

HONG KONG METROPOLITAN UNIVERSITY
(Formerly The Open University of Hong Kong)

Programme Requirements for Bachelor of Business Administration in Corporate Administration (BBACAF)

To be eligible for the award of the **Bachelor of Business Administration in Corporate Administration**, a student shall obtain the required number of credits specified below for the Year of entry, in courses prescribed and detailed on the programme tables.

For **Year 1 Entry and Year 3 Entry** students admitted **in the 2018/19 academic year or thereafter**, please refer to Page 1 to 2.

For **Year 2 Entry** students admitted **in the 2018/19 academic year or thereafter**, please refer to Page 3 to 4.

For students admitted **before the 2018/19 academic year**, please refer to Page 5 to 7.

For Year 1 Entry and Year 3 Entry students admitted in the 2018/19 academic year or thereafter

Year 1 Entry

A student admitted to the programme through Year 1 Entry needs to complete a total of 120 credits of which no more than 40 credits should be taken at Foundation Level. A student is required to complete:

1. 70 credits of core courses in Tables 1 and 2;
2. 30 credits of corporate administration concentration courses from Table 3;
3. 20 credits of purpose-designed General Education courses[#]; and
4. All three Global Immersion Programme in Table 4 (applicable for full-time students only).

Note: Please refer to the updated list of purpose-designed General Education courses posted on the University website (www.hkmu.edu.hk/FT_GE).

Year 3 Entry

A student admitted to the programme through Year 3 Entry needs to complete a total of 40 credits. A student is required to complete:

1. 10 credits of core courses in Table 2;
2. 30 credits of corporate administration concentration courses from Table 3; and
3. BUS B086F in Table 4 (applicable for full-time students only).

Table 1: Core Courses (Middle Level)

Course Code	Course Title	Credits	Course Level
BUS B200F	Integrated Business Foundation	30	Middle
BUS B220F	Integrated Business Functions	30	Middle

Table 2: Core Courses (Middle and Higher Level)

Course Code	Course Title	Credits	Course Level
FIN B280F	Introduction to Financial Management	5	Middle
MGT B399F	Management Policy and Strategy	5	Higher

Table 3: Corporate Administration Concentration Courses (Middle and Higher Level)

Course Code	Course Title	Credits	Course Level
ACT B304F	Accounting Information Systems	5	Higher
ACT B311F	Financial Accounting	5	Higher
ACT B313F	Management and Cost Accounting	5	Higher
ACT B414F	Taxation I	5	Higher
ACT B415F	Taxation II	5	Higher
BUS B299F	Business Field Studies	5	Middle
BUS B368F	Business Issues and Ethics	5	Higher
CGV B411F	Corporate Administration and Secretarial Practice I	5	Higher
CGV B412F	Corporate Administration and Secretarial Practice II	5	Higher
CGV B413F	Corporate Governance	5	Higher
FIN B386F	Financial Decision Making	5	Higher
IB B391F ¹	International Business Environment	5	Higher
IB B392F ¹	Managing International Business	5	Higher
LAW B333F	Company Law I	5	Higher
LAW B334F	Company Law II	5	Higher
MGT B344F	Theory and Design of Organizations	5	Higher
MGT B345F	Managing in Organizations	5	Higher

Table 4: Global Immersion Programme

Course Code	Course Title
BUS B081F	Global Immersion Programme (Undergraduate Year 1)
BUS B082F	Global Immersion Programme (Undergraduate Year 2)
BUS B086F ²	Global Immersion Programme (Undergraduate Year 3(O))

Note:

1. With effect from the 2019 Spring Term, the following course codes have been revised:

<i>Original Course Code</i>	<i>Revised Course Code</i>
<i>MKT B391F</i>	<i>IB B391F</i>
<i>MKT B392F</i>	<i>IB B392F</i>

2. Students who have completed BUS B086F would be deemed to have completed the requirements for BUS B083F, and vice versa.

