

學術與培育 •



大學先修文憑課程

FOUNDATION DIPLOMA

商業學高級文憑課程

ADVANCED DIPLOMA IN BUSINESS MANAGEMENT

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大學先修文憑課程

FOUNDATION DIPLOMA

(Business Studies 商業管理 / Hospitality and Tourism 酒店及旅遊學)

課程簡介

「大學先修文憑課程」乃為中港兩地培育多元人才而開辦的專上教育課程。本課程旨在提升學生的學術知識，從而協助他們升讀學位課程，或投身商業社會上之應用。

學員修畢本課程後，可銜接「商業學高級文憑課程」或直接入讀澳洲國立巴拉特大學之「商業學四級證書課程」(註冊編號：211531)。此外，亦可選擇修讀海外學府之商業學相關的學位課程。

課程特點

- 多元化形式教學，包括互動學習、個案分析、演練及講學
- 課程內容切合社會發展與需求
- 導師教學經驗豐富，大部份具有碩士學歷及專業資格
- 能顯著提升學生之英語水平
- 為有意海外升學之學生提供輔導服務
- 可申請政府「免入息審查貸款」計劃

課程結構

學科數目：12科

課程學時：每科面授時間為45小時，可在10個月內完成

授課語言：英語(粵語輔助)

課程內容

商業管理系

主修科目(5科)

學術英語	English for Academic Purposes
商業英語	Business English
基礎經濟學	Basic Economics
管理學	Management Principles
會計學	Accounting Principles

選修科目(其中7科)

商業社會導論	Introduction to Business Society
商業統計導論	Introductory Business Statistics
商業法律導論	Introductory Business Law
數學	Mathematics
微積分	Calculus
代數	Algebra
社會科學統計	Statistics for Social Science
電腦應用導論	Introduction to Computer Applications
社會學導論	Introduction to Sociology
心理學導論	Introduction to Psychology

酒店及旅遊系

主修科目(5科)

學術英語	English for Academic Purposes
酒店業英語	English for Hospitality Industry
基礎經濟學	Basic Economics
管理學	Management Principles
會計學	Accounting Principles

選修科目(其中7科)

食物及飲料營運	Food & Beverage (Operations)
住宿管理	Accommodation Management
項目管理	Event Management
酒店旅遊及市場學	Hospitality and Tourism Marketing
數學	Mathematics
微積分	Calculus
代數	Algebra
社會科學統計	Statistics for Social Science
電腦應用導論	Introduction to Computer Applications
社會學導論	Introduction to Sociology
心理學導論	Introduction to Psychology

入學資格

香港中學會考三科合格、同等或以上學歷 / 達到本課程之英語水平要求*(澳洲語言中心之四級證書程度) / 通過本院校之入學面試

*如未能達標，學員須於在學期間修讀英語證書課程，以提升其英語水平至澳洲語言中心之四級證書程度

商業學高級文憑課程

ADVANCED DIPLOMA IN BUSINESS MANAGEMENT



課程簡介

「商業學高級文憑課程」主要為在職或有志晉身專業管理行業人士而設，課程著重教授商業管理及財務會計等學術範疇，旨在令學員領略完善的商業管理概念、市場學及會計知識。

課程特點

- 課程獲國際認可
- 促使學員更有效率地考取國際認可學士學位資歷
- 修畢後可在港或赴澳直接升讀國際認可之澳洲國立巴拉特大學 (University of Ballarat) 之學士學位課程的最後12學科，最快可於12個月完成整個學士學位課程
- 定期進行學術評審，以確保課程的質素及認受性
- 教學形式多元化，包括互動學習、個案分析、小組討論及專題研習
- 導師教學經驗豐富，大部份具有碩士學歷及專業資格
- 強化學員之英語水平，為升讀學士學位課程紮穩根基
- 為有意海外升學之學生提供輔導服務
- 可申請政府「免入息審查貸款」計劃

課程結構

學科數目：12科

課程學時：每科面授時間為30小時，可在12個月內完成

授課語言：英語(粵語輔助)

課程內容

工商管理系

主修科目(8科)

會計及商業決策	Accounting and Business Decisions
商業微觀經濟	Business Microeconomics
商業法規基礎	Fundamentals of Law
商業資訊系統	Business Information Systems
電子商務入門	eBusiness Fundamentals
市場學入門	Introduction to Marketing
企業互動商貿	Business to Business Commerce
管理學原理	Management Principles

商業學專修科目

企業與業務創建	Entrepreneurship and New Venture Creation
人力資源管理學入門	Introduction to Human Resource Management
服務業市場學	Services Marketing
管理技巧	Managerial Skills

會計學專修科目

會計學基礎	Accounting Fundamentals
商業宏觀經濟	Business Macroeconomics
商業法律	Commerical Law
商業統計	Business Statistics

