

HONG KONG METROPOLITAN UNIVERSITY

Regulations for the degree of Bachelor of Business Administration in Corporate Administration and Bachelor of Business Administration with Honours in Corporate Administration

The programmes of Bachelor of Business Administration in Corporate Administration and Bachelor of Business Administration with Honours in Corporate Administration have been phased out with effect from 2021 Spring term. The last conferment of these programmes will be December 2026.

1. General

- 1.1 These regulations are made under paragraphs 1 to 4 of the Regulations for the Award of Undergraduate Degrees.
- 1.2 In these regulations, definitions shall apply as in the Regulations for the Award of Undergraduate Degrees and in the Interpretation section of the Academic Rules and Regulations.

2. Entry Requirements

- 2.1 To enter the **Bachelor of Business Administration in Corporate Administration** programme through pathway 1 or the **Bachelor of Business Administration with Honours in Corporate Administration** programme through pathway 1, a student shall normally possess a recognized Associate Degree or Higher Diploma in a business-related area (or its equivalent).

3. Bachelor of Business Administration in Corporate Administration (BBACA)

- 3.1 To be eligible for the award of the degree of **Bachelor of Business Administration in Corporate Administration**, a student shall:
 - 3.1.1 comply with the Regulations for Admission, Registration and Maintenance of Status; and
 - 3.1.2 comply with the Regulations for the Award of Undergraduate Degrees; and
 - 3.1.3 obtain at least 120 credits of which no more than 40 credits shall be obtained at Foundation level; and
 - 3.1.4 obtain at least 100 credits in courses prescribed by the regulations as appropriate to the degree, including at least 20 credits in courses at Higher level.
- 3.2 For the degree of **Bachelor of Business Administration in Corporate Administration**, the University has prescribed that a student must:
 - 3.2.1 successfully complete 70 credits from compulsory courses (labelled CD in Table 1); and
 - 3.2.2 successfully complete 30 credits from courses within the Corporate Administration concentration (labelled CG in Table 1); and
 - 3.2.3 successfully complete additional courses, as necessary, from any Foundation, Middle or Higher level courses offered by the University (other than GEN S100F), provided that, of the total 120 credits, no more than 40 are gained at Foundation level.

4. Bachelor of Business Administration in Corporate Administration (through Pathway 1) (BBACA1)

- 4.1 To be eligible for the award of the degree of **Bachelor of Business Administration in Corporate Administration**, a student who entered the programme through pathway 1 shall:
- 4.1.1 comply with the Regulations for Admission, Registration and Maintenance of Status; and
 - 4.1.2 comply with the Regulations for the Award of Undergraduate Degrees; and
 - 4.1.3 obtain at least 40 credits in courses prescribed by the regulations as appropriate to the degree.
- 4.2 For the degree of **Bachelor of Business Administration in Corporate Administration**, the University has prescribed that a student who entered the programme through pathway 1 must:
- 4.2.1 successfully complete 5 credits from middle level compulsory courses (labelled CD in Table 1); and
 - 4.2.2 successfully complete 5 credits from MGT B399; and
 - 4.2.3 successfully complete 30 credits from courses within the Corporate Administration concentration (labelled CG in Table 1).

5. Bachelor of Business Administration with Honours in Corporate Administration (BBAHCA)

- 5.1 To be eligible for the award of the degree of **Bachelor of Business Administration with Honours in Corporate Administration**, a student shall:
- 5.1.1 comply with the Regulations for Admission, Registration and Maintenance of Status; and
 - 5.1.2 comply with the Regulations for the Award of Undergraduate Degrees; and
 - 5.1.3 obtain at least 160 credits of which no more than 40 credits shall be obtained at Foundation level; and
 - 5.1.4 obtain at least 40 credits in courses at Higher level; and
 - 5.1.5 successfully complete the prescribed programme of studies.
- 5.2 For the degree of **Bachelor of Business Administration with Honours in Corporate Administration**, the University has prescribed that a student must:
- 5.2.1 successfully complete 70 credits from compulsory courses (labelled CD in Table 1); and
 - 5.2.2 successfully complete 70 credits from courses within the Corporate Administration concentration (labelled CG in Table 1) of which 20 credits must be taken at 400 level (ACT B414, ACT B415 and CGV B410); and
 - 5.2.3 successfully complete additional courses, as necessary, from any Foundation, Middle or Higher level courses offered by the University (other than GEN S100F), provided that, of the total 160 credits, no more than 40 are gained at Foundation level.

