

Department of
Business Services
& Management

Higher Diploma in

Corporate Administration and Systems

Course booklet 03/04



TABLE OF CONTENTS

	Page No.
Departmental Information	1
Course Information	3
Objectives of the Course	5
Curriculum Outline and Assessment Mode	6
Submission of Assignments	7
External Recognition	8

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

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

1. Course Information

Course Leader of HD in Corporate Administration and Systems

Mr. Antonio Wong
Room No.: B414f
Telephone No. 2436 8473

Deputy Course Leader

Ms. Karen Lam
Room No.: B414
Telephone No.: 2436 8489

First Year Coordinator

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

Year Tutors

<u>Year</u>	<u>Tutor</u>	<u>Telephone</u>
1	Mr. Lison Leung	2436 8475
2	Mr. Banny Ma	2436 8486
3	Ms. Cherry Chan	2436 8487

Year 1 Personal Tutors

<u>Class</u>	<u>Tutor</u>	<u>Telephone</u>
1CAS1a	Ms. Florence Chu	2436 8647
1CAS1b	Mr. Banny Ma	2436 8486

Stage 1 Module Leaders

Module

Business Accounting 1 & 2
Business Economics
Business Information Analysis
Business Management
Business Software Applications 1 & 2
Chinese Communication
Creativity, Action and Service
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
Ms. Salin Wong
Ms. Cindy Chiu
Ms. Susan Elizabeth Croft
Ms. Mandy Leung
Mr. Johnny Chiu

Stage 2 Module Leaders

Module

Accounting Information Systems
Business Database Applications
Business English
Business Law
Business Systems Analysis & Process Improvement
China Business Studies
Corporate Accounting
Corporate Law
Management Accounting & Finance
Quality & Project Management

Leader

Mr. Antonio Wong
Mr. Frederick Ku
Ms. Susan Elizabeth Croft
Ms. Karen Lam
Mr. Thomas Chan
Mr. K.C. Lam
Mr. Lison Leung
Ms. Cherry Chan
Mr. Antonio Wong
Mr. Banny Ma

Stage 3 Module Leaders

Module

Business Communication
Corporate Compliance Practice 1
Corporate Compliance Practice 2
Employment & Industrial Relations
Managing Information Systems
Project (Higher Diploma)
Supervisory Management & Practice
Taxation

Leader

Ms. Judy Ng
Ms. Cherry Chan
Ms. Cherry Chan
Dr. Chris Lui
Mr. Frederick Ku
Ms. Judy Ng
Dr. Chris Lui
Mr. Lison Leung

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	570	Hours
Stage 3	435	Hours

Module Value

Stage 1	10.75
Stage 2	9.50
Stage 3	7.25

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 corporate administration. They will have the skills to function as professionals in corporate administration within commerce, industry and the public sector.

The specific objectives of the courses are to:

- provide a good academic foundation for the disciplines of corporate administration and to understand the integration of these disciplines in modern business;
- enable students to develop approaches to defining, analyzing and solving problems;
- enable students to discharge their duties objectively, independently, ethically, competently and constructively; and
- develop realism and practicality as foundations for good business judgment and enhanced communication skills, both oral and written.

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	
Creativity, Action and Service		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 (%)
Business Law	S1		60	1	40	60
Quality & Project Management	S1		60	1	100	
Corporate Accounting	S1		60	1	40	60
Business Systems Analysis & Process Improvement	S1		45	0.75	100	
Business Database Applications		S2	60	1	40	60
Management Accounting & Finance		S2	60	1	40	60
Corporate Law		S2	60	1	40	60
Accounting Information Systems		S2	60	1	100	
China Business Studies		S2	45	0.75	100	
Business English	S1	S2	60	1	100	
Total :			570	9.5		

Year 3

Module	Semester		Contact Hours / Duration	Module Value	CA (%)	EXAM (%)
Corporate Compliance Practice 1	S1		45	0.75	100	
Supervisory Management & Practice	S1		45	0.75	40	60
Employment & Industrial Relations	S1		45	0.75	100	
Taxation		S2	60	1	40	60
Managing Information Systems		S2	45	0.75	40	60
Corporate Compliance Practice 2		S2	45	0.75	100	
Business Communication	S1	S2	60	1	100	
Project (Higher Diploma)	S1	S2	90	1.5	100	
Total :			435	7.25		

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

To maximize exemption for graduates in their pursuit of further academic and professional qualifications, preliminary discussion and negotiations with professional bodies and tertiary institutions in and outside Hong Kong are actively undertaken.

- **The Hong Kong Institute of Company Secretaries (HKICS)**

Higher Diploma in Corporate Administration and Systems graduates will be exempted from Foundation Programme (5 modules) plus Introduction to Accounting, Management Information Systems and Management Principles in the Pre-Professional Programme.

- **The Open University of Hong Kong (OUHK)**

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

- **Oxford Brookes University**

Higher Diploma in Corporate Administration and Systems graduates may apply for third (and final) year entry into the Bachelor of Business Administration (Hons) Accounting and Finance or the Bachelor of Business Administration (Hons) International Business Management course.

* **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.**