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UD Catalog

2013 - 14

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EXPO 2020
DUBAI, UAE
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*Renewal of Licensure is under process

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UNIVERSITY OF DUBAI BOARD OF TRUSTEES

Abdul Jalil Yousuf Darwish

Member of the University of Dubai Board of Trustees and Treasurer of Dubai Chamber of Commerce and Industry Executive Board. Mr. Abdul Jalil Yousuf Darwish is a professional banker and a business entrepreneur who has served as Chief Executive Officer of HSBC Bank Middle East Ltd and Deputy Chairman of the Emirates Institute for Banking and Financial Studies.



Hamad Buamim

Member of University of Dubai Board of Trustees and Director General of Dubai Chamber of Commerce and Industry since November 2006. He also serves as the Deputy Chairman of the World Chambers Federation - ICC in Paris. Buamim is also the Chairman of National General Insurance (PJSC), member of the Board of Directors of the UAE Central Bank and Dubai World.



Dr. Abdulrahman A. Al-Awar

Member of University of Dubai Board of Trustees and the Director General of the Federal Authority for Government Human Resources (FAHR). Dr. Al-Awar is also a board member of The National Human Resource Development & Employment Authority (TANMIA) and Emirate National Oil Company (ENOC) and has over 15 years of experience in executive roles in the public and private sectors.



Dr. Ahmed Khalil Al Mutawa

Member of University of Dubai Board of Trustees and respected academic professional. He received his Ph.D. in Economics (with Distinction), from Georgetown University in Washington, D.C. and as a professor, held the position of Chairman of the Economics Department and Deputy Vice Chancellor for Planning (DVCP) at United Arab Emirates University.



Majid Hamad AlShamsi

Chairman of University of Dubai Board of Trustees and Board Member of the Dubai Chamber of Commerce and Industry. He is also the Managing Director of Hamad Rahma Abdulla AlShamsi General Trading.



Raja Al Gurg

Vice Chairperson of University of Dubai Board of Trustees and Board Member of the Dubai Chamber of Commerce and Industry. She is also the Managing Director of the Easa Saleh Al Gurg Group, the President of Dubai Business Women Council, the Deputy Chairperson of the Dubai Medical Authority and a Board member of the Dubai Women's Association.



Faisal Juma Kalfan Belhou

Member of University of Dubai Board of Trustees and Board Member of the Dubai Chamber of Commerce and Industry. He also chairs the boards of UAE Private Hospitals Council, the UAE Private Schools Councils and the Pharmaceutical and Healthcare Equipment Business Group in the Dubai Chamber of Commerce and Industry.



Dr. Khaled Mohammed Al-Khazraji

Member of University of Dubai Board of Trustees and Board Member of the Dubai Chamber of Commerce and Industry. He is also Partner and CEO of the Al Kawthar Investment LLC and sits on the boards of various consultancies in the academic, governmental and private sectors such as the Majid Al Futtaim Group.

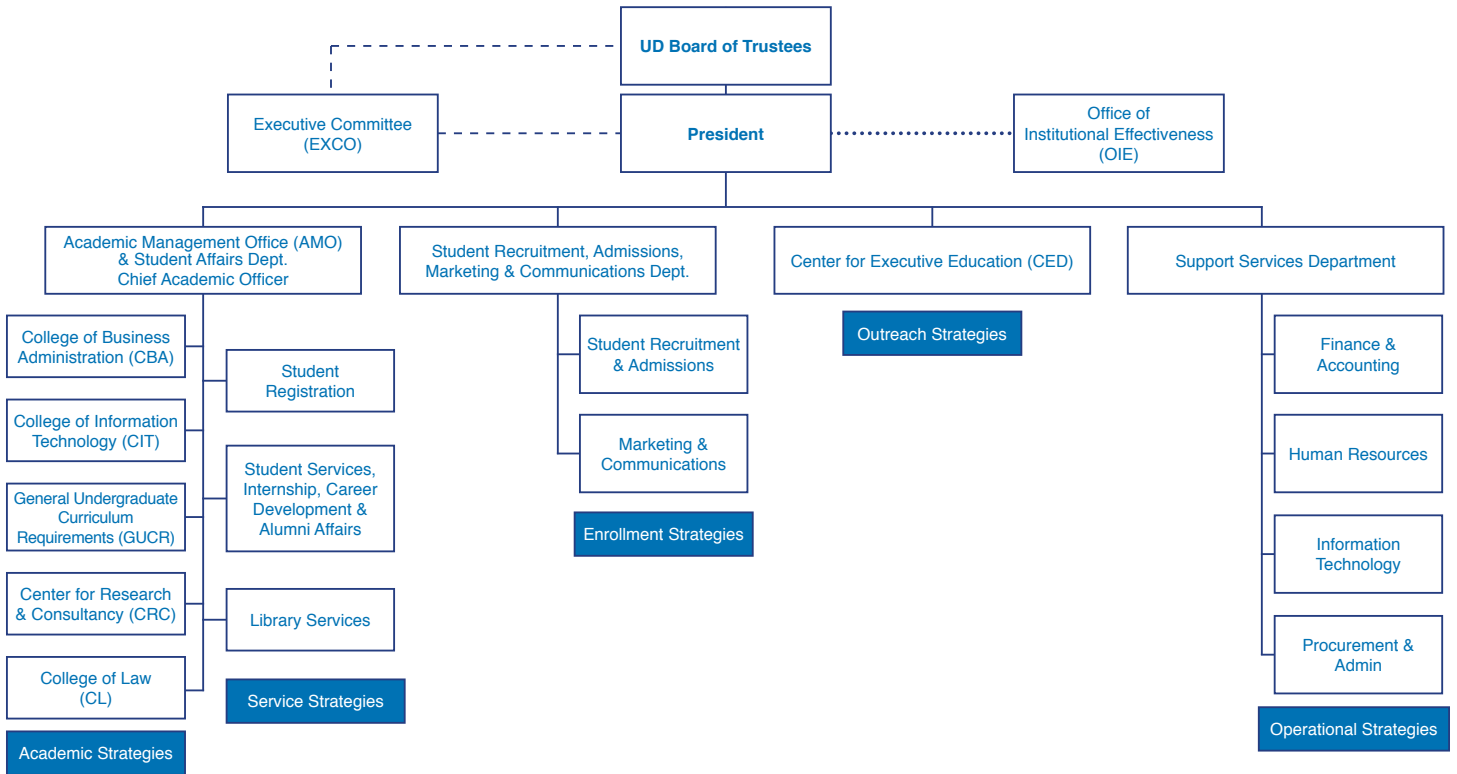


Mohammad Ahmad Mohammad Al Murr Al Falasi

Member of University of Dubai Board of Trustees and head of the Dubai Cultural Council, recently reorganized as the Dubai Culture & Arts Authority. He is also a writer and has published over 15 volumes of short stories and has had two collections translated into English: Dubai Tales and The Wink of the Mona Lisa.



UNIVERSITY OF DUBAI ORGANIZATION CHART



PRESIDENT'S MESSAGE

On behalf of the University of Dubai, I would like to welcome you to the new edition of the UD Catalog.

As you all know, the University of Dubai (UD) was established in 1997 by Dubai Chamber of Commerce & Industry (DCCI). The main idea behind this was to establish an academic institution that will serve the business community in delivering state-of-the-art educational disciplines, human capital development and consultancy.

This commitment to deliver international educational standards led UD to take strong and stable steps to enhance the pedagogical capabilities of the university by recruiting highly qualified faculty and benchmarking its curricula with international higher education institutions and universities in order to guarantee a high quality of education producing high caliber graduates. UD is a student-centric institution which focuses on students and students only.

Thus, this question arises: What does UD need to do in order to produce skillful graduates who will serve the business community and who will have a true impact on the progress and development of the country? To address this, UD has utilized all its resources to achieve the goal of excellence in student outcomes.

We are proud to announce that most organizations are very keen to recruit our graduates due to the ongoing maintenance of UD's educational outcomes quality. We are also proud to announce that the School of Business is accredited by the international body AACSB. In addition, the Computing & Information Systems Bachelor degree program offered by the School of IT is again accredited by the international body ABET.

One of the strengths of UD is to deliver courses and offer professional development certificates to complement business needs and build on human capital capabilities. The Center for Executive Development (CED) offers 40 courses in 7 tracks such as Finance, HR, Leadership, General Administration and others, in order to keep abreast of rapid changes and growth in the economy and the business world of the country. This has attracted many organizations and companies to CED to receive training and up-to-date professional development courses which allow professionals to gain business skills and achieve human capital enhancement.



One of the major plans of UD is to establish a new campus in the Dubai Academic City. This campus will host the three Colleges (Business, IT and Law) in addition to facilities that will serve students, faculty and staff. We are expecting the completion of this project in September 2015. This new facility will represent a major step towards achieving excellence in campus design, construction and location as well as continued excellence in student outcomes, faculty quality, and curricula.

Finally, I'm glad to be a part of this renowned academic institution and hope to achieve the highest standards of education in the country.

You, the UD students, will remain the focus of our endeavors and your quality assured educational outcomes will be our objectives. UD has a strong student advising system in place to assist you in resolving any issues faced during your entire period of study up to graduation. Feel free to contact your academic advisor for any assistance required.

We will work with you to reach your goals and thus achieve the mega goal of our country.

I wish you a successful year 2013-14!

Dr. Eesa M. Bastaki

President, University of Dubai

EDUCATIONAL RESPONSIBILITIES

At the University of Dubai (UD), the educational process is a collaborative venture between the university as the education provider and students as the recognized beneficiaries. Without the intentional engagement of students, little, if any, learning will take place.

- Students play an important active role in the creation of high quality education. They cannot be passive, nor can their participation be superficial.
- The outcomes of the learning process in the form of projects, assignments, papers, presentations, examinations and other demonstrations of learning should show clear evidence of significant student engagement.
- In-depth learning requires performance over time and continued accumulation of knowledge and skills. Short-term experiences and engagement with the subject matter should not make up the whole of students' experiences.
- Students need to acknowledge their responsibilities to their fellow students by actively participating in group learning experiences.
- Students who fail to shoulder the above responsibilities and take up challenging tasks are considered inappropriate for the purpose of fulfilling the course learning outcomes.



Undergraduate Programs



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AACSB International

Formed by Collegiate Institutions to Establish Standards for Business Schools Worldwide

Modern business education can be traced back to the early 1800's when The Ecole Supérieure de Commerce of Paris (ESCP), founded in 1819, became the first educational institution in France and one of the first in the world to offer business studies.

In 1881, The Wharton School at the University of Pennsylvania was established in the United States, followed by the Tuck School of Business at Dartmouth College in 1900. Canada's first management school – HEC Montréal – was founded in 1907, followed by the Harvard Business School in 1908.

AACSB International – The Association to Advance Collegiate Schools of Business – was formed in 1916 when a group of academic institutions, including Wharton, Tuck, and Harvard business schools, met in Chicago for the purpose of drawing up the first set of business school standards. AACSB's founding members were Columbia University, Dartmouth College, Harvard University, New York University, Northwestern University, The Ohio State University, Tulane University, the University of California, The University of Chicago, the University of Illinois, the University of Nebraska, the University of Pennsylvania, the University of Pittsburgh, the University of Texas, the University of Wisconsin, and Yale University.

Much has changed since that first meeting. Today, AACSB is the world's premier accrediting organization for undergraduate, masters, and doctoral degree programs in business administration and accounting. The association accredits 540 schools in 30 countries and is supported by a membership base of more than 1,000 educational institutions and businesses.

AACSB sets and administers the standards that require its accredited schools to make a commitment to quality and continuous improvement. Earning AACSB accreditation places an institution among the world's elite business schools.

AACSB works with its member schools to ensure that they:

- Manage resources to advance a vibrant and relevant mission
- Advance business and management knowledge through faculty scholarship
- Provide high-caliber teaching of quality and current curricula
- Cultivate meaningful interaction between students and a quality faculty
- Produce graduates who have achieved specified learning goals.

www.aacsb.edu

BACHELOR OF BUSINESS ADMINISTRATION

STRUCTURE OF DEGREE PROGRAM

In the first two years of the Bachelor program, The Bachelor of Business Administration (BBA) is a four-year degree program, students follow a prescribed sequence of course. This sequence focuses on General Education and Supporting Business Requirements providing students with a broad-based and well-rounded knowledge through acquiring communication skills, problem-solving and IT skills, as well as an understanding of general business concepts. This solid background enables students to complete the specialization requirements in one of their areas of interest during the third and fourth year of BBA program. This is further supported by electives chosen from a selection of different courses, to broaden students' knowledge and enhance their specialized skills.

In order to graduate, the student must complete the program successfully with a **GPA of 2.25** or above, and must earn a total of **129 credit hours**.

BBA PROGRAM OBJECTIVES AND LEARNING OUTCOMES

At the end of the BBA program, the student is expected to accomplish the following general and management specific learning objectives.

General learning objectives

1. **Develop** the ability to think critically and analytically, and behave & perform ethically across the areas of specialization.
2. **Develop** a global perspective and adapt to dynamic international and UAE cultural issues in business and management concepts.
3. **Apply** written and oral communication skills in one's area of professional interest.
4. **Demonstrate** competence to effectively utilize information technology.

Management specific learning objectives

5. **Demonstrate** knowledge of concepts in business functions in a variety of organizational settings.
6. **Synthesize** information from the functional areas and apply business theory to practical-decision making situations.

Accounting Learning Outcomes

Students with a BBA in Accounting should be able to:

1. **Develop** analytical skills and activities to perform the accounting role in various functional areas in business including; finance, marketing, management and information systems.
2. **Use** Information Technology to effectively perform their accounting role, encompassing all functional areas.
3. **Understand** the process of decision-making and its implications.
4. **Assess** existing accounting systems in the UAE and internationally.
5. **Understand** the ethical dimension of business and accounting.

Entrepreneurship Management Learning Outcomes

Students with a BBA in Entrepreneurship Management should be able to:

1. **Demonstrate** entrepreneur skills to start small & medium sized businesses
2. **Develop** business plan
3. **Implement and evaluate** business plan
4. **Manage** venture growth and transition.

Finance & Banking Learning Outcomes

Students with a BBA in Finance & Banking should be able to:

1. **Comprehend** and **apply** finance and banking theories for analyzing business opportunities in these areas.
2. **Develop** problem-solving strategies for financial decision-making.
3. **Work** with corporate houses to further develop their skills.
4. **Promote** multi-disciplinary research and consultancy with the local business community through standard work-based projects and internship.

Human Resources Management Learning Outcomes

Students with a BBA in Human Resources in Management should be able to:

1. **Demonstrate** skills in all areas of human resources management
2. **Analyze** HR systems in UAE and in international firms
3. **Formulate & Implement** HR strategies for competitive positioning of the firm
4. **Evaluate** HR systems.

Management Learning Outcomes

Students with a BBA in Management should be able to:

1. **Achieve** organizational goals by utilizing human resources, material resources, and financial resources of the organization in the most efficient and effective manner possible.
2. **Use** their knowledge and skills in handling tasks and responsibilities faced by managers, including but not limited to delegating, communicating, team-building, decision-making, and problem-solving.
3. **Perform** managerial functions such as strategic planning, organizing, coordinating, leading, and motivating others to meet organizational goals.
4. **Understand** the complexities of domestic as well as international environments and to develop strategies to remain competitive in terms of cost and quality and to maintain high levels of productivity.
5. **Guide** organizations to meet challenges of today's world and adapt to change.

Marketing Learning Outcomes

Students with a BBA in Marketing will be able to:

1. **Apply** marketing management skills in offline as well as online environments.
2. **Develop** marketing strategies to meet the needs of the UAE organizational environment.
3. **Improve** the effectiveness of the marketing function in organizations, using marketing research and information.
4. **Design** effective segmentation and positioning strategies, using the marketing mix.
5. **Demonstrate** ability to formulate and assess international marketing strategies.

Supply Chain and Logistics Management Learning Outcomes

Students with a BBA in Supply Chain and Logistics Management should be able to:

1. **Demonstrate** management of operations (value-adding) processes (i.e., manufacturing, service production and delivery, distribution, supply ...)
2. **Evaluate** skill development that are focused in SCLM, i.e., TQM, continuous improvement, productivity enhancement, time based competition.
3. **Analyze** operations decisions such as new product development, supply chain capacity planning, process technology planning, factory automation, and production systems planning.
4. **Promote** multi-disciplinary research and consultancy with the local business community through standard work-based projects and internship.