6. Bachelor of Business Administration with Honours in Corporate Administration (through Pathway 1) (BBAHCA1)

- 6.1 To be eligible for the award of the degree of **Bachelor of Business Administration with Honours in Corporate Administration**, a student who entered the programme through pathway 1 shall:
- 6.1.1 comply with the Regulations for Admission, Registration and Maintenance of Status; and
 - 6.1.2 comply with the Regulations for the Award of Undergraduate Degrees; and
 - 6.1.3 obtain at least 80 credits of which at least 40 credits shall be obtained in courses at Higher level; and
 - 6.1.4 successfully complete the prescribed programme of studies.
- 6.2 For the degree of **Bachelor of Business Administration with Honours in Corporate Administration**, the University has prescribed that a student who entered the programme through pathway 1 must:
- 6.2.1 successfully complete 5 credits from middle level compulsory courses (labelled CD in Table 1); and
 - 6.2.2 successfully complete 5 credits from MGT B399; and
 - 6.2.3 successfully complete 70 credits from courses within the Corporate Administration concentration (labelled CG in Table 1) of which 20 credits must be taken at 400 level (ACT B414, ACT B415 and CGV B410).
7. Each degree with Honours shall be conferred with a classification of First Class, Second Class (Upper Division), Second Class (Lower Division) or Third Class save that exceptionally a degree may be conferred without classification.
8. Subject to the requirements of the relevant programme of study, each person on whom an Honours degree is to be conferred shall be assigned to a classification determined by the University according to its regulations.
9. For the calculation of scores for honours classification purposes in the degree of **Bachelor of Business Administration with Honours in Corporate Administration**, the University has deemed that "Group (a)" shall consist of the best 40 credits in courses at Higher Level. "Group (b)" shall consist of the best 40 credits in courses at Higher or Middle Level, where such credits are not taken into account in "Group (a)". Further, that "X" shall equal two, that is "Group (a)" shall be weighted at twice the value of "Group (b)".

Table 1: Courses currently on offer (Phased out courses that can be counted towards the degree are listed in note 4)

Course Code	Course Title	Credits	Level	BBA / BBA (Hons)	Honours Classification Group
BIS B123 ¹	Business Computing Applications	5	Foundation	CD	--
BUS B103 ^{1,5}	English and Communications for Business I	5	Foundation	CD	--
BUS B104 ¹	English and Communications for Business II	5	Foundation	CD	--

Course Code	Course Title	Credits	Level	BBA / BBA (Hons)	Honours Classification Group
ACT B210 ^{1,5}	Introduction to Accounting	10	Middle	CD	b
BUS B273 ^{1,5}	Quantitative Analysis for Business	10	Middle	CD	b
ECON A231 ^{1,5}	Introduction to Microeconomics	5	Middle	CD	b
ECON A232 ^{1,5}	Introduction to Macroeconomics	5	Middle	CD	b
FIN B280 ^{1,5}	Introduction to Financial Management	5	Middle	CD	b
LAW B262 ^{1,5}	Business Law I	5	Middle	CD	b
MGT B240 ^{1,5}	Principles and Practices of Management	5	Middle	CD	b
MKT B250 ^{1,5}	Introduction to Marketing	5	Middle	CD	b
MGT B399 ¹	Management Policy and Strategy	5	Higher	CD	a or b
<i>Corporate Administration Concentration</i>					
CGV B410 ¹	Corporate Administration and Secretarial Practice	10	Higher	CG	a or b
ACT B304 ^{1,2,5}	Accounting Information Systems	5	Higher	CG	a or b
ACT B311 ¹	Financial Accounting	5	Higher	CG	a or b
ACT B313 ^{1,5}	Management and Cost Accounting	5	Higher	CG	a or b
ACT B414 ^{1,5}	Taxation I	5	Higher	CG	a or b
ACT B415 ^{1,5}	Taxation II	5	Higher	CG	a or b
BUS B368 ^{1,5}	Business Issues and Ethics	5	Higher	CG	a or b
CGV B413 ¹	Corporate Governance	5	Higher	CG	a or b
FIN B386 ^{1,5}	Financial Decision Making	5	Higher	CG	a or b
LAW B333 ^{1,5}	Company Law I	5	Higher	CG	a or b
LAW B334 ^{1,5}	Company Law II	5	Higher	CG	a or b
MGT B347 ^{1,5}	Managing People and Organizations	10	Higher	CG	a or b
IB B390 ^{1,2,5}	International Business Management	10	Higher	CG	a or b

