

Hong Kong Metropolitan University
Lee Shau Kee School of Business and Administration
 Bachelor of Business
 (BBUS)

Suggested Study Pathway - Start from 2025 Spring Term (4 Years)

It is for students who are/were admitted to above programme in Spring term only. Valid for (admit term): 2025 Spring and after

Students pursuing this programme must successfully complete at least 93 credit-units, of which no more than 30 credit-units shall be at 1000-level, and at least 24 credit-units shall be at 3000- and/or 4000-level.

Term	Course Code	Course Title	No. of Credit-units	No. of Term(s)
Spring	BUS 1100BED ②	* Fundamentals of Business and Management	18	2
Summer	BUS 1130BED	* Leveraging Your Learning for Success	6	1
Autumn	BUS 2107BED	* Crafting Business Opportunities	18	2

Term	Course Code	Course Title	No. of Credit-units	No. of Term(s)
Summer	BUS 2170BED	* Effective Communication Skills for Business and Management	9	1
Autumn	UNI 1011ABW	Social Responsibilities	1	1
Autumn	UNI 2101BED	* Effective Communication and Teamwork	3	1

Term	Course Code	Course Title	No. of Credit-units	No. of Term(s)
Spring	UNI 1001ABW	University Core Values	2	1
Spring	UNI 3101BED	* Entrepreneurial Mindset and Leadership for Sustainability	3	1
Summer	BUS 3127BED	* Shaping the Futures: Sustainable Enterprise and Innovation	9	1
Autumn	^	Additional 6 Credit-units	6	1

Term	Course Code	Course Title	No. of Credit-units	No. of Term(s)
Spring	MGT 4102BED ②	* Management Strategy	18	2

Course Code	Course Title	No. of Credit-units	No. of Term(s)
BUS 1130BED	* Leveraging Your Learning for Success	6	1
BUS 2170BED	* Effective Communication Skills for Business and Management	9	1
BUS 3127BED	* Shaping the Futures: Sustainable Enterprise and Innovation	9	1

② This is a two-term course starting in the Spring term with teaching activities in the Summer term. The course will end in the Summer term.

^ From any English and/or Chinese 1000-level, 2000-level, 3000-level or 4000-level courses offered by the University.

While choosing and enrolling an elective course, please check the lists of "Excluded Combination" and "Courses not to be taken again". These lists display combinations of courses which cannot be used towards same award.

Presentation of courses is subject to change without notice. Please refer to the University's web site for the latest courses on offer schedule.

Important Note

* Courses are exclusively designed for a person in confinement. After discharge, s/he must take the corresponding parallel course(s) with reference to the latest online Programme Requirements, in order to obtain appropriate and sufficient credit-units for the programme award. The latest online Programme Requirements can be obtained from the University website, as follows:-
 University website > Current Students > Distance Learning > Course Enrolment > Programme Requirements (3-credit-unit System) > Lee Shau Kee School of Business and Administration > Bachelor of Business: BBUS/BBUS1

Registration Value Calculations
 New students and students entering distance learning programmes for the first time can register for courses with a total maximum registration value of 12 (under the 3-credit-unit system). For continuing students, the maximum registration value is 24 respectively.
 For details, please refer to "Study Load" in following webpage: <https://admissions.hkmu.edu.hk/dl/>

No. of credit-units, excluding highlighted elective course(s) if any, at level:				
1000	2000	3000	4000	
18				
6				
	18			
		9		
1				
	3			
2				
		3		
		9		
27	30	12	18	
				67

Reg. Value by (i) course of same row, or, (ii) course(s) from previous term(s).		
Spring	Summer	Autumn
9	9	
	6	
		9

9		
	9	
		1
	3	3

2		
3		
	9	
		6

9	9	
---	---	--

Sum of Registration Value by term			
	Spring	Summer	Autumn
Year 1	9	15	9
Year 2	9	9	4
Year 3	5	9	6
Year 4	9	9	0

Hong Kong Metropolitan University
Lee Shau Kee School of Business and Administration
 Bachelor of Business
 (BBUS)

Suggested Study Pathway - Start from 2024 Autumn Term (3 Years)

It is for students who are/were admitted to above programme in Autumn term only. Valid for (admit term): 2024 Autumn and after

Students pursuing this programme must successfully complete at least 93 credit-units, of which no more than 30 credit-units shall be at 1000-level, and at least 24 credit-units shall be at 3000- and/or 4000-level.

