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London**



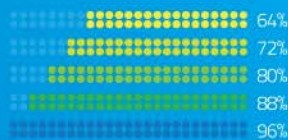
Advancing Management Excellence

NCC Education Level 4 / Level 5 Diploma in Business Information Technology (QCF)

Registration No. 250126 / 250127

BSc Hons Information Technology and Business Information Systems

Registration No. 251740



Contents

Introduction	01
Organizing Institutions	02
Structure	03
Advancement Path	05
NCC Education Level 4 Diploma in Business Information Technology (QCF)	06
NCC Education Level 5 Diploma in Business Information Technology (QCF)	09
Final Part of BSc Hons Information Technology and Business Information Systems	12
Further Study Opportunities	15
Further Information and Enquiries	15



Introduction

Ideal for anyone wishing to either start or further their IT careers and get their first degree validated by a prestigious UK University.

This programme allows Hong Kong students to study locally to obtain a Bachelor of Science Honours Information Technology and Business Information Systems degree conferred by a prestigious UK university and recognised world-wide.

The programme aims to provide graduates with a core set of IT skills and abilities, complemented by an understanding of business-oriented computing. The programme focuses on the leading trends in information technology, and how these technologies can be used within organisations.

The BSc degree awarded by the Middlesex University in Hong Kong is equivalent to a Bachelor's Degree conferred by the University to local full-time and part-time students in the UK.

Organizing Institutions



About the Middlesex University

Middlesex was established as a University in 1992. It is now widely regarded as an excellent international provider of higher education with outstanding academic credential and highly employable and successful graduates.

The history of Middlesex University began in the late 1880s, when two educational institutions opened their doors in north London - St Katherine's College and the Hornsey School of Arts and Crafts. Both would become part of Middlesex Polytechnic, which was founded in 1973. Middlesex was awarded the title 'University' - by Royal Assent - in 1992.

Middlesex aims to be a global University. Based in North London, Middlesex recruits widely across the world and works in partnership to deliver outstanding higher education in many countries.

Their internationalism is key to their future ambition as North London's university of choice.

Their academic achievements and credentials are outstanding:

- World-class research credentials, with 77% of research 'Internationally recognised' in most recent Research Assessment Exercise (RAE) (2008)
- Award winning university with three Queen's Anniversary Prizes for Higher and Further Education (1996, 1998 and 2000) and two Queen's Awards for Enterprise (2003 and 2011)
- A Centre of Excellence for Teacher Education
- Recognised for 'academic standards and learning opportunities available to students' by the UK's governing body for higher education, Quality Assurance Agency (QAA) (2009).



About the NCC Education

Originally part of the National Computing Centre, NCC Education started offering IT qualifications in 1976 and from 1997 developed its Higher Education portfolio to include Foundation and Business programmes. With Accredited partners in over 45 countries, five International Offices and Academic Managers worldwide, NCC Education employs the latest technologies for learning, assessment and support.

NCC Education qualifications range from Information Communications Technology (ICT) for schools to the International Degree Pathway in Business or IT. Their programmes are recognised by universities, professional bodies and employers. Learners can upgrade their skills on their professional development modular programmes, or complete their University Degrees and Masters in their home country or in the UK.

NCC Education provides students with the opportunity to gain internationally recognised UK qualifications by studying at one of their Global Network of Accredited Partners.



About the Hong Kong Management Association (HKMA)

Established in 1960, the Association is a non-profit-making organization which aims at advancing management excellence in Hong Kong and the Region.

Since its establishment, HKMA has played a major role in contributing to the economic success of Hong Kong by providing a wide variety of high quality management training and various services.

As a membership organization, HKMA currently has a collective membership of over 13,000 from different business sectors. Members of the Council and Committees comprise eminent persons in industry, commerce and education who constantly advise on the directions and activities of the Association.

As part of HKMA's commitment to providing opportunities of continuing development for local executives, a full-spectrum of management education programmes are offered, ranging from short courses and workshops through to Certificate, Diplomas, Bachelor, Master and Doctoral Degree programmes.

Structure

The Programme, of some three years' duration, is built on a modular base, which comprises three functionally independent but academically and structurally co-related parts. Students can complete all the three parts progressively in order to be eligible for the BSc degree. However, flexibility will be accorded to students in recognition of their particular needs. The programme allows students to enter at the first or the second or third parts to read for the NCC Education Level 4 or Level 5 Diploma in Business Information Technology (QCF) or BSc Hons Information Technology and Business Information Systems.