Notes to Table 1:

1. This course forms an excluded combination with other course(s). Only one of the courses in the [excluded combination](#) can be counted towards an HKMU award. Students should refer to the list of [excluded combinations](#) for details.
2. If students have successfully completed FIN B382 but not yet BIS B329 for BBA with Honours in Corporate Administration, they must take ACT B304 and MKT B390.

3. Courses presented in full time face-to-face mode are identical to courses with the same course code but without the suffix "F". Students who have successfully completed courses presented in full time face-to-face mode are not allowed to take the same courses in the distance learning mode, and vice versa.
4. Students may complete MGT B398 and use the earned credits to fulfill the programme requirement for the BBACA/BBACA1. Students should note that they must complete MGT B399 to fulfill the programme requirement for the BBAHCA/BBAHCA1.
5. The following phased out courses are no longer available. Students who have successfully completed any of these courses can have the credits awarded for the phased out course(s) counted towards the BBACA/BBAHCA programmes, and are deemed to have completed corresponding replacement course(s), if any, subject to the requirements of relevant regulations.

Table 2: Phased out courses

Phased out Courses			Replacement courses			Label in BBACA/BBAHCA	Honours Classification Group	Note
Course Code	Course Title	Course credits	Course Code	Course Title	Course credits			
ACT B110	Introduction to Accounting	10	ACT B210	Introduction to Accounting	10	CD	b	--
ACT B211	Introduction to Accounting I	5	ACT B210	Introduction to Accounting	10	CD	b	--
ACT B212	Introduction to Accounting II	5						
ACT B300	Management Accounting	10	ACT B313	Management and Cost Accounting	5	CG	a or b	1
			ACT B405	Advanced Management Accounting	5	N/A	N/A	1
ACT B303	Management Accounting and Finance	10	FIN B280	Introduction to Financial Management	5	CD	b	--
			ACT B313	Management and Cost Accounting	5	CG	a or b	--
ACT B323X/ ACT B323	Business Law and Taxation	20	LAW B262	Business Law I	5	CD	b	--
			LAW B333	Company Law I	5	CG	a or b	--
			ACT B414	Taxation I	5	CG	a or b	--
			ACT B415	Taxation II	5	CG	a or b	--

Phased out Courses			Replacement courses			Label in BBACA/ BBAHCA	Honours Classification Group	Note
Course Code	Course Title	Course credits	Course Code	Course Title	Course credits			
ACT B367X/ ACT B367	Management Accounting and Finance	20	FIN B280	Introduction to Financial Management	5	CD	b	2
			ACT B313	Management and Cost Accounting	5	CG	a or b	2
			FIN B386	Financial Decision Making	5	CG	a or b	2
			ACT B405	Advanced Management Accounting	5	N/A	N/A	2
ACT B401	Advanced Management Accounting and Finance	10	FIN B386	Financial Decision Making	5	CG	a or b	3
			ACT B405	Advanced Management Accounting	5	N/A	N/A	3
ACT B404	Taxation	10	ACT B414	Taxation I	5	CG	a or b	--
			ACT B415	Taxation II	5	CG	a or b	--
ACT B431X/ ACT B431	Auditing and Information Systems	20	ACT B304	Accounting Information Systems	5	AC/CG	a or b	4
			BUS B368	Business Issues and Ethics	5	CG	a or b	4
			ACT B416	Auditing I	5	N/A	N/A	4
			ACT B417	Auditing II	5	N/A	N/A	4
BIS B120 / BIS B220	Business Computing	5	BIS B121	Business Computing with Internet Applications	5	CD	N/A	--
BIS B121	Business Computing with Internet Applications	5	BIS B123	Business Computing Applications	5	CD	N/A	--
BUS B100	Business Communication	5	BUS B103	English and Communications for Business I	5	CD	N/A	--