Year 1 Courses

Term	Course Code	Course Title	No. of Credit-units	No. of Term(s)
Autumn	BUS 1100BED	* Fundamentals of Business and Management	18	2
Summer	BUS 1130BED	* Leveraging Your Learning for Success	6	1
Summer	BUS 2170BED	* Effective Communication Skills for Business and Management	9	1

Year 2 Courses

Term	Course Code	Course Title	No. of Credit-units	No. of Term(s)
Autumn	BUS 2107BED	* Crafting Business Opportunities	18	2
Autumn	UNI 1011ABW	Social Responsibilities	1	1
Summer	BUS 3127BED	* Shaping the Futures: Sustainable Enterprise and Innovation	9	1

Year 3 Courses

Term	Course Code	Course Title	No. of Credit-units	No. of Term(s)
Autumn	UNI 2101BED	* Effective Communication and Teamwork	3	1
Autumn	UNI 3101BED	* Entrepreneurial Mindset and Leadership for Sustainability	3	1
Autumn		^ Additional 6 Credit-units	6	1
Spring	MGT 4102BED	② * Management Strategy	18	2
Spring	UNI 1001ABW	University Core Values	2	1

List 1. Courses offered in Summer Term

Course Code	Course Title	No. of Credit-units	No. of Term(s)
BUS 1130BED	* Leveraging Your Learning for Success	6	1
BUS 2170BED	* Effective Communication Skills for Business and Management	9	1
BUS 3127BED	* Shaping the Futures: Sustainable Enterprise and Innovation	9	1

② This is a two-term course starting in the Spring term with teaching activities in the Summer term. The course will end in the Summer term.

* From any English and/or Chinese 1000-level, 2000-level, 3000-level or 4000-level courses offered by the University.

While choosing and enrolling an elective course, please check the lists of "Excluded Combination" and "Courses not to be taken again". These lists display combinations of courses which cannot be used towards same award.

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 University website > Current Students > Distance Learning > Course Enrolment > Programme Requirements (3-credit-unit System) > Lee Shau Kee School of Business and Administration > Bachelor of Business BBUS/BBUS1

Registration Value Calculations

New students and students entering distance learning programmes for the first time can register for courses with a total maximum registration value of 12 (under the 3-credit-unit system). For continuing students, the maximum registration value is 24 respectively. For details, please refer to "Study Load" in following webpage: <https://admissions.hkmu.edu.hk/dl/>

Reg. Value by (i) course of same row, or, (ii) course(s) from previous term(s).

Autumn	Spring	Summer
9	9	
		6
		9

Autumn	Spring	Summer
9	9	
1		
		9

Autumn	Spring	Summer
3		
3		
6		
	9	9
	2	

No. of credit-units, excluding highlighted elective course(s) if any, at level:				
1000	2000	3000	4000	
18				
6				
	9			
		18		
1				
		9		
			3	
			3	
			6	
			18	
2				
27	30	12	18	
87				

Sum of Registration Value by term

	Autumn	Spring	Summer
Year 1	9	9	12
Year 2	10	9	9
Year 3	12	11	9

Hong Kong Metropolitan University
Lee Shau Kee School of Business and Administration
 Bachelor of Business
 (BBUS)

Suggested Study Pathway - Start from 2025 Spring Term (3 Years)

It is for students who are/were admitted to above programme in Spring term only. Valid for (admit term): 2025 Spring and after

Students pursuing this programme must successfully complete at least 93 credit-units, of which no more than 30 credit-units shall be at 1000-level, and at least 24 credit-units shall be at 3000- and/or 4000-level.