入學資格

香港高級程度會考三科合格 / 修畢本學院之「大學先修文憑課程」 /

持有同等同專上教育第一及第二級程度之學歷 / 年滿21歲及具相關工作經驗者(須通過入學面試) /

達到本課程之英語水平標準

升學途徑及銜接課程

PROGRESSION PATH & CONTINUING EDUCATION

澳洲國立巴拉特大學 University of Ballarat

商業學學士學位 #
Bachelor of Business

管理學學士(旅遊)學位 #
Bachelor of Management (Tourism)

工商學學士 #
Bachelor of Commerce

大學二年級及三年級最後12科，或其他澳洲、美國等國家相關學位第二年及第三年

商業學高級文憑*
Advanced Diploma in Business Management

工商學高級文憑*
Advanced Diploma in Commerce

商業管理學*
Foundation Diploma in Business Studies

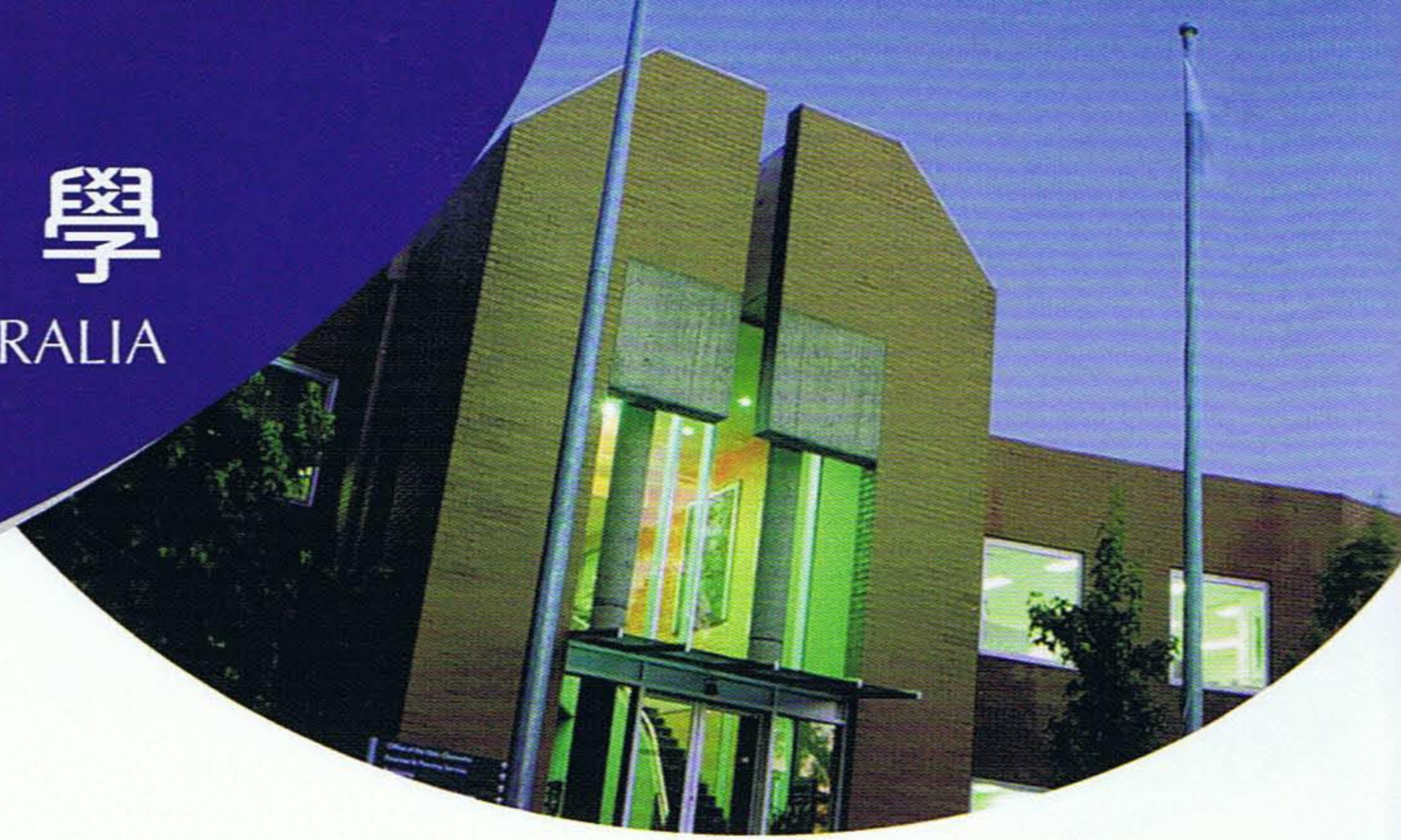
酒店及旅遊學*
Foundation Diploma in Hospitality & Tourism





澳洲國立巴拉特大學

UNIVERSITY OF BALLARAT, AUSTRALIA



大學簡介

澳洲國立巴拉特大學於1870年成立，擁有135年歷史，現為澳洲歷史第三悠久的高等學府。大學位於維多利亞省以西，2000年被澳洲政府贈名為「學習之城」，表揚此城市之學術發展表現。

