

HONG KONG METROPOLITAN UNIVERSITY

Regulations for the Certificate in Business Administration (in Chinese)

The Certificate of Business Administration (in Chinese) programme 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 (in Chinese) (CBAC)

1. To be eligible for the award of the **Certificate in Business Administration (in Chinese)**, 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 (in Chinese)**, 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

Course Code	Course Title	Credits
<i>Foundation level</i>		
BIS B123C ¹	Business Computing Applications	5
BUS B191C ^{1,5}	Business Relations and Communication I	5
BUS B192C ¹	Business Relations and Communication II	5
<i>Middle level</i>		
ACT B210C ^{1,3}	Introduction to Accounting	10
BUS B273C ^{1,4}	Quantitative Analysis for Business	10
FIN B280C ^{1,2}	Introduction to Financial Management	5
MGT B240C ¹	Principles and Practices of Management	5
MKT B250C ¹	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 CBAC programme, and are deemed to have completed corresponding replacement course(s), if any, subject to the requirements of relevant regulations.

Phased out Courses			Replacement courses			Label in CBA	Note
Course Code	Course Title	Course credits	Course Code	Course Title	Course credits		
<u>ACT B211C</u>	<u>Introduction to Accounting I</u>	<u>5</u>	<u>ACT B210</u>	<u>Introduction to Accounting</u>	<u>10</u>	<u>CD</u>	<u>--</u>
<u>ACT B212C</u>	<u>Introduction to Accounting II</u>	<u>5</u>					
<u>ACT B303C</u>	<u>Management Accounting and Finance</u>	<u>10</u>	<u>FIN B280C</u>	<u>Introduction to Financial Management</u>	<u>5</u>	<u>CD</u>	<u>1</u>
			<u>ACT B313C</u>	<u>Management and Cost Accounting</u>	<u>5</u>	<u>N/A</u>	<u>1</u>
<u>BUS B170C/ BUS B270C</u>	<u>Quantitative Methods for Business</u>	<u>10</u>	<u>BUS B171C</u>	<u>Business Statistics</u>	<u>5</u>	<u>CD</u>	<u>--</u>
			<u>BUS B172C/ BUS B272C</u>	<u>Quantitative Methods for Decision Making</u>	<u>5</u>	<u>CD</u>	<u>--</u>
<u>BUS B171C</u>	<u>Business Statistics</u>	<u>5</u>	<u>BUS B273C</u>	<u>Quantitative Analysis for Business</u>	<u>10</u>	<u>CD</u>	<u>--</u>
<u>BUS B172C/ BUS B272C</u>	<u>Quantitative Methods for Decision Making</u>	<u>5</u>					
<u>FIN B382/ FIN B400</u>	<u>Financial Management</u>	<u>10</u>	<u>FIN B280C</u>	<u>Introduction to Financial Management</u>	<u>5</u>	<u>CD</u>	<u>--</u>
			<u>FIN B386C</u>	<u>Financial Decision Making</u>	<u>5</u>	<u>N/A</u>	<u>--</u>
<u>MGT B140C</u>	<u>Principles and Practices of Management</u>	<u>5</u>	<u>MGT B240C</u>	<u>Principles and Practices of Management</u>	<u>5</u>	<u>CD</u>	<u>2</u>
<u>MKT B150C</u>	<u>Introduction to Marketing</u>	<u>5</u>	<u>MKT B250C</u>	<u>Introduction to Marketing</u>	<u>5</u>	<u>CD</u>	<u>2</u>

Notes to Table 2:

- 1) If students have successfully completed ACT B303C, they are deemed to have satisfied the requirement for FIN B280C. However, ACT B303C may only be counted as 5 credits against the CBAC programme requirements.
- 2) Change of course code

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