BBA CURRICULA

Bachelor of Business Administration in **Accounting** (Total 129 C.H.)
2009 Curriculum

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
1. General Educational Requirements			(27 Cr.hrs)		
ENGL 100	English I	1&2	-----	3	
ENGL 105	English II	1&2	ENGL 100	3	
GMAT 110	Mathematics for Business I	1&2	-----	3	
GMAT 115	Mathematics for Business II	1&2	GMAT 110	3	
ITGN 115	Computer Applications	1&2	-----	3	
ITGN 120	Internet Applications	1&2	ITGN 115	3	
GISL 100	Islamic Thought	1&2	-----	3	
GISL 105	Islamic Thought (E)	1	-----	3	
GEST 100	Emirati Studies	1&2	ENGL 100(Co-req)	3	
ESPU 200	English for Special Purpose (Business)	1&2	ENGL 105	3	
2. Humanities and Social Science Requirements			(6 Cr.hrs)		
GUAG 100	UAE Government	1or2	ENGL 100	3	
GCUS 100	Culture & Society	1or2	ENGL 100	3	
GCII 100	Contemporary International Issues	1or2	ENGL 100	3	
GPSY 100	Psychology & Society	1or2	ENGL 100	3	
GSOC 100	Sociology & Society	1or2	ENGL 100	3	
GLAW 100	Law & Society	1or2	ENGL 100	3	
GEDU 100	Education & the Future	1or2	ENGL 100	3	
GPUC 100	Planning for University & Career Success	1or2	ENGL 100(Co-req)	3	
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	ENGL 100	3	
3. Natural And Applied Science Requirements			(6 Cr.hrs)		
GCEI 100	Contemporary Environmental Issues	1or2	ENGL 100(Co-req)	3	
GHSO 100	Health & Society	1or2	ENGL 100(Co-req)	3	
GARC 100	Architectural Culture	1or2	ENGL 100(Co-req)	3	
GBIO 100	Biotechnology	1or2	ENGL 100(Co-req)	3	
GHUB 100	Human Biology	1or2	ENGL 100(Co-req)	3	
GGLB 100	Globalization	1or2	ENGL 100	3	
4. Supporting Business Requirements			(24 Cr.hrs)		
GCMM 105	Communication Skills (English)	1&2	ENGL 105	3	
BECN 100	Microeconomics	1&2	ENGL 105(Co-req) GMAT 110	3	
BECN 225	Macroeconomics	1&2	BECN 100 GMAT 115	3	
BECN 250	Money and Banking	1&2	BECN 225	3	
GCRT 200	Critical and Creative Thinking	1&2	ENGL 105	3	
BSTA 200	Statistical Analysis	1&2	GMAT 115	3	
BBUS 225	Research Methods	1&2	BSTA 200 GCRT 200	3	
BBUS 250	Business Negotiating Skills	1&2	BMNG 200 GCRT 200	3	

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
5. Business Core Requirements			(39 Cr.hrs)		
BACC 205	Principles of Financial Accounting	1&2	ENGL 105(Co-req)	3	
BACC 210	Principles of Managerial Accounting	1&2	BACC 205	3	
BBUS 200	Quantitative Methods for Business	1&2	BSTA 200 GMAT 115	3	
BFIN 200	Principles of Financial Management	1&2	BACC 205	3	
BMNG 200	Management & Organization Behavior	1&2	ENGL 105(Co-req)	3	
BMRK 200	Principles of Marketing	1&2	ENGL 105(Co-req)	3	
BBUS 215	Fund. of Management Information Systems	1&2	BMNG 200 ITGN 120	3	
BBUS 305	Business Law	1&2	ESPU 200	3	
BFIN 305	Corporate Finance	1&2	BACC 210 BFIN 200 BSTA 200	3	
BMNG 310	Production & Services Operations Management	1&2	BBUS 200 BFIN 200 BSTA 200	3	
BMNG 315	International Business Management	1&2	BBUS 305 BMNG 200	3	
BBUS 350	Business & Society	1&2	60C.H.	3	
BBUS 400	Strategic Management (Capstone)	1&2	BFIN 305 117C.H.	3	
6. Major Requirements			(27 Cr.hrs)		
BACC 301	Cost & Managerial Accounting	1	BACC 210	3	
BACC 307	Accounting Information Systems	1	BACC 301 BBUS 215	3	
BACC 313	Intermediate Accounting 1	1	BACC 210	3	
BACC 314	Intermediate Accounting 2	2	BACC 313	3	
BACC 416	International Accounting	2	BACC 314	3	
BACC 421	Principles of Taxation	1	BACC 313	3	
BACC 424	Internal Auditing	2	BACC 313	3	
BACC 426	Oil and Gas Accounting	2	BACC 314	3	
BACC 465	Internship	2	117C.H.	3	
BACC 470	Industry Project	2	117C.H.	3	

Bachelor of Business Administration in **Entrepreneurship Management** (Total 129 C.H.)
2009 Curriculum

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
1. General Educational Requirements			(27 Cr.hrs)		
ENGL 100	English I	1&2	-----	3	
ENGL 105	English II	1&2	ENGL 100	3	
GMAT 110	Mathematics for Business I	1&2	-----	3	
GMAT 115	Mathematics for Business II	1&2	GMAT 110	3	
ITGN 115	Computer Applications	1&2	-----	3	
ITGN 120	Internet Applications	1&2	ITGN 115	3	
GISL 100	Islamic Thought	1&2	-----	3	
GISL 105	Islamic Thought (E)	1	-----	3	
GEST 100	Emirati Studies	1&2	ENGL 100(Co-req)	3	
ESPU 200	English for Special Purpose (Business)	1&2	ENGL 105	3	
2. Humanities and Social Science Requirements			(6 Cr.hrs)		
GUAG 100	UAE Government	1or2	ENGL 100	3	
GCUS 100	Culture & Society	1or2	ENGL 100	3	
GCII 100	Contemporary International Issues	1or2	ENGL 100	3	
GPSY 100	Psychology & Society	1or2	ENGL 100	3	
GSOC 100	Sociology & Society	1or2	ENGL 100	3	
GLAW 100	Law & Society	1or2	ENGL 100	3	
GEDU 100	Education & the Future	1or2	ENGL 100	3	
GPUC 100	Planning for University & Career Success	1or2	ENGL 100(Co-req)	3	
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	ENGL 100	3	
3. Natural And Applied Science Requirements			(6 Cr.hrs)		
GCEI 100	Contemporary Environmental Issues	1or2	ENGL 100(Co-req)	3	
GHSO 100	Health & Society	1or2	ENGL 100(Co-req)	3	
GARC 100	Architectural Culture	1or2	ENGL 100(Co-req)	3	
GBIO 100	Biotechnology	1or2	ENGL 100(Co-req)	3	
GHUB 100	Human Biology	1or2	ENGL 100(Co-req)	3	
GGLB 100	Globalization	1or2	ENGL 100	3	
4. Supporting Business Requirements			(24 Cr.hrs)		
GCMM 105	Communication Skills (English)	1&2	ENGL 105	3	
BECN 100	Microeconomics	1&2	ENGL 105(Co-req) GMAT 110	3	
BECN 225	Macroeconomics	1&2	BECN 100 GMAT 115	3	
BECN 250	Money and Banking	1&2	BECN 225	3	
GCRT 200	Critical and Creative Thinking	1&2	ENGL 105	3	
BSTA 200	Statistical Analysis	1&2	GMAT 115	3	
BBUS 225	Research Methods	1&2	BSTA 200 GCRT 200	3	
BBUS 250	Business Negotiating Skills	1&2	BMNG 200 GCRT 200	3	

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
5. Business Core Requirements			(39 Cr.hrs)		
BACC 205	Principles of Financial Accounting	1&2	ENGL 105(Co-req)	3	
BACC 210	Principles of Managerial Accounting	1&2	BACC 205	3	
BBUS 200	Quantitative Methods for Business	1&2	BSTA 200 GMAT 115	3	
BFIN 200	Principles of Financial Management	1&2	BACC 205	3	
BMNG 200	Management & Organization Behavior	1&2	ENGL 105(Co-req)	3	
BMRK 200	Principles of Marketing	1&2	ENGL 105(Co-req)	3	
BBUS 215	Fund. of Management Information Systems	1&2	BMNG 200 ITGN 120	3	
BBUS 305	Business Law	1&2	ESPU 200	3	
BFIN 305	Corporate Finance	1&2	BACC 210 BFIN 200 BSTA 200	3	
BMNG 310	Production & Services Operations Management	1&2	BBUS 200 BFIN 200 BSTA 200	3	
BMNG 315	International Business Management	1&2	BBUS 305 BMNG 200	3	
BBUS 350	Business & Society	1&2	60C.H.	3	
BBUS 400	Strategic Management (Capstone)	1&2	BFIN 305 117C.H.	3	
6. Major Requirements			(27 Cr.hrs)		
BBEM 301	Family Business(The Next Generation)	1	BMNG 200 60C.H.	3	
BSCL 301	Supply Chain Operations	1	BMNG 310 60C.H.	3	
BBEM 303	New Products & Services Development	1	BMNG 200 60C.H.	3	
BBEM 307	Managing Venture Growth and Transition	1	BFIN 305 60C.H.	3	
BFIN 328	Venture Capital Finance	2	BFIN 305	3	
BBEM 402	International Entrepreneurship	2	BFIN 305 BMNG 315(Co-req)	3	
BMNG 406	Small Business Management	2	BFIN 200 BMNG 200 BBUS 305	3	
BMNG 445	Total Quality Management and Continuous Improvement	1&2	BMNG 310	3	
BBEM 465	Internship	2	117C.H.	3	
BBEM 470	Industry Project	2	117C.H.	3	

Bachelor of Business Administration in **Finance and Banking** (Total 129 C.H.)
2009 Curriculum

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
1. General Educational Requirements			(27 Cr.hrs)		
ENGL 100	English I	1&2	-----	3	
ENGL 105	English II	1&2	ENGL 100	3	
GMAT 110	Mathematics for Business I	1&2	-----	3	
GMAT 115	Mathematics for Business II	1&2	GMAT 110	3	
ITGN 115	Computer Applications	1&2	-----	3	
ITGN 120	Internet Applications	1&2	ITGN 115	3	
GISL 100	Islamic Thought	1&2	-----	3	
GISL 105	Islamic Thought (E)	1	-----	3	
GEST 100	Emirati Studies	1&2	ENGL 100(Co-req)	3	
ESPU 200	English for Special Purpose (Business)	1&2	ENGL 105	3	
2. Humanities and Social Science Requirements			(6 Cr.hrs)		
GUAG 100	UAE Government	1or2	ENGL 100	3	
GCUS 100	Culture & Society	1or2	ENGL 100	3	
GCII 100	Contemporary International Issues	1or2	ENGL 100	3	
GPSY 100	Psychology & Society	1or2	ENGL 100	3	
GSOC 100	Sociology & Society	1or2	ENGL 100	3	
GLAW 100	Law & Society	1or2	ENGL 100	3	
GEDU 100	Education & the Future	1or2	ENGL 100	3	
GPUC 100	Planning for University & Career Success	1or2	ENGL 100(Co-req)	3	
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	ENGL 100	3	
3. Natural And Applied Science Requirements			(6 Cr.hrs)		
GCEI 100	Contemporary Environmental Issues	1or2	ENGL 100(Co-req)	3	
GHSO 100	Health & Society	1or2	ENGL 100(Co-req)	3	
GARC 100	Architectural Culture	1or2	ENGL 100(Co-req)	3	
GBIO 100	Biotechnology	1or2	ENGL 100(Co-req)	3	
GHUB 100	Human Biology	1or2	ENGL 100(Co-req)	3	
GGLB 100	Globalization	1or2	ENGL 100	3	
4. Supporting Business Requirements			(24 Cr.hrs)		
GCMM 105	Communication Skills (English)	1&2	ENGL 105	3	
BECN 100	Microeconomics	1&2	ENGL 105(Co-req) GMAT 110	3	
BECN 225	Macroeconomics	1&2	BECN 100 GMAT 115	3	
BECN 250	Money and Banking	1&2	BECN 225	3	
GCRT 200	Critical and Creative Thinking	1&2	ENGL 105	3	
BSTA 200	Statistical Analysis	1&2	GMAT 115	3	
BBUS 225	Research Methods	1&2	BSTA 200 GCRT 200	3	
BBUS 250	Business Negotiating Skills	1&2	BMNG 200 GCRT 200	3	

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
5. Business Core Requirements			(39 Cr.hrs)		
BACC 205	Principles of Financial Accounting	1&2	ENGL 105(Co-req)	3	
BACC 210	Principles of Managerial Accounting	1&2	BACC 205	3	
BBUS 200	Quantitative Methods for Business	1&2	BSTA 200 GMAT 115	3	
BFIN 200	Principles of Financial Management	1&2	BACC 205	3	
BMNG 200	Management & Organization Behavior	1&2	ENGL 105(Co-req)	3	
BMRK 200	Principles of Marketing	1&2	ENGL 105(Co-req)	3	
BBUS 215	Fund. of Management Information Systems	1&2	BMNG 200 ITGN 120	3	
BBUS 305	Business Law	1&2	ESPU 200	3	
BFIN 305	Corporate Finance	1&2	BACC 210 BFIN 200 BSTA 200	3	
BMNG 310	Production & Services Operations Management	1&2	BBUS 200 BFIN 200 BSTA 200	3	
BMNG 315	International Business Management	1&2	BBUS 305 BMNG 200	3	
BBUS 350	Business & Society	1&2	60C.H.	3	
BBUS 400	Strategic Management (Capstone)	1&2	BFIN 305 117C.H.	3	
6. Major Requirements			(27 Cr.hrs)		
BFIN 309	Financial Mathematics	1	BFIN 305	3	
BFIN 316	Financial Statements Analysis	1	BFIN 305	3	
BFIN 317	International Finance & Banking	2	BFIN 309	3	
BFIN 328	Venture Capital Finance	2	BFIN 316	3	
BFIN 408	Investments Analysis	1	BFIN 316	3	
BFIN 412	Managing Investment Portfolios	2	BFIN 408	3	
BFIN 431	Management of Banks & Other Financial Institutions	1	BFIN 317	3	
BFIN 437	Risk Management	1	BFIN 431	3	
BFIN 465	Internship	2	117C.H.	3	
BFIN 470	Industry Project	2	117C.H.	3	

Bachelor of Business Administration in **Human Resources Management** (Total 129 C.H.)
2009 Curriculum

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
1. General Educational Requirements			(27 Cr.hrs)		
ENGL 100	English I	1&2	-----	3	
ENGL 105	English II	1&2	ENGL 100	3	
GMAT 110	Mathematics for Business I	1&2	-----	3	
GMAT 115	Mathematics for Business II	1&2	GMAT 110	3	
ITGN 115	Computer Applications	1&2	-----	3	
ITGN 120	Internet Applications	1&2	ITGN 115	3	
GISL 100	Islamic Thought	1&2	-----	3	
GISL 105	Islamic Thought (E)	1or2	-----	3	
GEST 100	Emirati Studies	1&2	ENGL 100(Co-req)	3	
ESPU 200	English for Special Purpose (Business)	1&2	ENGL 105	3	
2. Humanities and Social Science Requirements			(6 Cr.hrs)		
GUAG 100	UAE Government	1or2	ENGL 100	3	
GCUS 100	Culture & Society	1or2	ENGL 100	3	
GCII 100	Contemporary International Issues	1or2	ENGL 100	3	
GPSY 100	Psychology & Society	1or2	ENGL 100	3	
GSOC 100	Sociology & Society	1or2	ENGL 100	3	
GLAW 100	Law & Society	1or2	ENGL 100	3	
GEDU 100	Education & the Future	1or2	ENGL 100	3	
GPUC 100	Planning for University & Career Success	1or2	ENGL 100(Co-req)	3	
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	ENGL 100	3	
3. Natural And Applied Science Requirements			(6 Cr.hrs)		
GCEI 100	Contemporary Environmental Issues	1or2	ENGL 100(Co-req)	3	
GHSO 100	Health & Society	1or2	ENGL 100(Co-req)	3	
GARC 100	Architectural Culture	1or2	ENGL 100(Co-req)	3	
GBIO 100	Biotechnology	1or2	ENGL 100(Co-req)	3	
GHUB 100	Human Biology	1or2	ENGL 100(Co-req)	3	
GGLB 100	Globalization	1or2	ENGL 100	3	
4. Supporting Business Requirements			(24 Cr.hrs)		
GCMM 105	Communication Skills (English)	1&2	ENGL 105	3	
BECN 100	Microeconomics	1&2	ENGL 105(Co-req) GMAT 110	3	
BECN 225	Macroeconomics	1&2	BECN 100 GMAT 115	3	
BECN 250	Money and Banking	1&2	BECN 225	3	
GCRT 200	Critical and Creative Thinking	1&2	ENGL 105	3	
BSTA 200	Statistical Analysis	1&2	GMAT 115	3	
BBUS 225	Research Methods	1&2	BSTA 200 GCRT 200	3	
BBUS 250	Business Negotiating Skills	1&2	BMNG 200 GCRT 200	3	

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
5. Business Core Requirements			(39 Cr.hrs)		
BACC 205	Principles of Financial Accounting	1&2	ENGL 105(Co-req)	3	
BACC 210	Principles of Managerial Accounting	1&2	BACC 205	3	
BBUS 200	Quantitative Methods for Business	1&2	BSTA 200 GMAT 115	3	
BFIN 200	Principles of Financial Management	1&2	BACC 205	3	
BMNG 200	Management & Organization Behavior	1&2	ENGL 105(Co-req)	3	
BMRK 200	Principles of Marketing	1&2	ENGL 105(Co-req)	3	
BBUS 215	Fund. of Management Information Systems	1&2	BMNG 200 ITGN 120	3	
BBUS 305	Business Law	1&2	ESPU 200	3	
BFIN 305	Corporate Finance	1&2	BACC 210 BFIN 200 BSTA 200	3	
BMNG 310	Production & Services Operations Management	1&2	BBUS 200 BFIN 200 BSTA 200	3	
BMNG 315	International Business Management	1&2	BBUS 305 BMNG 200	3	
BBUS 350	Business & Society	1&2	60C.H.	3	
BBUS 400	Strategic Management (Capstone)	1&2	BFIN 305 117C.H.	3	
6. Major Requirements			(27 Cr.hrs)		
BMNG 301	Human Resources Management	1	BMNG 200	3	
BHRM 301	HR Planning & Development	1	BMNG 200	3	
BHRM 303	Employment Law and Legal Aspects	2	BBUS 305	3	
BHRM 307	Financial impacts of HR strategies	2	BMNG 200 BACC210	3	
BHRM 402	Performance Management Compensation and Employee Benefits	1	BHRM 303 BACC 210	3	
BHRM 404	Strategic HRM	1	BHRM 301	3	
BHRM 406	International HR Management	2	BHRM 303 BMNG 315	3	
BHRM 408	Employee Relations	2	BHRM 303	3	
BHRM 465	Internship	2	117C.H.	3	
BHRM 470	Industry Project	2	117C.H.	3	

Bachelor of Business Administration in **Management** (Total 129 C.H.)
2009 Curriculum

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
1. General Educational Requirements			(27 Cr.hrs)		
ENGL 100	English I	1&2	-----	3	
ENGL 105	English II	1&2	ENGL 100	3	
GMAT 110	Mathematics for Business I	1&2	-----	3	
GMAT 115	Mathematics for Business II	1&2	GMAT 110	3	
ITGN 115	Computer Applications	1&2	-----	3	
ITGN 120	Internet Applications	1&2	ITGN 115	3	
GISL 100	Islamic Thought	1&2	-----	3	
GISL 105	Islamic Thought (E)	1	-----	3	
GEST 100	Emirati Studies	1&2	ENGL 100(Co-req)	3	
ESPU 200	English for Special Purpose (Business)	1&2	ENGL 105	3	
2. Humanities and Social Science Requirements			(6 Cr.hrs)		
GUAG 100	UAE Government	1or2	ENGL 100	3	
GCUS 100	Culture & Society	1or2	ENGL 100	3	
GCII 100	Contemporary International Issues	1or2	ENGL 100	3	
GPSY 100	Psychology & Society	1or2	ENGL 100	3	
GSOC 100	Sociology & Society	1or2	ENGL 100	3	
GLAW 100	Law & Society	1or2	ENGL 100	3	
GEDU 100	Education & the Future	1or2	ENGL 100	3	
GPUC 100	Planning for University & Career Success	1or2	ENGL 100(Co-req)	3	
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	ENGL 100	3	
3. Natural And Applied Science Requirements			(6 Cr.hrs)		
GCEI 100	Contemporary Environmental Issues	1or2	ENGL 100(Co-req)	3	
GHSO 100	Health & Society	1or2	ENGL 100(Co-req)	3	
GARC 100	Architectural Culture	1or2	ENGL 100(Co-req)	3	
GBIO 100	Biotechnology	1or2	ENGL 100(Co-req)	3	
GHHB 100	Human Biology	1or2	ENGL 100(Co-req)	3	
GGLB 100	Globalization	1or2	ENGL 100	3	
4. Supporting Business Requirements			(24 Cr.hrs)		
GCMM 105	Communication Skills (English)	1&2	ENGL 105	3	
BECN 100	Microeconomics	1&2	ENGL 105(Co-req) GMAT 110	3	
BECN 225	Macroeconomics	1&2	BECN 100 GMAT 115	3	
BECN 250	Money and Banking	1&2	BECN 225	3	
GCRT 200	Critical and Creative Thinking	1&2	ENGL 105	3	
BSTA 200	Statistical Analysis	1&2	GMAT 115	3	
BBUS 225	Research Methods	1&2	BSTA 200 GCRT 200	3	
BBUS 250	Business Negotiating Skills	1&2	BMNG 200 GCRT 200	3	

