

# 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

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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

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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