

HONG KONG METROPOLITAN UNIVERSITY

Regulations for the Certificate in Business Administration

The programme of Certificate in Business Administration has been phased out with effect from 2022 Autumn term. The last conferment of the programme will be December 2025.

These regulations are made under paragraphs 1 to 4 of the Regulations for the Award of Sub-degree Qualifications (Sub-degrees).

In these regulations definitions shall apply as in the Regulations for the Award of Sub-degree Qualifications and in the Interpretation Section of the Academic Rules and Regulations.

Certificate in Business Administration (CBA)

1. To be eligible for the award of the **Certificate in Business Administration**, a student shall:
 - a) comply with the Regulations for Admission, Registration and Maintenance of Status; and
 - b) comply with the Regulations for the Award of Sub-degree Qualifications (Sub-degrees); and
 - c) obtain at least 30 credits in courses prescribed by the regulations.
2. For the **Certificate in Business Administration**, the University has prescribed that a student must:
 - a) successfully complete any 25 credits from courses in Table 1; and
 - b) successfully complete any 5 credits from courses offered by the Lee Shau Kee School of Business and Administration.

Table 1: Courses currently on offer (Phased out courses that can be counted towards the programme are listed in note 3)

Course Code	Course Title	Credits
<i>Foundation level</i>		
BIS B123 ^{1,3}	Business Computing Applications	5
BUS B103 ^{1,3}	English and Communications for Business I	5
BUS B104 ¹	English and Communications for Business II	5
<i>Middle level</i>		
ACT B210 ^{1,3}	Introduction to Accounting	10
BUS B273 ^{1,3}	Quantitative Analysis for Business	10
FIN B280 ^{1,3}	Introduction to Financial Management	5
MGT B240 ^{1,3}	Principles and Practices of Management	5
MKT B250 ^{1,3}	Introduction to Marketing	5

Notes:

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. 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.
3. 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 ABA programme, 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 CBA	Note
Course Code	Course Title	Course credits	Course Code	Course Title	Course credits		
ACT B110	Introduction to Accounting	10	ACT B211	Introduction to Accounting I	5	CD	--
			ACT B212	Introduction to Accounting II	5	CD	--
ACT B211	Introduction to Accounting I	5	ACT B210	Introduction to Accounting	10	CD	--
ACT B212	Introduction to Accounting II	5					
ACT B303	Management Accounting and Finance	10	FIN B280	Introduction to Financial Management	5	CD	--
			ACT B313	Management and Cost Accounting	5	N/A	--
BIS B120 / BIS B220	Business Computing	5	BIS B121	Business Computing with Internet Applications	5	CD	--
BIS B121	Business Computing with Internet Applications	5	BIS B123	Business Computing Applications	5	CD	--
BUS B100	Business Communication	5	BUS B103	English and Communications for Business I	5	CD	--
BUS B170/ BUS B270	Quantitative Methods for Business	10	BUS B171	Business Statistics	5	CD	--
			BUS B172/ BUS B272	Quantitative Methods for Decision Making	5	CD	--
BUS B171	Business Statistics	5	BUS B273	Quantitative Analysis for Business	10	CD	--
BUS B172/	Quantitative Methods for	5					

Phased out Courses			Replacement courses			Label in CBA	Note
Course Code	Course Title	Course credits	Course Code	Course Title	Course credits		
BUS B272	Decision Making						
ECON A130/ ECON A230	Introduction to Economics	10	ECON A231	Introduction to Microeconomics	5	CD	--
			ECON A232	Introduction to Macroeconomics	5	CD	--
FIN B382/ FIN B400	Financial Management	10	FIN B280	Introduction to Financial Management	5	CD	--
			FIN B386	Financial Decision Making	5	N/A	--
LAW B260	Business Law	10	LAW B262	Business Law I	5	CD	1
			LAW B263	Business Law II	5	N/A	1
MGT B140	Principles and Practices of Management	5	MGT B240	Principles and Practices of Management	5	CD	2
MKT B150	Introduction to Marketing	5	MKT B250	Introduction to Marketing	5	CD	2

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