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
5. Business Core Requirements			(39 Cr.hrs)		
BACC 205	Principles of Financial Accounting	1&2	ENGL 105(Co-req)	3	
BACC 210	Principles of Managerial Accounting	1&2	BACC 205	3	
BBUS 200	Quantitative Methods for Business	1&2	BSTA 200 GMAT 115	3	
BFIN 200	Principles of Financial Management	1&2	BACC 205	3	
BMNG 200	Management & Organization Behavior	1&2	ENGL 105(Co-req)	3	
BMRK 200	Principles of Marketing	1&2	ENGL 105(Co-req)	3	
BBUS 215	Fund. of Management Information Systems	1&2	BMNG 200 ITGN 120	3	
BBUS 305	Business Law	1&2	ESPU 200	3	
BFIN 305	Corporate Finance	1&2	BACC 210 BFIN 200 BSTA 200	3	
BMNG 310	Production & Services Operations Management	1&2	BBUS 200 BFIN 200 BSTA 200	3	
BMNG 315	International Business Management	1&2	BBUS 305 BMNG 200	3	
BBUS 350	Business & Society	1&2	60C.H.	3	
BBUS 400	Strategic Management (Capstone)	1&2	BFIN 305 117C.H.	3	
6. Major Requirements			(27 Cr.hrs)		
BMNG 301	Human Resources Management	1	BMNG 200	3	
BMNG 303	Advanced Organization Behavior	1	BMNG 200	3	
BMNG 311	Management of Service Organizations	2	BMNG 303	3	
BMNG 406	Small Business Management	2	BFIN 200 BBUS 305	3	
BMNG 416	Emerging Issues in Management	2	96C.H.	3	
BMNG 423	Leadership Development	1	BMNG 301	3	
BMNG 424	Change Management	1	BMNG 311	3	
BMNG 445	Total Quality Management and Continuous Improvement	1&2	BMNG 310	3	
BMNG 465	Internship	2	117C.H.	3	
BMNG 470	Industry Project	2	117C.H.	3	

Bachelor of Business Administration in **Marketing** (Total 129 C.H.)
2009 Curriculum

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
1. General Educational Requirements			(27 Cr.hrs)		
ENGL 100	English I	1&2	-----	3	
ENGL 105	English II	1&2	ENGL 100	3	
GMAT 110	Mathematics for Business I	1&2	-----	3	
GMAT 115	Mathematics for Business II	1&2	GMAT 110	3	
ITGN 115	Computer Applications	1&2	-----	3	
ITGN 120	Internet Applications	1&2	ITGN 115	3	
GISL 100	Islamic Thought	1&2	-----	3	
GISL 105	Islamic Thought (E)	1	-----	3	
GEST 100	Emirati Studies	1&2	ENGL 100(Co-req)	3	
ESPU 200	English for Special Purpose (Business)	1&2	ENGL 105	3	
2. Humanities and Social Science Requirements			(6 Cr.hrs)		
GUAG 100	UAE Government	1or2	ENGL 100	3	
GCUS 100	Culture & Society	1or2	ENGL 100	3	
GCII 100	Contemporary International Issues	1or2	ENGL 100	3	
GPSY 100	Psychology & Society	1or2	ENGL 100	3	
GSOC 100	Sociology & Society	1or2	ENGL 100	3	
GLAW 100	Law & Society	1or2	ENGL 100	3	
GEDU 100	Education & the Future	1or2	ENGL 100	3	
GPUC 100	Planning for University & Career Success	1or2	ENGL 100(Co-req)	3	
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	ENGL 100	3	
3. Natural And Applied Science Requirements			(6 Cr.hrs)		
GCEI 100	Contemporary Environmental Issues	1or2	ENGL 100(Co-req)	3	
GHSO 100	Health & Society	1or2	ENGL 100(Co-req)	3	
GARC 100	Architectural Culture	1or2	ENGL 100(Co-req)	3	
GBIO 100	Biotechnology	1or2	ENGL 100(Co-req)	3	
GHUB 100	Human Biology	1or2	ENGL 100(Co-req)	3	
GGLB 100	Globalization	1or2	ENGL 100	3	
4. Supporting Business Requirements			(24 Cr.hrs)		
GCMM 105	Communication Skills (English)	1&2	ENGL 105	3	
BECN 100	Microeconomics	1&2	ENGL 105(Co-req) GMAT 110	3	
BECN 225	Macroeconomics	1&2	BECN 100 GMAT 115	3	
BECN 250	Money and Banking	1&2	BECN 225	3	
GCRT 200	Critical and Creative Thinking	1&2	ENGL 105	3	
BSTA 200	Statistical Analysis	1&2	GMAT 115	3	
BBUS 225	Research Methods	1&2	BSTA 200 GCRT 200	3	
BBUS 250	Business Negotiating Skills	1&2	BMNG 200 GCRT 200	3	

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
5. Business Core Requirements			(39 Cr.hrs)		
BACC 205	Principles of Financial Accounting	1&2	ENGL 105(Co-req)	3	
BACC 210	Principles of Managerial Accounting	1&2	BACC 205	3	
BBUS 200	Quantitative Methods for Business	1&2	BSTA 200 GMAT 115	3	
BFIN 200	Principles of Financial Management	1&2	BACC 205	3	
BMNG 200	Management & Organization Behavior	1&2	ENGL 105(Co-req)	3	
BMRK 200	Principles of Marketing	1&2	ENGL 105(Co-req)	3	
BBUS 215	Fund. of Management Information Systems	1&2	BMNG 200 ITGN 120	3	
BBUS 305	Business Law	1&2	ESPU 200	3	
BFIN 305	Corporate Finance	1&2	BACC 210 BFIN 200 BSTA 200	3	
BMNG 310	Production & Services Operations Management	1&2	BBUS 200 BFIN 200 BSTA 200	3	
BMNG 315	International Business Management	1&2	BBUS 305 BMNG 200	3	
BBUS 350	Business & Society	1&2	60C.H.	3	
BBUS 400	Strategic Management (Capstone)	1&2	BFIN 305 117C.H.	3	
6. Major Requirements			(27 Cr.hrs)		
BMRK 301	Marketing Management	1	BMRK 200	3	
BMRK 303	Marketing Channels	2	BMRK 200	3	
BMRK 309	Services Marketing	1	BMRK 200	3	
BMRK 321	Consumer Behavior	1	BBUS 225 BMRK 200	3	
BMRK 412	Marketing Research	1	BMRK 321	3	
BMRK 418	International Marketing Strategies	1	BMRK 301	3	
BMRK 424	Sales Management	2	96C.H.	3	
BMRK 426	Advertising & Promotion Management	2	BMRK 321	3	
BMRK 465	Internship	2	117C.H.	3	
BMRK 470	Industry Project	2	117C.H.	3	

Bachelor of Business Administration in **Supply Chain & Logistics Management** (Total 129 C.H.)
2009 Curriculum

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
1. General Educational Requirements			(27 Cr.hrs)		
ENGL 100	English I	1&2	-----	3	
ENGL 105	English II	1&2	ENGL 100	3	
GMAT 110	Mathematics for Business I	1&2	-----	3	
GMAT 115	Mathematics for Business II	1&2	GMAT 110	3	
ITGN 115	Computer Applications	1&2	-----	3	
ITGN 120	Internet Applications	1&2	ITGN 115	3	
GISL 100	Islamic Thought	1&2	-----	3	
GISL 105	Islamic Thought (E)	1	-----	3	
GEST 100	Emirati Studies	1&2	ENGL 100(Co-req)	3	
ESPU 200	English for Special Purpose (Business)	1&2	ENGL 105	3	
2. Humanities and Social Science Requirements			(6 Cr.hrs)		
GUAG 100	UAE Government	1or2	ENGL 100	3	
GCUS 100	Culture & Society	1or2	ENGL 100	3	
GCII 100	Contemporary International Issues	1or2	ENGL 100	3	
GPSY 100	Psychology & Society	1or2	ENGL 100	3	
GSOC 100	Sociology & Society	1or2	ENGL 100	3	
GLAW 100	Law & Society	1or2	ENGL 100	3	
GEDU 100	Education & the Future	1or2	ENGL 100	3	
GPUC 100	Planning for University & Career Success	1or2	ENGL 100(Co-req)	3	
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	ENGL 100	3	
3. Natural And Applied Science Requirements			(6 Cr.hrs)		
GCEI 100	Contemporary Environmental Issues	1or2	ENGL 100(Co-req)	3	
GHSO 100	Health & Society	1or2	ENGL 100(Co-req)	3	
GARC 100	Architectural Culture	1or2	ENGL 100(Co-req)	3	
GBIO 100	Biotechnology	1or2	ENGL 100(Co-req)	3	
GHUB 100	Human Biology	1or2	ENGL 100(Co-req)	3	
GGLB 100	Globalization	1or2	ENGL 100	3	
4. Supporting Business Requirements			(24 Cr.hrs)		
GCMM 105	Communication Skills (English)	1&2	ENGL 105	3	
BECN 100	Microeconomics	1&2	ENGL 105(Co-req) GMAT 110	3	
BECN 225	Macroeconomics	1&2	BECN 100 GMAT 115	3	
BECN 250	Money and Banking	1&2	BECN 225	3	
GCRT 200	Critical and Creative Thinking	1&2	ENGL 105	3	
BSTA 200	Statistical Analysis	1&2	GMAT 115	3	
BBUS 225	Research Methods	1&2	BSTA 200 GCRT 200	3	
BBUS 250	Business Negotiating Skills	1&2	BMNG 200 GCRT 200	3	

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
5. Business Core Requirements			(39 Cr.hrs)		
BACC 205	Principles of Financial Accounting	1&2	ENGL 105(Co-req)	3	
BACC 210	Principles of Managerial Accounting	1&2	BACC 205	3	
BBUS 200	Quantitative Methods for Business	1&2	BSTA 200 GMAT 115	3	
BFIN 200	Principles of Financial Management	1&2	BACC 205	3	
BMNG 200	Management & Organization Behavior	1&2	ENGL 105(Co-req)	3	
BMRK 200	Principles of Marketing	1&2	ENGL 105(Co-req)	3	
BBUS 215	Fund. of Management Information Systems	1&2	BMNG 200 ITGN 120	3	
BBUS 305	Business Law	1&2	ESPU 200	3	
BFIN 305	Corporate Finance	1&2	BACC 210 BFIN 200 BSTA 200	3	
BMNG 310	Production & Services Operations Management	1&2	BBUS 200 BFIN 200 BSTA 200	3	
BMNG 315	International Business Management	1&2	BBUS 305 BMNG 200	3	
BBUS 350	Business & Society	1&2	60C.H.	3	
BBUS 400	Strategic Management (Capstone)	1&2	BFIN 305 117C.H.	3	
6. Major Requirements			(27 Cr.hrs)		
BSCL 301	Supply Chain Operations	1	BMNG 310 60C.H.	3	
BSCL 304	Warehousing and Materials Handling	2	BMNG 310 60C.H.	3	
BSCL 307	Global Supply Chain Strategy and Design	1	BMNG 310 60C.H.	3	
BSCL 311	Strategic Procurement and Sourcing	1	BMNG 310 60C.H.	3	
BSCL 402	Transportation and Distribution	2	BMNG 310 60C.H.	3	
BSCL 404	SCLM Technologies and Information Systems	2	BMNG 310 60C.H.	3	
BSCL 406	Modeling and Simulation of Supply Chains	2	BMNG 310 60C.H.	3	
BMNG 445	Total Quality Management and Continuous Improvement	1&2	BMNG 310	3	
BSCL 465	Internship	2	117C.H.	3	
BSCL 470	Industry Project	2	117C.H.	3	



Computing and Information Systems



Accreditation Board for Engineering and Technology

The CIT Computing and Information Systems (CIS) program has been accredited by the Computing Accreditation Commission (CAC) of ABET, Inc. as of October 2006. This international accreditation showcases the dedication of faculty and management in ensuring that the CIS program meets the quality standards set by the computing and information systems profession.

One of the key elements of ABET accreditation is the requirement that programs continuously improve the quality of education provided. As part of this continuous improvement requirement, programs set specific, measurable goals for their students and graduates, assess their success at reaching those goals, and improve their programs based on assessment results.

In addition to providing colleges and universities a structured mechanism to assess, evaluate, and improve their programs, accreditation also helps students and their parents choose quality college programs, enables employers and graduate schools to recruit graduates they know are well-prepared, and is used by registration, licensure, and certification boards to screen applicants.

ABET is a non-profit organization, owned and operated by its more than 25 professional and technical member societies. An internationally respected organization with some 1,500 volunteers, ABET has set the higher-educational standards in its fields for nearly 75 years. More information about ABET, its member societies, and the evaluation criteria used to accredit programs can be found at www.abet.org.

BACHELOR OF SCIENCE IN COMPUTING AND INFORMATION SYSTEMS

STRUCTURE OF DEGREE PROGRAM

The Bachelor of Science in Computing and Information Systems (BSc-CIS) is a four-year degree program and consists of 41 courses, an internship and an applied research project. All courses are worth 3 credit hours each. In the first two years of the program, the main emphasis is on developing students' core competencies so that they will be able to undertake more advanced courses later in the program. In years three and four of the program, the student specializes in one of the three Computing and Information Systems concentrations, with considerable flexibility to study courses from within and outside the College of Information Technology. This provides students with the opportunity to broaden their knowledge experience and skills base.

In order to graduate, the student must complete the program successfully with a **GPA at or above 2.25** and earn a total of **129 credit hours**.

BSC-CIS PROGRAM OBJECTIVES AND LEARNING OUTCOMES

Program Objectives

Bachelor of Science in Computing and Information Systems is designed to prepare graduates who are able to:

1. **Adhere** to highest standards of ethical and professional practices relevant to computing and information systems, and demonstrate awareness of the social impact of computer technologies.
2. **Engage** with confidence in lifelong learning.
3. **Engage** in applied computing and information systems positions that require specialized knowledge and skills in areas such as enterprise systems, networking, databases, e-commerce, system analysis and design, software applications development and IS environment.
4. **Solve** problems that require critical thinking, teamwork and communication skills.

Program Outcomes

Upon completion of the CIS program, students should be able to:

1. **Apply** knowledge of computing, information systems and mathematics.
2. **Design, implement** and **evaluate** a computer-based system, process, component, or program to meet desired needs.
3. **Function** effectively in teams to create a project plan to accomplish a common goal.
4. **Understand** professional, ethical and social responsibilities
5. **Communicate** effectively with a range of audiences.
6. **Analyze** the impact of computing on individuals, organizations and society, including ethical, legal, security and global policy issues.

CIS Program Outcomes (specific to the Information Systems Security concentration)

Upon graduation, each CIS graduate with concentration in Information Systems Security will possess the knowledge, skills, and ability to:

1. **Analyze** an interdisciplinary Information systems security problem; identify and define the IS security setup and configuration appropriate to its solution.
2. **Apply** contemporary techniques, skills, and tools necessary for secure information systems.
3. **Understand** the processes and policies that support the operational, tactical and strategic aspects of modern Secure Systems.



BSC-CIS CURRICULUM

Bachelor of Science in Computing and Information Systems in **Information Systems Security** (Total 129 C.H.)
2011 Curriculum

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
1. General Educational Requirements (27 Cr.hrs)					
ENGL 100	English I	1&2	-----	3	
ENGL 105	English II	1&2	ENGL 100	3	
GMAT 100	Mathematics for Science I	1&2	-----	3	
GMAT 105	Mathematics for Science II	1&2	GMAT 100	3	
ITGN 115	Computer Applications	1&2	-----	3	
ITGN 120	Internet Applications	1&2	ITGN 115	3	
GISL 100	Islamic Thought (Arabic)	1&2	-----	3	
GISL 105	Islamic Thought (English)	1&2	-----	3	
GEST 100	Emirati Studies	1&2	ENGL 100(Co-req)	3	
ESPU 210	English for Special Purpose (Science)	1&2	ENGL 105	3	
2. Humanities and Social Science Requirements (6 Cr.hrs)					
GUAG 100	UAE Government	1or2	ENGL 100	3	
GCUS 100	Culture & Society	1or2	ENGL 100	3	
GCII 100	Contemporary International Issues	1or2	ENGL 100	3	
GPSY 100	Psychology & Society	1or2	ENGL 100	3	
GSOC 100	Sociology & Society	1or2	ENGL 100	3	
GLAW 100	Law & Society	1or2	ENGL 100	3	
GEDU 100	Education & the Future	1or2	ENGL 100	3	
GPUC 100	Planning for University & Career Success	1or2	ENGL 100(Co-req)	3	
GTOR 100	Leisure & Tourism in a Contemporary Society	1or2	ENGL 100	3	
3. Natural And Applied Science Requirements (6 Cr.hrs)					
GCEI 100	Contemporary Environmental Issues	1or2	ENGL 100(Co-req)	3	
GHSO 100	Health & Society	1or2	ENGL 100(Co-req)	3	
GARC 100	Architectural Culture	1or2	ENGL 100(Co-req)	3	
GBIO 100	Biotechnology	1or2	ENGL 100(Co-req)	3	
GHUB 100	Human Biology	1or2	ENGL 100(Co-req)	3	

Course No.	Course Title	Semester	Prerequisite	C.H.	GD
4. Business Requirements for IT Professionals (27 Cr.hrs)					
GCOMM 100	Communication Skills (Arabic & English)	1&2	-----	3	
GCOMM 105	Communication Skills (English)	1&2	ENGL 105	3	
GCRT 200	Critical and Creative Thinking	1&2	ENGL 105	3	
BSTA 200	Statistical Analysis	1&2	GMAT 105	3	
BBUS 200	Quantitative Methods for Business	1&2	GMAT 105	3	
BACC 205	Principles of Financial Accounting	1&2	ENGL 105(Co-req)	3	
BFIN 200	Principles of Financial Management	1&2	BACC 205	3	
BMNG 200	Management & Organization Behavior	1&2	ENGL 105(Co-req)	3	
BMNG 310	Production & Services Operations Management	1&2	BBUS 200 BFIN 200	3	
BMRK 200	Principles of Marketing	1&2	ENGL 105(Co-req)	3	
5. IT Core Requirements (48 Cr.hrs)					
ITGN 215	Introduction to Information Systems	2	ITGN 115 BMNG 200	3	
ITGN 230	Introduction to Programming	1	ITGN 115	3	
ITGN 235	Principles of Networking	1	ITGN 120	3	
ITGN 250	Database Management Systems	1	ITGN 215	3	
ITGN 255	Operating Systems Administration	1	ITGN 120	3	
ITGN 260	IT Project Management	1	ITGN 215	3	
ITGN 315	Object Oriented Programming	2	ITGN 230	3	
ITGN 321	Object-Oriented Analysis & Design	2	ITGN 260 ITGN 315	3	
ITGN 323	Enterprise Architecture	2	ITGN 255	3	
ITGN 340	Human Computer Interface	1	ITGN 315	3	
ITGN 345	Information Systems Security	1	ITGN 235	3	
ITGN 350	Web Design & Development	1	ITGN 250	3	
ITGN 414	Strategic Issues in Information Systems	2	ITGN 321	3	
ITGN 416	IT Audit and Control	2	ITGN 323 ITGN 345	3	
ITGN 440	Computing & Information Systems Project (Capstone)	2	ITGN 414 - ITGN 340 117C.H.	3	
ITGN 465	Internship	2	117C.H.	3	
ITGN 470	Industry Project	2	117C.H.	3	
6. Concentration Requirements (15 Cr.hrs)					
ITSS 450	Information Systems Security Management	1	ITGN 416	3	
ITSS 451	Ethical Hacking & Network Defense	1	ITGN 345	3	
ITSS 455	Computer Forensics & Investigations	2	ITGN 345	3	
ITSS 456	Database Security & Auditing	2	ITGN 350 ITSS 455	3	
ITSS 458	Disaster Recovery Planning	2	ITSS 450	3	

GENERAL UNDERGRADUATE CURRICULUM REQUIREMENTS

The General Undergraduate Curriculum Requirements (GUCR) program is designed to enable students to successfully pursue their studies in their majors and to gain general required skills, values and attitudes needed in order to excel in their respective areas of specialization and to broaden their background knowledge in areas outside their major disciplines.