The three parts in the programme are:

Part 1 NCC Education Level 4 Diploma in Business Information Technology (QCF)

Non-Local Higher and Professional Education (Regulation) Ordinance (Registration No.250126)

A one-year course provides students with effective and practical business-orientated IT skills, enabling them to make a real contribution to the workplace.

The programme is aimed at students who wish to take either a stand-alone recognised qualification in information technology or the first step onto a degree programme.

On completion of the Part 1 students will be awarded a **NCC Education Level 4 Diploma in Business Information Technology (QCF)**.

NCC Education is regulated by Ofqual (Office of the Qualifications and Examinations Regulation in UK) to award the NCC Education Level 4 Diploma in Business Information Technology (QCF).

Ofqual Qualification reference number for the diploma is 600/0624/9 which can be viewed at www.ofqual.gov.uk.

Contents

The course comprises approximately one-third lectures, one-third practical time, and one-third private study. It consists of eight modules. The modules include:

1. Skills for Computing
2. Computer Networks
3. Computer Systems
4. Designing and Developing a Website
5. Databases
6. eBusiness
7. Essentials of Management
8. Understanding Business Organisations



Part 2 NCC Education Level 5 Diploma in Business Information Technology (QCF)

Non-Local Higher and Professional Education (Regulation) Ordinance (Registration No.250127)

The programme prepares students for a career in Information and Communication Technology and for further study. It emphasises the use of computing in a business context.

The programme is a natural progression from the Part 1, and students who have successfully completed the Part 2 will be awarded a NCC Education Level 5 Diploma in Business Information Technology (QCF) which provides a path towards more advanced professional training.

NCC Education is accredited to award the NCC Education Level 5 Diploma in Business Information Technology (QCF) by Ofqual (Office of the Qualifications and Examinations Regulation in UK). Ofqual Qualification reference number for the diploma is 600/3049/5.

Contents

The course is about one-year's duration, which includes approximately one-third lectures, one-third practical time, and one-third private study. The programme breaks down the following units:

1. Professional Issues in IT
2. Information Systems Analysis
3. Database Design and Development
4. Dynamic Websites
5. Information Systems and Organisations
6. Principles of Business Operations
7. Office Solutions Development
8. Business IT Project

Part 3 (equivalent to the final year of the BSc Hons Information Technology and Business Information Systems offered by the Middlesex University in the UK) (BIS)

Non-Local Higher and Professional Education (Regulation) Ordinance (Registration No. 251740)

A 12-month course which completes the student's studies to obtain a bachelor's degree from Middlesex University.

The programme is aimed at students who are interested in studying information technology but who also wish to acquire knowledge in the application of IT in business.

Contents

It breaks down into four modules:

1. Strategic Management & Information Systems
2. Social, Professional and Ethical Issues in Information Systems
3. Information Systems Project
4. Human Factors in IT

Course Fees

Part 1: tuition HK\$25,200 + registration fee HK\$4,800

Part 2: tuition HK\$25,200 + registration fee HK\$5,600

Part 3: tuition HK\$59,800

For Part 1 & 2, tuition fee for individual part is payable by three terms, 6 instalments. Registration fee is payable at the beginning of each part.

For Part 3, tuition fee is payable by 3 instalments as follows:

1st & 2nd instalment: HK\$20,000 each instalment

3rd instalment: HK\$19,800

Fees and charges quoted are current at the time of publication and are subject to change without prior notice.

Mode of Study

Classes are held outside office hours. Please refer to the time schedule for details.

Students are required to attend at least 70% of the scheduled meetings.

In addition, students will need time to undertake private study, some of which will require computer access.

Advancement Path

Master Degrees



Admission is on a competitive and individual basis entirely at the discretion of the respective universities. Admission criteria and procedures are set by them and are subject to change without prior notice. The Association does not give any warranty and will not accept any liability regarding the above.

Part 1: NCC Education Level 4 Diploma in Business Information Technology (QCF)

This is a course that provides a foundation in Information Technology. During the study, students are prepared for practical work in computing and information processing.

The objectives of the course are to:

- ☁️ develop essential thinking and study skills in IT and business through a balance of academic and vocational subjects;
- ☁️ contribute to the development of computer systems and networks, databases and websites in a business context, whilst also developing an awareness of business needs;
- ☁️ allow you to understand and enter the IT and business profession with the necessary knowledge expected within the industry and the ability to apply the skills to a range of IT-related functions.

The programme also prepares students for the NCC Education Level 4 Diploma in Business Information Technology (QCF) Examination leading to an internationally recognised qualification in information technology.

