FACULTY OF BUSINESS ADMINISTRATION
Faculty Language Requirement

A. Applicable to S7 entrants

1. English

All Business Administration Major students are required to complete 3 or 6 units of English as specified below:

(i) Hotel and Tourism Management, Integrated BBA, Professional Accountancy, and Quantitative Finance

Students with Grade “C” or above in HKALE AS “Use of English”

ELTU3110 Business Communication (4th semester of study or thereafter)

Students with Grade “D” or “E” in HKALE AS “Use of English”

ELTU1100 English Enhancement for Business Studies (1st year of study),
AND
ELTU3110 Business Communication (4th semester of study or thereafter)

Students who do not have HKALE AS “Use of English” results

As determined by the Programme Director in consultation with the English Language Teaching Unit (ELTU):

*ELTU1100 English Enhancement for Business Studies (1st year of study),
AND
ELTU3110 Business Communication (4th semester of study or thereafter)

* Students may take a replacement course or be exempted from this course as approved by the Programme Director.

(ii) Insurance, Financial and Actuarial Analysis

Students with Grade “A” or “B” in HKALE AS “Use of English”

ELTU3110 Business Communication (4th semester of study or thereafter)

Students with Grade “C” in HKALE AS “Use of English”

*ELTU1100 English Enhancement for Business Studies (1st year of study),
AND
ELTU3110 Business Communication (4th semester of study or thereafter)

* Students may take a replacement course or be exempted from this course as approved by the Programme Director.

Students with Grade “D” or below in HKALE AS “Use of English”

ELTU1100 English Enhancement for Business Studies (1st year of study),
AND
ELTU3110 Business Communication (4th semester of study or thereafter)

Students who do not have HKALE AS “Use of English” results

As determined by the Programme Director in consultation with ELTU:

*ELTU1100 English Enhancement for Business Studies (1st year of study),
AND
ELTU3110 Business Communication (4th semester of study or thereafter)

* Students may take a replacement course or be exempted from this course as approved by the Programme Director.
Notes: Applicable to students of Double Degree Options (BEng/BSc and BBA):
- Students who have taken ELTU1111 will be exempted automatically from taking ELTU1100.
- Students who have taken ELTU3112 will be exempted automatically from taking ELTU3110.

2. Chinese

(i) Business Administration Major students with Grade “E” in HKALE AS “Chinese Language and Culture”, with the exception of Insurance, Financial and Actuarial Analysis Major students (see (ii) below), are required to complete CHLT1660 Chinese for Faculty of Business Administration in their first year of attendance.

(ii) Insurance, Financial and Actuarial Analysis

Students with Grade “D” in HKALE AS “Chinese Language and Culture”
3 units of Elementary Chinese or Chinese

The courses for selection are as follows:

Elementary Chinese

CHLT1660 Chinese for Faculty of Business Administration

Chinese

CHLT1510 Business Chinese

CHLT1520 Chinese for Executives

CHLT1586 Creative Writing in Chinese

Students with Grade “E” in HKALE AS “Chinese Language and Culture”

CHLT1660 Chinese for Faculty of Business Administration

(iii) Business Administration Major students exempted from the Chinese language requirement for admission by the Senate are required to complete, as determined by a small group convened by the Registrar (by the Programme Director before 2006-07):

(a) 3 units of Elementary Chinese or Chinese, OR

(b) 3 units of Cantonese or Putonghua.

The courses for selection are as follows:

Elementary Chinese

CHLT1660 Chinese for Faculty of Business Administration

Chinese

CHLT1510 Business Chinese

CHLT1520 Chinese for Executives

CHLT1586 Creative Writing in Chinese

Cantonese

CCAN2013 Cantonese

CCAN3013 Intermediate Cantonese

Putonghua

CPTH1001 Putonghua I (1 unit)

CPTH2001 Putonghua II (1 unit)

CPTH2003 Elementary Putonghua

CPTH3001 Putonghua III (1 unit)

