

Subject Code	AF5930
Subject Title	Corporate Administration
Credit Value	3
Level	5
Normal Duration	1-semester
Pre-requisite / Co-requisite/ Exclusion	None
Role and Purposes	This subject aims to impart students with a practical and theoretical understanding of the knowledge and skills required in corporate administration. It contributes to the achievement of the MCG Programme Outcomes by enabling students to analyze the implications of various corporate governance issues in corporate administration (Programme Outcome 3), to take responsibility for the administration of corporate resources in compliance with external and internal regulations, to apply core skills in corporate management and to effectively manage corporate resources (Programme Outcome 3).
Subject Learning Outcomes	On successfully completing this subject, students will be able to: <ul style="list-style-type: none"> (a) <u>analyse the implications of various corporate governance issues in organizations in Hong Kong and PRC companies;</u> (b) <u>apply the knowledge, concepts and legal principles required for effective corporate management including, compliance with external and internal regulation procedures;</u> (c) <u>apply the core skills for responsible corporate management in both the strategic and functional contexts, including how to advise the Board, to lead teams and committees, and to devise, implement and carry out best administrative practices and measures; and</u> (d) <u>take responsibility for the administration of corporate knowledge and information, the human resource, pension schemes, insurance and risk, and physical corporate assets.</u>
Subject Synopsis/ Indicative Syllabus	<p>Role & Functions of Corporate Administrator and Business Ethics The role, functions and compliance perspective of the corporate administrator. Administration as a support service in organisations. Operation of an organisation within a framework of corporate governance. The concept of best practice. The sources and application of guides to best practice. Corporate social responsibility. Benefits of managing business ethics. Role of ethics committee. Guidelines for developing corporate ethics. Sources of ethical tools and methods to resolve ethical dilemmas.</p> <p>Knowledge and Information The sources of information on law, regulation and administrative best practice. Information, data and technology as a corporate resource.</p>

Technological change and innovation: e-commerce, internet and website applications and management. Registration of domain name. Security and integrity of information; control of access. Electronic Transactions: legislation and practice.

Intellectual property rights: legislation and practice. The effective management and protection of trademarks, patents, registered designs and copyrights. Strategies to protect IP rights in both Hong Kong and PRC.

Personal data privacy protection: legislation and practice. Six data protection principles. Update on new provisions of personal data privacy law. Code of Practice on Human Resource Management: recruitment, current employment and former employees' matters. Confidentiality. Unsolicited Electronic Messages: legislation and practice.

The Human Resource

Hong Kong employment law, regulation and legislation. Securing and monitoring the people resource: human resource & succession planning, recruitment and selection, job descriptions and person specifications. Concepts of added value and continuous improvement. Conclusion of an employment contract and job offer procedures.

Vicarious liability of employer. Form and terms of employment contracts. Employer and employee relationship. Contract of service and contract for service. Continuous contract of employment. Rights and duties of employer and employee under the law. Employment rights, benefits & protection: legislation and practice. Minimum wage legislation. Equal opportunities at employment: legislation and practice.

Lawful and unlawful dismissal. Summary dismissal and constructive dismissal. Disciplinary action and termination of employment: best practice. Grievance procedure: best practice. Redundancy, severance payments and long service payments. Maximising performance through job redesign; motivation, job enrichment; job enlargement; job rotation; job empowerment; reward & recognition systems; and job evaluation. Training and development. Coaching and counselling. Performance appraisal. Working with consultants and volunteers.

Occupational safety and health: legislation and practice. Health and safety at work: duties of employers, employees and occupiers, legislative compliance and practice. Employee Compensation: legislation and practice. Environmental protection: legislation and practice.

Legal framework of the PRC Labour Law and PRC Labour Contract Law. General features of employment rights under PRC law. Liability of Hong Kong employers for Hong Kong employees seconded to work in the PRC. Health and safety at work in PRC: legislation and practice.

Pensions, Insurance and Risk

Pensions: their relevance and purposes. Scheme types: occupational, government, personal. Stakeholder pensions and group personal pensions. The management and proper control of pension schemes. The impact of legislation. Funds and their management. Principles and practice of trusteeship; administrative secretaryship and support. The duties of trustees in law. Trust deeds and rules. Regulatory framework of