Phased out Courses			Replacement courses			Label in BBACA/ BBAHCA	Honours Classification Group	Note
Course Code	Course Title	Course credits	Course Code	Course Title	Course credits			
BUS B170/ BUS B270	Quantitative Methods for Business	10	BUS B171	Business Statistics	5	CD	N/A	--
			BUS B172/ BUS B272	Quantitative Methods for Decision Making	5	CD	b	--
BUS B171	Business Statistics	5	BUS B273	Quantitative Analysis for Business	10	CD	N/A	--
BUS B172/ BUS B272	Quantitative Methods for Decision Making	5					b	--
ECON A130/ ECON A230	Introduction to Economics	10	ECON A231	Introduction to Microeconomics	5	CD	b	--
			ECON A232	Introduction to Macroeconomics	5	CD	b	--
FIN B382/ FIN B400	Financial Management	10	FIN B280	Introduction to Financial Management	5	CD	b	--
			FIN B386	Financial Decision Making	5	CG	a or b	--
LAW B260	Business Law	10	LAW B262	Business Law I	5	CD	b	5
			LAW B263	Business Law II	5	N/A	N/A	5
LAW B302	Company Law	10	LAW B333	Company Law I	5	CG	a or b	--
			LAW B334	Company Law II	5	CG	a or b	--
MGT B140	Principles and Practices of Management	5	MGT B240	Principles and Practices of Management	5	CD	b	6
MGT B343	Managing in Organizations	10	MGT B344	Theory and Design of Organizations	5	CG	a or b	--
			MGT B345	Managing in Organizations	5	CG	a or b	--

Phased out Courses			Replacement courses			Label in BBACA/BBAHCA	Honours Classification Group	Note
Course Code	Course Title	Course credits	Course Code	Course Title	Course credits			
MGT B344	Theory and Design of Organizations	5	MGT B347	Managing People and Organizations	10	CG	a or b	--
MGT B345	Managing in Organizations	5						
MGT B399X	Management Policy and Strategy	5	MGT B399	Management Policy and Strategy	5	CD	a or b	--
MKT B150	Introduction to Marketing	5	MKT B250	Introduction to Marketing	5	CD	b	6
MKT B390	International Business Management	10	IB B390	International Business Management	10	CG	a or b	6

Notes to Table 2:

1. Students who have successfully completed ACT B300 are deemed to have completed ACT B313. ACT B405 may be counted as 5-credit free electives towards the BBACA/BBAHCA (Hons) programme subject to the requirements of the programme.
2. Students who have successfully completed ACT B367X/ACT B367 are deemed to have completed FIN B280, ACT B313 and FIN B386. ACT B405 may be counted as 5-credit free electives towards the BBACA/BBAHCA (Hons) programme subject to the requirements of the programme.
3. Students who have successfully completed ACT B401 are deemed to have completed FIN B386. ACT B405 may be counted as 5-credit free electives towards the BBACA/BBAHCA (Hons) programme subject to the requirements of the programme.
4. Students who have successfully completed ACT B431X/ACT B431 are deemed to have completed ACT B304 and BUS B368. ACT B416 and ACT B417 may be counted as 10-credit free electives towards the BBACA/BBAHCA (Hons) programme subject to the requirements of the programme.
5. Students who have successfully completed LAW B260 are deemed to have completed LAW B262. LAW B263 may be counted as 5-credit free electives towards the BBACA/BBAHCA (Hons) programme subject to the requirements of the programme.
6. Change of course code.

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