For Year 2 Entry students admitted in the 2018/19 academic year or thereafter

Year 2 Entry

A student admitted to the programme through Year 2 Entry needs to complete a total of 80 credits of which no more than 20 credits should be taken at Foundation Level. A student is required to complete:

1. 35 credits of core courses from;
 - a. Table 5 (*for students admitted in the 2018/19 academic year*); **OR**
 - b. BUS B220F and FIN B280F in Table 6 (*for students admitted in the 2019/20 academic year or thereafter*);
2. 5 credits of core course in Table 7;
3. 30 credits of corporate administration concentration courses from Table 8;
4. 10 credits of purpose-designed General Education courses[#]; and
5. All two Global Immersion Programme in Table 9 (applicable for full-time students only).

Note: Please refer to the updated list of purpose-designed General Education courses posted on the University website (www.hkmu.edu.hk/FT_GE).

Table 5: Core Courses (*For students admitted in the 2018/19 academic year*)

Course Code	Course Title	Credits	Course Level
BIS B123F	Business Computing Applications	5	Foundation
BUS B103F	English and Communications for Business I	5	Foundation
BUS B104F	English and Communications for Business II	5	Foundation
BUS B171F	Business Statistics	5	Foundation
ACT B211F	Introduction to Accounting I	5	Middle
ACT B212F	Introduction to Accounting II	5	Middle
BUS B272F	Quantitative Methods for Decision Making	5	Middle
ECON A231F	Introduction to Microeconomics	5	Middle
ECON A232F	Introduction to Macroeconomics	5	Middle
FIN B280F	Introduction to Financial Management	5	Middle
LAW B262F	Business Law I	5	Middle
MGT B240F	Principles and Practices of Management	5	Middle
MKT B250F	Introduction to Marketing	5	Middle

Table 6: Core Courses (*For students admitted in the 2019/20 academic year or thereafter*)

Course Code	Course Title	Credits	Course Level
BUS B220F	Integrated Business Functions	30	Middle
FIN B280F	Introduction to Financial Management	5	Middle

Table 7: Core Course (Higher Level)

Course Code	Course Title	Credits	Course Level
MGT B399F	Management Policy and Strategy	5	Higher

Table 8: Corporate Administration Concentration Courses (Middle and Higher Level)

Course Code	Course Title	Credits	Course Level
ACT B304F	Accounting Information Systems	5	Higher
ACT B311F	Financial Accounting	5	Higher
ACT B313F	Management and Cost Accounting	5	Higher
ACT B414F	Taxation I	5	Higher
ACT B415F	Taxation II	5	Higher
BUS B299F	Business Field Studies	5	Middle
BUS B368F	Business Issues and Ethics	5	Higher
CGV B411F	Corporate Administration and Secretarial Practice I	5	Higher
CGV B412F	Corporate Administration and Secretarial Practice II	5	Higher
CGV B413F	Corporate Governance	5	Higher
FIN B386F	Financial Decision Making	5	Higher
IB B391F ³	International Business Environment	5	Higher
IB B392F ³	Managing International Business	5	Higher
LAW B333F	Company Law I	5	Higher
LAW B334F	Company Law II	5	Higher
MGT B344F	Theory and Design of Organizations	5	Higher
MGT B345F	Managing in Organizations	5	Higher

Table 9: Global Immersion Programme

Course Code	Course Title
BUS B082F	Global Immersion Programme (Undergraduate Year 2)
BUS B086F ⁴	Global Immersion Programme (Undergraduate Year 3(O))

Note:

3. With effect from the 2019 Spring Term, the following course codes have been revised:

Original Course Code	Revised Course Code
MKT B391F	IB B391F
MKT B392F	IB B392F

4. Students who have completed BUS B086F would be deemed to have completed the requirements for BUS B083F, and vice versa.

For students admitted before the 2018/19 academic year

Year 1 Entry

A student admitted to the programme through Year 1 Entry needs to complete a total of 120 credits and of which no more than 40 credits should be taken at Foundation Level. A student is required to complete:

1. 70 credits of core courses in Tables 10, 11 and 12;
2. 30 credits of corporate administration concentration courses from Table 13; and
3. 20 credits of purpose-designed General Education courses[#].