CPTH3031 Putonghua in Current Affairs (1 unit)
Notes:
- The above courses are 3-unit courses, unless otherwise specified.
- Apart from those students exempted from the Chinese language requirement for admission by the Senate who are to be recommended to take a Chinese replacement course(s) subject to the recommendation made by the Department of Chinese Language and Literature after attending the interviews to be arranged by the University’s Advisory Group on Compulsory Chinese Language Requirements, all other non-JUPAS (local) and non-local students (including those Mainland students admitted through the non-local admission scheme who do not have JEE results) should take a Chinese language course also subject to the recommendation made by the Instructors of the Department of Chinese Language and Literature during the interviews to be arranged by the Faculty before the commencement of each academic year.
- For students of Double Degree Options (BEng/BSc and BBA), those who have taken CHLT1510 will be exempted automatically from taking CHLT1660.

B. Applicable to S6 entrants

1. Expository Writing
All Business Administration Major students are required to complete HTMG2010 Expository Business Writing in their first term of the second year of attendance of study.

2. English
All Business Administration Major students are required to complete, as determined by the Programme Director, ELTU3110 Business Communication in their second term of the second year of attendance of study or thereafter and one of the following courses:
ELTU1100 English Enhancement for Business Studies (for non-EAS, mainland and non-mainland included, students) (1st year of study)
ELTU2550 Spoken English for Business Administration (for EAS students only) (no longer offered since 2008-09)
ELTU2501 Effective Oral Communication I (for EAS students only)* or
ELTU3501 Effective Oral Communication II (for EAS students only)*
Any 3-unit elective course offered by English Language Teaching Unit (ELTU)

Note: * EAS students scoring grade “A” or “B” (5* or 5) in HKCEE English (or the equivalent e.g. GCE O-level English) can take either ELTU3501 or ELTU2501. For EAS students scoring grade “C” (4) in HKCEE English (or the equivalent e.g. GCE O-level English) should take ELTU2501.

3. Chinese
(i) All Business Administration Major students, including those admitted through EAS but excluding those in (ii), (iii) and (iv) below, are required to complete CHLT1813 Professional Chinese (BSA).
(ii) Mainland students proficient in Cantonese are required to complete, as determined by the Programme Director, CHLT1813 Professional Chinese (BSA).
(iii) Mainland students not proficient in Cantonese are required to complete, as determined by the Programme Director, CHLT1813 Professional Chinese (BSA) and 3 units of Cantonese. The courses for selection are as follows:
CCAN2013 Cantonese
CCAN3013 Intermediate Cantonese
Business Administration Major students exempted from the Chinese language requirement for admission by the Senate are required to complete, as determined by a small group convened by the Registrar (by the Programme Director before 2006-07):

(a) 3 units of Elementary Chinese or Chinese and 3 units of Cantonese or Putonghua, OR
(b) 6 units of Elementary Chinese or Chinese.

The courses for selection are as follows:

**Elementary Chinese**
- CHLT1660 Chinese for Faculty of Business Administration

**Chinese**
- CHLT1510 Business Chinese
- CHLT1520 Chinese for Executives
- CHLT1586 Creative Writing in Chinese

**Cantonese**
- CCAN2013 Cantonese
- CCAN3013 Intermediate Cantonese

**Putonghua**
- CPTH1001 Putonghua I (1 unit)
- CPTH2001 Putonghua II (1 unit)
- CPTH2003 Elementary Putonghua
- CPTH3001 Putonghua III (1 unit)
- CPTH3031 Putonghua in Current Affairs (1 unit)

**Notes:**
- The above courses are 3-unit courses, unless otherwise specified.
- Apart from those students exempted from the Chinese language requirement for admission by the Senate who are to be recommended to take a Chinese replacement course(s) subject to the recommendation made by the Department of Chinese Language and Literature after attending the interviews to be arranged by the University’s Advisory Group on Compulsory Chinese Language Requirements, all other non-JUPAS (local) and non-local students (including those Mainland students admitted through the non-local admission scheme who do not have JEE results) should take a Chinese language course also subject to the recommendation made by the Instructors of the Department of Chinese Language and Literature during the interviews to be arranged by the Faculty before the commencement of each academic year.

**C. Applicable to students with higher diplomas**

Integrated BBA Major students are required to complete ELTU3110 Business Communication.