Year 1 Courses

Term	Course Code	Course Title	No. of Credit-units	No. of Term(s)
Spring	BUS 1100BED ②	Fundamentals of Business and Management	18	2
Summer	BUS 1130BED	Leveraging Your Learning for Success	6	1
Autumn	BUS 2107BED *	Crafting Business Opportunities	18	2

Year 2 Courses

Term	Course Code	Course Title	No. of Credit-units	No. of Term(s)
Summer	BUS 2170BED *	Effective Communication Skills for Business and Management	9	1
Summer	BUS 3127BED *	Shaping the Futures: Sustainable Enterprise and Innovation	9	1
Autumn	UNI 1011ABW	Social Responsibilities	1	1
Autumn		Additional 6 Credit-units [^]	6	1

Year 3 Courses

Term	Course Code	Course Title	No. of Credit-units	No. of Term(s)
Spring	MGT 4102BED ②	Management Strategy	18	2
Spring	UNI 1001ABW	University Core Values	2	1
Autumn	UNI 2101BED *	Effective Communication and Teamwork	3	1
Autumn	UNI 3101BED *	Entrepreneurial Mindset and Leadership for Sustainability	3	1

List 1. Courses offered in Summer Term

Course Code	Course Title	No. of Credit-units	No. of Term(s)
BUS 1130BED	Leveraging Your Learning for Success	6	1
BUS 2170BED	Effective Communication Skills for Business and Management	9	1
BUS 3127BED	Shaping the Futures: Sustainable Enterprise and Innovation	9	1

② This is a two-term course starting in the Spring term with teaching activities in the Summer term. The course will end in the Summer term.

[^] From any English and/or Chinese 1000-level, 2000-level, 3000-level or 4000-level courses offered by the University.

While choosing and enrolling an elective course, please check the lists of "Excluded Combination" and "Courses not to be taken again". These lists display combinations of courses which cannot be used towards same award.

Presentation of courses is subject to change without notice. Please refer to the University's web site for the latest courses on offer schedule.

Important Note

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 University website > Current Students > Distance Learning > Course Enrolment > Programme Requirements (3-credit-unit System) > Lee Shau Kee School of Business and Administration > Bachelor of Business BBUS/BBUS1

Registration Value Calculations

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Reg. Value by (i) course of same row, or, (ii) course(s) from previous term(s).

Spring	Summer	Autumn
9	9	
	6	
		9

9		
	9	
	9	
		1
		6

9	9	
2		
		3
		3

No. of credit-units, excluding highlighted elective course(s) if any, at level:				
1000	2000	3000	4000	
18				
6				
	18			
	9			
		9		
1				
			18	
2				
		3		
			3	
27	30	12	18	
87				

Sum of Registration Value by term

	Spring	Summer	Autumn
Year 1	9	15	9
Year 2	9	18	7
Year 3	11	9	6

Hong Kong Metropolitan University
Lee Shau Kee School of Business and Administration
 Bachelor of Business (through Pathway 1)
 (BBUS1)

Suggested Study Pathway - Start from 2024 Autumn Term (2 Years)

It is for students who are/were admitted to above programme in Autumn term only. Valid for (admit term): 2024 Autumn and after

Students pursuing this programme must successfully complete at least 36 credit-units of which at least 24 credit-units shall be at 3000-level and/or 4000-level.

Year 1 Courses

Term	Course Code	Course Title	No. of Credit-units	No. of Term(s)
Autumn	UNI 1011ABW	Social Responsibilities	1	1
Autumn	UNI 2101BED *	Effective Communication and Teamwork	3	1
Spring	UNI 1001ABW	University Core Values	2	1
Summer	BUS 3127BED *	Shaping the Futures: Sustainable Enterprise and Innovation	9	1

Year 2 Courses

Term	Course Code	Course Title	No. of Credit-units	No. of Term(s)
Autumn	UNI 3101BED *	Entrepreneurial Mindset and Leadership for Sustainability	3	1
Spring	MGT 4102BED ②	Management Strategy	18	2

List 1.**Courses offered in Summer Term**

Course Code	Course Title	No. of Credit-units	No. of Term(s)
BUS 1130BED *	Leveraging Your Learning for Success	6	1
BUS 2170BED *	Effective Communication Skills for Business and Management	9	1
BUS 3127BED *	Shaping the Futures: Sustainable Enterprise and Innovation	9	1

② This is a two-term course starting in the Spring term with teaching activities in the Summer term. The course will end in the Summer term.

Presentation of courses is subject to change without notice. Please refer to the University's web site for the latest courses on offer schedule.