The university requires that all students must complete several credit hours of course work to reach desirable levels of competency and proficiency in important skill areas such as English, mathematics, computer and internet use, information literacy, critical and creative thinking and interpersonal communication skills.

Students are also required to study twelve credit hours consisting of two courses in humanities and social sciences and two courses in natural and applied sciences. The goal of this requirement is to broaden students' knowledge in key areas outside their majors, to emphasize the interdisciplinary nature of knowledge and to reinforce the spirit of inquiry. The GUCR component aims also to inculcate among students, through direct teaching of specific courses and indirectly within all courses, important values and attitudes like tolerance of other cultures and lifestyles, lifelong learning, ethical standards in personal and professional lives and critical awareness of their own cultures and societies.

GUCR LEARNING OUTCOMES

Completion of the General Undergraduate Curriculum Requirements should enable students to:

1. **Read and write** English fluently.
2. **Communicate** effectively.
3. **Think** critically and analytically.
4. **Understand and apply** mathematical concepts.
5. **Use** information technology effectively.
6. **Acquire** a broader educational background and appreciate the contribution of humanities, social sciences, and natural and applied sciences to their understanding of human experience.
7. **Make** a smooth transition to their academic programs and plan their future directions.

UNDERGRADUATE PROGRAMS ADMISSIONS

APPLICATION REQUIREMENTS

An applicant must provide the following documents for undergraduate admission:

1. Completed application form
2. Original UAE high school certificate or certified equivalent (approved by the Ministry of Education).
3. TOEFL (or equivalent) score certificate in original.
4. Copy of a valid passport and identity card.
5. Four recent passport-size photographs (in color) or in JPEG format file.
6. Pay AED 100 for the university's ID card.
7. Pay AED 400 non-refundable fee for admission.

ADMISSION CRITERIA

Regular Admission

1. A minimum of 500 in TOEFL (or IELTS - 5 overall; or TOEFL iBT - 61)
2. A minimum of 65% in High School.

Students with GCE qualifications are also accepted. A total of 7 O level or GCSE/IGCSE subjects are needed or alternatively, a combination of O level and AS/A levels is acceptable, provided that the subjects cover at least four of the following fields: Math, Science, Languages, Humanities and Social Sciences and/or Arts and Design. The minimum required grade for the accepted subjects is "C" for the O level, "D" for AS level, and "E" for the A level.

Note: Transfer credits from universities accredited by the UAE MOHESR are accepted if transfer conditions are met.

Conditional Admission

TOEFL or IELTS Score

Candidates with less than 500 on TOEFL or equivalent (or who do not have a valid TOEFL or IELTS score) will have to take the English Placement Test and will be placed in English (remedial or credited) courses based on the placement test results. Upon completing the study of 18 credit hours at UD, students who did not meet the TOEFL requirement may not register for any additional new courses unless they fulfill this requirement. Such students will be given a maximum of three terms or one semester to remedy the deficiency (TOEFL 500 or equivalent) or else be dismissed.

High School Score

Candidates (First-Time/Transfer) with a score of 60-64% in their High School Certificate are considered on a case-by-case basis. The accepted student will have to achieve a 2.0 Grade Point Average (GPA) upon completing the study of 30 credit hours at UD. Students failing to achieve this GPA score will be given one semester to remedy the deficiency or be dismissed.

Institutional Code for TOEFL

The UD institutional code for direct submission of TOEFL results is 8239.

Transfer Students

Transfer students are subject to the same English and Math proficiency requirements as regular students.

Admission Criteria and Requirements for Visiting Students/Audit Students

Visiting Students

1. Students must have passed all the prerequisites for the required subjects. (Original transcripts from the university in which the student is currently studying is to be provided).
2. Students must provide a copy of their passport four recent photos (JPEG format file).
3. Students must fully adhere to UD regulations and rules, including attendance.
4. The cumulative number of credit hours allowed for the registration of visiting students should not exceed 63 credit hours and such students cannot register for more than 2 consecutive regular semesters (Short semesters are not considered).
5. The visiting student could be accepted as a regular student after compliance with UD admission requirements.
6. The visiting student may register at any time during the registration period.

Audit Students

UD allows individuals interested in a particular course to attend classes as Audit students. The following conditions apply:

1. The candidate must show some evidence of prerequisite knowledge required for auditing the course (Meet the course instructor/Department Chair/Dean/Director for clarifying this point and your purpose of auditing the course).
2. Provide passport copy and four recent photographs (JPEG format file).
3. Pay the regular course fee as applicable for Visiting/Short course students.
4. Attendance policy is not mandatory
5. Homework assignments/examinations are not mandatory.

Readmission

All students who have withdrawn from the university or have cancelled their registration at UD, but who wish to be re-admitted, must submit a formal request to ARD. A dismissed student will not be re-admitted to the university, even as a new student.

Admission Regulations

1. Admission and acceptance of students to UD is valid for only one semester. Students who fail to register will lose their admission status and must resubmit their application as a new applicant. The university will only keep the files in its records for two semesters after their submission.
2. Applicants should make sure that all documents required for finalizing their admission are submitted to the ARD before registration begins.
3. The names of UD students on all university documents are spelled in English exactly as they appear on their passports or identity cards. If a name on a passport or an identity card does not appear in English, it will be spelled according to the applicant's preference.
4. Applicants, who were denied admission to UD, may file a petition for admission on a conditional basis. These applicants will be evaluated on a case-by-case basis for approval by the UD President.
5. Students granted conditional admission will be considered At-Risk and accordingly, will be closely monitored by their assigned faculty mentor.

TUITION AND SCHOLARSHIPS

TUITION AND OTHER FEES FOR 2013-14

A. Undergraduate	Cost (AED)	(USD) International Students
A.1 Tuition Fee		
Regular Students	3,850	-
Visiting (short course)	5,000	1,500
Pre-English/Pre-Math (Each Course)	4,000	
A.2 Internship/Industry Project		
Regular Students	7,700	
Visiting (short course)	10,000	3,000
A.3 Lab fee for IT courses (namely ITGN 115, ITGN 120, ITGN 230, ITGN 315, ITGN 350)	(for each course)	
All Nationalities	4,850	
Visiting (short course)	6,000	1,500
A.4 Student Exchange Program	-	1,500
Miscellaneous Course Related Fees (Non refundable)	Cost (AED)	(USD)
Change of Major	100	*Miscellaneous fees (in AED) are applicable to International Students as well.
Application for Incomplete/Make-up Exam(Mid-term/Final Exams)	500	
Certificate (To Whom it May Concern)	50	
Transcripts	50	
Application for Reviewing Final Exam Sheet	200	
Issuance Graduation Certificate Fee /Re-Issuance of Degree Certificate	350/1000	
Financial & Accounts Statement Printing Fee	50	
Graduation Fee	1,500	
Course Syllabus - Print & Stamp Fee (per course)	50	
Technology fee (one-time fee at the time of enrollment)	500	
Miscellaneous Fees (Non refundable)	Cost (AED)	(USD)
Admission Fees (includes Student ID Card)	500	200
English Placement Test (First Time & Each time a Test is Repeated)	300	*Miscellaneous fees (in AED) are applicable to International Students as well.
Math Placement Test (First Time & Each time a Test is Repeated)	300	
Replacement of a lost ID	100	
Registration Fees - Fall/Spring	1,000	
Registration Fees - Winter/Summer	500	
Late Registration Fee per course	500	
Student Activity Fees - Fall/Spring	200	
Student Activity Fees - Short semester	100	
Each Post Dated Check (maximum 3 checks in Fall & Spring & 1 check in Winter & Summer)	200	
Returned Check (maximum 2 chances)	750	
Postponement of Post-dated Check	250	
Locker Rental (annual)	200	
Locker Rental (one semester including short semester)	100	
Replacement of a Lost Locker Key	25	

The University reserves the right to increase tuition fees up to 10% per academic year when deemed necessary. These changes will be duly intimated to the student ahead of time through university's official mode of communication.

DISCOUNT POLICY

D. Discounts for all programs (not applicable for short course/visiting students) *		Percentage
D.1	UAE/GCC Nationals	10%
D.2	Above 90% score in High School	10%
D.3	For students working in: Government Departments	10%
D.4	Relatives (brothers/sisters/husband/wife)	10%
D.5	Employees of UD/DCCI	15%
D.6	Sons/daughters of UD Alumni	10%
D.7	GPA of > 3.80 at the end of semester/term	10%
D.8	Full-time students registering in morning classes (9am - 12pm)	5%
*The maximum discount permissible per student is 20%.		

Special Discount

20% Discount for Palestinian undergraduate students who have 90% and above in High schools, students who achieve CGPA of 3.8 and above in the following years continue to receive 20% discount. Students need to provide copy of their passport or an official letter from the Palestinian Consulate at the time of admission. Applicable for new intake only.

SCHOLARSHIPS

High School Merit Scholarship

New students joining UD directly after High School with a score of 90% and above will receive a 10% discount on tuition fees for their first year of study. The continuation of this scholarship is subject to achieving a GPA that falls within the Highest Honor bracket (3.8 or above).

Need-Based Scholarship

The Need-based scholarships are awarded to students experiencing great difficulties meeting their financial obligations to UD. Need-based scholarships are subject to availability. Students are requested to contact the Department of Student Services for eligibility and award details.

Alumni and Friends of the University of Dubai Scholarship

The Alumni and Friends of the University of Dubai offer two types of scholarships: Incoming Freshmen Scholarship and Student Leader Scholarship. The scholarships are granted based on established guidelines developed by the UD Alumni Association and administered by UD. For more information, please contact the Alumni Affairs Office.

Other Scholarships

Other scholarships are also available from governmental, private institutions or individuals. Such scholarships are normally granted on a merit base with certain stipulations.

LATE REGISTRATION FEE POLICY

The registration fee also applies to visiting students during the regular and short semesters. Continuing students, who fail to register during the regular registration time period, as announced in the academic calendar, will be charged an additional late registration fee per course. This additional fee does not apply to added courses (replaced during Drop & Add period or just added to complete registration) during the Drop & Add period.

INSTALLMENT/DEFERRED PAYMENTS POLICY

The maximum number of installments is four during Fall/Spring semesters and two during Winter/Summer semesters. At the time of registration students are required to pay for at least one course and all applicable registration and activity fees by cash, current check or credit card. Any balance remaining must be paid in a maximum of three installments in the form of postdated checks. The last date of the final installment is two weeks before the final exam for Fall/Spring semesters and one week before the Winter/Summer semesters end. Cash, checks or credit cards are accepted as payment. Visiting (short course) students may pay their fees by cash, current dated check or credit card; post-dated checks will not be accepted from visiting (short course) students.

REFUND POLICY

- Students are refunded 100% of the tuition fees paid if they withdraw during the first week.
- Students are refunded 50% of the tuition fees paid if they withdraw during the second week.
- Students withdrawing after the second week are not entitled to any refund.
- Non-tuition fees are not refundable.
- Tuition fees, as well as other fees paid for Winter/Summer semesters, are not refundable once paid - as explicitly stated in the registration form signed by the student.
- Tuition fees might be refunded if there is sufficient evidence that the withdrawal is due to health reasons and the case is supported by proper documentation. This exception is subject to the approval of the UD President.

INSUFFICIENT FUNDS POLICY

No checks will be accepted from any student whose checks are returned twice. In this case, only cash and/or credit card payment is acceptable thereafter. It is the sole responsibility of the student to ensure all scheduled payments presented are properly provided for as management will not send reminders to the individual.

OUTSTANDING BALANCES POLICY

Students with unpaid outstanding balances will have their registration placed on hold and will not be allowed to access any of their records. In addition, they may not be given any letter of recommendation, which is requested during this period.

LOGIN AND EMAIL ACCOUNTS

The campus is well equipped with robust internet connection with high-bandwidth IP leased line. The university provides every student, faculty and staff with an email account during their study/service at the university.

ACCESSING UNIVERSITY E-MAIL

UD has implemented Google Apps for Education for its email and communication technologies. This service provides options to store and share documents and connect with others in real time. In order to access your UD Mail do the following:

- Visit the UD website at www.ud.ac.ae
- Log in with your username and password through 'LOGIN' button on the main menu at the home page.
- On the 'My Account' page click on the UDMAIL icon.
- Type your username and password to access the email.

MICROSOFT WINDOWS LOGIN

Username: Username starts with 'S' and followed by the student's ID (Example: S012345)

Password: Leave this field blank (for the first time) and click OK. You will be prompted to change your password. Leave the old password field blank, type your new password, confirm the same and click OK to continue.

Note: the above procedure is applicable only within the University's network and it is required in order to access the University's email (webmail).



ONLINE REGISTRATION

REGISTRATION PROCEDURES

The registration procedures involve three main stages for both regular and visiting students.

- **Online Early Booking:** The Admission and Registration Department (ARD) provides online early booking services for students who will register in Fall/Spring semesters in order to help them avoid last minute problems arising out of closure of sections and to assist student in planning their courses in advance. This service can be availed by regular students only during Winter/Summer registration period. No fees need to be paid for this online early booking of courses. The fees can be paid during the regular registration week for Fall/Spring.
- **Advising/Selection of Courses:** Students are assigned advising appointments with their academic advisors based on their earned credit hours. Students must consult with their advisors prior to registration in order to draw up the plan and get help with the registration. Students may also register online at www.ud.ac.ae.
- **Paying Fees:** Students take the completed registration form signed by the advisor to the cashier's office to pay the fees. No student is considered registered unless the fees are paid. Once fees are paid, the booked courses are confirmed. The student's schedule will be sent to the student via UD e-mail.

Other Online Registration Services

A student can access the following information via the Online Registration homepage:

- Academic Transcripts
- Academic Curriculum
- Graduation Plan
- Class Schedule (My Schedule)
- Early Booking
- Course Offerings for the Semester (Class Schedules)
- Course Grades (My Grades)



ADVISING

Advising is provided in the form of student orientation, tutoring assistance at the learning center or during office hours, and academic advising. Below is a list of advising services available to assist students during their academic journey.

ACADEMIC ADVISING

To facilitate students' successful completion of their degree programs, UD has developed an online Academic Advising System, which is tailored to accommodate students' individual goals and needs.

Academic/Graduation Plans

An automated Academic/Graduation Plan is developed individually and designed for students based on the respective curriculum logic & structure and taking into account the sequence of courses, and the previously completed course work. The plan briefs students on their courses of study during each subsequent semester.

Advising Objectives

- To achieve better understanding of the curricula and programs;
- To increase students' awareness of their role in developing their academic study plan;
- To emphasize the importance of Faculty members' role in the academic advising process;
- To facilitate academic and educational process to achieve the objectives and intended outcomes;
- To improve the educational process and its learning outcomes;
- To ensure effective and real-time study plans leading to a timely and efficient graduation.

The Model

The following tables show the program structure and breakdown across a 4-year period of study, of each of the curriculum components required for the completion of the degree. This study plan is structured for an average student with a GPA between 2.00-2.50; however, variations will occur. Courses under HSS and NSS may be taken by the students at their discretion in a different year.

Table1: BBA Program Structure (Credit Hours)

Area	1 st Year	2 nd Year	3 rd Year	4 th Year	Total
General Education	24			3	27
Humanities & Social Sciences (HSS)		6			6
Natural & Applied Sciences (NSS)	3			3	6
Supporting Business	6	9	9		24
Core Business		15	12	12	39
Major/Concentration			12	15	27
Total	33	30	33	33	129

Table 2: CIS Program Structure (Credit Hours)

Area	1 st Year	2 nd Year	3 rd Year	4 th Year	Total
General Education	24	3	-	-	27
Humanities & Social Sciences (HSS)	-	3	-	3	6
Natural & Applied Sciences (NSS)	3	-	3	-	6
Supporting IT	3	9	12	3	27
Core IT	3	21	12	21	48
Major/Concentration	-	-	3	12	15
Total	33	36	30	30	129

Based on the Academic Advising Plans, full-time students will take an average of five courses (15 credit hours) per semester. At risk students and those on academic probation plans are modified by the advisors in order to address the student needs to improve his/her academic performance. The course load for such students is reduced to a maximum of 3-4 courses.

MENTORING AT-RISK STUDENTS

Students with CGPA below 2.0 are considered at-risk. The assigned advisor shall advise the student to retake courses with low performance (i.e. "F" & "D" grades) in order to improve the CGPA. At-risk students are not allowed to register for more than 4 courses during fall/spring semesters and not more than 1 course in winter/summer semesters.

Each Faculty member may voluntarily choose to provide mentoring for a group of at-risk students within his/her department. Mentoring includes student assistance, monitoring and progress reporting. At the end of each academic year, faculty members will be recognized for their achievements monitored through the annual Faculty Development Plan. The plan for helping at-risk students (also on probation) includes:

At-Risk Detection

At the beginning of each semester, a list of at-risk students is requested by the Deans of Colleges from the Registrar's office. The Deans will advise department Chairs to draw corrective actions.

Remediation Plan

This plan is executed at the departmental level and would include:

- Hold regular individual meetings with at-risk students.
- Advise at-risk students to repeat courses with grades "D" or less prior to registering in any further courses in order to improve their GPA.
- Request at-risk students to visit instructors frequently during office hours.
- Provide at-risk students with peer-support and mentoring from Teaching Assistants (TAs) periodically.

Progress Report

Deans of Colleges will request from department Chairs/Faculty a feedback report on the performance record of each at-risk student from course instructor(s). The progress is monitored through special forms maintained in the college/department.

TUTORING ASSISTANCE

Interactive Resources

Students have interactive resources available at the UD Library for out-of-class assistance with course materials and assignments.

Office Hours

Colleges provide students with assistance in academic matters. Faculty office hours and/or electronic access (chat rooms; discussion threads) are provided for students who need academic help.

Learning Center

Teaching Assistants are available to assist students who need remedial help or who need more than normal aid to compensate for shortcomings in preparation. Tutoring personnel are able to assist students with IT needs. In addition to the Learning Center support staff and TA's, faculty members from the Business and IT colleges have taken the initiative of having tutoring hours in the learning center.