The Diploma is generally considered as a basic qualification for entry into a career in the IT and business industry. The Diploma is also recognised as entry level to NCC Education Level 5 Diploma in Business Information Technology (QCF) and leads progressively to studies for the Bachelor of Science Degree Course offered by Middlesex University.



Introduction to the Syllabus

The programme consists of the following units:

Unit 1: Skills for Computing

Provides the essential skills for a computing student (study, presentation, report-writing and data handling). Not only will this unit prepare you for successful outcomes in your studies, but it will also provide you with skills that can be applied in the workplace.

Unit 2: Computer Networks

Networking and communication skills are vitally important in today's connected world. In this unit you will develop a good understanding of basic theory, but will also develop useful practical skills.

Unit 3: Computer Systems

Addresses the development of practical skills in the configuration, maintenance, fault-finding and trouble-shooting of modern computer systems and develops knowledge of computer architecture.

Unit 4: Designing and Developing a Website

Develops practical skills in website design by providing a detailed understanding of markup languages, style sheets, design techniques and testing.

Unit 5: Databases

Provides thorough training in practical techniques of the design and development of database systems together with developing a sound understanding of the underpinning theory.

Unit 6: eBusiness

Gives you the opportunity to examine how organisations can use all aspects of eBusiness to create new products and services, reduce the cost of existing business processes and improve the efficiency of their operations using typical revenue models.

Unit 7: Essentials of Management

Covers the principles and functions of management, teaching you the key elements in planning and decision-making and the significance of different controls required in an organisation.

Unit 8: Understanding Business Organisations

Provides an introduction to the objectives, roles, functions and various forms of business organisation as they adapt to a dynamic and changing environment, and also considers information and technology in regards to efficiency and performance.

Assessment

The work of students will be assessed against these elements: coursework assignments and time-constrained examinations.

Coursework Assignments

The purpose of coursework assignments are to relate the course to the real world and to bring in a practical element to reinforce the academic content.

Coursework assignments are compulsory and students must complete all coursework assignments and pass in each unit.

Examinations

Time-constrained written papers are set by the NCC Education and marked by the NCC Education or by local lecturers and fully moderated by NCC Education.

In order to obtain the NCC Education Level 4 Diploma in Business Information Technology (QCF), students **MUST** complete their coursework assignments and examinations within the three year period of eligibility.

Entry Requirements

- A good working knowledge of English language is vital, and
- HKAL with at least one subject attained at Grade E or above, or
- HKCEE with 4 subjects attained at Grade E or above, including English language (Syllabus B), or
- HKDSE with a minimum of two subjects at Level 2 and one subject at Level 3, or
- LCCI Certificate in Business Information Systems or Information Processing Level 3, or
- Holders of other qualifications (e.g. certificates in computer studies) will be considered for admission, or
- Mature applicants beyond the age of 21, and who are likely to benefit from the programme and to complete it successfully may also apply.
- Some previous computer experience is an advantage.



Part 2: NCC Education Level 5 Diploma in Business Information Technology (QCF)

The NCC Education Level 5 Diploma in Business Information Technology (QCF) is designed to prepare students for a career in Business and Information Technology. It builds on the knowledge gained during the Part I by exposing you to greater detail and more advanced topics in a range of areas including information systems analysis, database development and the principles of business operations.

Students who have been successful in the NCC Education Level 4 and 5 Diploma in Business Information Technology (QCF) may go directly on to the BSc Degree Course leading to an Honours Degree in Information Technology and Business Information Systems awarded by Middlesex University. The Diplomas are also recognised by universities in the UK as having credit towards degree courses.

Objectives

The overall aim of the programme are to:

- ☁ provide students with the skills for further study in the IT and business domain and to introduce skills which can be used in employment, including lifelong learning skills;
- ☁ provide students with practical skills and a strong theoretical underpinning in the area of networks, databases and websites in a business context.

The Level 5 Diploma will provide an entry qualification for courses of further academic study leading to a Bachelor's Degree.

Structure

This is a fully modular course comprising 8 compulsory modules. Each unit is designed as a self-standing course that is of relevance and intrinsic value in itself. Each unit provides in-depth coverage of a specific IT or management topics.



Introduction to Syllabus

Unit 1: Professional Issues in IT

The module aims to develop knowledge and skills used in the professional issues that impact on the development, deployment, maintenance and use of computer systems. It includes coverage of ethical and legal issues in IT, construction of project plans for software development and maintenance, and knowledge relating to software quality.

