

# Hong Kong Tak Ming College

## 香港德明書院

德明教育機構可追溯至1931年，由陳故董事長伯南將軍，鑑於香港僑民教育，其制度與目的，多未符合國家要求，乃與胡漢民，林雲陔二位先生會商，決定創辦德明教育機構，服務群眾。並用 國父嘉名『德明』為校名，以 國父誕辰，11月12日為校慶，以茲紀念。並以胡漢民先生墨寶『篤信好學』為校訓。以期學生篤信我國固有倫理道德思想，努力求學。

1949年，大陸易手，大批國民移居香港，當時香港植民地政府只有一間大學，不足以滿足大量求學人士需要，德明教育機構於是在旺角洗衣街及界限街、港島灣仔、澳門、台灣等地擴建德明中學及大專學院。

現時在香港繼續開辦有香港德明學院，在台灣有德明財經大學。基於香港教育法規之限制，香港德明學院是以香港德明書院名義註冊。學生修畢以香港德明書院之課程並符合中華民國教育部法規要求，學生可另行申請由教育部頒發學位證書。

1988年德明教育機構在香港依法註冊為一所非牟利專業教育團體。

香港德明書院提供之Diploma of Business Administration 是為學員升讀Royal Roads University加拿大皇家大學之Bachelor of Commerce in Entrepreneurial Management而設：

The Diploma of Business Administration consists of the following course elements:

GEN 001	Chinese Language I	大一國文	4
GEN 061	Composition	英語寫作	4
GEN 062	Critical Thinking and Writing	大二英文	4
GEN 063	Written Communications	英語寫作	4
MAT 110	Finite Mathematics	大一數學	4
MAT 141	Elementary Statistics	初級統計學	4
COM 285	Computer Concepts	初級統計學	4
ECO 362	Essentials of Macroeconomics	宏觀經濟學	4
ACC 561	Introduction to Financial Reporting & Accounting	初級財務會計	4
BUS 632	Principles of Management	管理學概論	4
MAT 121	Element of Calculus	微積分初階	4
ECO 361	Essentials of Microeconomics	微觀經濟學	4
BUS 601	Principles of Marketing	市場學概論	4
BUS 626	Organizational Behavior	組織行為	4
BUS 628	Human Resources Management	人力資源管理	4

Total Credits: 60

- GEN 001 Chinese Language I** 大一國文 (4 credits)  
 This course is an introduction to the essentials of the Chinese language, with emphasis on the Mandarin dialect. Conversational, reading and writing skills will be stressed. In addition to classroom instruction, students receive intensive individualized oral-aural practice in the language laboratory utilizing audio cassettes and computer programs. Relevant aspects of the cultures and civilizations of the Chinese-speaking will be included.
- GEN 061 Composition** 英語寫作 (4 credits)  
 Theory and practice of composition for students with college-level competence in written English.
- GEN 062 Critical Thinking and Writing** 大二英文 (4 credits)  
 Study of essential rhetorical patterns to help students develop effective college level writing skills. Frequent short papers in a variety of essay modes. Frequent exercise to review fundamentals of spelling, punctuation, grammar, and syntax
- GEN 063 Written Communications** 英語寫作 (4 credits)  
 This course is an introduction to news and other factual reporting and writing, with emphasis on techniques of gathering information and the principles of clarity and conciseness for the communications industry
- MAT 110 Finite Mathematics** 大一數學 (4 credits)  
 This course is an introduction to the fundamentals of mathematics as applied to business and the social sciences. The course includes topics in sets, logic, networks, permutations, combinations, probability, matrices, and linear programming. Microcomputers are used for the matrix and linear programming units.
- MAT 141 Elementary Statistics** 初級統計學 (4 credits)  
 Illustration of statistical concepts: elementary probability modes, sampling, descriptive measures, confidence intervals, testing hypotheses, chi-square, nonparametric methods, regression.
- COM 285 Computer Concepts** 初級統計學 (4 credits)  
 Introduction to computer hardware and software systems, impact of computers on society, ethical issues, application of computer technology in many career fields, hand-on laboratory experience with personal productivity software.
- ECO 362 Essentials of Macroeconomics** 宏觀經濟學 (4 credits)  
 Theories of income, employment, and price level. Both the income-expenditure approach and the monetarist approach are studied. Emphasis on tools of economic thinking and the historical development of these tools.

**ACC 561 Introduction to Financial Reporting & Accounting 初級財務會計 (4 credits)**

This course is designed to introduce the student to basic concepts of financial accounting. The course covers the measurement, recording and use of financial information in business decisions. Topics covered in this course include: transaction analysis, data accumulation, financial statement analysis and interpretation, accounting and business information systems, accounting theoretical concepts and the underlying assumptions used in the accounting process, and the interrelation of financial accounting with other business disciplines. Accounting 561 is a foundation course for other accounting and business courses.

**BUS 632 Principles of Management 管理學概論 (4 credits)**

Focus on planning techniques, organization theory, and ethical control processes in domestic and international business. Case analysis, management simulations, and written projects.

**MAT 121 Element of Calculus 微積分初階 (4 credits)**

The course includes the topics of differentiation and an introduction to the definite integral. Functions, their derivatives and integrals, will be presented geometrically and numerically, as well as algebraically.

**ECO 361 Essentials of Microeconomics 微觀經濟學 (4 credits)**

Value and distribution theory, including the theory of household behavior, the theory of the firm, and the pricing of factors of production. Emphasis on tools of economic thinking and the historical development of these tools.

**BUS 601 Principles of Marketing 市場學概論 (4 credits)**

This course deals with problems and solutions in the organization of systems for the distribution of products and services to industrial and household consumers. Topics include: the role of marketing in economic development, markets and consumer buying behavior, sources and uses of marketing information, product development, wholesale and retail channels of distribution, physical distribution, pricing, promotion including advertising, personal selling and sales promotion, international marketing, and marketing planning, forecasting and budgeting

**BUS 626 Organizational Behavior 組織行為 (4 credits)**

The aim of the course is to train students to illustrate understanding the major characteristics of formalization, specialization, and standardization with recourse management; to demonstrate understanding or organization structure and design.

**BUS 628 Human Resources Management 人力資源管理 (4 credits)**

This course is designed to provide the student with an understanding of organizational behavior. Fundamental concepts dealing with dynamics of individuals and groups, human needs, leadership, and motivation are covered in the course, as they are vital in effective utilization of human resources.