Note: Please refer to the updated list of purpose-designed General Education courses posted on the University website (www.hkmu.edu.hk/FT_GE).

Year 2 Entry

A student admitted to the programme through Year 2 Entry needs to complete a total of 80 credits of which no more than 20 credits should be taken at Foundation Level. A student is required to complete:

1. 35 credits of core courses from Tables 10 and 11;
2. 5 credits of a core course in Table 12;
3. 30 credits of corporate administration concentration courses from Table 13; and
4. 10 credits of purpose-designed General Education courses[#].

Note: Please refer to the updated list of purpose-designed General Education courses posted on the University website (www.hkmu.edu.hk/FT_GE).

Year 3 Entry

A student admitted to the programme through Year 3 Entry needs to complete a total of 40 credits. A student is required to complete:

1. 5 credits of a core course from Table 11;
2. 5 credits of a core course in Table 12; and
3. 30 credits of corporate administration concentration courses from Table 13.

Table 10: Core Courses (Foundation Level)

Course Code	Course Title	Credits	Course Level
BIS B123F	Business Computing Applications	5	Foundation
BUS B103F	English and Communications for Business I	5	Foundation
BUS B104F	English and Communications for Business II	5	Foundation
BUS B171F	Business Statistics	5	Foundation

Table 11: Core Courses (Middle Level)

Course Code	Course Title	Credits	Course Level
ACT B211F	Introduction to Accounting I	5	Middle
ACT B212F	Introduction to Accounting II	5	Middle
BUS B272F	Quantitative Methods for Decision Making	5	Middle
ECON A231F	Introduction to Microeconomics	5	Middle
ECON A232F	Introduction to Macroeconomics	5	Middle
FIN B280F	Introduction to Financial Management	5	Middle
LAW B262F	Business Law I	5	Middle
MGT B240F	Principles and Practices of Management	5	Middle
MKT B250F	Introduction to Marketing	5	Middle

Table 12: Core Course (Higher Level)

Course Code	Course Title	Credits	Course Level
MGT B399F	Management Policy and Strategy	5	Higher

Table 13: Corporate Administration Concentration Courses (Middle and Higher Level)

Course Code	Course Title	Credits	Course Level
ACT B304F	Accounting Information Systems	5	Higher
ACT B311F	Financial Accounting	5	Higher
ACT B313F	Management and Cost Accounting	5	Higher
ACT B414F	Taxation I	5	Higher
ACT B415F	Taxation II	5	Higher
BUS B299F	Business Field Studies	5	Middle
BUS B368F	Business Issues and Ethics	5	Higher
CGV B411F	Corporate Administration and Secretarial Practice I	5	Higher
CGV B412F	Corporate Administration and Secretarial Practice II	5	Higher
CGV B413F	Corporate Governance	5	Higher
FIN B386F	Financial Decision Making	5	Higher
IB B391F ^{5,6}	International Business Environment	5	Higher
IB B392F ^{5,6}	Managing International Business	5	Higher
LAW B333F	Company Law I	5	Higher
LAW B334F	Company Law II	5	Higher
MGT B344F ⁶	Theory and Design of Organizations	5	Higher
MGT B345F ⁶	Managing in Organizations	5	Higher

Note:

5. With effect from the 2019 Spring Term, the following course codes have been revised:

<i>Original Course Code</i>	<i>Revised Course Code</i>
<i>MKT B391F</i>	<i>IB B391F</i>
<i>MKT B392F</i>	<i>IB B392F</i>

6. *MGT B343F* and *MKT B390F* have been replaced by the following courses:

<i>Old Courses</i>	<i>Replacement Courses</i>
<i>MGT B343F (10-credit)</i>	<i>MGT B344F (5-credit)</i> <i>MGT B345F (5-credit)</i>
<i>MKT B390F (10-credit)</i>	<i>MKT B391F (5-credit)</i> <i>MKT B392F (5-credit)</i>

If students have successfully completed the old course(s) listed in the above table, they are deemed to have satisfied the requirements for the corresponding replacement course(s).

Last update: March 2020