Unit 2: Information Systems Analysis

The module aims to equip the learner with a range of tools to analyse the function and requirements of Information Systems, as well as the skills to compare systems analysis models, and to examine them in the wider context of the Internet and the social, economic and political climate of an organisation.

Unit 3: Database Design and Development

The module builds on a basic understanding of database concepts in order to enhance students' skills in the design and development of databases and database management systems, as well as investigating enterprise applications of databases.

Unit 4: Dynamic Websites

The module aims to build on existing knowledge of both databases and web design in order to build dynamic websites connected to databases using technologies such as PHP and MySQL. The module also covers XML-based web services (e.g RSS) in order to equip the learner with a range of skills to present content dynamically on the World Wide Web.

Unit 5: Information Systems and Organisations

The module introduces participants to the subject of Information Systems and Technology (IS/IT) in organisations, taking a broad perspective on how IS/IT can be managed effectively within the organisational context. Students will demonstrate an appreciation of the role of IS/IT and information in modern organisations, including the management of social, cultural and political aspects that are important to the successful adoption of technology.

Unit 6: Principles of Business Operations

This module is designed to help students appreciate and understand business operations in both the manufacturing and services sectors. The module will discuss the basic principles of operations within a global context from three key perspectives: understanding operations, designing operations and managing operations. Topics to be covered will include value chains and global operations, technology, design and layout, capacity and resource planning and management, quality, lean operations, etc.

Unit 7: Office Solutions Development

This module is designed to provide students with the means to take advantage of the advanced feature of office tools (word processors, spreadsheets and databases). It also supports the development of some programming skills through the design, implementation and testing of macros. The module includes: the support that Microsoft Office provides to business; the implementation of solutions to business problems in word processors, spreadsheets and databases; and exposure to requirements capture, design, implementation and testing in developing applications.

Unit 8: Business IT Project

The module is designed to provide students with the opportunity to employ the skills they have gained in order to develop an IT solution in the context of a loosely specified business problem, incorporating skills in project management, analysis, design and evaluation. Through the combination of project sessions, private study and tutorial supervision on this module, students will produce for assessment a proposal, report, evaluation and presentation of their project.

Assessment

The work of students will be assessed against these elements: coursework, time-constrained examinations and Business IT Project.

Coursework

The purpose of coursework is to relate the course to the real world and to bring in a practical element to reinforce the academic content. Coursework is compulsory and students must complete all coursework and pass in each unit.

Business IT Project

The aim of this project is to provide students with practical experience in the application of the subjects studied.

Examinations

Time-constrained written papers which are set by the NCC Education and marked by the NCC Education or by local lecturers and fully moderated by NCC Education.

In order to obtain the NCC Education Level 5 Diploma in Business Information Technology (QCF), students **MUST** complete their coursework, examinations and practical project within the three year period of eligibility.

Entry Requirements

- A good working knowledge of the English language is vital, and
- Applicants should be holders of the NCC International Diploma in Computer Studies, or Level 4 Diploma in Business Information Technology (QCF), or
- Holders of equivalent qualifications (e.g. diplomas and certificates in computer studies) will be considered for admission.



Part 3: Final Part of Bsc Hons Information Technology and Business Information Systems