澳洲國立巴拉特大學共有6個校園及1個科學園，總學生人數超過二萬八千人。大學亦為全澳洲7所提供TAFE課程大學之一。如在本學院修畢巴拉特大學之TAFE或學士學位課程，畢業生可獲取等同當地之資歷。

大學一直致力提供高質素的服務予學生、社群及各個行業。直至目前，海外課程已經伸延至世界各地，包括中國、香港、台灣、馬來西亞、新加坡及歐洲等地。

國際名銜

- 英聯邦國家大學協會會員
- 首批頒發學位證書的高等學府
- 澳洲官方「最佳優質大學聯會」之成員
- 澳洲維多利亞省「教學質素」第一名

專業評級

2004年澳洲大學權威評審刊物

「2004 Good Universities Guide to Australian Universities」

*畢業生評價 ★★★★★

2005年澳洲教育部公布對澳洲國立巴拉特大學評價

畢業生薪酬指數全澳第一

學生對課程的滿意度方面位居第二

列入全國大學前10優的評價

2006年以優秀教學表現獲澳洲教育部頒發AU\$1,560,000教育撥款

2007年澳洲大學權威評審刊物

「2007 Good Universities Guide to Australian Universities」

*教學團學歷 ★★★★★


*畢業生評價 ★★★★★



專業文憑及教育局批文參考

CERTIFICATE REFERENCE





University of Ballarat

This is to certify that
Sample Name
was admitted to the degree of
Bachelor of Business
of the University of Ballarat on
Sample Date
Given under the common seal of the University of Ballarat
by direction of the Council

Robert W F Smith
Chancellor
KBLox
Vice-Chancellor

**NON-LOCAL HIGHER AND PROFESSIONAL
EDUCATION (REGULATION) ORDINANCE (Chapter 493)
CERTIFICATE OF REGISTRATION OF A COURSE**

(Registration Number: 211458)

1. I certify that the undermentioned course is registered under section 19 of the Non-local Higher and Professional Education (Regulation) Ordinance -

Registered name of course:
(in English) **Bachelor of Business**
(in Chinese) **國際商學士**


2. The operator of the course is -
Sino Institute of Continuing Education Limited
at **2/F, Fourways Building, 208-212 Nathan Road, Tsimshatsai, Kowloon, Hong Kong**

3. The course is claimed by the operator to lead to the award of
Bachelor of Business
by **University of Ballarat**
at **University Drive, Mount Helen, Ballarat, Victoria 3386, Australia**

4. The designated person of the course is -
Nicola Jane DAVIES FOREMAN
Sino Institute of Continuing Education Limited, 2/F, Fourways Building, 208-212 Nathan Road, Tsimshatsai, Kowloon, Hong Kong

(Rocky Leung)
A delegate of the Registrar of Non-local Higher and Professional Education Courses
Hong Kong, 28 April 2008
(27th issue)


Important Note
The status of this course as a registered course under the Non-local Higher and Professional Education (Regulation) Ordinance DOES NOT carry with it any indication or implication whatsoever that the qualification to which the course leads or is claimed to lead is recognised for employment purposes in Hong Kong. The recognition of any qualification for employment purposes is a matter within the discretion of individual employers.



University of Ballarat

This is to certify that
Sample Name
was admitted to the degree of
Bachelor of Commerce
of the University of Ballarat on
Sample Date
Given under the common seal of the University of Ballarat
by direction of the Council

Robert W F Smith
Chancellor
KBLox
Vice-Chancellor



University of Ballarat

This is to certify that
Sample Name
was admitted to the degree of
Bachelor of Management (Tourism)
of the University of Ballarat on
Sample Date
Given under the common seal of the University of Ballarat
by direction of the Council

Robert W F Smith
Chancellor
KBLox
Vice-Chancellor

Bachelor of Business | 註冊編號: 211458

Bachelor of Commerce
註冊編號: 211459

Bachelor of Management (Tourism)
註冊編號: 211460



University of Ballarat

This is to certify that
Sample Name
was admitted to the degree of
Advanced Diploma of Business Management
of the University of Ballarat on
Sample Date
Given under the common seal of the University of Ballarat
by direction of the Council

Robert W F Smith
Chancellor
KBLox
Vice-Chancellor

**NON-LOCAL HIGHER AND PROFESSIONAL
EDUCATION (REGULATION) ORDINANCE (Chapter 493)
CERTIFICATE OF REGISTRATION OF A COURSE**

(Registration Number: 211529)

1. I certify that the undermentioned course is registered under section 19 of the Non-local Higher and Professional Education (Regulation) Ordinance -

Registered name of course:
(in English) **Advanced Diploma of Business Management**
(in Chinese) **進修管理學高級文憑**

2. The operator of the course is -
Sino Institute of Continuing Education Limited
at **2/F, Fourways Building, 208-212 Nathan Road, Tsimshatsai, Kowloon, Hong Kong**

