

Department of
Business Services
& Management

Higher Diploma in

Business Information Systems

Course booklet 03/04



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Departmental Information

| <u>Name</u> | <u>Room</u> | <u>Telephone</u> |
|--------------------|--------------------|-------------------------|
| Ms. Evon Ying | B414 | 2436 8466 |
| Ms. Mandy Leung | B414 | 2436 8465 |
| Mr. Jonathan Yeung | B414 | 2436 8472 |
| Mr. Johnny Chiu | B414 | 2436 8468 |
| Mr. Frederick Ku | B414 | 2436 8467 |
| Mr. K C Lam | B414 | 2436 8471 |
| Ms. Judy Ng | B414 | 2436 8469 |
| Mr. Antonio Wong | B414 | 2436 8473 |
| Ms. Cherry Chan | B414 | 2436 8487 |
| Ms. Shirley Chan | B414 | 2436 8631 |
| Mr. Thomas Chan | B414 | 2436 8479 |
| Ms. Vincy Chan | B414 | 2436 8631 |
| Mr. WH Chan | B414 | 2436 8481 |
| Ms. Cindy Chiu | B414 | 2436 8489 |
| Ms. Laura LS Choi | B414 | 2436 8481 |
| Ms. Florence Chu | B414 | 2436 8647 |
| Mr. Kelvin Hung | B414 | 2436 8647 |
| Dr. Raymond Kan | B414 | 2436 8482 |
| Mr. Samuel Ko | B414 | 2436 8477 |
| Mr. Leonard Kwan | B414 | 2436 8487 |
| Ms. Karen Lam | B414 | 2436 8489 |
| Ms. Anita Leung | B414 | 2436 8781 |
| Mr. Lison Leung | B414 | 2436 8475 |
| Dr. Chris Lui | B414 | 2436 8479 |
| Mr. Banny Ma | B414 | 2436 8486 |
| Ms. Alice Mok | B414 | 2436 8475 |
| Mr. Ben Wong | B414 | 2436 8484 |
| Mr. Bono Wong | B414 | 2436 8484 |
| Ms. Elsa Yeung | B414 | 2436 8476 |
| Mr. Lupin Yiu | B414 | 2436 8482 |
| Mr. Alfred Yu | B414 | 2436 8486 |
| Ms. Winter Yung | B414 | 2436 8477 |
| Mr. Sam Shum | B414 | 2435 9424 |
| Mr. Chow Kwok Tung | B414 | 2435 9420 |

Technical Supporting Staff

| <u>Name</u> | <u>Room</u> | <u>Telephone</u> |
|--------------------|--------------------|-------------------------|
| Mr. Chan Kun Keung | B401 | 2436 8429 |
| Mr. Li Chi Wah | B401 | 2436 8429 |
| Mr. Poon Kai Yuen | B401 | 2436 8429 |
| Ms. Yim Ming Lut | B426 | 2435 9429 |

Administrative Staff

| <u>Name</u> | <u>Room</u> | <u>Telephone</u> |
|--------------------|--------------------|-------------------------|
| Ms. Irene Wong | B414 | 2436 8470 |
| Ms. Joyce Tang | B414 | 2436 8460 |
| Ms. Karman Leung | B414 | 2436 8459 |
| Ms. Kitty So | B414 | 2436 8478 |

Fax No.: 2436 8461, 2434 5703

E-mail Address: ty-bsm@vtc.edu.hk

Term-time Opening Hours: Monday - Friday 8:30 a.m. to 6:30 p.m.

1. Course Information

Course Leader of HD in Business Information Systems

Ms. Evon Ying
Room No. B412b
Telephone No. 2436 8466

Deputy Course Leader

Mr Thomas Chan
Room No.: B414
Telephone No.: 2436 8479

First Year Coordinator

Ms. Mandy Leung
Room no. : B414d
Telephone : 2436 8465

Year Tutors

| <u>Year</u> | <u>Tutor</u> | <u>Telephone</u> |
|--------------------|---------------------|-------------------------|
| 1 | Mr. Samuel Ko | 2436 8477 |
| 2 | Mr. Wilson Chan | 2436 8481 |
| 3 | Mr. Alfred Yu | 2436 8486 |

Year 1 Personal Tutors

| <u>Class</u> | <u>Tutor</u> | <u>Telephone</u> |
|---------------------|---------------------|-------------------------|
| 1BIS1a | Ms. Laura Choi | 2436 8481 |
| 1BIS1b | Mr. Samuel Ko | 2436 8477 |
| 1BIS1c | Mr. WH Chan | 2436 8481 |
| 1BIS1d | Mr. Kelvin Hung | 2436 8647 |

