



PROFESSIONAL DIPLOMA IN

BUSINESS MANAGEMENT

商业管理行政专业文凭 (PDBM)

10 MONTHS

WEEKEND CLASSES

ONLINE

Professional Diploma in Business Management

商业管理行政专业文凭 (PDBM)

Study Duration 课程时间 : 10 Months (Saturday-Sunday), 9am-6pm

Programme Objectives 课程目标

- Acquire business acumen and real-world knowledge of management.
获取商业与实际管理知识
- Gain business knowledge and professional insights from our experienced lecturers.
获取导师们的专业见解与知识
- Develop the skills of communication, interpersonal and teamwork to prepare for their future profession and pursue their career aspirations.
培养沟通、人际关系和团队合作能力，追求更美好的事业前景

Career Opportunities 职业机会

- Admin Executive 行政人员
- Sales and Marketing Executive 营销人员
- HR Executive 人事部执行员
- Logistics Assistant/Executive 物流行政助理
- Purchaser 采购员
- Business Development Executive 业务拓展专才

Programme Structure 课程内容

- Principles of Management 管理学基础
- Business Ethics 商业道德
- Principles of Economics 经济学原理
- Cost Accounting 成本会计
- Human Resource Management 人力资源管理
- Fundamental of Business 商业基础
- Organisational Leadership 组织领导
- Business Communication Skills 商务沟通技能
- Marketing and Consumerism 市场营销与消费者行为
- Logistic & Supply Chain Management 物流与供应链管理

Entry Requirements 入学要求

- At least 17 years old and above.
年满17岁或以上。
- SPM / UEC or other equivalent exam holders are eligible to apply.
拥有SPM/UEC或其他同等资格的考试成绩者可以申请。
- An interview is required beside the above mentioned qualification.
若不符合以上所述资格，则需通过面试。

Study Mode 课程模式

- Online 线上教学
- 100% Coursework-based 模块化教学形式
- Bilingual (English & Mandarin) 中英双语

Duration 期限

- 10-24 months (Max) 10至24个月为限

Disclaimer 声明

The programmes offered by SPACE are non-MQA accredited programmes in collaboration with the professional-relevant bodies.
SPACE 提供的课程是与专业相关机构合作的非MQA认证课程。

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