3. The course is claimed by the operator to lead to the award of
Advanced Diploma of Business Management
by **University of Ballarat**
at **University Drive, Mount Helen, Ballarat, Victoria 3386, Australia**

4. The designated person of the course is -
Nicola Jane DAVIES FOREMAN
Sino Institute of Continuing Education Limited, 2/F, Fourways Building, 208-212 Nathan Road, Tsimshatsai, Kowloon, Hong Kong

(Rocky Leung)
A delegate of the Registrar of Non-local Higher and Professional Education Courses
Hong Kong, 28 April 2008
(27th issue)

Important Note
The status of this course as a registered course under the Non-local Higher and Professional Education (Regulation) Ordinance DOES NOT carry with it any indication or implication whatsoever that the qualification to which the course leads or is claimed to lead is recognised for employment purposes in Hong Kong. The recognition of any qualification for employment purposes is a matter within the discretion of individual employers.



University of Ballarat

This is to certify that
Sample Name
was admitted to the degree of
Diploma of Business
of the University of Ballarat on
Sample Date
Given under the common seal of the University of Ballarat
by direction of the Council

Robert W F Smith
Chancellor
KBLox
Vice-Chancellor

**NON-LOCAL HIGHER AND PROFESSIONAL
EDUCATION (REGULATION) ORDINANCE (Chapter 493)
CERTIFICATE OF REGISTRATION OF A COURSE**

(Registration Number: 211530)

1. I certify that the undermentioned course is registered under section 19 of the Non-local Higher and Professional Education (Regulation) Ordinance -

Registered name of course:
(in English) **Diploma of Business**
(in Chinese) **進修學士文憑**

2. The operator of the course is -
Sino Institute of Continuing Education Limited
at **2/F, Fourways Building, 208-212 Nathan Road, Tsimshatsai, Kowloon, Hong Kong**

3. The course is claimed by the operator to lead to the award of
Diploma of Business
by **University of Ballarat**
at **University Drive, Mount Helen, Ballarat, Victoria 3386, Australia**

4. The designated person of the course is -
Nicola Jane DAVIES FOREMAN
Sino Institute of Continuing Education Limited, 2/F, Fourways Building, 208-212 Nathan Road, Tsimshatsai, Kowloon, Hong Kong

(Rocky Leung)
A delegate of the Registrar of Non-local Higher and Professional Education Courses
Hong Kong, 28 April 2008
(27th issue)

Important Note
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Advanced Diploma of Business Management | 註冊編號: 211529

Diploma of Business | 註冊編號: 211530



University of Ballarat

This is to certify that
Sample Name
was admitted to the degree of
Certificate IV in Business (Marketing)
of the University of Ballarat on
Sample Date
Given under the common seal of the University of Ballarat
by direction of the Council

Robert W F Smith
Chancellor
KBLox
Vice-Chancellor

**NON-LOCAL HIGHER AND PROFESSIONAL
EDUCATION (REGULATION) ORDINANCE (Chapter 493)
CERTIFICATE OF REGISTRATION OF A COURSE**

(Registration Number: 211531)

1. I certify that the undermentioned course is registered under section 19 of the Non-local Higher and Professional Education (Regulation) Ordinance -

Registered name of course:
(in English) **Certificate IV in Business (Marketing)**
(in Chinese) **進修管理學證書(市場營銷)**

2. The operator of the course is -
Sino Institute of Continuing Education Limited
at **2/F, Fourways Building, 208-212 Nathan Road, Tsimshatsai, Kowloon, Hong Kong**

3. The course is claimed by the operator to lead to the award of
Certificate IV in Business (Marketing)
by **University of Ballarat**
at **University Drive, Mount Helen, Ballarat, Victoria 3386, Australia**

4. The designated person of the course is -
Nicola Jane DAVIES FOREMAN
Sino Institute of Continuing Education Limited, 2/F, Fourways Building, 208-212 Nathan Road, Tsimshatsai, Kowloon, Hong Kong

(Rocky Leung)
A delegate of the Registrar of Non-local Higher and Professional Education Courses
Hong Kong, 28 April 2008
(27th issue)

Important Note
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Certificate IV in Business (Marketing) | 註冊編號: 211531



莫祖健家長

莫祖健 年齡: 19

08-09大學先修文憑酒店及旅遊系畢業生

劉佳莉家長

劉佳莉 年齡: 17

08-09大學先修文憑商業管理系畢業生



上年會考完畢後，小女的成績因為不太理想。後來，我們知道有一些海外大學的大學課程可以在香港修讀，便打算了解一下。

起初，我也比較擔心這類課程的質素，但深入了解後，知道這個課程與中學有很大的分別，而女兒亦有機會到澳洲大開眼界，於是便與女兒報名修讀。

現在已經過了大半年時間，我覺得女兒的分別是英文比以前進步，而且她的成績也比中學時期進步不少，令她重拾對讀書的興趣和自信心。眼看她現在讀書十分認真，我也很放心。

會考放榜前，我們也認真考慮過往後的出路。本人認為如果我的兒子繼續中學課程，只會浪費時間，所以希望他可以找一些他自興趣的事務修讀。

在本人得知這個課程的內容後，我便考慮讓兒子報讀11或這個課程。我認為11的課程修讀時間較長，而學習模式也類似中學的課程，更重要的是我覺得這裏的讀書氣氛較11濃厚，這也是我們決定報讀這個課程的因素。

