

Bachelor of Arts (Hons) Business Administration

Final year

University of Greenwich, UK

Prestigious Awards for Management & Administrative Professionals

(# A6698 – BA Degree) EMB# 251584



Course Objectives:

This final year – Bachelor of Arts (Hons) in Business Administration (BABA) (stage 3) degree aims to educate mature students with appropriate background to respond rapidly, flexibly and effectively to the ever increasing pace of change in the business world. This program seeks to develop greater understanding of how business management theories and practices contribute to the success of profit and non-profit organizations. The BA degree is one of the most prestigious and well established programs at University of Greenwich. It continues to attract high numbers of students. This BABA program consists of series of lectures, tutorials, case studies, presentation, roles play, discussions and examinations to develop participants with practical skills and contemporary knowledge on the most needed competencies required by the industry. It provides an opportunity for candidates with advance standing to achieve a full time equivalent UK degree in Hong Kong via intensive part-time study.

Program Structure: (Course Code: A6698)

The core of the program helps to develop knowledge, skills and attitudes appropriate to administrative and management careers in many areas of business, such as sales / marketing, HRM, administration, logistics, business development, etc, with intention to lead graduates to build his / her professional expertise in the future. The 4 modules are

- **Business / Management Strategy (30 credit points)**
- **International Business (30 credit points)**
- **Contemporary Issues in Marketing (30 credit points)**
- **Research Methods plus Dissertation / Personal Professional Development (30 credit points)**

This final year BA (Hons) in Business Administration program will be operated on a 4-terms basis: Spring, Summer, Autumn Winter. Each module normally consists of face-to-face instructor-led lectures, assignments, class presentations and examinations.

Admission Requirement:

Applicants should possess an acceptable qualification at Polytechnic Higher Diploma / Advanced Diploma level or year two (of a three year honors degree) level or equivalent in Business / Management related fields from a local or overseas tertiary education or professional examination institute of good standing: Currently the following qualifications are acceptable (but may be subject to change):

- (1) ABRS / IAM Adv Dip in Business / Administrative Management, OR
- (2) HKIBA Grad Dip, OR
- (3) HKMA / City U DMS, OR
- (4) HKU SPACE HDip Business / Logistics & Transport, OR
- (5) ICSA/HKICS graduate, OR
- (7) CU HDip Business Studies / Bus & Corp Admin, OR
- (8) PolyU Exe Dip in Mgmt, OR
- (9) MBA or MSc/MA in business related fields, OR
- (10) other equivalent qualifications from non-English institute, but with an acceptable English test qualifications;

Plus: plus E grade or above on HKCEE English Syllabus B or TOEFL 550 or above

Commencement:	Spring (Apr), Summer (July), Autumn (Oct), Winter (Jan/Feb)	
Medium of Instruction:	English	
Fees:	HK\$200	Registration Fee (Also payable \$1000 deposit refundable if application not accepted within 14 days of application, which form part of 1 st instalment)
	HK\$13,680 per Term x 4	Coursework Module Fee
	HK\$1,200	Dissertation / PPD III Supervision Fee
	HK\$350	ABRS/VTC Library Card (pay at the time of enrolment)
Fees for Exceptional Circumstances:		
	HK\$500 per module per term	Deferral Fee payable at taking up of deferred module (deferral has to be official pre-approved for acceptable reasons only)
	HK\$5,000 per module	Re-take Module Fee (<i>inclusive of lectures, exam and assignments</i>)
	HK\$2,500 per module	Re-exam Fee
	HK\$1,500 per module	Re-assignment Fee
	HK\$1,000 per annum	Annual Coursework Extension Registration Fee (2 nd year registration fee if course work, excluding dissertation not completed with first 12 months)

Terms and Conditions:

Please also refer to general terms and conditions stated at ABRS enrolment form and University registration and course conditions and regulations – which form part of program service agreement. **Academic and administrative regulations may be revised if necessary.**

Disclaimers:

- It is a matter of discretion for any employers to recognise any qualification to which the courses may lead to
- Any follow-on courses are subject to availability and satisfactory enrolment level only
- International Business is a CEF approved course (CEF Code Z2106932-2). CEF funding and refund condition maybe changed and with additional requirement without prior notice. You should complete an additional CEF Course Enrolment Form prior to commencement.

CEF Course Code: 21Z06932-2

(This course has been included in the CEF reimbursable course list as of the date of publication)

CEF Course Title: International Business [One module in Bachelor of Arts (HONS) Business Administration (Stage 2 & 3) offered by the University Of Greenwich]



(Candidates MUST satisfy specific / additional CEF requirement, students fail to meet the specified requirement will NOT be processed)

CEF Course Remarks:

All CEF reimbursement is subject to your successful application (prior to commencement) and final approval directly with/from the CEF office. CEF funding is subject to change from time to time. The authority may disapprove any reimbursement / impose any additional conditions at its discretion with or without advance notice and is entirely out of our control.

ABRS is NOT responsible or liable for / and does not guarantee CEF reimbursement. Otherwise then required by law, we accept no responsibility for any non-approval whether due to our delay or omissions of certain acts on our part.

If a CEF approved module need to be changed from the officially confirmed schedule or specification, the enrollee may choose to withdraw and refund the course fee paid before commencement (or on a pro-rata basis after course commencement)

Further Information:

Please contact Mr. Ritchie Poon, program director or Ms. Rowena Li, senior program officer (direct 2833 9612) for further information / consultation appointment (General Line: 2598 4811)

Important Notes

****We do NOT authorize any of staff to enter into verbal agreement of significance with any parties. All agreement of significance should be signed in writing by Program Director or Institute Head with name, signature and stamp. **No cash transaction is permitted outside our official enrolment office******