Listing Rules within 5 months.

Upon completion of the course, students are eligible to apply for Continuing Professional Development (CPD) hours from The Hong Kong Chartered Governance Institute.

- Mr. Lung Cheuk Wah
- Cantonese (supplemented with English) **\$** HK\$4,980
- 30 hours (10 sessions) **📍** Central Learning Centre
- 14 September 2024, Saturday (2:00p.m.-5:00p.m.)

香港上市公司從首次公開招股到持續責任 From IPO to Continuing Obligations of Hong Kong Listed Companies

3943 9127 scs-bus@cuhk.edu.hk

Course Code: 610624

This course is designed for the participants who are intend or in the process of preparing for the Initial Public Offer ("IPO") and those who are currently working in the listed companies. It enables participants to understand the various methods of raising share capital and then comply with the relevant Ordinances, Listing Rules, Codes and related rules and regulations thereafter. Upon completion of this Part 1 course which together with the anticipated Part 2 course "640625 From Continuing Obligations to Dissolutions of Hong Kong Listed Companies", the participants will then have learnt the material aspects of the entire Hong Kong Listing Rules within 5 months.

Upon completion of the course, students are eligible to apply for Continuing Professional Development ("CPD") hours from The Hong Kong Chartered Governance Institute.

- Mr. Lung Cheuk Wah
- Cantonese (supplemented with English) **\$** HK\$4,980
- 30 hours (10 sessions) **📍** Central Learning Centre
- Please refer to CUSCS website for details.

精選短期課程 SELECTED GENERAL COURSES

 投資 INVESTMENT

股票市場投資保本策略
Investment Strategies for Protecting Money in Stock Market
 3943-9127  scs-bus@cuhk.edu.hk

Course Code: 610119







課程與「香港金融業協會」合辦，內容著重實用性，以由淺入深的方式教授，讓學員能獨立進行股票買賣，以及進行保本的業餘投資。內容包括：股票種類及畢菲特的投資理念；影響股價變動的因素；財務報表及上市公司年報分析；股票投資保本策略；認股證及備兌認股證；恆生指數；分析預測股市走勢。

 香港金融業協會導師  粵語(輔以英語)  HK\$5,190
 30小時(10講)  尖沙咀教學中心
 2024年第四季(詳情請瀏覽本院網頁www.cuscs.hk)

算法交易系統開發工作坊
Algorithmic Trading System Development Workshop
 2209-7752  scs-it@cuhk.edu.hk

Course Code: 243-169966-01







This course will help participants to develop and deploy Algo Trading in Python to markets like Foreign Exchange, Stock/ETF, Futures, Options, etc. The participants shall have a good knowledge of Python and have a basic understanding of data analysis. Topics include: (1) Common trading logic used in practice; (2) Performing data analytics with Python; (3) Detailed trading strategy development and evaluation; (4) Database management with Python; (5) Automation techniques.

 CUSCS Instructor
 Cantonese (supplemented with English)  HK\$2,340
 15 hours (5 sessions)  Central Learning Centre
 7 October 2024, Monday (6:45p.m.-9:45p.m.)

Python之期貨程式交易
Options Trading with Python
 2209-7752  scs-it@cuhk.edu.hk

Course Code: 243-169988-01

This course will introduce how to use Python to analyse performance of different trading strategies of Options. Topics include: (1) Python overview; (2) Common trading strategies with Options; (3) Options pricing and valuation techniques; (4) Calculation of Option Greeks; (5) Backtesting techniques; (6) Use of Interactive Brokers (IB) API; (7) Development of database system for data storage and analysis.

 CUSCS Instructor
 Cantonese (supplemented with English)  HK\$2,340
 15 hours (5 sessions)  Central Learning Centre
 18 November 2024, Monday (6:45p.m.-9:45p.m.)

 市場學、公共關係及商業傳訊
 MARKETING, PUBLIC RELATIONS & BUSINESS COMMUNICATION

全方位社交媒體營銷策略探討
All-Around Social Media Marketing Strategies
 2209-7752  scs-it@cuhk.edu.hk

課程編號: 242-149298-01

電子商貿與數碼營銷已是商業發展的大方向，本課程將深入淺出講解各種最新數碼營銷策略，透過實戰案例，讓學員能了解未來商業與新媒體的契機，並對初創及傳統企業如何邁向「互聯網+」作出分析。內容包括：跨境電子商貿實踐；流動推廣與營運方法；搜尋引擎應用(SEO、PPC)；社交媒體「吸粉」方法(KOL、網紅)；大數據營銷等。

 本院導師  粵語(輔以英語)  HK\$2,150
 15小時(5講)  中環教學中心
 2024年7月12日 星期五 (6:45p.m.-9:45p.m.)