他現在大部份科目的成績也相當不錯，我覺得他也較以前成熟，不像中學時期般懶散。

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY 香港中學會考成績通知書 HONG KONG CERTIFICATE OF EDUCATION EXAMINATION RESULTS NOTICE			
科目 Subject	科目等級 Subject Level / Grade	分數等級 Component Level / Grade	學校 School
CHINESE LANGUAGE • READING • WRITING • LISTENING • SPEAKING • INTEGRATED SKILLS	4(Four)	4(Four) 50(Five) 3(Three) 3(Three)	年份 Year 2008
ENGLISH LANGUAGE • READING • WRITING • LISTENING AND INTEGRATED SKILLS • SPEAKING	3(Three)	3(Three) 4(Four) 3(Three) ABSENT	考生編號 Candidate No. 1065801
CHINESE HISTORY	3(b)		註冊編號 Reference No. 1194 0101
ECONOMICS	D(d)		性別 Sex F
HISTORY	C(c)		香港身分證號碼 Hong Kong Identity Card No./ Travel Document No.
MATHEMATICS	E(e)		同學科目數 No. of Subjects Set 07
COMMERCE	C(c)		考生姓名及自修地址 Name of Candidate and Address of Private Candidate CHAN CHING WAN



陳靜雲 年齡: 18

08-09大學先修文憑商業管理系畢業生

我因為一直不喜歡香港的傳統「填鴨式」教育，亦知道如果憑著這樣的會考成績升上中大、中七，升上大學的機會也很渺茫。後來知道尚華的Foundation Diploma課程可以令我在三年的時間得到大學學位，而且我本身也對工商管理有濃厚的興趣，所以就決定了報讀這個大學先修文憑課程。

在這裡讀書和中學時很不同，課堂上學習的知識與生活息息相關，學到的知識也可在社會上大派用場。老師們亦會向我們分享他們寶貴的社會經驗及教導我們如何在社會競爭，所以我覺得在這裡讀書十分愉快。



Miss W. C. Choy

- 酒店及旅遊管理學碩士學位
- 工商管理學碩士學位
- 國家高級企業考評員
- 高級國家企業培訓師 (國家一級職業資格)
- 曾於香港科技大學、香港教育學院及香港公開大學任教
- 接近10年教學經驗

Miss P. Y. Lo

- 應用會計及財務學碩士學位
- 管理學商學士學位
- 香港教育學院教師證書(會計)
- 專業財務經理協會(資深會員)
- 香港理工大學客席講師(財務會計/管理會計)

Miss W. Y. Poon

- 酒店及旅遊管理學碩士學位
- 酒店及餐飲管理學學士學位
- 曾於香港中文大學任教
- 超過10年從事旅遊行業經驗

Miss T. C. Tse

- 工商管理學碩士學位
- 曾於香港專業教育學院任教
- 超過10年教學經驗
- 多年企業培訓經驗，企業客戶包括：
· 香港政府部門、匯豐銀行、東亞銀行(香港)、
· 工商銀行(香港)、交通銀行(香港及中國)、
· 建設銀行(香港及中國)、香港中國旅行社有限公司

Mr. K. S. Cho

- 中國政治學碩士學位
- 國際政治學碩士學位
- 曾於香港大學專業進修學院、
· 香港城市大學及香港公開大學任教
- 超過17年教學經驗

Mr. K. T. Yu

- 酒店管理學碩士學位
- 新聞傳播學學士學位
- 香港酒店旅遊專業人士學會成員
- 房務管理專業導師
- 旅遊及酒店學專業導師
- 曾於香港理工大學及職業訓練局任教
- 超過20年教學經驗