Important Note

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 University website > Current Students > Distance Learning > Course Enrolment > Programme Requirements (3-credit-unit System) > Lee Shau Kee School of Business and Administration > Bachelor of Business: BBUS/BBUS1

Registration Value Calculations

New students and students entering distance learning programmes for the first time can register for courses with a total maximum registration value of 12 (under the 3-credit-unit system). For continuing students, the maximum registration value is 24 respectively. For details, please refer to "Study Load" in following webpage: <https://admissions.hkmu.edu.hk/dl/>

Reg. Value by (i) course of same row, or, (ii) course(s) from previous term(s).

Autumn	Spring	Summer
1		
3		
	2	
		9

3		
	9	9

Sum of Registration Value by term

	Autumn	Spring	Summer
Year 1	4	2	9
Year 2	3	9	9

No. of credit-units, excluding highlighted elective course(s) if any, at level:			
1000	2000	3000	4000
1			
	3		
2			
		9	
		3	
			18
3	3	12	18
36			

Hong Kong Metropolitan University
Lee Shau Kee School of Business and Administration
 Bachelor of Business (through Pathway 1)
 (BBUS1)

Suggested Study Pathway - Start from 2024 Autumn Term (1 Year)

It is for students who are/were admitted to above programme in Autumn term only. Valid for (admit term): 2024 Autumn and after

Students pursuing this programme must successfully complete at least 36 credit-units of which at least 24 credit-units shall be at 3000-level and/or 4000-level.

Year 1 Courses

Term	Course Code	Course Title	No. of Credit-units	No. of Term(s)
Autumn	UNI 1011ABW	Social Responsibilities	1	1
Autumn	UNI 2101BED *	Effective Communication and Teamwork	3	1
Spring	UNI 3101BED *	Entrepreneurial Mindset and Leadership for Sustainability	3	1
Spring	UNI 1001ABW	University Core Values	2	1
Spring	MGT 4102BED ②	Management Strategy	18	2
Summer	BUS 3127BED	Shaping the Futures: Sustainable Enterprise and Innovation	9	1

No. of credit-units, excluding highlighted elective course(s) if any, at level:				
1000	2000	3000	4000	
1				
	3			
		3		
2				
			18	
		9		
3	3	12	18	
36				

Registration Value Calculations

New students and students entering distance learning programmes for the first time can register for courses with a total maximum registration value of 12 (under the 3-credit-unit system). For continuing students, the maximum registration value is 24 respectively. For details, please refer to "Study Load" in following webpage: <https://admissions.hkmu.edu.hk/id/>

Reg. Value by (i) course of same row, or, (ii) course(s) from previous term(s).		
Autumn	Spring	Summer
1		
3		
	3	
	2	
	9	9
		9

Sum of Registration Value by term

Year 1	Autumn	Spring	Summer
	4	14	18

List 1.

Courses offered in Summer Term

Course Code	Course Title	No. of Credit-units	No. of Term(s)
BUS 1130BED *	Leveraging Your Learning for Success	6	1
BUS 2170BED *	Effective Communication Skills for Business and Management	9	1
BUS 3127BED *	Shaping the Futures: Sustainable Enterprise and Innovation	9	1

② This is a two-term course starting in the Spring term with teaching activities in the Summer term. The course will end in the Summer term.

Presentation of courses is subject to change without notice. Please refer to the University's web site for the latest courses on offer schedule.

Important Note

* Courses are exclusively designed for a person in confinement. After discharge, s/he must take the corresponding parallel course(s) with reference to the latest online Programme Requirements, in order to obtain appropriate and sufficient credit-units for the programme award. The latest online Programme Requirements can be obtained from the University website, as follows:-
 University website > Current Students > Distance Learning > Course Enrolment > Programme Requirements (3-credit-unit System) > Lee Shau Kee School of Business and Administration > Bachelor of Business BBUS/BBUS1

Planned Course Presentation Schedule (as at 2 OCT 2024 09:30)

Bachelor of Business (BBUS)

The University will follow the planned course presentation schedule as far as possible but may make changes if necessary. Please check back often for the most up to date information