Description of Programme

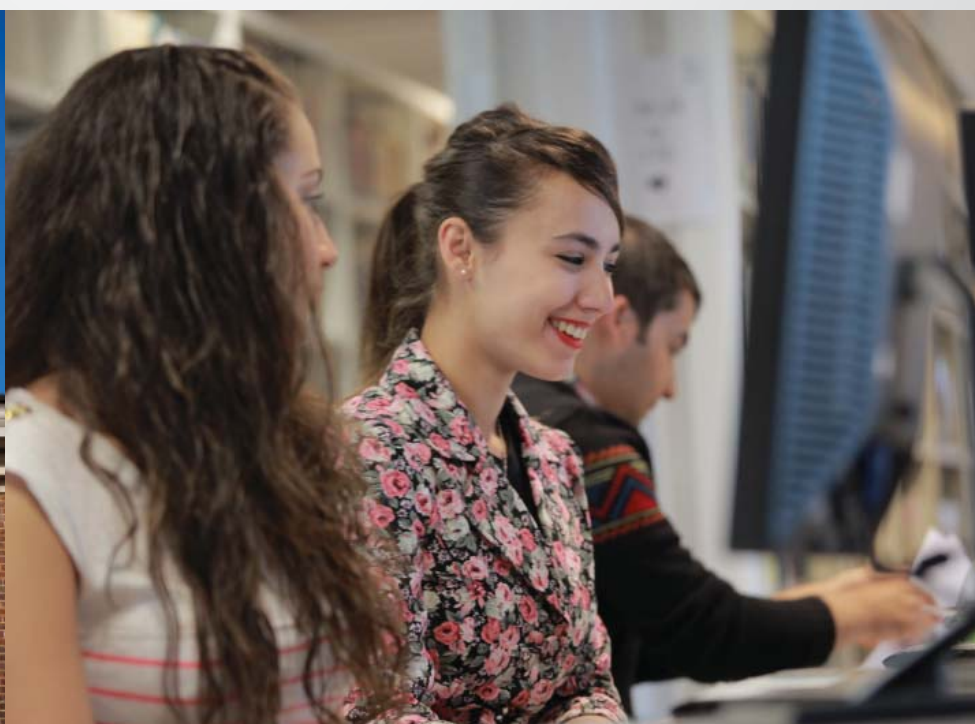
The programme is aimed at students who are interested in studying information technology but who also wish to acquire knowledge in the application of IT in business. The programme's aims are underpinned by the following principles; the importance of information in all modern organizations and the strategic value of information systems within a global business context; the pivotal role of information and communication technologies in information systems, and the key role of people in designing, managing and using these systems.

Recognition

The BSc Hons degree awarded by the Middlesex University in Hong Kong is equivalent to a Bachelor's Degree conferred by the University to local full-time and part-time students in the UK.

Structure

This is a fully modular course comprising 4 modules. Students need to study 4 modules throughout the course.





Introduction to the Syllabus

The programme consists of 4 modules:

Module 1: Strategic Management & Information Systems

This module aims to provide the student with an understanding of the peripheral issues that impact on information development and management including consensus, strategic alignment and change management. The module provides students with an understanding of the framework within which information assets are used to enhance organisational decision making. It also enables students to distinguish between information and knowledge at the organisational level, and to understand the importance of protecting information assets especially within the outsourcing scenario. On completion of this module, the successful learner will be able to:

1. Recognise the role of the strategic manager in the modern business environment from the perspective of information delivery.
2. Understand and critically reflect on the role and value of information in the strategic environment.
3. Understand and critically reflect on the role of consensus in terms of effective information management.
4. Understand and critically reflect on the role of empathy in the management of change.
5. Develop the ability to distinguish between the information requirements of strategic managers and other levels and functions of management.
6. Demonstrate an ability to identify with different sets of managers to ensure effective use of information assets.
7. Determine the optimal structure and content for information delivery to strategic managers.

Module 2: Social, Professional and Ethical Issues in Information Systems

With the growing use of information systems in all areas of life it is increasingly important for today's graduates – who are tomorrow's professionals - to understand and appreciate the ethical implications and social impact of current technologies, to have a working knowledge of the legislation that applies in this area, and to apply their expertise in a professional way. This module encourages students to develop an awareness of their role in the implementation of new technologies, and the knowledge and skills necessary for a professional approach. The module takes an ethical perspective to computer technology, focussing on legislation and standards as they relate to IS practice in various different domains. The module will also include considerations for design, and the responsibilities and requirements of the IT profession. On completion of this module, the successful learner will be able to:

1. Identify ethical, social and legal issues relevant to Information Systems within a context of application (e.g. information systems management, project management, security management).
2. Assess and evaluate key aspects of legal, ethical and cultural issues relevant to an IT professional.
3. Distinguish opposing perspectives and authority of reference material.
4. Apply professional principles to an application domain of current and emerging technologies.
5. Recognise the limits and vulnerabilities of information systems.
6. Evaluate and select the appropriate conceptual tools available to an information systems practitioner.

Module 3: Information Systems Project

The primary aims of the module are to consolidate and deepen the student's knowledge and skills gained from other parts of the programme, and to provide a tangible demonstration of the student's scholarship and ability work in a sustained, systematic and professional manner. On completion of this module, the successful learner will have a knowledge and understanding of:

1. Demonstrating the ability to review, consolidate, extend and apply knowledge and understanding, and to initiate and carry out projects.
2. Demonstrating an ability to recognise and analyse criteria, to critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem.
3. Demonstrating knowledge and understanding of the legal, social, ethical and professional issues involved in the exploitation of computer technology.
4. Demonstrate an ability to communicate with various stakeholders (a range of audiences) in electronic as well as written and oral forms.
5. Demonstrate an ability to deconstruct a problem or situation and also appreciate the uncertainty, ambiguity and limits of knowledge.
6. Demonstrate creative thinking – the ability to be original or inventive.