Mr. H. M. Shek

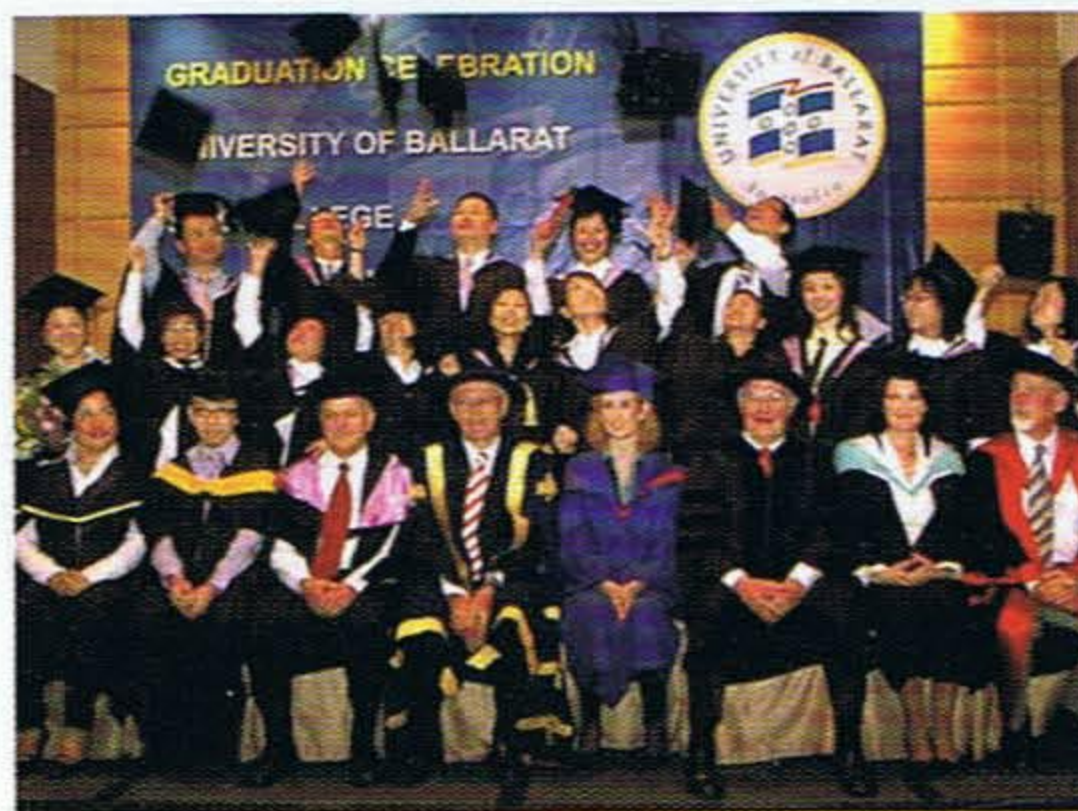
- 市場學碩士學位
- 行政及資訊管理學碩士學位
- 曾於香港專業教育學院任教
- 擁有7年教學經驗