	<p>Mandatory Provident Fund and legislative requirements for effective implementation and management. Interface arrangements for ORSO schemes and MPF schemes. MPF intermediaries. MPF schemes: legislation and practice.</p> <p>The nature of corporate and business risks: management and control. Risk management process and risk implementation & management. Risk and corporate governance. Strategies for dealing with risks. Contingency plan, disaster planning and business continuity programme. Principles of insurance. Insurance contract. Corporate liability and insurance: classes and types. The insurance market in Hong Kong; brokers and intermediaries. The use of consultants and advisers. Co-insurance and re-insurance. Captive insurance company. Anti-money laundering: importance of AML in corporate administration and methods of money laundering. Suspicious transaction reports and best practices in AML.</p> <p>The nature of the competition law. Role and functions of the Competition Commission. Types of anti-competitive conducts. Types of the competition rules. Hypothetical examples for the application of the relevant “competition rules”.</p> <p>Corporate Assets Acquisition, management and disposal of physical assets. Effective purchasing practice. Internal control. Role and functions of facilities management. Business property location and relocation, accommodation and space planning, office layout, outsourcing as a method of corporate asset management in Hong Kong. Principles of security management, application, and control of security systems. Management of risks and Security and the application of systems.</p>						
<p>Teaching/Learning Methodology</p>	<p>Lectures will explain and emphasize the key principles and concepts and will assist students in the assimilation of basic theory, together with its practical application to the workplace. Lectures will be conducted in an interactive manner requiring prior preparation. Lectures promote student participation in the learning process through discussion, case analysis and problem solving. Students are expected to apply subject knowledge to their administration of business ethics, corporate knowledge and information, human resource, pension schemes, insurance and risk, and physical corporate assets.</p>						
<p>Assessment Methods in Alignment with Programme Learning Outcomes</p>	<p>Specific assessment methods/tasks</p>	<p>% weighting</p>	<p>Intended subject learning outcomes to be assessed (Please tick as appropriate)</p>				
			<p>a</p>	<p>b</p>	<p>c</p>	<p>d</p>	
	<p>1. Class participation</p>	<p>10%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>	
	<p>2. Group presentation</p>	<p>20%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>	
	<p>3. Test</p>	<p>20%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>	
	<p>4. Final examination</p>	<p>50%</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>	

	Total	100%	
	<p>Explanation of the appropriateness of the assessment methods in assessing the intended learning outcomes:-</p> <p>Class participation and group presentation allows students to freely share their views & practical experiences, critically evaluate the key issues, make recommendation and create their own independent thinking in achieving good corporate administration in governance best practices at the workplace.</p> <p>Test and final examination require students to: identify various corporate governance issues in organizations in Hong Kong and PRC companies and resolve ethical dilemma, apply knowledge to provide advice on best practices, internal procedures and policies (for example, information management policy, intellectual property rights protection policy, personal data privacy protection policy, risk management procedures, various human resource policies and procedures relating to disciplinary actions, grievance procedures, employees' conduct, dismissal, promotion, performance appraisal, equal opportunities, occupational safety and health, etc.), to manage pension scheme administration, to develop business continuity plan, to implement risk management planning and to manage corporate assets.</p> <p>Note: To pass this subject, students are required to obtain Grade D or above in BOTH the Continuous Assessment and Examination components. In addition, the specific requirements on individual assessment components discussed above could be adjusted based on the pedagogical needs of the subject lecturer.</p>		
Student Study Effort Required	Class contact:		
	<ul style="list-style-type: none"> ▪ 13 weeks of 3 hours lecture each 	39 Hrs.	
	Other student study effort:		
	<ul style="list-style-type: none"> ▪ Students are expected to prepare for the lectures, pre-assigned readings and cases, class participation, group presentation, test and final examination. 	78 Hrs.	
	Total student study effort		117 Hrs.
Reading List and References	<p><u>I. Legislation</u></p> <p>Employment Ordinance (Cap. 57) Personal Data (Privacy) Ordinance (Cap. 486) http://www.elegislation.gov.hk</p> <p>PRC Labour Law http://www.china.org.cn/living_in_china/abc/2009-07/15/content_18140508.htm</p> <p>PRC Labour Contract Law http://www.12333sh.gov.cn/200912333/2009english/laws/200911/P020091105359417211156.pdf</p> <p><u>II. Websites</u></p>		

Department of Justice: Bilingual Laws Information System
<http://www.elegislation.gov.hk>

Independent Commission Against Corruption
<http://www.icac.org.hk>

Hong Kong Business Ethics Development Centre
<http://www.hkbedc.icac.hk>

Intellectual Property Department
<http://www.ipd.gov.hk>

Hong Kong - The IP Trading Hub
<http://www.ip.gov.hk>

Hong Kong Domain Name Registration Limited
<http://www.hkdnr.hk>

Office of the Privacy Commissioner for Personal Data
<http://www.pcpd.org.hk>

Office of the Communications Authority
<http://www.ofca.gov.hk>

Labour Department
<http://www.labour.gov.hk>

Equal Opportunities Commission
<http://www.eoc.org.hk>

Occupational Safety & Health Council
<http://www.oshc.org.hk>

Mandatory Provident Fund Schemes Authority
<http://www.mpfa.org.hk>

Mandatory Provident Fund Schemes Examination/MPF Intermediaries Examination, latest edition
http://www.mpfa.org.hk/eng/supervision/mpf_intermediaries/intermediaries_examination/Study_Notes_9th_Eng.pdf

Insurance Intermediaries Qualifying Examination Study Notes: Principles and Practice of Insurance, General Insurance, latest edition
https://www.ia.org.hk/en/supervision/reg_ins_intermediaries/insurance_intermediaries_quality_assurance_scheme.html

The Hong Kong Federation of Insurers
<http://www.hkfi.org.hk>

Insurance Authority
<http://www.ia.gov.hk>

Competition Commission
<http://www.compcomm.hk>