FACULTY-STUDENT COUNCIL

The purpose of the Faculty-Student council (FSC) is to facilitate an open dialogue between student representatives (from years 1,2,3, and 4) and representatives from the academic staff. Two Faculty-Student Councils are established at UD; one for each College (UDCBA/UDCIT). Each FSC also includes a faculty representative from the General Undergraduate Curriculum Requirements (GUCR) department.

Through its regular meetings, the council provides constructive forums whereby students can voice their concerns, have them discussed and addressed (whenever possible). These concerns can be related to issues and/or suggestions pertaining to:

- Teaching & assessment methods
- Classroom management
- Curriculum
- Class schedule
- Computing facilities , etc.



INTERNSHIP

REGULAR INTERNSHIP

Course Description

Regular Internship is an eight week training period in a relevant position at workplace. It is mainly undertaken by non-working students as well as students with less than two years of work experience. The purpose is to provide students with practical experience in an organizational setting where learning and doing are the chief objectives. It is an essential part of the Bachelor's degree program and it will help students improve, evaluate and above all practice the skills and theories that they have been exposed during their studies.

Benefits to Students

- Provides students with practical experience in an organizational setting.
- It is an excellent opportunity to see how the theories learned in classes are integrated into the practical world.
- Helps them decide if the industry and the profession is the best career option to pursue.
- Enables them to learn new skills and add to their knowledge base.
- Opens opportunity to practice communication and teamwork skills.
- Allows them to meet new people and practice their networking skills.
- Provides evidence that they have initiative, are reliable and have a sense of responsibility.
- Makes a valuable addition to their resume.
- Enhances their candidacy to graduate school.
- Opens the door to a job offer or an employment recommendation.

Terms of Offering

- The Regular Internship is offered during the Spring semester each year.
- The working hours are from 8:00 AM to 2:00 PM.

Eligibility

- Internship applicants should have completed a total of 117 Credits Hours (CH) at the time of registering for Internship.
- It is the internship student's responsibility to ensure that his CGPA is at least 2.25 at the time of registering for Internship or at the completion of Internship since this course is to be taken as one among other courses during the last semester of graduation.

INDUSTRY PROJECT

Course Description

Industry project is designed exclusively for working students with minimum of two years of work experience. The purpose of this course is to provide the working student an opportunity to develop competence in applying learned theories and gained skills to an actual business problem or issue. A student will undertake a supervised project to tackle an existing business/IS problem at his organization, explore possible causes of the problem, alternative solutions, and assess the effect(s) of each solution on the organization. Alternatively, a student may develop and document a business case dealing with an actual organizational problem that the organization managed to identify and solve it. Each student will present orally the result of his/her project in addition to a written report.

Terms of Offering

- The Industry Project is usually offered to CBA students during Spring semesters for 8 weeks, while CIT offers Industry Project only in Spring semester for 15 weeks.

Eligibility

Industry Project applicants should fulfill the following requirements:

1. A student must be working at the time of enrolment.
2. Work experience must be for at least two consecutive years.
3. Company size must not be less than 20 employees.
4. Family businesses* are not considered for Internship/Industry Project.
5. Prerequisite is 117 CH.
6. Minimum CGPA is 2.25

*In case of local private businesses, Industry Project student might be asked to provide the further following documents to ensure that the company she/he works for is not a family business:

- Copy of the company trade license
- Signed acknowledgment note confirming that she/he does not work for family business

Project Selection

A student shall select a business/IS problem for his project. However, his organization needs to approve it to ensure completion. In case of a small organization where a organizational problem cannot be identified or in the case of non-approval of the company for a particular business/IS problem to be studied, a designated faculty member shall assign a particular business problem that uses either primary or secondary data.

INTERNSHIP EXCHANGE

The University of Dubai has a partnership agreement on Internship Exchange with the Hamburg School of Business Administration, Germany and Groupe Sup de Co Montpellier Business School, France. Students who wish to intern in Germany may choose to travel during the Regular Internship (Spring semester). Students who wish to intern in France must first take Spring courses and afterwards take the 2 months internship in the summer. Registration for internship abroad is done through the ICDC.

Benefits to Students

- Interns not only gain practical work experience in a field that they intend to pursue but also build experience in international platforms.
- Internships taken internationally offers the privilege to observe differences in businesses, and see how projects are handled in different cultures, which might be conducted differently in the intern's home country
- Experience of living and working abroad can really boost students' CV/resume. It shows that they are not afraid of a challenge and that they are willing to accommodate change. This can result in more job offers as compared to individuals who lack such work experience.
- It increases their global business awareness.
- It is an excellent opportunity to see parts of the world that would not be possible had they taken that Internship in their home country.
- Make contacts and create solid relationships with professionals abroad.

CAREER DEVELOPMENT

Career Counseling

Individual and group counseling appointments are available to help students to:

- Obtain a self-assessment of interests, personality and values, activities, exploration of career and occupational information through the use of computer software, System for Interactive Guidance and Information (SIGI 3).
- Learn to explore educational and career alternatives and develop career decision-making skills.
- Relate educational experiences to career planning decisions and academic qualifications to work opportunities.
- Perform well at an interview by arranging mock interviews with HR experts from the business community.
- Develop additional career-building skills such as resumé and cover letter writing, interview techniques and job search strategies etc.

In addition to the counseling sessions, SIGI 3, an interactive career planning tool which combines thoroughly researched information about occupations, work-related values, interests, personality types, skills and educational programs is readily available for all students to use.

Career Workshops

A variety of career development and job search workshops are conducted throughout the year.

Career Resource File/Career Library

The career library contains a comprehensive collection of up-to-date career-related material and information (books, DVDs, career assessment software, flyers, occupational handbooks, etc.). Besides this, ICDC publishes various statistical reports on salaries, job satisfaction and market expectations every year. These resource materials can be viewed at the ICDC webpage <http://www.ud.ac.ae/academics/internship-careers/career-services-to-students>

Job Placement

Job listings

ICDC has developed contacts that receive and process part/full-time job opportunities from both public and private organizations in the UAE and other GCC countries. The list of vacancies is updated on a regular basis. Information on both on and off-campus jobs is posted on:

- ICDC bulletin boards across the campus
- On the ICDC homepage at: <http://www.ud.ac.ae/login>

Students and Alumni can access the current job postings by using their assigned username and password.

On-Campus Interviews

The ICDC provides students the opportunity to have interviews with a number of organizations throughout the year. Prospective employers look for intelligent, committed young people who have the required enthusiasm and zeal to prove their capability.

Open Days

Open days are held at the university premises to offer employers the opportunity to meet our students for their recruitment needs. Alongside the recruitment agenda, companies are free to bring along their marketing paraphernalia and corporate giveaways to promote their products and services. The Open Day reservation form must be submitted to the icdc@ud.ac.ae at least three (3) weeks prior to the intended date of visit subject to ICDC's approval.

Corporate Alliances

ICDC has signed Memorandum of Understanding with several organizations such as Enoc, Emirates NBD Bank, Dubai World, Citi Bank, Dubai Municipality, Mashreq Bank, the National Human Resource Development and Employment Authority "Tanmia" etc. to enhance opportunities within UD for UAE national students and graduates. In addition, the center has developed an effective network of contacts by partnering with various local recruitment firms, thus creating more opportunities for UD students from other nationalities as well.

Video Conference

The university is equipped with a video conference facility to enable off-site interview sessions.

Job Fair

Each year ICDC organizes a Job fair inviting various employers representing both governmental organizations and private institutions, to meet and interview the students for internship, part-time and full-time employment opportunities.. This enables the students and alumni to increase their networking database by allowing them to interact with prospective employers. The Center also encourages the involvement of UD students in various job fairs and open days that are organized throughout the country.

E-Resumé

Each year, the ICDC produces the E-resumé containing the profiles of the recently graduated batch. The link and password to access the E-resume is forward to potential employers and recruiters.

Business Plan Competitions

UD students are regularly invited to participate in various business plan competitions locally and internationally. This is a good platform for UD students to experience a different form of experiential learning, compete and meet other students from local and international universities and enhance the spirit of competition. The ICDC facilitates the whole process from promoting the event, coordinating with the organizing body of the business plan competition to providing administrative and technical support to students in ensuring their successful participation.

Student Conferences

ICDC makes students aware of local and international student conferences, summits and seminars and encourages participation. The center also acts as a liaison between organizers and UD students providing assistance in the application process and follow-up when necessary.

International Trips

The ICDC coordinates with organizing institutions for participation of students in local and international trips with the purpose of further enhancing the learning and instilling a deeper understanding and appreciation of other cultures' initiatives and sustainable development programs.

Professional Clubs

The ICDC has created the local chapter of two distinguished Honor Societies, the International Honor Society of Beta Gamma Sigma (BGS) and the Society for Advancement of Management (SAM).

Students can join BGS if they fall under the following categories:

- Third year students in their second semester belonging to the top 10% of the class;
- Fourth year students belonging to the top 10% of the class.

Students, who would like to share their management expertise, develop and promote new management ideas, and define and guide management thinking into the future are eligible to join SAM.

Sponsorships

Sponsoring companies coordinate with the ICDC for sponsorship opportunities providing students with a monthly allowance and other benefits such as internship and employment opportunities during and after university studies.

UD ALUMNI ASSOCIATION (UDAA)

UD strives to maintain and strengthen its ties to all its alumni members by involving them in its various educational events and activities. UD is also committed to offering life-long career advice, job placement, as well as networking opportunities to its alumni. The University of Dubai Alumni Association (UDAA) was established in May 2007, thus providing one association for all UD graduates. A UD alumnus is anyone who has graduated from UD regardless of where s/he lives or what s/he studied. UDAA membership is free and alumni need only keep their address and employment records up-to-date with Alumni Relations.

UDAA objectives are to:

- Promote networking opportunities.
- Broaden student mentoring services.
- Develop and implement a strategic communication plan.
- Recognize achievements and involve prominent alumni in the UDAA.
- Promote the general welfare of UD.
- Foster a still sense of belonging to UD even after graduation.
- Provide a source of historical information about UD.
- Identify and develop resources to assist alumni, students and faculty in their careers.
- Foster and promote participation of alumni in UD's research activities.

Benefits to Alumni

- Stay connected with the UD community
- Get discounts on MBA, MSc IS and professional development programs
- Take selected undergraduate, graduate and professional development courses for free
- Enjoy corporate discounts from partner organizations
- Receive career support through seminars, workshops, guest lectures and Job postings
- Access faculty research or contribute your own research
- Receive invitations to sporting events, picnics, trips abroad and graduation
- Receive UD newsletters, catalogs and magazines
- Use UD facilities such as the library, cafeteria and computer labs

To know more about UD alumni association programs and events, please visit its homepage on UD website on <http://ud.ac.ae/alumni/udaa.php>

STUDENT SERVICES

The Department of Student Services (DSS) provides a variety of quality programs and activities designed to foster the development of students, promote retention and enhance the overall university experience.

STUDENT LIFE

Social and Cultural Programs

At the center of our support for social and cultural programs is our commitment to education. To support our belief that education is our future, DSS organizes several social and cultural events to further its goal of promoting relations between UD and the community. The university conducts vibrant and extensive social and cultural programs. The majority of events are hosted in UAE and sometimes outside UAE to raise UD students' awareness with other cultures

Sports and Recreational Programs

Intramural activities offer an opportunity for students to compete against their peers in a friendly environment. In our events, we emphasize sportsmanship and fair play. The intramural sports schedule includes, but is not limited to, football, basketball, bowling, billiards, and foosball tournaments. UD sports clubs compete against higher education institutions as part of the Higher Education Sports Federation, which consists of colleges and universities in Dubai and around the UAE.

Student Council

DSS strongly supports the establishment of an elected University of Dubai Student Council (UDSC) to develop a sense of belonging, foster an independent, pro-active and responsible student body and to provide a range of social, cultural, sporting and recreational activities in which students can participate. The UDSC election is held in the beginning of each academic year (September/October). For more information please visit DSS on the 3rd floor or email dss@ud.ac.ae. (Refer to Student Council section in this handbook)

Volunteering Programs

UD provides several volunteering programs to students by participating in many events that promote a positive impact on the community and improve the quality of life for others. These programs also help raise the awareness of students and learning from different perspectives.

Events

DSS, along with UDSC and UD groups organize a variety of activities throughout the year, such as:

- UAE National Day celebration
- Ramadan Iftar gathering
- International Festival

- Barbeque trips
- Desert safari
- Beach parties
- Sports tournaments
- Talent Night
- Other Social & Cultural events

The purpose behind these events is threefold: break down barriers between cultures and celebrate diversity in different ways; provide students with an opportunity to meet classmates, staff, and faculty and make new friends; learn something new and have fun.

"UD Knights," an equestrian adventure and "UD Camps," a camping excursion, are two events unique to UD. Once you attend them, you will understand why they have become famous for being our signature events.

STUDENT PROGRAMS

Orientation Day - BIDAYAAT

At the beginning of each semester, DSS organizes an orientation program for new students called "BIDAYAAT." BIDAYAAT aims to ensure a smooth and successful start-up at UD and help new students familiarize themselves with university life. It also gives students a chance to meet classmates, faculty and staff. Activities include a campus tour, presentations and other informative programs. Printed materials covering course requirements, academic programs, registration procedures, and club by-laws are distributed to all attendees.

Awards Programs

Honor Students Event: Every year, DSS hosts an event to recognize the high academic performance for students with CGPA of 3.2 and above. Students' parents are also invited to share their children's academic achievement.

Student Life Awards Ceremony (SLAC): At the end of the academic year, the university holds a presentation ceremony to honor students whose contributions to the university community showed outstanding commitment and effort. These include organizers of successful events and individuals who took leadership positions in all aspects of student life such as the Student Council, student clubs and sports teams. Companies which sponsor DSS events are also invited and awarded in recognition for their contributions to students' functions.

Graduation Ceremony

The UD graduation ceremony is usually held during the month of May. All prospective graduates are required to submit the "Graduation Requirements Form" to the Admission and Registration Department (ARD) in order to graduate and to attend the graduation ceremony, students must maintain a cumulative GPA of no less than 2.25 and complete a minimum of 129 credit hours. Students must complete the academic plan requirements in full by the end of the academic year in order to attend that year's graduation ceremony.

For more information, please refer to Graduation section in this handbook

HEALTH CENTER

The Health Center is part of DSS and is open from 10:30 a.m. to 7 p.m., Sunday to Thursday. The center is staffed by a registered nurse who provides first aid and health advice in accordance with professional standards and practices. Serious cases are referred to doctors and/or local hospitals.
, family, or friends without your permission.

Health Awareness Programs

Health Awareness provides community health education, preventative measures and programs to develop students' awareness on how to lead a healthy lifestyle and how to avoid and deal with a variety of sicknesses. This helps improve students' knowledge and build a strong background in Health Awareness.

Health Screening Programs

The Health Center in collaboration with various medical centers under the Department of Health Authority (DHA) organize free screenings and tests for various medical problems such as diabetes, hypertension, hepatitis, vision, and body mass index.

Community Service

The Health Center plays an important role, along with the Student Counseling Unit (SCU), in community service by encouraging students to participate in services toward the community such as visiting homes for the elderly, organizing blood donation and charity campaigns, raising awareness of environmental issues, working with people with disabilities and other activities that serve the community as a whole.

Safety Services

In case of emergency whilst on UD premises, report it directly at the Security Reception (Ground Floor), if you are out of the buildings you will need to call the Security on 04-2072695 and inform him them of any situation you could be facing. Any object likely to be considered a threat to the safety of the UD establishment must not be brought into UD buildings; students are encouraged to report any health and safety concerns or suspicious behavior immediately to a security personnel.

Safety Security

The Safety Security Office (located in the ground floor at the reception-contact # 04-2072695) supports the University's activities by:

- providing advice to all University departments, institutions, staff, and students on all aspects of health and safety, including fire protection
- providing a wide range of safety training courses
- carrying out safety audits
- investigating serious accidents and incidents

- liaising with enforcing agencies (e.g. Health and Safety Executive, Environment Agency, Fire Service)
- providing a hazardous waste disposal service
- managing programs of health and safety improvements, e.g. fire precautions,
- managing the University's fire alarm contract
- drafting safety policies that ensure the University compliance with relevant legislation

Fire Drills

Practice fire drills may be carried out to create awareness amongst students, staff and faculty in the unlikely event a fire breaks out. Students are requested to follow instructions of the concerned personnel when drills are conducted.

OTHER STUDENT SERVICES

Dining

The cafeteria provides students with a wide selection of healthy food and beverages at reasonable prices to assure the availability of the appropriate food that benefits students' bodies and brains.

Lockers

DSS provides lockers (located on the 3rd floor) for students' use. To rent a locker or renew previous locker agreements, students should contact DSS office or call 04 2072691 to complete the paperwork and pay the appropriate fees.

Lost and Found

In case of the loss of personal belongings, students should report to DSS using the appropriate form. If students find items that do not belong to them, found items can be submitted to the Security Desk on the ground floor or to DSS. At the end of each semester, unclaimed items will be disposed of at the discretion of the university.

Transportation Services

Bus service to students is outsourced to accommodate the transportation needs of the students. This will depend on a pre-determined minimum number of 10 students requesting this service.

Services for Students with Disabilities

The goal of the University of Dubai is to ensure a comprehensively accessible university experience where individuals with disabilities have the same access to facilities, programs, opportunities and activities as all others.

Bookstore

The book store offers a range of materials such as textbooks, literature, magazines, newspapers and stationery. Binding services are also available. The book store is located on the 2nd floor of Al Masaood building.

Student Lounge

Located on the 2nd floor, the student lounge plays an essential role in the daily life of UD students. It is a place where students gather to relax and socialize with friends.

Prayer Rooms

Men's and women's prayer rooms are located on the 2nd and 3rd floors. In most cases, evening lectures have a 20 minutes break for prayer, which is a part of the regular class break.

GROUPS AND STUDENT ORGANIZATIONS

Student Organizations are an integral part of the learning process at UD as they allow students to pursue personal interests and hobbies outside the classroom, learn leadership skills by handling responsibilities, and just generally have fun. The UD former clubs are now unified to operate under the umbrella of one main club called the "International Club". This later involves student representatives from different countries and nationalities with a wide range of interests such as: sports, music, recreation, as well as cultural and social issues.

Contributors to student organizations' activities and events (volunteers/ushers/organizers) are normally selected from among those who are on good academic standing (2.25 and above).

The Department of Student Services (DSS) provides all the needed guidance to organize and register your group and identify appropriate faculty advisors. As a recognized student organization, the club will have access to funds generated from activity fees. The Emarati group, Environmental group are examples of the active student organizations. If you do not see a group that meets your interest, you can simply start your own in consultation with Head of Student Services.