Miss N. K. Leung

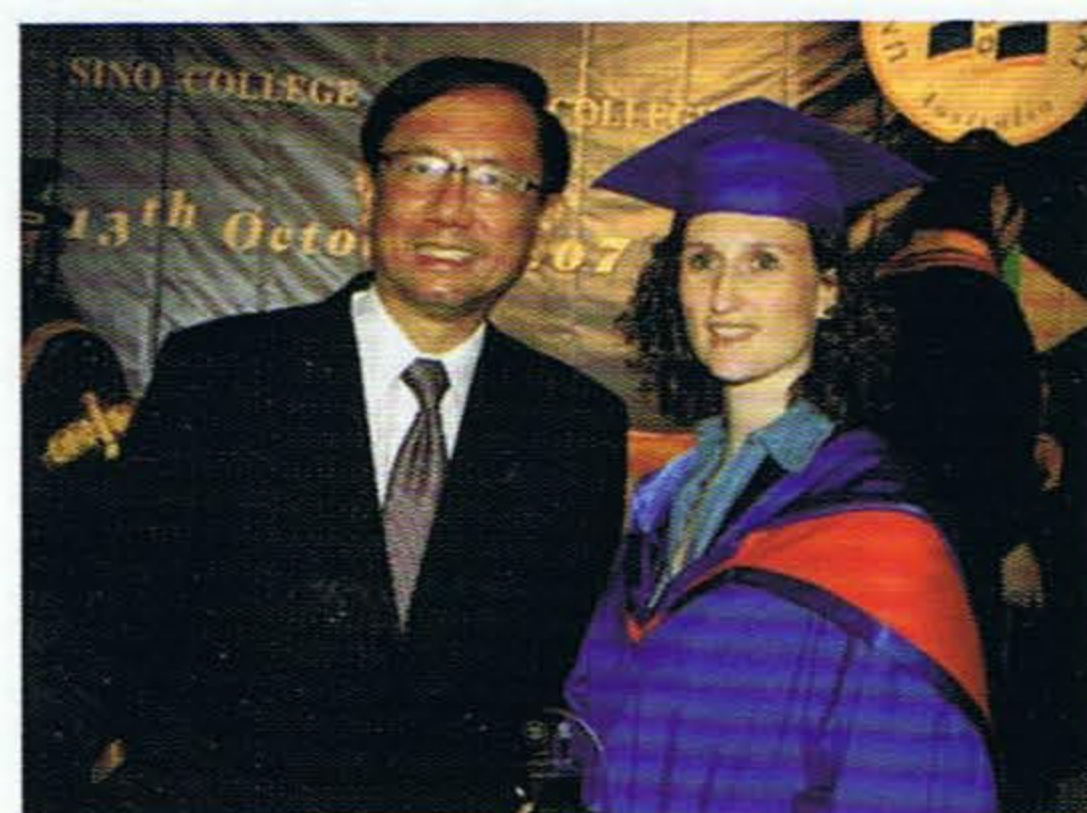
- 酒店及旅遊管理學碩士學位
- 超過10年從事旅遊行業經驗

澳洲國立巴拉特大學及尚華書院畢業禮 University of Ballarat & Sino College Graduation Ceremony

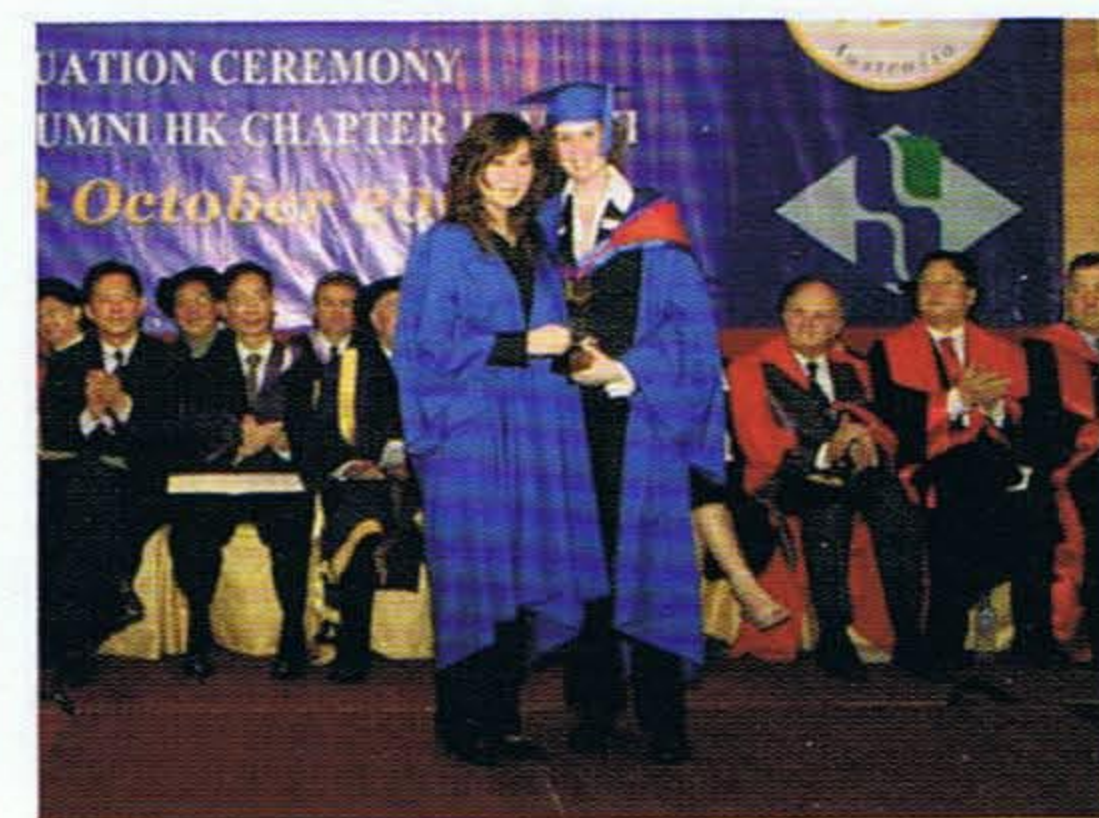
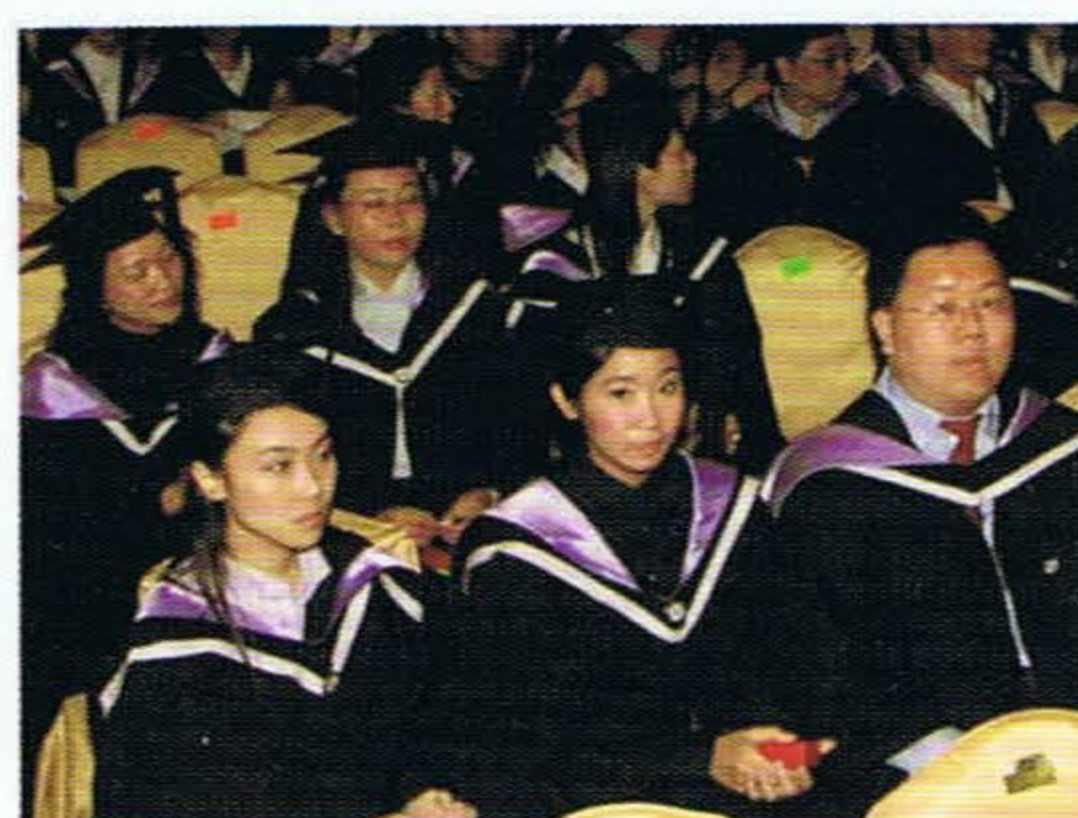
2007-2008



