



# 商業日語課程(入門 I)

## Business Japanese Course (Elementary I)

本課程適合已通過日本語能力試驗 N2 或同等學歷，有志晉身日資公司或與該類企業合作之人士修讀，課程分為四個部分: Part I 至 Part IV。

This course is suitable for those who have passed the Japanese Language Proficiency Test N2 or the equivalent. This is a course for those who are working in a Japanese company or those who have to maintain a business relationship with Japanese companies. This course will be divided into 4 parts (Part I – IV).

Date	:	9 Oct 2021 – 8 Jan 2022
Day & Time	:	Sat 6:00 – 8:30pm
Tuition Fee	:	HK \$4,240 (\$1,060 x 4 installments) (Total 30 hours)
Materials Fee	:	HK \$200

*(Material fee for new students is HK\$200. For current students, the material fee for handouts is HK\$90)*

Placement Test Enrollment Date	:	1 Sep 2021 (Wed) ~
Test Fee	:	HK \$80
Test Date & Time	:	17 Sep & 20 Sep 2021 10:00 am – 9:00 pm



### 付款辦法

第一期學費請用現金或支票繳付，支票請書明受款人為「Pasona Education Co. Limited」，學員需即時辦理註冊手續；而第二、第三及第四期學費則用自動轉帳形式繳付。

### 退款

除非學員所報讀的課程已被本校取消，否則學員已繳付的學費，本校恕不退還，也不能轉作為其他學期或其他課程的學費。

### 颱風及暴雨警告

因颱風或暴雨警告而取消的課堂，我們將不會安排補課或退還該堂課的學費。

### 網上課堂

如有任何特別情況〔例如發生社會運動、爆發病毒等〕引致本校未能開放校舍上課，本校保留將面授課堂改為網上課堂的權利。

### Payment Methods

Students who enrol in our Japanese courses have to register at our school and pay in cash or by cheque (payable to “Pasona Education Co. Limited”). The second, the third and the fourth installments will be made by auto pay.

### Refunds

We regret that refunds are only possible if a course is cancelled. Otherwise, fees paid are neither refundable nor transferable to subsequent terms or other courses.

### Typhoons and Rainstorms

We regret that we are unable to make up or refund fees for classes that are cancelled due to typhoons or rainstorms.

### Online Lessons

In case of any special circumstances (such as social movements and the outbreak of any virus) and the school is unable to open our premises for classes, we reserve the right to provide these face-to-face-lessons via online meetings instead.

## 商業日語課程 (入門) Business Japanese Course (Elementary)

本課程適合已通過日本語能力試驗 N2 或同等學歷，有志晉身日資公司或與該類企業合作之人士修讀。

本課程包括四個學期〔Part I – IV〕，以循環的方式進行，不分高低級別，學員只需在入學試獲得指定的成績，便可在任何一個學期開始報讀本課程，直至完成這四個學期為止。

學員雖然有一定的基本生活日語應對能力，但尚未能掌握商業日語會話技巧，也未能完全理解商業文件的內容，基本上不理解日本的商務禮儀和習慣。本課程注重這方面的訓練，目的是讓學員有基本的商業日語會話能力以應付簡單的商務場合。此外，本課程也教授地道日語發音和掌握聲調的竅門，以及基本的日本商業禮儀。

完成以上課程的學員可經 Pasona Asia 尋找工作。

This course is suitable for those who have passed the Japanese Language Proficiency Test N2 or the equivalent. This is a course for those who are working in a Japanese company or those who have to maintain a business relationship with Japanese companies.

This course will be divided into 4 parts (Part I – IV), and these four parts will run continuously. This means that students will be able to join from any part after taking a placement test, and that you will study for four consecutive parts.

Although students would possess the skills for basic conversational Japanese, they might not possess the skills for commercial conversational or written commercial Japanese and also might not comprehend Japanese business etiquette and manner. This course focuses on training students on these aspects. The aim is to develop their basic skill for commercial conversational, written Japanese and basic skills for Japanese business etiquette. In addition, this course also teaches authentic Japanese dialect and authentic Japanese pronunciation.

Students can apply for jobs through Pasona Asia after completion of this course.

1. 上述費用是按照《教育〔豁免〕〔提供非正規課程的私立學校〕令》所訂明的條件收取。
  2. 教育課程的費用總額須按每月等額計算。除第一期的費用外，每期的費用須在該教育課程進行期間的每月的首個上課日或之後收取。
  3. 儘管上述第〔2〕點另有規定，校監可要求學生在不早於教育課程開始的一個月前繳付第一期費用，以註冊就讀該教育課程。
  4. 凡學生每次所繳交的或代學生所繳交的一切款項，須由正式收據認收。學生應保留收據作為退款用途。
  5. 如學校未能按預訂安排開辦有關課程，便應按照課程單張所載的退款政策及程序，向學生退回全部或部分費用。
1. Collection of the above fees is in accordance with the conditions stipulated in the Education (Exemption) (Private Schools Offering Non-Formal Curriculum) Order.
  2. The inclusive fees for an educational course shall be calculated on an equal monthly basis. Other than the first installment, each installment of the fees shall be collected on or after the first school day of each month of the period during which the educational course is conducted.
  3. Notwithstanding (2) above, the supervisor may require a pupil to register for an educational course by paying the first monthly installment not earlier than one month before the commencement of the educational course.
  4. The payment of every sum of money by or on behalf of a pupil shall be acknowledged in writing on a proper form of receipt. Pupils should retain the receipts for refund purpose.
  5. If the school fails to operate the course as scheduled, the school should give the pupils a full or partial refund in accordance with the refund policies and procedures stated in the course leaflet.