Social Clubs

List of active clubs in alphabetical order:

- Emarati Club
- Environmental Club
- Iraqi Club
- Lebanese Student Association
- Qademoon Palestinian Club
- Reading Club
- Royal Jordanian Club
- Syrian Club

Formation of New Groups/Organizations

The University of Dubai Student Council (UDSC) promotes, encourages, and invites students to establish organizations reflecting their interests and hobbies within UD. To form an organization the following steps must be followed:

- Complete the Student Organization Registration Form (available at DSS), and specify the purpose of the proposed organization.
- List the name(s) of officers, organization type, and get the advisor's approval. There must be no less than eight (8) members in order for an organization to be established.
- All student organizations must be affiliated to the UDSC and operate under its umbrella.
- All officers must sign the registration form and fully understand the organization constitution.

- All organizations shall conduct its financial affairs in accordance with the regulation of UDSC as set out in the constitution. Issues of finance shall be referred to the UDSC Secretary - Treasurer.
- UDSC Secretary - Treasurer reserves the right to review an organization's financial records. Refer to the Student Organization By-Laws for more details (available at DSS).

COUNSELING

The Student Counseling Unit (SCU) offers confidential and culturally appropriate counseling services to help students overcome academic and personal challenges. Students often seek counseling to examine issues such as relationships, family problems, stress, cultural differences, assertiveness, self-esteem, depression and anxiety. The Student Counselor coordinates an on-going series of life skills workshops on topics such as exam stress, time-management skills and social skills. The Student Counselor also provides:

Individual Counseling

Provided to students concerned about personal, social, academic and moral issues. The process takes between 3 to 8 sessions depending on the case. Each session lasts between 45 to 60 minutes.

Group Counseling

This is provided to students with similar concerns but in a group format. Groups are typically formed of 6 to 8 students, and meet weekly, for a period of 60 to 90 minutes.

Consultations

These are usually one-off sessions for urgent matters to help students in making the right decisions, for example. Consultations typically last for 45 to 60 minutes.

Counseling programs and life skills workshops

Include topics such as: exam stress, time-management skills and social skills.



LIBRARY & LEARNING RESOURCES CENTER

Collections

The library collection has been developed according to the academic needs of the University of Dubai. The Library of Congress Classification scheme is used for organizing collections in various sections. Periodicals are arranged alphabetically.

General Collection

This section houses books covering subject areas addressing the needs of all colleges. Patrons depending on their borrowing privileges and policies can borrow these books.

Reference Collection

This collection includes encyclopedias, dictionaries, handbooks and other related reference materials. All reference books are considered as permanent library materials and cannot be checked out of the library. Only inside use is allowed.

Periodical Collection

There are more than 79 printed core journals available in the different fields of specialization.

Reserve Collection

A collection of library materials that currently held on "Reserve Collection" status can be used within the library only. Mostly are frequent required materials for students and instructors alike.

Services

University of Dubai Library is a growing facility that provides a variety of services to cater for the information needs of its patrons. A brief description of its services is provided below.

Reference Services

An active reference service is available to answer reference inquiries. The librarian also assists in using the electronic resources and information retrieval. Reference librarian is reachable through library@ud.ac.ae or contact 042072668.

Online Database Access Services

The library provides access to thousands of electronic journals with indexes, abstracts and full text through databases. UD has unlimited access rights to this huge wealth of information on and off campus. The notable online databases include Proquest ABI /INFORM, ACM Digital Library, Zawya Business investor, International financial Statistics (IFS), Emerald, Springer link, Association for Information Systems (AIS), Academy Bridge (videos) etc. Please visit our website for updated information on our growing digital library resources.

Online Public Access Catalog

Destiny by Follett Software Library Services is being used as the Library Automation System. This system provides very powerful user friendly searching interface for all library holdings. Materials can be searched through keywords, title, author and subject. Icons are displayed whenever search results are displayed.

Information Literacy Skills

Library has a rigorous information literacy program in place. The program enables students to improve their information skills for lifelong and self-service learning. It helps them to locate, evaluate and use the needed information effectively.

Interlibrary Loan

The Library has developed understanding with various academic and research libraries in the country to provide required material. Interlibrary loan supports research activities at UD.

Open Learning Resources

The Open Learning Center of the library is equipped with 26 latest computers and allows free access to all patrons. All computers are connected with internet, printers and are dedicated to allow student search and print.

Multimedia room

An independent multimedia room has been established aiming to provide supplementary learning support to students in mathematics and English language etc. Audio visual materials can be viewed in this room as headphones are provided to each user. Computers in the multimedia room are connected with the scanner for patron personal use.

Photocopying

A self-service photocopier is available for copying library materials or desired piece of information. Copyright laws are strictly observed while photocopying any item in the library.

Policies

Circulation policy

All registered patrons are entitled to check out items from the library. Borrowing policies may differ depending on member category. Please inquire at the circulation counter about your borrowing privileges. All library patrons must produce a valid ID card when checking out any material. The following is current circulation policy

Faculty	8 books for 60 days
Students	4 books for 20 days
Staff	2 books for 20 days

Returning materials

The borrowed library material can be returned at the circulation desk during library working hours. If the item borrowed is not returned on time an overdue notice will be sent to the borrower and fine of 1 AED per item per day will be imposed.

Renewal and Reservation

Library item may be renewed once if no other patron has reserved it. If the item is currently on loan, a patron can make a reservation from the Library System. Patron may also request circulation librarian to reserve for him/her. An e-mail notice will be sent to the patron for reserved item and will be re-shelved if it is not picked within three working days.

Lost or Damaged Materials

Borrowers will be required to pay or replace the lost or damaged item(s) in the collection with a new copy. Library will not accept written, scabbled or damaged item from patron.

Library Rules

1. All persons entering the library must de-activate or set their mobile phones on silent mode.
2. To check out any library item, patron must produce a valid ID card at circulation desk.
3. Any personal belongings (i.e. books, bags, purse, parcels, etc.) are subject to search before leaving the library if the electronic security device beeps.
4. The Patrons are responsible for their personal belongings brought into the library. The University of Dubai Library disclaims any liability for its loss, damage or misuse while in the library.
5. Patrons may not change the configuration of computers or any other equipment in the library for personal preference or advantage.
6. The University's IT Code of conduct must be observed while using Open Learning Resources.
7. Patrons must not damage, mark or deface any library material or equipment and all are requested to observe library code of conduct.
8. Patrons must comply with the provisions of the copyright laws.
9. Eating and drinking is not allowed in the library.

Library Opening Hours

Sunday – Thursday 8:30 AM – 10:00 PM

Saturday 10:00 AM – 10:00 PM

(Closed on Friday and public holidays)

<http://www.ud.ac.ae/lib>



GRADUATION

The following regulations include general graduation requirements that apply to all UD students. The university confers degrees during its annual commencement ceremony to students who have completed or are expected to complete their graduation requirements within the same academic year. UD conducts only one commencement (graduation) ceremony per academic year usually held during the month of May. All students who completed the degree requirements, or are expected to complete them during the same academic year, may participate in the graduation ceremony.

CLASS VALEDICTORIAN

The valedictorian is the final speaker during the graduation ceremony. A graduate student will address the graduating class and the audience in a final farewell to classmates, faculty, staff, parents, and guests.

The valedictorian for the graduation ceremony at UD is chosen by a selection committee of faculty and staff, recommended by the Chair of the Graduation Committee. Each year, the selection committee will review nominations solicited by the graduating class, faculty and staff. The criteria for nominations are as follow:

- In good academic and disciplinary standings.
- A minimum of 3.2 CGPA.
- Fluent in Arabic and English.
- Articulate and good public speaking skills.
- With an active leadership experience at UD.

The decision of the selection committee shall be approved by UD president.

COMMENCEMENT HONORS

To highlight their achievements, honor students (in a descending order) will be the first graduates to receive their diplomas based on department affiliation. The honor levels shall be specified by the Admission and Registration Department (ARD).

If a student has completed the graduation requirements during the fall and/or winter, the CGPA will be known, and the honor level will be announced after their name in the graduation ceremony and published in the graduation booklet.

If a student has not completed the graduation requirements (still taking courses or will take courses in the summer), the honor level will be announced after their name in the graduation ceremony. However, it will not be published in the graduation booklet as it may change after completing all courses.

ACADEMIC POLICIES

ATTENDANCE AND ABSENTEEISM WARNINGS

Attendance and participation in all class and computer lab sessions are mandatory and essential to the process of education at UD since students' discussions with their instructor and fellow peers are vital components of their academic preparations and learning. For this reason, students are expected to attend classes regularly. Absences hinder progress for the individual as well as the class, and affects students' learning outcomes and grades.

Please refer to the Undergraduate Student Handbook for UD regulations on attendance and absenteeism warnings imposed on all courses are as follows:

Table 1: Regular Semester (Fall & Spring)

Duration of Lecture	No. of Absences		
	10%	20%	25% (Deprived)
1 hour 20 minutes	3 Absences	6 Absences	8 Absences
1 hour 50 minutes (Intensive Math)	5 Absences	10 Absences	13 Absences
1 hour 50 minutes (Intensive English)	5 Absences	10 Absences	13 Absences

In short terms, such as Winter/Summer, where lectures are offered every day from Sunday to Thursday, the absenteeism percentages are calculated according to Table 2:

Table 2: Short Term (Winter/Summer)

Duration of Lecture	No. of Absences		
	10%	20%	25% (Deprived)
1 hour 20 minutes	3 Absences (1 ½ day)	6 Absences (3-days lectures)	8 Absences (4-days lectures)

ACADEMIC STANDING

After completing the study of 30 credit hours, the academic standing of students is recorded on the transcripts as either Good or Probation. All students with a Cumulative Grade Point Average (CGPA) of at least 2.0 (1.80 in old curricula) will be considered to be in good academic standing.

Students with a CGPA below 2.0 will be placed under academic probation and will accordingly receive a first academic warning. The maximum study load for students on academic probation will be reduced to 12 credit hours for the Fall and Spring semesters and three (3) credit hours for each short semester. Priority must be given to retaking either failed courses or courses where only a "D" grade was achieved prior to registering for any new courses; if no courses are with "D" grade then courses with "D+" grade must be retaken.

Nonetheless, if a student refused to take the university advise to retake these course we advise him/her to do so but he /she refused to take such advised he/she may register in more than the allowed course but at their own risk. Nonetheless, a declaration form must be dully completed signed by the student stating that he/she must raise their

CGPA by the end of that semester/ term on their own responsibility. If a student CGPA is not improved and raised to allowed 2.00 (1.80 for old curricula) by the third academic warning they will be dismissed from UD. This policy is in effect since Fall Semester 2012-2013.

The academic probation will be removed only when the student's CGPA reaches at least 2.0 (1.80 in the old curricula). However, the transcripts will still show any academic probation in previous semesters. If a student fails to sufficiently improve his/her CGPA by the end of the following semester, she/he will stay on academic probation and receive a second academic warning. If a student reaches the third consecutive academic warnings she/he will be dismissed from the university. A dismissal ruling may be overturned by the UD President if deemed appropriate. This process is repeated anytime the CGPA drops below 2.0 and is depicted in her/his transcript.

REPEATING COURSES

- **Failing Grade:** Students who fail required courses must repeat them. If the student fails in a course and repeats it only once, the second grade obtained in the course will appear on the transcript. If the student fails a course for the second time, then the maximum grade s/he might get is a C. For elective courses, students may repeat the same course or its substitute in accordance with the approved study plan.
- **Passing Grade:** Students wishing to repeat a passed course in order to raise their grade/GPA, may not re-register for that course more than twice. The higher grade will be accepted and counted towards the GPA, and the lower grade will be discarded.

DURATION OF STUDY

The minimum and the maximum periods of study at UD are as follows:

- The maximum period of study may not exceed 14 regular semesters (or its equivalent).
- For students transferring to UD or changing their major/degree, the number of semesters achieved will be one semester for every 15 credit hours counted towards the academic plan.
- Two short semesters are considered as one regular semester.
- The period of "Registration Hold" is NOT included in the aforementioned periods.

STUDENT EVALUATION AND GRADING SYSTEM

The total grade received for a course reflects the student's work during the semester and performance in the midterm and final exams. Each course offered in the undergraduate programs is assessed by a combination of class work evaluation tools (quizzes, assignments, group and individual work, projects), mid-term and a final examination(s).

Component	% Range of Course Grade
Classwork	50% - 60%
Mid-term Exam	20% - 20%
Final Exam	30% - 20%
Total grade	100% - 100%

Grading system pursued at UD is as follows:

Total Grade	Letter Grade	Grade Points	Other Grades	Acronym
90-100	A	4.00	Pass	P
85-89	B+	3.50	Not Pass	NP
80-84	B	3.00	Incomplete	I
75-79	C+	2.50	Exempt; credit counted	EX
70-74	C	2.00	Transfer; credit counted	TC
65-69	D+	1.50	Withdrawal	W
60-64	D	1.00	Audit	AU
<60	F	0.00	In Progress	IP
Fail (Absent)	FA	0.00		

This grading system will appear in the student transcript reflecting her/his achieved grade.

GRADE POINT AVERAGE

Semester Grade Point Average

The semester Grade Point Average (GPA) is the average of grade points received in a particular semester. To compute it, one needs to multiply the credit-hours of the achieved (3 credit hours) course by the grade points earned by the student in that particular course. The sum is then divided by the total number of registered credit hours.

Example:

Course	C.H Semester X	Grade		C.H. X Points	Semester GPA *
		Letter Grade	Grade Points		
English I	3	A	4	12	Total Points ÷ Credit Hours Semester GPA=39 ÷ 12=3.25 pt
Math For Business I	3	B	3	9	
Computer Applications	3	C	2	6	
Islamic Thought	3	A	4	12	
	12			39	

*This GPA will be depicted in the student transcript.

Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is computed using the same concept as stated above, but for all grades received during past semesters [excluding all transferred courses (TC)], and including the ones completed earlier. All courses and grades obtained by the student are recorded in the student's transcript. An asterisk (*) is noted opposite the grades that are omitted while calculating the cumulative GPA. When calculating the CGPA, all fail (F) grades that are not replaced by a pass grade will be counted in the computation, hence lowering the CGPA.

Example:

Course	C.H Semester X	Grade		C.H. X Points	Semester / Cumulative GPA
		Code	Points		
English I	3	A	4	12	Total Points ÷ Credit Hours
Math for Business I	3	B	3	9	
Computer Applications	3	C	2	6	
Islamic Thought	3	A	4	12	
	12			39	Semester GPA=39 ÷ 12=3.25
Course	C.H	Grade		C.H. X Points	Semester / Cumulative GPA
		Code	Points		
English II	3	A	4	12	Total Points ÷ Credit Hours
Math for Business II	3	C+	2.5	7.5	
Internet Applications	3	B+	3.5	10.5	
UAE Society	3	A	4	12	
	12			42	Semester GPA=42÷12=3.50
	24 (12+12)			81 (39+42)	Cumulative GPA=81÷24=3.38

Therefore, this CGPA is depicted in the student's transcript.

MISSING EXAM POLICY

Please refer to the Undergraduate Student Handbook for policy on missing examinations.

CHANGE OF MAJOR/DEGREE OR DECIDING ON A MAJOR AT UD

Students may apply for a change of major or degree at UD only after completing 60 credit hours. Requests for a change of major/degree must be submitted in writing using Change Major Form, to the ARD no later than two weeks before the end of the semester. completed and duly signed by the student. New students entering UD in Fall 2012 onwards must decide on his/her specialization after completing and earning 45 credit hours.

REGISTERING FOR COURSES OFF-CAMPUS

For the purpose of quality assurance, students are generally not permitted to take any courses (General, Support and Core) or major courses outside UD (with the exception of exchange programs approved by UD). Exceptions are made for only two college/major courses (other than Capstone and Internship) where the student is graduating in the same semester and the course is not offered at UD at this point of time when the student is applying for such request. A list of universities approved by UD may be obtained from the ARD.

- Courses registered at any other institution without prior UD approval will not be considered and credits will not be transferred.
- The following conditions must be adhered to for registering in an off-campus course in short terms:
 - The course is part of the student's curriculum.
 - The student must be in good academic and disciplinary standing, i.e., no academic warning.
 - The student must complete an application form available from the ARD and receive prior approval from her/his Dean/Director.
 - The course(s) should be equivalent to a UD course with at least 80% of the content. Students should provide a course description and course syllabus.
 - Only a course with a "C" grade or higher will be credited (equivalent to a GPA of 2.0/Minimum 70%).
 - A schedule of courses outside UD must be submitted by the student along with the course syllabus to decide on the permission to be granted providing an ample time is maintain between course running at UD and that running outside UD for such a particular course.
 - Regulations regarding transfer of credits apply. See section on Registration (Transfer Credits).
 - If the student is registered in Summer (2012) Internship, she/he for the last time can take only one course offcampus provided that there is no conflict with the organization's working hours and ensure there is enough time to attend classes.

GRADUATION REQUIREMENTS

- In order to graduate, students must maintain a cumulative GPA (CGPA) of not less than 2.25 and complete 129 credit hours according to their academic plan.
- The University of Dubai confers degrees during its annual commencement (or graduation) ceremony on students who have completed, or are expected to complete, their graduation requirements within the same academic year (i.e. between September 1st and prior to August 31st of the following year). An Exit Survey Form (ESF) must be completed and signed before graduation clearance for UD. For more details refer to the Graduation section of this handbook.

HONORS SYSTEM

Commencement Honors

Only students who have completed all degree requirements prior to the commencement ceremony are eligible to be considered for degree honors. The categories for Commencement Honors are based on the following scale:

- Cum Laude: CGPA 3.2 through 3.49
- Magna Cum Laude: CGPA 3.5 through 3.79
- Summa Cum Laude: CGPA 3.8 through 4.0

Dean's List

The Dean's List recognizes students for excellence in academic performance during each academic year. Therefore, even though a student may have earned the required CGPA to be on the Dean's List; he/she is automatically excluded from this list if at any time an FA or F grade is reflected in the student's transcript.

To be eligible for the dean's list, a student must have completed a minimum of 30 credit hours, discounting coursework taken for pass-fail credit. The categories for Dean's List honors are based on the following scale:

- Dean's Honors: CGPA 3.2 through 3.49
- Dean's High Honors: CGPA 3.5 through 3.79
- Dean's Highest Honors: CGPA 3.8 through 4.0

WITHDRAWAL FROM THE UNIVERSITY

If a student withdraws from the university or cancels her/his enrollment, the Withdrawal Clearance Form must be completed, signatures obtained from the concerned deans/departments other stated departments and then submitted to the ARD for processing. This form must be completed and signed by the student in person and attached to a completed Exit Survey Form (ESF). Also the reason for withdrawal from UD must be clearly stated at the back of the WCF. A withdrawal confirmation letter must be completed and signed by the student. The refund policy stated in Tuition and Scholarships of this handbook will apply.

CODE OF STUDENT CONDUCT

The University of Dubai (UD) is keen to ensure a university culture characterized by intellectual and personal honesty, social integration, ethical behavior and respect for the rights of the individual. UD also expects its student to be self-disciplined in both their approach to studying and in their general conduct and behavior. The Code of Student Conduct is designed to promote this culture at UD and hence sets out the standard of conduct expected of students. Students who violate these standards will be subject to disciplinary sanctions, according to established penalties as stated below. This will help UD to protect the university community by maintaining order and stability on campus.