Stage 1 Module Leaders

Module

Business Accounting 1 & 2
Business Economics
Business Information Analysis
Business Management
Business Software Applications 1 & 2
Business Systems Programming 1
Chinese Communication
English & Communication for Business 1A & 1B
Integrated Studies
Marketing

Leader

Mr. Lison Leung
Ms. Florence Chu
Mr. Banny Ma
Ms. Mandy Leung
Ms. Laura Choi
Mr. W.H. Chan
Ms. Salin Wong
Ms. Susan Elizabeth Croft
Ms. Mandy Leung
Mr. Johnny Chiu

Stage 2 Module Leaders

Module

Business English
Business Systems Analysis & Design
Business Systems Programming 2
China Business Studies
Creativity, Action and Service
Database Management
Information Systems Network
Management Accounting & Finance
Project Management & Quality for Information Systems
Web Publishing for Business

Leader

Ms. Susan Elizabeth Croft
Mr. Samuel Ko
Mr. Alfred Yu
Mr. K.C. Lam
Ms. Cindy Chiu
Ms. Alice Mok
Mr. Ken Hui
Mr. Antonio Wong
Mr. Samuel Ko
Mr. Alfred Yu

Stage 3 Module Leaders

Module

Business Communication
Business Systems Development
Business Systems Project
Law for Business & Computing
Management Information Systems
Accounting Information Systems (Elective)
Internet for Business Applications (Elective)
Multimedia Web Applications (Elective)
Network Management (Elective)

Leader

Ms. Judy Ng
Mr. T.H. Chan
Ms. Alice Mok
Ms. Cherry Chan
Mr. Frederick Ku
Mr. Antonio Wong
Mr. W.H. Chan
Ms. Alice Mok
Mr. K.T. Tsang

Course Duration

Three years (stages) of full-time study. The term ‘stage’ means one academic year.

Student Contact Hours

| | | |
|---------|-----|-------|
| Stage 1 | 645 | Hours |
| Stage 2 | 585 | Hours |
| Stage 3 | 480 | Hours |

Module Value

| | |
|---------|-------|
| Stage 1 | 10.75 |
| Stage 2 | 9.75 |
| Stage 3 | 8 |

2. Objectives of the Course

The general aim of the course is to provide students with the academic, technical and management skills for a career in the field of business information systems. They will have the skills to function as professionals within commerce, industry and the public sector.

The specific objectives of the courses are to:

- provide students with a sound foundation and understanding of the business environment and ways information systems are used to transform organizations to enable them to be more efficient, effective and competitive;
- enable students to acquire the knowledge and skills in the design and development of information systems;
- develop students’ ability to communicate effectively;
- enable students to acquire other workplace skills; and
- develop an awareness for future personal growth and the need for continual development in both the business and information systems areas.

3. Curriculum Outline and Assessment Mode :-

Year 1

| Module | Semester | | Contact Hours / Duration | Module Value | CA (%) | EXAM (%) |
|---|----------|----|-----------------------------|-----------------|-----------|-------------|
| Business Accounting 1 | S1 | | 60 | 1 | 40 | 60 |
| Business Software Applications 1 | S1 | | 45 | 0.75 | 100 | |
| Integrated Studies | S1 | | 60 | 1 | 100 | |
| Marketing | S1 | | 45 | 0.75 | 40 | 60 |
| Business Economics | S1 | | 60 | 1 | 40 | 60 |
| English & Communication for Business 1A | S1 | | 30 | 0.5 | 100 | |
| Business Information Analysis | | S2 | 60 | 1 | 40 | 60 |
| Business Accounting 2 | | S2 | 60 | 1 | 40 | 60 |
| Business Software Applications 2 | | S2 | 45 | 0.75 | 100 | |
| Business Management | | S2 | 45 | 0.75 | 40 | 60 |
| English & Communication for Business 1B | | S2 | 30 | 0.5 | 100 | |
| Business Systems Programming 1 | | S2 | 60 | 1 | 100 | |
| Chinese Communication | S1 | S2 | 45 | 0.75 | 100 | |
| Total : | | | 645 | 10.75 | | |