 ESG系列 ESG SERIES






ESG 系列之「可持續銀行與金融」
ESG Series: Sustainable Banking and Finance
 2209-0226  scs-goal@scs.cuhk.edu.hk

課程編號: 829361

課程旨在讓學員裝備必要的ESG銀行及金融的知識和技能，讓他們能夠應付現時世界上最迫在眉睫的環境、社會及管治議題。課程內容包括：(1)銀行和金融領域的ESG；(2)ESG整合與商業模式價值驅動；(3)可持續發展報告及信用評估；(4)可持續發展及負責任投資以及CEPAR方法：CEP® 標誌性CEPAR的5步方法指導原則去解決ESG議題：i. 挑戰；ii. 評估；iii. 策劃；iv. 行動；v. 檢討；(5.1)從宏觀出發：將可持續發展融入貸款市場；(5.2)從微觀出發：以風險為基準的可持續發展貸款。

合資格的學員，將可申請CUSCS的結業證書、國際可持續發展協進會(ICSD)的會員與「認證ESG規劃師CEP®」*的證書，以及可獲金管局於ECF-GSF的專業認證豁免兩科並達到Role 1的資格。

* 此為ICSD獲得的註冊資格，已於聯合國可持續發展知識平台登記(登記編號：39533)。

 葉榮鏗博士、許順福博士
 廣東話(輔以英文教材及參考資料)，另設英文及普通話班
 HK\$4,900  15小時(5講)
 2024年第三及第四季(詳情請瀏覽本院網頁www.cuscs.hk)


以上課程已加入【綠色和可持續金融培訓先導計劃】，合資格申請人成功完成此課程後，將可有機會申請發還相關費用。(總上限為港幣10,000元)。

培訓或資歷識別碼：GTP-580236



ESG 系列之「企業與ESG管治」 ESG Series: Corporate and ESG Governance

2209-0226 scs-goal@scs.cuhk.edu.hk

課程編號：829364

NEW

通過這新課程，使學員瞭解企業管治和ESG（環境、社會、治理）之間的密切關聯，整合ESG原則並實踐於企業的管治中，在可持續發展的趨勢中取得商業成功並實現長期的社會價值。課程內容包括：1) 公司管治的基本要素 2) 董事會的運作 3) 企業實踐可持續發展的 ESG 管治 4) 真實案例分析

- 葉榮鏗博士
- 廣東話（輔以英文教材及參考資料）
- HK\$2,400 6小時(2講)
- 2024年9月（詳情請瀏覽本院網頁www.cuscs.hk）

以上課程已加入【綠色和可持續金融培訓先導計劃】，合資格申請人成功完成此課程後，將可有機會申請發還相關費用。（總上限為港幣10,000元）。

培訓或資歷識別碼：GTP-580236

ESG 系列之「ESG管理學」 ESG Series: ESG Management

2209-0226 scs-goal@scs.cuhk.edu.hk

課程編號：829362

NEW

此全新課程將幫助學員具備應用ESG管理的能力，促進企業的可持續發展，並在職涯發展中獲得競爭優勢，以能夠在綠色經濟的趨勢中抓住機會並實現成功。課程內容包括：ESG基本知識、商業模式及分析、ESG報告、ESG投資管理、CEPAR方法學、ESG評級和數據，以及社會企業的商业模式與創新等。

合資格的學員，將可申請CUSCS的結業證書、國際可持續發展協進會(ICSD)的會員與「認證ESG規劃師CEP®」的證書。

* 此為ICSD獲得的註冊資格，已於聯合國可持續發展知識平台登記（登記編號：39533）。

- 葉榮鏗博士、許順福博士
- 普通話（輔以中文或英文教材及參考資料）
- HK\$7,500 17小時(5講及2小時錄製教學影片)
- 2024年9月（詳情請瀏覽本院網頁www.cuscs.hk）

ESG 系列之「可持續性信息披露的國際準則 IFRS S1 & S2及TCFD」 ESG Series: Understanding Sustainability Disclosure Requirements IFRS S1 & S2 and TCFD

2209-0226 scs-goal@scs.cuhk.edu.hk

課程編號：829363

NEW

「國際可持續發展準則理事會」(ISSB)在2023年6月發佈了期待已久的《全球可持續發展披露準則：IFRS S1及S2》。此全新短期課程旨在裝備學員認識有關ESG信息披露的國際準則，並瞭解其發展乃來源於「氣候相關財務披露工作組」(TCFD)，以改進與氣候相關之財務信息的披露。課程內容包括：1) ESG與《國際財務報告準則》S1 和 S2 的關係 2) S1 財務信息披露的一般要求 3) S2與氣候相關信息披露的要求 4) TCFD 與氣候變化 5) TCFD 框架的四個層次 6)真實案例分析

- 陳愛民博士、葉榮鏗博士
- 廣東話（輔以英文教材及參考資料）
- HK\$2,400 6小時(2講)
- 2024年9月（詳情請瀏覽本院網頁www.cuscs.hk）

以上課程已加入【綠色和可持續金融培訓先導計劃】，合資格申請人成功完成此課程後，將可有機會申請發還相關費用。（總上限為港幣10,000元）。

培訓或資歷識別碼：GTP-580236