Compulsory/ Elective	Course Code	Course Title	Length in Terms	Credit- units	2022 Autumn	2023 Spring	2023 Summer	2023 Autumn	2024 Spring	2024 Summer	2024 Autumn	2025 Spring	2025 Summer	2025 Autumn	2026 Spring	2026 Summer	2026 Autumn	2027 Spring	2027 Summer	2027 Autumn	2028 Spring	2028 Summer
1 Compulsory	UNI 1001ABW	University Core Values	1	2					✓			✓			✓			✓			✓	
2 Compulsory	UNI 1011ABW	Social Responsibilities	1	1							✓				✓					✓		
3 Compulsory	UNI 2101BED	Effective Communication and Teamwork	1	3								✓			✓			✓		✓		✓
4 Compulsory	UNI 3101BED	Entrepreneurial Mindset and Leadership for Sustainability	1	3								✓			✓			✓		✓		✓
1 Compulsory	BUS 1100BED	Fundamentals of Business and Management	2	18							✓	✓			✓	✓		✓		✓		✓
2 Compulsory	BUS 1130BED	Leveraging Your Learning for Success	1	6									✓			✓			✓			✓
3 Compulsory	BUS 2107BED	Crafting Business Opportunities	2	18										✓			✓			✓		
4 Compulsory	BUS 2170BED	Effective Communication Skills for Business and Management	1	9								✓			✓				✓			✓
5 Compulsory	BUS 3127BED	Shaping the Futures: Sustainable Enterprise and Innovation	1	9								✓			✓				✓			✓
6 Compulsory	MGT 4102BED	Management Strategy	2	18								✓			✓				✓			✓

Note:

✓: Course planned for presentation in this term

Planned Course Presentation Schedule (as at 2 OCT 2024 09:30)

Bachelor of Business (through pathway 1) (BBUS1)

The University will follow the planned course presentation schedule as far as possible but may make changes if necessary. Please check back often for the most up to date information

Compulsory/ Elective	Course Code	Course Title	Length in Terms	Credit- units	2022 Autumn	2023 Spring	2023 Summer	2023 Autumn	2024 Spring	2024 Summer	2024 Autumn	2025 Spring	2025 Summer	2025 Autumn	2026 Spring	2026 Summer	2026 Autumn	2027 Spring	2027 Summer	2027 Autumn	2028 Spring	2028 Summer
1 Compulsory	UNI 1001ABW	University Core Values	1	2					✓			✓						✓			✓	
2 Compulsory	UNI 1011ABW	Social Responsibilities	1	1							✓				✓		✓			✓		
3 Compulsory	UNI 2101BED	Effective Communication and Teamwork	1	3								✓			✓		✓			✓		
4 Compulsory	UNI 3101BED	Entrepreneurial Mindset and Leadership for Sustainability	1	3								✓			✓		✓			✓		
1 Compulsory	BUS 3127BED	Shaping the Futures: Sustainable Enterprise and Innovation	1	9									✓			✓			✓			✓
2 Compulsory	MGT 4102BED	Management Strategy	2	18								✓			✓		✓			✓		

Note:

✓: Course planned for presentation in this term

Student Number (8 digits):

s_____ Name:

Admit Year:

AdmitTerm (Autumn/ Spring):

Date:

Study Plan for Programme: Bachelor of Business (BBUS)

Fill in the cells in yellow to plan your study for the coming terms.

Plan	Subplan
BBUS	

Students pursuing this programme must successfully complete at least 93 credit-units, of which no more than 30 credit-units shall be at 1000-level, and at least 24 credit-units shall be at 3000- and/or 4000-level.