# 商業日語課程(高級 I)

## Business Japanese Course (Advanced I)

本課程適合已通過日本語能力試驗 N1 或同等學歷，現於日資企業工作或需要經常與日籍人士洽商的人士修讀。課程分為四個部分: Part I 至 Part IV。

This course is suitable for those who have attained the Japanese Language Proficiency Test N1 or the equivalent and are working for Japanese companies or working with Japanese business partners. This course will be divided into 4 parts (Part I – IV).

Date	:	9 Oct 2021 – 8 Jan 2022
Day & Time	:	Sat 6:00 – 8:30pm
Tuition Fee	:	HK \$4,360 (\$1,090 x 4 installments) (Total 30 hours)
Materials Fee	:	HK \$380

Placement Test Enrollment Date	:	1 Sep 2021 (Wed) ~
Test Fee	:	HK \$80
Test Date & Time	:	17 Sep & 20 Sep 2021 10:00 am – 9:00 pm



### 付款辦法

第一期學費請用現金或支票繳付，支票請書明受款人為「Pasona Education Co. Limited」，學員需即時辦理註冊手續；而第二、第三及第四期學費則用自動轉帳形式繳付。

### 退款

除非學員所報讀的課程已被本校取消，否則學員已繳付的學費，本校恕不退還，也不能轉作為其他學期或其他課程的學費。

### 颱風及暴雨警告

因颱風或暴雨警告而取消的課堂，我們將不會安排補課或退還該堂課的學費。

### 網上課堂

如有任何特別情況〔例如發生社會運動、爆發病毒等〕引致本校未能開放校舍上課，本校保留將面授課堂改為網上課堂的權利。

### Payment Methods

Students who enrol in our Japanese courses have to register at our school and pay in cash or by cheque (payable to "Pasona Education Co. Limited"). The second, the third and the fourth installments will be made by auto pay.

### Refunds

We regret that refunds are only possible if a course is cancelled. Otherwise, fees paid are neither refundable nor transferable to subsequent terms or other courses.

### Typhoons and Rainstorms

We regret that we are unable to make up or refund fees for classes that are cancelled due to typhoons or rainstorms.

### Online Lessons

In case of any special circumstances (such as social movements and the outbreak of any virus) and the school is unable to open our premises for classes, we reserve the right to provide these face-to-face-lessons via online meetings instead.

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#### Pasona Education Co. Limited

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**商業日語課程 (高級)****Business Japanese Course (Advanced)**

本課程適合已通過日本語能力試驗 N1 或同等學歷，現於日資企業工作或需要經常與日籍人士洽商的人士修讀。

本課程包括四個學期〔Part I – IV〕，以循環的方式進行，不分高低級別，學員只需在入學試獲得指定的成績，便可在任何一個學期開始報讀本課程，直至完成這四個學期為止。

學員達到日本語能力試驗 N1 或同等學歷後，雖然已對商業日語有一定的認識，但只能應用於有限的商務場合，並只能稍可理解對方的說話。本課程特別注重這方面的訓練，目的是提昇學員的日語溝通能力以應付更多的商業場景，也更能準確地理解一般商業文件的內容，讓學員無論在工作、應酬及社交活動上都能靈活運用日語。

完成以上課程的學員可經 Pasona Asia 尋找工作。

This course is suitable for those who have attained the Japanese Language Proficiency Test N1 or the equivalent and are working for Japanese companies or working with Japanese business partners.

This course will be divided into 4 parts (Part I – IV), and these four parts will run continuously. This means that students will be able to join from any part after taking a placement test, and that you will study for four consecutive parts.

Upon completion of JLPT N1 (or equivalent), students should have limited knowledge of business Japanese and may be able to apply it to certain situations or understand business conversations at the surface level. This course aims at improving students' communication ability to widen the range of business scenarios and understanding business correspondence more accurately. This course will allow students to use business Japanese more flexibly at their workplace or in social occasions.

Students can apply for jobs through Pasona Asia after completion of this course.

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  3. 儘管上述第〔2〕點另有規定，校監可要求學生在不早於教育課程開始的一個月前繳付第一期費用，以註冊就讀該教育課程。
  4. 凡學生每次所繳交的或代學生所繳交的一切款項，須由正式收據認收。學生應保留收據作為退款用途。
  5. 如學校未能按預訂安排開辦有關課程，便應按照課程單張所載的退款政策及程序，向學生退回全部或部分費用。
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