Year 2

| Module | Semester | | Contact Hours / Duration | Module Value | CA (%) | EXAM (%) |
|--|----------|----|-----------------------------|-----------------|-----------|-------------|
| Creativity, Action and Service | S1 | | 60 | 1 | 100 | |
| Business Systems Analysis & Design | S1 | | 60 | 1 | 100 | |
| Project Management & Quality for Information Systems | S1 | | 60 | 1 | 100 | |
| Web Publishing for Business | S1 | | 60 | 1 | 100 | |
| Management Accounting & Finance | | S2 | 60 | 1 | 40 | 60 |
| Business Systems Programming 2 | | S2 | 60 | 1 | 40 | 60 |
| Information Systems Network | | S2 | 60 | 1 | 40 | 60 |
| Database Management | | S2 | 60 | 1 | 40 | 60 |
| China Business Studies | | S2 | 45 | 0.75 | 100 | |
| Business English | S1 | S2 | 60 | 1 | 100 | |
| Total : | | | 585 | 9.75 | | |

Department of Business Services Management HKIVE (TY)
Business Services Subject Group
Higher Diploma in Business Information Systems – Course Booklet 03/04

Year 3

| Module | Semester | | Contact Hours / Duration | Module Value | CA (%) | EXAM (%) |
|---|----------|----|-----------------------------|-----------------|-----------|-------------|
| Business Systems Development | S1 | | 60 | 1 | 100 | |
| Accounting Information Systems (Elective) | S1 | | 60 | 1 | 100 | |
| Internet for Business Applications (Elective) | S1 | | 60 | 1 | 100 | |
| Multimedia Web Applications (Elective) | S1 | | 60 | 1 | 100 | |
| Network Management (Elective) | S1 | | 60 | 1 | 100 | |
| Management Information Systems | | S2 | 60 | 1 | 40 | 60 |
| Law for Business & Computing | | S2 | 60 | 1 | 40 | 60 |
| Business Communication | S1 | S2 | 60 | 1 | 100 | |
| Business Systems Project | S1 | S2 | 120 | 2 | 100 | |
| Total : | | | 480 | 8 | | |

Elective subjects (choose any two)

CA = Continuous Assessment

4. Submission of Assignments

Students are required to submit their assignments on time according to the date and time set by the module lecturers. The Department has the following late submission penalties:

| Deadline exceeded by | Outcome |
|----------------------|---------------------------------|
| 1 calendar day | Marks will be reduced by 20% |
| 2 calendar days | Marks will be reduced by 50% |
| 3 calendar days | Assignment will not be accepted |

5. External Recognition

The Department is continuously seeking recognition and exemption with professional bodies and universities both in and outside Hong Kong to maximize graduates' opportunities for further academic and professional qualifications.

Graduates can receive the following exemptions:

- **Open University of Hong Kong**

HDBIS graduates are given advanced standing of 50% of credit points towards the Bachelor of Business Administration BBA (Hons) in Accounting, BBA (Hons) in Business Information Systems, BBA (Hons) in Banking and Finance, BBA (Hons) in Corporate Administration and BBA (Hons) in Management.

- **Oxford Brookes University of UK**

HDBIS graduates can progress into the final year of BA (Hons) in International Business Management.

- **Middlesex University of UK**

HDBIS graduates can progress into the final year of the

- Joint Honours Programme for the Bachelor of Science in Business Information Systems and Computing & Multimedia Technology.
- Joint Honours Programme for the Bachelor of Science in Business Information System and Information Technology.

- **Leeds Metropolitan University of UK**

HDBIS graduates can progress into a full-time, one-year top-up degree course leading to a BA(Hons) in Business and Management. The one-year top-up degree course is offered in IVE Chai Wan campus.

- **University of Northumbria and New Castle, UK**

HDBIS graduates can progress into a part-time, two-year top-up degree course leading to a BA(Hons) in International Business Administration. The part-time, two-year top-up degree course is offered in IVE Chai Wan campus. (It is subject to ordinance.)

- **Deakin University of Australia**

HDBIS graduates are given advanced standing of 50% of credit points towards the Bachelor of Commerce degree.

- **Swinburne University of Technology, Australia**

HDBIS graduates are given 2 years of advanced standing towards a Bachelor Degree of Science (Information Technology). HDBIS graduates are required to complete 9 subjects for the award of the Degree. A part-time top-up programme for 9 subjects are offered in the IVE(Tsing Yi) Campus.

- **Hong Kong Computer Society (HKCS)**

HDBIS graduates are granted Graduate Membership status. This can be upgraded to Associate Membership and Full Membership with 4 and 6 years of information technology experience respectively.

- **The Hong Kong Institute of Company Secretaries**

HDBIS graduates are granted exemption to Foundation Programme (5 modules) and one Pre-Professional module on Management Information Systems.

- * **All information is presented for reference only. The Business Services and Management Department reserves the right to make any changes of the information. For further information about the course, please refer to the Student Handbook 2003/2004 of IVE Tsing Yi.**