

## Liverpool John Moores University

Title: CORPORATE ADMINISTRATION  
Status: Definitive  
Code: **7504BLWCG** (101407)  
Version Start Date: 01-08-2011

Owning School/Faculty: Arts, Professional and Social Studies  
Teaching School/Faculty: Arts, Professional and Social Studies

Team	Leader
Nick Hawkins	Y

**Academic Level:** FHEQ7  
**Credit Value:** 20.00  
**Total Delivered Hours:** 202.00  
**Total Learning Hours:** 200  
**Private Study:** -2

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Online	175.000
Workshop	25.000

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Exam	AS1	Two 2 hour examinations	100.0	2.00

### Aims

- 1. To provide participants with the conceptual and practical skills necessary to effectively understand and analyse the corporate secretariat and its role, requirements and processes in support of the Board's decision making processes and integrated governance administrative operations within and across organisations*
- 2. To provide participants with the understanding of how to evaluate the requirements of the legal, financial and regulatory environment in corporate administration, advise the Board accordingly, and ensure compliance.*
- 3. To participants with the understanding of role of the corporate secretary in the administration of corporate knowledge and information, the human resource, pension*

*schemes, insurance and risk, and physical corporate assets.*

*4. To understand the particular problems associated with ensuring the effective communication and dissemination of information to and from the Board, both internally and externally, for the optimum benefit of the organisation and its needs*

## **Learning Outcomes**

After completing the module the student should be able to:

- 1 Review and critically discuss the corporate secretary's role, requirements and processes in support of the Board's decision making processes
- 2 Critically explore the key issues regarding legal and financial compliance. Including supporting the board in effectively and ethically communicating with all appropriate stakeholder groups.
- 3 Critically evaluate the need for effective management information systems and its support in developing sound corporate financial planning strategies and processes including the link to capital structures and the financial markets.
- 4 Critically evaluate the role of a company secretary in context to maintaining the effective and ethical working practices of the board.

## **Learning Outcomes of Assessments**

The assessment item list is assessed via the learning outcomes listed:

EXAM	1	2	3	4
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## **Outline Syllabus**

- 1. Corporate secretary*
- 2. Corporate knowledge*
- 3. Accountability and compliance*
- 4. Decision making processes*
- 5. Statutory documentation*
- 6. Chairman and Managing Director*
- 7. Corporate finance and financial markets*
- 8. Board rhythm and decision making processes*
- 9. Taxation and reporting*
- 10. Corporate governance and stewardship*

## **Learning Activities**

Lectures, group work, case studies and exercises couple with action learning sets.

## **References**

<b>Course Material</b>	Book
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<b>Author</b>	Ashton, H
<b>Publishing Year</b>	2004
<b>Title</b>	The Company Secretary's Handbook: A Guide to Duties and Responsibilities
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	Kogan Page
<b>ISBN</b>	

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## Notes

This module provide the knowledge and key skills necessary for the Chartered Secretary to administer the corporate secretarial function and act as chief adviser to the Board on best practice in corporate governance, and as the catalyst for systematic application in the major global forms of organisation