Module 4: Human Factors in IT

Students studying this module will be able to determine and clarify and communicate the user's perceptions and responses resulting from the use and/or anticipated use of a product or system. They will be able to define requirements standards and quality targets for an organisation in agreement with key stakeholders. The module also includes analysis of user experience, the characteristics of users and their tasks, and the technical, organisational and physical environment in which products or systems may operate. On completion of this module, the successful student will be able to:

1. Select and use appropriate tools and methods to analyse all aspects of interaction between users and deployed technology.
2. Advice on usability (including safety and accessibility) for IT products and services.
3. Achieve optimum levels of product or service usability, by ensuring that project and enterprise activities take account of user experience.
4. Plan and perform all types of evaluation and, interpret and present the results of evaluation.
5. Ability to deconstruct a problem or situation and also cope uncertainty, ambiguity and limits of knowledge.
6. Ability to form effective dialogue with various stakeholders in electronic as well as written and oral forms.
7. Ability to be original or inventive and to apply lateral thinking and apply mathematical methods, tools and notations proficiently in the analysis and solution to problems.
8. Personal and professional development and management ability to initiate, plan, schedule and monitor own work and manage own learning, and to make use of scholarly reviews and primary sources.

Assessment

Assessment in the course includes a range of coursework and examination.

In order to qualify for a degree awarded by the Middlesex University, the student must pass in all modules.

Entry Requirements

- Successful completion of an Associate Degree or Higher Diploma or Advanced Diploma or equivalent in relevant subjects; and
- HKCEE English Language (Syllabus B) Grade C, HKAL English Language Grade D, IELTS 6.0 or equivalent or prior relevant course conducted in English.

Course Fee

Tuition fee is payable by 3 instalments as follows:

- 1st instalment: HK\$18,000
- 2nd instalment: HK\$18,000
- 3rd instalment: HK\$18,800

Fees and charges quoted are current at the time of publication and are subject to change without prior notice.

Further Study Opportunities

Upon successful completion of the BSc degree programme students will be offered a wide range of FURTHER STUDY OPPORTUNITIES leading to Master's Degrees conferred by leading universities in the United Kingdom and Australia.

The Middlesex University BSc Degree is eligible to enter post-graduate studies at major universities in the United Kingdom and Australia. Students may follow the development path by part-time studies while engaging in full-time employment in Hong Kong. For example:

- A Middlesex University first-degree holder will be eligible to apply for the Master of Business Administration programme offered by Glyndŵr University. The programme is 18 months duration.
- Graduates will also be eligible to apply for the Master of Engineering Management programme offered by the University of Technology, Sydney, Australia, in association with the HKMA. The programme, of 15 months' duration, serves as a continuing development path for in-service engineers or other technical professionals who perform, or who aspire to perform, management tasks while maintaining currency in their technical specialties.

Further Information and Enquiries

For unit specifications, costs and administrative details of the programme, please refer to individual part of the brochure. For application details, please refer to attached ENROLMENT INFORMATION FOR APPLICANTS.

For general enquiries, please contact Customer Service Department on 2774 8500 or fax 2365 1000.
For course details, please contact Mr Michael Kwok on 2774 8559.



BSc HONS INFORMATION TECHNOLOGY AND BUSINESS INFORMATION SYSTEMS

電腦及商業資訊系統理學士榮譽學位課程

本課程為有志於從事電腦與資訊專業的在職人士提供機會，在本港以兼讀方式進修，約三年半取得由英國 Middlesex University 頒授學位。

完成本課程的學員，將具有設計、應用與管理現代電腦與資訊系統的知識與技巧。

本課程由下列三個循序漸進的階段組成：

第一階段

NCC Education Level 4 Diploma in Business Information Technology (QCF)

(相當於學位課程的第一學年)

第二階段

NCC Education Level 5 Diploma in Business Information Technology (QCF)

(相當於學位課程的第二學年)

第三階段

BSc Hons Information Technology and Business Information Systems

(相當於學位課程的第三學年)

完成第一及第二階段的學員由 NCC Education 頒發文憑。完成第三個階段的學員由英國 Middlesex University 頒授理學士學位。



The organising institutions attempt to ensure that the information contained in this brochure is correct as at 6 May 2015. The institutions reserve the right to vary any matter described in the brochure at any time without notice.



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