2006-2007



2005-2006



學生感想分享
與交流活動

Students' Share Activity
2009 April



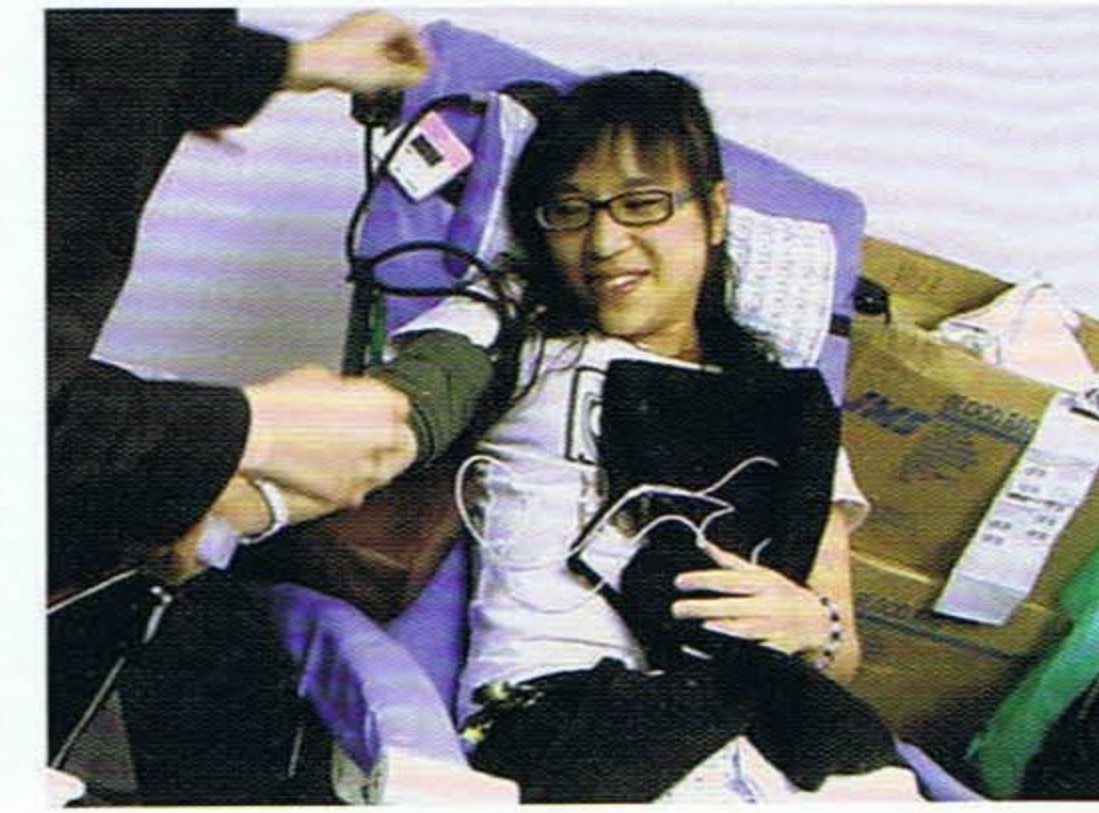
學生運動會

Sports Day
2009 March



捐血日

Blood Donation
2009 March



09維園農曆年宵攤位活動

09 Lunar Year Fair@
Victoria Park
2009 January



蘭桂芳聖誕派對

08 X'Mas Party@L.K.F.
2008 December



08學生籃球比賽

08 Basketball Competition
2008 April



08維園農曆年宵攤位活動

Lunar Year Fair@
Victoria Park
2008 February



07聖誕聯歡派對

07 X'Mas Party
2007 December



聯校學生運動會

Joining Schools Sports Day
2007 July