Please refer to the Student Handbook for detailed student code of conduct.

THE DRESS CODE

Dress code is based on the appreciation for values and ethics and the respect and for the culture and religion of the UAE. It is not hard to follow and will make students' presence in campus more pleasant one and will help them avoid causing any offence to their colleagues from many nationalities and religion. Respecting dress code does not only ameliorate the quality of student's life, but also beautifies the overall campus image. On this basis, UD students are expected to dress neatly at all times.

SMOKING FREE CAMPUS

Consistent with the UD's objective of creating a healthy environment for all its stakeholders, smoking is forbidden at all times on the University campus, including its classrooms, escalators, underground parking, halls and corridors, private offices, toilettes, etc.

Signs are posted at each floor of the building and displayed in visible areas to inform all students that smoking is prohibited. This policy applies to all UD students in Al Masood and the Dubai Chamber Buildings. It is the responsibility of all members of the University community to comply with this policy. Failure to do so, students will be exposed to disciplinary action.

GRIEVANCE POLICIES AND PROCEDURES

The University of Dubai (UD) recognizes the rights of its students to express dissatisfaction or make complaints about processes or services provided by the University. UD is committed to continuous improvement and ensures that complaints and expressions of concern are analyzed to improve academic and administrative services. Hence, this process provides a formal mechanism to resolve grievances of students at UD.

DISCIPLINARY SANCTION APPEAL

A student may appeal only once a sanction, imposed by the Student Investigation Committee (SIC), only if s/he can provide additional information/new evidences to support his/her case by filling out the "General Petition Form". The student should submit the form with supporting documents to the Director of Student & Alumni Affairs (SAA) who will forward them to the UD President. Grounds for appeal include:

- a. Misapplication or misinterpretation of the rule alleged to have been violated.
- b. Discovery of substantial new facts which were not available at the time of the hearing.
- c. Disciplinary sanction imposed is grossly disproportionate to the violation committed; this is applicable only when there is no current policy for the violation.
- d. Procedural errors which are prejudicial and which were committed during the disciplinary meeting or hearing.

If deemed appropriate, the UD President will then form a new committee to look again into the case and submit its findings to him. The student may not appeal the second decision.

FINAL GRADE APPEAL

A student who believes that a final grade has been inequitably awarded should file an appeal at the Registrar's office by completing the "Grade Appeal Form" within 14 days following the announcement of the grades by the Registrar. The Grade Appeal form is available in the Registrar's office or alternatively may be downloaded from the UD webpage.

The Registrar will forward the appeal to the concerned Dean for action. The Dean will appoint two faculty members (not including the course instructor) to review the final exam paper and schedule a meeting time convenient for all concerned parties. The faculty members selected may be non subject related.

Procedure to review the exam paper:

The two faculty members must sit face-to-face with the student to review individual questions by comparing the student's answer sheet with:

1. The sample answer sheet,
2. The answer sheet of an A grade student, and
3. The answer sheet of a B grade student.

This review must be completed within 5 working days upon receiving the appeal from the Registrar's office. The student must be informed in writing by the Dean of the results of the appeal within 2 days after the review.

The Dean will report any change in the grade(s) to the Registrar's office using the "Grade Change Form". The decision is final.

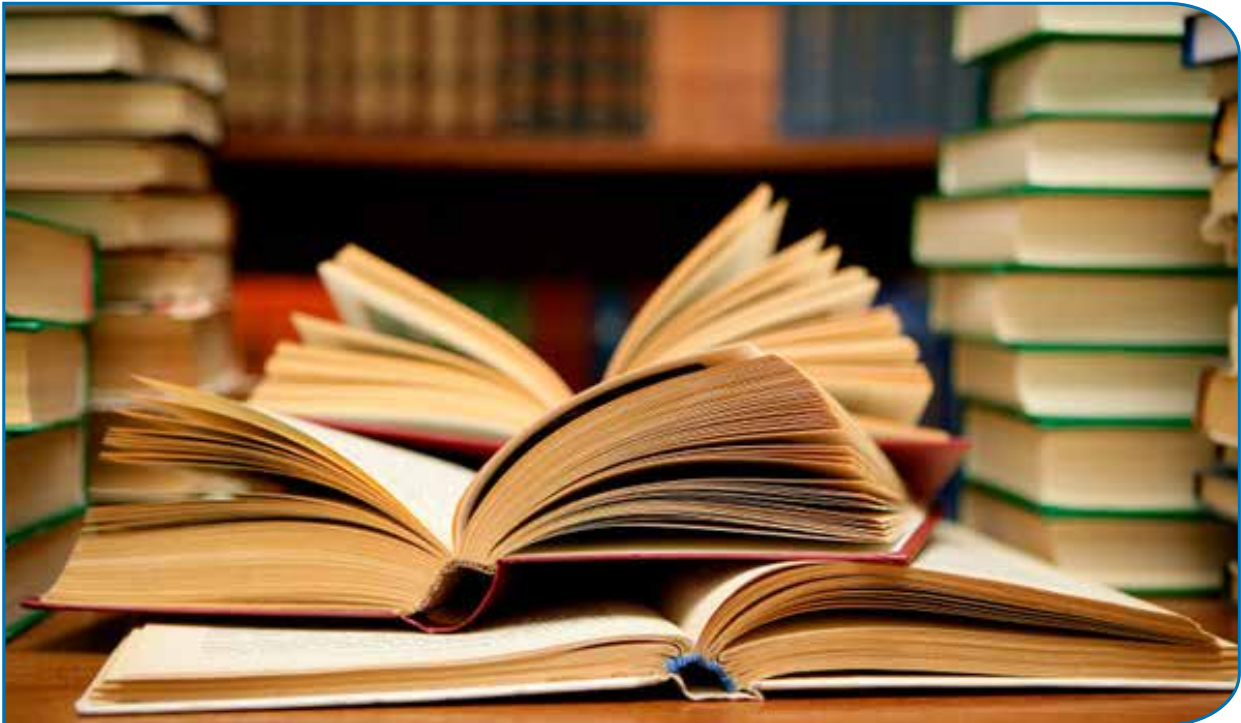
OTHER GRIEVANCES

A student has the right to lodge a complaint against a UD staff or faculty if s/he believes that s/he was treated improperly, with negligence, unfairly, or not in accordance with a university policy. In such a case, the petition should include:

- a. Specification of the UD policy that the student alleges was violated.
- b. Summary of the evidence and arguments that the student would present at a hearing.

The "General Petition Form" available in the Registrar's office/Student Services should be filled and submitted to the Director of SAA who will forward the file to the concerned department/college for appropriate action. If the case is not resolved by the unit head within 5 days from the receipt of the petition, the UD President will then form the SIC to find all facts and report its findings to issue a decree in that regard. The petition is an individual complaint and must be signed by one student only and not by a group of students.

In all cases, the decision of the UD President is final and not appealable.



UNDERGRADUATE COURSE DESCRIPTION

GENERAL UNDERGRADUATE CURRICULUM REQUIREMENTS

ENGL 100 English I

The purpose of this course is to further develop the ability of students to read and write English. It aims to enlarge their vocabularies, enrich their knowledge of ways to express ideas and reduce the number of mistakes that students make when writing English. It also teaches principles of organization used in essays and other written documents in English.

Prerequisite: TOEFL 500 or equivalent; Semester offered: 1 & 2

ENGL 105 English II

This course continues the process of developing students' abilities in reading and writing English, concentrating particularly on the language of business and information technology. It aims to enlarge their vocabularies and enrich their knowledge of ways to express ideas. In writing, students develop skills in finding, analyzing and summarizing information from source readings and learn how to acknowledge sources.

Prerequisite: ENGL 100 or IELTS 6 overall, TOEFL 550 or equivalent; Semester offered: 1 & 2

GMAT 100 Mathematics for Science I

This course is designed for students whose major is in science and information technology. It covers calculus I material including trigonometric functions and inverse trigonometric functions, transcendental functions, concepts of limits and continuity, differentiation, integration and their applications.

Prerequisite: GPRM 022 or Placement Test Score ≥ 400 ; Semester offered: 1 & 2

GMAT 105 Mathematics for Science II

This is a second course designed for students whose major is in science and information technology. It focuses on: Binary numbers, fundamentals of Logic, Boolean algebra, permutations and combinations, infinite sequences and series, vectors and matrices, multivariable functions and their applications.

Prerequisite: GMAT 100; Semester offered: 1 & 2

GMAT 110 Mathematics for Business I

This course is designed for students majoring in Business. It includes mathematical topics such as, quadratic functions, exponential and logarithmic functions, systems of linear equations and augmented matrices, Gauss - Jordan elimination, matrix Algebra and their applications in business and economics.

Prerequisite: GPRM 022 or Placement Test Score ≥ 400 ; Semester offered: 1 & 2

GMAT 115 Mathematics for Business II

This is a second mathematics course designed for students majoring in Business. It includes topics such as permutations and combinations, probability theory, algebra limits, average rate of change, and derivatives of functions, optimization and their applications in business and economics.

Prerequisite: GMAT 110; Semester offered: 1 & 2

ITGN 115 Computer Applications

The purpose of this course is to offer an in-depth knowledge of computer applications. Coverage includes word-processing, spreadsheets, presentation and database packages. Students learn advanced functions of these applications and the way they are applied in a modern office setting.

Prerequisite: None; Semester offered: 1 & 2

ITGN 120 Internet Applications

The purpose of this course is to develop the skills necessary to utilize the power of the Internet for information display and retrieval. The course introduces students to the Internet technology concepts and web programming and authoring tools that can be used to develop Internet applications. Through a focused hands-on approach students will develop interactive web pages.

Prerequisite: ITGN 115; Semester offered: 1 & 2

GISL 100 Islamic Thought (Arabic)

The purpose of this course is to provide the student with the necessary knowledge of Islamic thought and contemporary issues. The course will focus on the individual and his social surroundings and ethics which Islam emphasizes. It will enable the student to discuss and understand the concepts of Islam and its applicability to business, social and economic aspects. It also focuses on the common issues with other religions.

Prerequisite: None; Semester offered: 1 & 2

GPUC 100 Planning for University and Career Success

The purpose of this course is to help students make a successful transition to university life and study, achieve personal success, and to recognize their strengths and limitations through self-assessment strategies. It also teaches students how to manage their own careers through mastery of career planning, networking and job search techniques, and professional development on the job. Students will establish individual career goals and learn specific techniques needed to secure and grow within a job.

Prerequisite: ENGL 100 (Co-req); Semester: 1 & 2

GISL 105 Islamic Thought (English)

The purpose of this course is to provide the student with the necessary knowledge of Islamic thought and contemporary issues. The course will focus on the individual and his social surroundings and ethics which Islam emphasizes. It will enable the student to discuss and understand the concepts of Islam and its applicability to business, social and economic aspects. It also focuses on the common issues with other religions.

Prerequisite: None; Semester offered: 1

GEST 100 Emirati Studies

This course aims to enrich awareness of Emirati culture and identity amongst students. It covers studies in the history and geography of the Emirates. The course focuses on the culture, social customs and laws of the country. The coverage also includes in-depth analysis of contemporary social, economic and cultural developments and challenges of the Emirates.

Prerequisite: ENGL 100 (Co-req); Semester: 1 & 2

ESPU 200/210 English for Special Purposes (Business & Science)

The objective of these courses is to develop students' work-related English language and communication skills. Conventions of spoken and written usage for various purposes in the workplace are studied. The course also aims to enlarge students' vocabularies and enrich their knowledge of ways to express ideas. Students use a computer lab for writing tasks.

Prerequisites: ENGL 105; Semester offered: 1 & 2

Humanities and Social Science Requirements

GUAG 100 UAE Government

This course is an introductory route on learning about the governments' types and its hierarchy with emphasis on the UAE Government (Federal and Local Government). It introduces student to the federal government and local government entities. It also gives an insight on the structure of federal and local government of the UAE. The course aims at providing students with an insight on the responsibilities of the federal and local governments, including The Federal National Council (FNC) and its election process. It also aims at expanding student's knowledge on understanding Government-related strategies plans, policies and regulations. Additionally, it enriches their awareness on the federal / local government entities role, mandate and services to UAE citizens.

Prerequisite ENGL 100; Semester offered: 1 or 2

GCUS 100 Culture and Society

The purpose of this course is to introduce students to specific aspects of social and cultural life. Selected topics will be studied to illustrate how particular modes and perspectives of cultures and society are applied to real life case studies. These topics will include; culture, fieldwork methods and techniques, adaptation, language, kinship, descent and marriage, culture and personality and applied anthropology.

Prerequisite: ENGL 100; Semester offered: 1 or 2

GCII 100 Contemporary International Issues

The purpose of this course is to raise students' awareness of the world around them, and help them interact with unfolding global changes. The coverage includes: global poverty, population, growth, global resources, global security issues, global threats, world organizations, NGOs women's movements, the changing of the world state-system, technology and its impact on the world today on all aspects of life, among other topics.

Prerequisite: ENGL 100; Semester offered: 1 or 2

GPSY 100 Psychology & Society

To provide the opportunity to acquire comprehensive knowledge of human behavior and the social context in which human being exists. The coverage includes a wide range of theories in psychology, social psychology, human social behavior, child development, cognitive development, interpersonal relations, mental illness parenting and other issues that enhance students understanding of human behavior to the real world.

Prerequisite: ENGL 100; Semester offered: 1 or 2

GSOC 100 Sociology and Society

The purpose of this course is to introduce the fundamental theories and research methods used by sociologists and other social scientists to understand major social problems and phenomena. The coverage includes theories of social interaction, social stratification and inequality, social institutions, family, religion, government and the economy, communities, population and the environment.

Prerequisites: ENGL 100; Semester offered: 1 or 2

GLAW 100 Law and Society

The purpose of this course is to provide necessary knowledge and basic understanding of the UAE legal system, an individual's interaction with the commercial environment and the commercial entities which exist in the UAE.

Prerequisite: ENGL 100; Semester offered: 1 or 2

GEDU 100 Education & the Future

This course is designed to introduce students to current and emerging educational practices and technologies by focusing on the changing nature of mankind's relationship to information and knowledge. The purpose of this course is to explore the likely impact of various educational technology scenarios and changes in education practices have on education, society and the lives of ordinary people.

Prerequisite: ENGL 100; Semester offered: 1 or 2

GTOR 100 Leisure & Tourism in a Contemporary Society

The purpose of this course is to develop students' understanding of the growing importance of leisure and tourism in the contemporary UAE. It is a broad-based unit, which focuses primarily on society and the social dimension of leisure, encouraging students to understand the structure and organization of leisure and tourism and their role in the economy and their socio-cultural and environmental implications.

Prerequisite: ENGL 100; Semester offered: 1 or 2

Natural and Applied Science Requirements**GCEI 100 Contemporary Environmental Issues**

The purpose of this course is to explore environmental change on a global scale, emphasizing the fundamental concepts of matter, energy, and ecology as applied to contemporary concerns. Environmental issues impacting the countries of the world are discussed in order to develop an international perspective on the environmental challenges facing our planet.

Co-requisite: ENGL 100; Semester offered: 1 or 2

GHSO 100 Health and Society

The course will focus on the development of health education over time and its effect on society. It will enable students to understand the concepts of general health related to society. The course will cover: health and disease, public health, sciences related to public health, health care and health education sports.

Co-requisite: ENGL 100; Semester offered: 1 or 2

GARC 100 Architectural Culture

This course will provide students with understanding of the direct relationship between architecture and culture. It covers topics such as types, style, and expressionism, meaning of form and configuration and its relation to the society, symbolism, and cultural issues. It also includes comparison between vernacular and contemporary architecture, architecture and culture, social, cultural and philosophical arenas in which architecture exists are examined.

Co-requisite: ENGL 100; Semester offered: 1 or 2

GBIO 100 Biotechnology

This course explains the basics of biotechnology. It describes the structure and function of genes and their role in the modern technology tools. It also elaborates the applications of gene technology in the human uses, environment and food and agriculture areas.

Co-requisite: ENGL 100; Semester offered: 1 or 2

GHUB 100 Human Biology

The purpose of this course is to provide students with the necessary knowledge of the human body and biology. The course will focus on the human body and its related systems. It will enable students to understand the concepts of human physiology and the operations of its systems. The coverage includes: the human body in general, the physical composition, the bodily systems and the senses.

Co-requisite: ENGL 100; Semester offered: 1 or 2



BACHELOR OF BUSINESS ADMINISTRATION

Supporting Business Requirements

GCMM 105 Communication Skills (English)

The purpose of this course is to present an overview of the foundations of human communication, with particular emphasis on the skills necessary to establish and maintain effective professional and personal relationships. The course covers the elements, principles and goals of human communication. It deals with developing the skills of interpersonal, cultural and workplace communication.

Prerequisite: ENGL 105; Semester offered: 1 & 2

BECN 100 Microeconomics

The purpose of this course is to familiarize students with the essential microeconomics tools to 1) study how consumers and businesses make decisions in the face of resource scarcity, 2) examine how their interactions in the market determines prices and quantities of goods, and 3) assess the efficiency of markets in the presence of government influence and under different market structures. It is hoped that as a result of taking this course, students will develop an appreciation of the economic way of thinking about real-world problems and develop interest in pursuing a career in economics.

Prerequisite: ENGL 105 (Co-requisite), GMAT 110; Semester offered: 1 & 2

BECN 225 Macroeconomics

The purpose of this course is to introduce students to the macroeconomic way of reasoning. The course addresses key topics such as determination of output, unemployment, interest rates and inflation. Monetary and fiscal policies are also discussed besides public debt and international economic issues. The course also introduces basic models of macroeconomics and illustrates principles with the experience of the UAE and other economies.

Prerequisite: BECN 100 & GMAT 115; Semester offered: 1 & 2

BECN 250 Money and Banking

The purpose of this course is to study operations of the financial institutions and markets which operate in the UAE and in the major western countries. The coverage includes both practical and theoretical viewpoints relating to interest rate determination, term structure of interest, financial market efficiency, regulation and internationalization.

Prerequisite: BECN 225; Semester offered: 1 & 2

GCRT 200 Critical and Creative Thinking

The purpose of this course is to explore the skills needed for effective reasoning and problem solving. The term 'critical' implies care and precision in all forms of evaluation and judgment and is best displayed in acts of reasoning, including arguments and explanations. Evaluation and judgment will be explored in the course. The term 'creative' implies that reasoning is not a precise process. It requires effective lateral thought and the use of sound judgment.

Prerequisite: ENGL 105; Semester offered: 1 & 2

BSTA 200 Statistical Analysis

The purpose of the course is to acquaint students with the basic concepts of statistics and probabilities that will help them make decisions using UAE data. Coverage includes: basic probability, probability distribution functions, estimation and confidence interval, sampling techniques, hypothesis testing, simple and multiple regression models.

Prerequisite: GMAT 115; Semester offered: 1 & 2

BBUS 225 Research Methods

The purpose of this course is to introduce students to the necessary skills required in conducting a scientific research. Specifically, students are introduced to problem identifications, literature review, proposal development, approaches to undertaking systematic research either using empirical and/or non-empirical approaches, communicating research results, managing of research projects etc.