Status (Please fill number 1 / 2 / 3 / 4) 1. Completed (Please fill Term) 2. Completed equivalent course(s) (Please fill Term) 3. Planned to take (Please fill Term) 4. Credits Exempted (for advanced standing)	Term	Course Code	Course Title	Length in term(s)	Credit-units	Registration Value (each term) = number of credit-units / length in term(s)
Complete 9 credit-units from Compulsory University Core courses						
University Core courses						
		UNI 1001ABW	University Core Values	1	2	2
		UNI 1011ABW	Social Responsibilities	1	1	1
		UNI 2101BED	Effective Communication and Teamwork	1	3	3
		UNI 3101BED	Entrepreneurial Mindset and Leadership for Sustainability	1	3	3
Complete 78 credit-units from Compulsory Core courses						
Compulsory Core courses						
		BUS 1100BED	Fundamentals of Business and Management	2	18	9
		BUS 1130BED	Leveraging Your Learning for Success	1	6	6
		BUS 2107BED	Crafting Business Opportunities	2	18	9
		BUS 2170BED	Effective Communication Skills for Business and Management	1	9	9
		BUS 3127BED	Shaping the Futures: Sustainable Enterprise and Innovation	1	9	9
		MGT 4102BED	Management Strategy	2	18	9
Complete 6 credit-units of Additional course(s) from any English and/or Chinese 1000-level, 2000-level, 3000-level or 4000-level courses offered by the University.						
Additional course(s)						
			(free choice)			
			(free choice)			
			(free choice)			
			(free choice)			
Total Credit-units Required for the Programme						93

No. of credit-units, excluding highlighted elective course(s) if any, at level:			
1000	2000	3000	4000

While choosing and enrolling an elective course, please check the lists of "Excluded Combination" and "Courses not to be taken again". These lists display combinations of courses which cannot be used towards same award. For details, please refer to the Distance Learning Programme Admission webpage: <https://admissions.hkmu.edu.hk/dl/>

- Checklist of other requirements** (Please mark Y/N)
- Have you checked to make sure that none of course combinations above form an "excluded combination" ?
 - Have you checked to make sure that none of course combinations above form "courses not allowed to be taken again" ?

New students and students entering distance learning programmes for the first time can register for courses with a total maximum registration value of 12 (under the 3-credit-unit system). For continuing students, the maximum registration value is 24 respectively. For details, please refer to "Study Load" in following webpage: <https://admissions.hkmu.edu.hk/dl/>

Useful links:
 Programme Regulations https://www.hkmu.edu.hk/REG/reg_grad/PR/3CRU_DL_BA_BBUS.pdf
 Excluded combination, Courses not allowed to be taken again: <https://admissions.hkmu.edu.hk/dl/>

Student Number (8 digits):

s _____

Name:

Admit Year

AdmitTerm (Autumn/ Spring):

Date:

Study Plan for Programme: Bachelor of Business (through Pathway 1) (BBUS1)

Fill in the cells in yellow to plan your study for the coming terms.

Plan	Subplan
BBUS1	

Students pursuing this programme must successfully complete at least 36 credit-units of which at least 24 credit-units shall be at 3000-level and/or 4000-level.

	Status (Please fill number 1 / 2 / 3 / 4) 1. Completed (Please fill Term) 2. Completed equivalent course(s) (Please fill Term) 3. Planned to take (Please fill Term) 4. Credits Exempted (for advanced standing)	Term	Course Code	Course Title	Length in term(s)	Credit-units	Registration Value (each term) = number of credit-units / length in term(s)
Complete 9 credit-units from Compulsory University Core courses							
University Core courses							
1			UNI 1001ABW	University Core Values	1	2	2
2			UNI 1011ABW	Social Responsibilities	1	1	1
3			UNI 2101BED	Effective Communication and Teamwork	1	3	3
4			UNI 3101BED	Entrepreneurial Mindset and Leadership for Sustainability	1	3	3
Complete 27 credit-units from Compulsory Core courses							
Compulsory Core courses							
5			BUS 3127BED	Shaping the Futures: Sustainable Enterprise and Innovation	1	9	9
6			MGT 4102BED	Management Strategy	2	18	9
Total Credit-units Required for the Programme						36	

No. of credit-units, excluding highlighted elective course(s) if any, at level:			
1000	2000	3000	4000

Checklist of other requirements (Please mark Y/N)

- Have you checked to make sure that none of course combinations above form an "excluded combination"?
- Have you checked to make sure that none of course combinations above form "courses not allowed to be taken again"?

New students and students entering distance learning programmes for the first time can register for courses with a total maximum registration value of 12 (under the 3-credit-unit system). For continuing students, the maximum registration value is 24 respectively.

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Useful links:

Programme Regulations

https://www.hkmu.edu.hk/REG/reg_grad/PR/3CRU_DL_BA_BBUS.pdf

Excluded combination, Courses not allowed to be taken again:

<https://admissions.hkmu.edu.hk/dl/>