Prerequisite: BSTA 200, GCRT 200; Semester offered: 1 & 2

BBUS 250 Business Negotiating Skills

The purpose of this course is to improve students' negotiation skills in business and capacity to acquire and effectively use power. Its premise is that to be effective, managers must possess both strong analytical skills to identify solutions to business problems and a broad array of negotiation skills to empower acceptance of those solutions.

Prerequisite: BMNG 200, GCRT 200; Semester offered: 1 & 2

Business Core Requirements**BACC 205 Principles of Financial Accounting**

The course introduces students to accounting concepts, principles and processes underlying the production of financial statements. It focuses on the analyses, measurement and reporting of business transactions to users of financial statements. It also examines uses and limitations of accounting information, as well as the ethical issues affecting financial statements.

Prerequisite: ENGL 105 (Co-requisite); Semester offered: 1 & 2

BACC 210 Principles of Managerial Accounting

This course examines the role of accounting information in managing organizations. It focuses on concepts and tools used in planning operations, controlling activities and decision making. Topics covered include fundamental cost concepts, cost-volume profit analysis, budgetary planning, responsibility accounting and performance evaluation, incremental analysis and capital budgeting.

Prerequisite: BACC 205; Semester offered: 1 & 2

BBUS 200 Quantitative Methods for Business

The purpose of this course is to model and solve decision problems in business using decision tools such as linear programming (LP), waiting line models, project management models, transportation and assignment models etc. Suitable software will be used to help solve the problems.

Prerequisite: BSTA 200, GMAT 115; Semester offered: 1 & 2

BFIN 200 Principles of Financial Management

The purpose of this course is to help student understanding management of finance within a business organization. The coverage includes the sources of finance, the basic financial techniques such as TVM techniques used for making decisions in relation to valuation of financial instruments, risk and return trade off.

Prerequisite: BACC 205; Semester offered: 1 & 2

BMNG 200 Management & Organization Behavior

The purpose of this course is to discuss the nature of management practices in relation to UAE organizations. The course develops an understanding of the behavior of people within UAE organizations and the significance of managing this behavior in today's business environment. The coverage includes the internal nature of organizations from a theoretical and practical point of view.

Prerequisite: ENGL 105 (Co-requisite); Semester offered: 1 & 2

BMRK 200 Principles of Marketing

The purpose of this course is to introduce students to the marketing process, global market place and consumers, integrated marketing communication and marketing plan.

Prerequisite: ENGL 105 (Co-requisite); Semester offered: 1 & 2

BBUS 215 Fundamentals of Management Information Systems

The purpose of this course is to focus on the nature and value of information in business organizations. The coverage includes the sources of management information and how these can be used in the decision-making process via electronic and paper-based communication. It enables the students to develop applications and to recommend how information management systems should be used in business.

Prerequisite: ITGN 120, BMNG 200; Semester offered: 1 & 2

BBUS 305 Business Law

This course focuses on business law within the context of constitutional rights and civil law. Topics include legal forms of business organization and ownership, contract and sales law, government regulation of business and laws relating to business, bankruptcy, finance, banking and insurance.

Prerequisite: ESPU 200; Semester offered: 1 & 2

BFIN 305 Corporate Finance

This course is designed to provide students with principles that corporations use to make this investing and financing decisions. The coverage includes capital budgeting, cost of capital and raising capital in the market, analyzing impact of leverage, dividend policy and working capital management.

Prerequisite: BACC 210, BFIN 200, BSTA 200; Semester offered: 1 & 2

BMNG 310 Production and Services Operations Management

The main purpose of this subject is to give future managers an understanding of the variety and importance of the management decisions faced in the production and operations area in different manufacturing and service organizations. The course equips them with the tools and techniques necessary to approach and solve production and operations management problems effectively.

Prerequisite: BBUS 200, BFIN 200, BSTA 200; Semester offered: 1 & 2

BMNG 315 International Business Management

This course aims at introducing the students to the various practices, environments and functions involved in the field of international business. It includes analysis of the environmental factors (such as culture, communication, behavior) at the international, national and industrial levels. The course addresses the functional areas of business (Marketing, Finance, Production and Human resources) and assesses, in this respect, the global competitiveness of the UAE economy.

Prerequisite: BBUS 305, BMNG 200; Semester offered: 1 & 2

BBUS 350 Business & Society

The purpose of this course is to understand the symbiotic relationship between business and society in terms of the moral and ethical dimensions of the power placed in the hands of owners and managers and to confront and analyze complex dilemmas related to the social context of business.

Prerequisite: 60 CH; Semester offered: 1 & 2

BBUS 400 Strategic Management (Capstone)

The purpose of the course is to stimulate and develop students' awareness and understanding of the key concepts of Strategic Management. The coverage includes situational analysis, the generation of choices of alternate actions and issues of implementation of the chosen course of action.

Prerequisite: 114 CH; Semester offered: 1 & 2

Accounting Major Requirements

BACC 301 Cost and Managerial Accounting

This course examines the tools and procedures used to accumulate cost data and information for planning, control and decision making. Topics include cost accumulation and allocation, product and process costing, activities-based costing, transfer pricing, flexible budgets and variance analysis.

Prerequisite: BACC 210; Semester offered: 1

BACC 307 Accounting Information Systems

This course provides an overview of accounting information systems and illustrates the importance of information technology for accountants. The coverage includes a variety of information technologies including manual, file-oriented and database systems that are used in accounting subsystems. The relative advantages and disadvantages of each type of technology are highlighted and discussed.

Prerequisite: BBUS 215, BACC 301; Semester offered: 1

BACC 313 Intermediate Accounting 1

This course discusses the conceptual framework underlying contemporary financial reporting standards and practices. The course focuses on measurement, reporting and disclosure issues related to short and long-term assets.

Prerequisite: BACC 210; Semester offered: 1

BACC 314 Intermediate Accounting 2

This course discusses the conceptual framework underlying contemporary financial reporting standards and practices. The course focuses on measurement, reporting and disclosure issues related to short and long-term liabilities, leases, shareholders equity and earnings per share.

Prerequisite: BACC 313; Semester offered: 2

BACC 416 International Accounting

This course provides students with a broad perspective of international accounting and reporting issues that multinational corporations face. The course covers international accounting standards, financial reporting practices in different countries, international harmonization of financial reporting, accounting for foreign currency transactions and other financial reporting issues.

Prerequisite: BACC 314; Semester offered: 2

BACC 421 Principles of Taxation

This course provides students with basic concepts and procedures associated with individual and corporate tax systems. Topics covered include sources of income, measurement of taxable income, taxation rates, tax exemptions, liability for taxes and the role of the state in collecting taxes.

Prerequisite: BACC 313; Semester offered: 1

BACC 424 Internal Auditing

This course focuses on internal auditing concepts and techniques in terms of current practices and standards. It covers the practice of internal auditing in UAE, international standards for internal auditing, fraud and risk controls, gathering and documenting evidence, internal controls, managing the internal audit function, communication engagement outcomes, and follow-up procedures.

Prerequisite: BACC 313; Semester offered: 2

BACC 426 Oil and Gas Accounting

This course addresses accounting for oil and gas activities. The course also covers accounting standards and disclosures applied in the oil and gas industry of the UAE.

Prerequisite: BACC 314; Semester offered: 2

Entrepreneurship Management Major Requirements**BBEM 301 Family Business (The Next Generation)**

This course focuses on learn about family business dynamics and conflicts; preparing to take charge. Analyze Non-family members of management, second and third generation issues, family business governance (the use of boards and family meetings) and succession planning.

Prerequisites: BMNG 200, 60 CH; Semester offered: 1

BSCL 301 Supply Chain Operations

The course examines methods to integrate the processes of product distribution and managing the supply channels using the power and speed of electronic connectivity. The coverage includes: collaborative demand planning (CPFR), lean logistics, lean supply chain operations, customer accommodation, market distribution strategy, procurement-manufacturing strategy, operational integration, information networks, ERP, inventory management and strategy), demand amplification and volatility (bull whip effects) in supply chain, reducing variability, materials management, inventory models and vendor – co/managed inventory.

Prerequisites: BMNG 310, 60 CH; Semester offered: 1

BBEM 303 New Products & Services Development

The course focuses on technology gate-keeping, identifying resources, marketing and market research in both stated and inchoate markets for new products and services, product and service development champions, stages in product (service) development and innovations (from inventions to diffusion), in UAE region-specific contexts, clusters and knowledge transfers and global contexts.

Prerequisites: BMNG 200, 60 CH; Semester offered: 1

BBEM 307 Managing Venture Growth and Transition

The course focuses on identifying and analyzing: (1) market for growth; (2) growth and success factors and planning for growth; (3) barriers to growth and (4) resourcing growth.

Prerequisites: BFIN 305, 60 CH; Semester offered: 1

BFIN 328 Venture Capital Finance

The purpose of the course is to build student skills, frameworks and knowledge in venture capital finance of small and medium enterprises. Most companies are at a relatively early stage of maturity and by definition are not publicly listed on exchanges. The context of venture capital is different than that of traditional corporate finance. The skills and frameworks are therefore, of necessity, more focused on cash flow, returns and recognizable value. The syllabus includes risk management, types of investment and funding sources, modeling opportunities, examine venture capital funding, conduct due diligence, technology transfers and IP acquisitions.

Prerequisite: BFIN 305; Semester offered: 2

BBEM 402 International Entrepreneurship

The purpose of this course is to improve students' negotiation skills in international entrepreneurship, identify solutions to international business problems and empower acceptance of solutions.

Prerequisites: BFIN 305, BMNG 315 (Co-requisite); Semester offered: 2

BMNG 406 Small Business Management

The purpose of this course is to examine small business management, managing the transition from small business entrepreneur to manager, growth of the small business and preparing a business plan for growth.

Prerequisite: BFIN 200, BMNG 200, BBUS 305; Semester offered: 2

BMNG 445 Total Quality Management & Continuous Improvement

The course focuses on quality and continuous improvement encompassing the entire organization from supplier to customer, and how organizations achieve it. The coverage includes approaches to quality management, systems and procedures for planning, control and continuous improvement of quality, barriers to implementation of TQM, quality audit and benchmarking.

Prerequisites: BMNG 310; Semester offered: 1 & 2

Finance & Banking Major Requirements**BFIN 309 Financial Mathematics**

This course helps in-depth understanding of financial tools required for making investments and managerial finance decisions. Apply them to current investment, banking and financial process. Topics include review of time value of money (TVM) for continuous cash flows, statistical concepts of financial returns, computation of money market yields, basic portfolio return measurement, application of normal and lognormal distributions to financial returns, and Derivation of E-V components.

Prerequisite: BFIN 305; Semester offered: 1

BFIN 316 Financial Statement Analysis

This course focuses on the three major financial statements: the balance sheet, the income statement and the statement of cash flows. For each financial statement, the course details its purpose, construction, pertinent ratios and common-size analysis. Understanding these concepts allow a student to evaluate trends in performance over several measurement periods and to compare the performance of different companies over the same period(s). Additional analyst tools such as EPS calculation are also covered.

Prerequisite: BFIN 305; Semester offered: 1

BFIN 317 International Finance and Banking

The purpose of this course is to focus on international finance theory with current practical applications. The coverage includes: international financial markets including banks, exchange rate determination and government influence on exchange rates, interest rate parity, international fisher effect, exchange rate risk management, managing economic and translation exposures.

Prerequisite: BFIN 309; Semester offered: 2

BFIN 328 Venture Capital Finance

The purpose of the course is to build student skills, frameworks and knowledge in venture capital finance of small and medium enterprises. Most companies are at a relatively early stage of maturity and by definition are not publicly listed on exchanges. The context of venture capital is different than that of traditional corporate finance. The skills and frameworks are therefore, of necessity, more focused on cash flow, returns and recognizable value. The syllabus includes risk management, types of investment and funding sources, modeling opportunities, examine venture capital funding, conduct due diligence, technology transfers and IP acquisitions.

Prerequisite: BFIN 316; Semester offered: 2

BFIN 408 Investment Analysis

The purpose of this course is to investigate trading in financial securities such as stocks and bonds. The coverage includes: trading of securities, analysis of risk and return (using UAE data) diversification, CAPM & APT pricing models, analysis of efficient market hypothesis, bond and stock valuation and technical analysis.

Prerequisite: BFIN 316; Semester offered: 1

BFIN 412 Managing Investment Portfolios

The purpose of this course is to manage investment portfolios for individual and institutional investors. The coverage includes: managing band portfolios, macroeconomic and industry analysis, investment strategies, performance evaluation and active portfolio management.

Prerequisite: BFIN 408; Semester offered: 2

BFIN 431 Management of Banks and Other Financial Institutions

The purpose of this course is to investigate nature of intermediation in financial institutions (commercial and investment banks, insurance companies and Islamic banks) and products developed and managed by these institutions.

Prerequisite: BFIN 317; Semester offered: 1

BFIN 437 Risk Management

The purpose of the course is to examine the business aspects of risk management as well as corporate application of principles of risk management. The coverage includes risk management, ERM, risk pooling, and use of derivatives (options, future, forwards, swaps) for risk management of institutions.

Prerequisite: BFIN 431; Semester offered: 2

Human Resources Management Major Requirements

BMNG 301 Human Resources Management

The main purpose of this course is to give future human resources managers an understanding of the variety and the importance of human resource management functions in today's business environment, and how it is changing in response to the recent trends in the work place. It illustrates how all managers can use HR concepts and techniques in their organizations.

Prerequisite: BMNG 200; Semester offered: 1

BHRM 301 HR Planning & Development

This course examines effective utilization and application of HR practices; understand strategies for assessing, designing and implementing training and HR development efforts in UAE.

Prerequisites: BMNG 200; Semester offered: 1

BHRM 303 Employment Law and Legal Aspects

This course emphasizes on laws related to the hiring process, equal employment opportunity and special employment requirements for UAE expatriates.

Prerequisites: BBUS 305; Semester offered: 2

BHRM 307 Financial Impacts of HR Strategies

This course focuses on identifying financial impact of various human resource strategies, policies, and practices. It also deals with analysis and measurements of HR turnover, compensation and salaries, benefits, staffing, training, and career development.

Prerequisites: BMNG 200, BACC 210; Semester offered: 2

BHRM 402 Performance Management, Compensation and Employee Benefits

This course focuses on: strategic performance management considerations, performance system implementation through MIS, analyzing employee development, team performance management, compensation practice, internal alignment, external competitiveness, pay-for-performance and management of compensation systems in the UAE.

Prerequisites: BHRM 303, BACC 210; Semester offered: 1

BHRM 404 Strategic HR Management

The course focuses on how to manage people in unionized and UAE context, analyzes best practices in attracting, retaining and developing employees, the ethical implications of off-shoring and future challenges in strategic HRM in UAE if union activity is detected.

Prerequisites: BHRM 301; Semester offered: 1

BHRM 406 International HR Management

This course addresses topics in comprehend multinational context and global organizational strategy. The course also focuses on functional HRM in MNC and global HR issues in the host country context and future international HRM trends and challenges.

Prerequisites: BMNG 315, BHRM 303; Semester offered: 2

BHRM 408 Employee Relations

This course introduces employment relations issues. These issues include an explanation of the unique features of the employment relationship and an exploration of the differing interests of employers, workers and other relevant stakeholders. Also, this course describes the economic, sociological and psychological aspects of employment relations.

Prerequisites: BHRM 303; Semester offered: 2

Management Major Requirements

BMNG 301 Human Resources Management

The main purpose of this course is to give future human resources managers an understanding of the variety and the importance of human resource management functions in today's business environment, and how it is changing in response to the recent trends in the work place. It illustrates how all managers can use HR concepts and techniques in their organizations.

Prerequisite: BMNG 200; Semester offered: 1

BMNG 303 Advanced Organizational Behavior

The course focuses on organizational effectiveness in UAE and the development of a continuous improvement model. Evaluate roles of culture, power, politics and interpersonal conflict in UAE organizations, leadership behavior and current trends in motivation.

Prerequisite: BMNG 200; Semester offered: 1

BMNG 311 Management of Service Organizations

The main purpose of this course is to focus on decision making in UAE service organizations such as health care, hotel care, hotel, banking and finance, transportation, leisure and government. Both conceptual and application of management techniques to problems peculiar to service organizations in UAE are covered.

Prerequisite: BMNG 303; Semester offered: 2

BMNG 406 Small Business Management

The purpose of this course is to examine small business management, managing the transition from small business entrepreneur to manager; growth of the small business and preparing a business plan for growth.

Prerequisite: BFIN 200, BBUS 305; Semester offered: 2

BMNG 416 Emerging Issues in Management

The course deals with the exploration of emerging issues such as problems facing management in multicultural and international environments in UAE. The delivery is in the format of a seminar with each student participating in a debate related to a specific issue.

Prerequisite: 96 CH; Semester offered: 2

BMNG 423 Leadership Development

This course covers the different theories and styles of leadership and their effectiveness and ineffectiveness in UAE context. Different motivation theories will be studied as to how they relate to effective or ineffective leadership practices. The different types of power and the power centers in UAE organizations will be studied along with the restraints and the limits power.

Prerequisite: BMNG 301; Semester offered: 1

BMNG 424 Change Management

This course covers management of change in UAE organizations. Topics include: sources of change, resistance to change, coping with change, leading organizational change, models of organizational change, creation and change of organizational cultures with specific reference to UAE.

Prerequisite: BMNG 311; Semester offered: 1

BMNG 445 Total Quality Management & Continuous Improvement

The course focuses on quality and continuous improvement encompassing the entire organization from supplier to customer and how organizations achieve it. The coverage includes approaches to quality management, systems and procedures for planning, control and continuous improvement of quality, barriers to implementation of TQM, quality audit and benchmarking.

Prerequisites: BMNG 310; Semester offered: 1 & 2

Marketing Major Requirements

BMRK 301 Marketing Management

This course focuses on managing the marketing activities in a dynamic and competitive environment. It introduces the students to a simulation program, which gives a real life scenario of the strategies for achieving a competitive advantage. The course also focuses on developing a marketing plan for a product considering the target market, segmentation and the four Ps (product, place, price, and promotion) of marketing. The students are also required to present the developed marketing plan.

Prerequisite: BMRK 200; Semester offered: 1

BMRK 303 Marketing Channels

The course focuses on the management and managerial framework of marketing channels. It provides insights into the theory, research and practice of channel decisions. Recent changes in the global, socio-cultural and technological areas are covered in the course. The course also covers implementation strategies of the channel design. Students are required to analyze and present a real company's marketing channel structure and provide suggestions for improvements.

Prerequisite: BMRK 200; Semester offered: 2

BMRK 309 Services Marketing

The purpose of this course is to develop advanced knowledge of Services Marketing and their applications in different service industries. The course introduces service sectors, service strategy, service delivery process, pricing of services, managing service employees and customers, customer satisfaction, service quality and customer retention.

Prerequisite: BMRK 200; Semester offered: 1

BMRK 321 Consumer Behavior

The purpose of this course is to enable students to develop understanding of customer dynamics, in which consumer behavior influences marketing decisions. The course addresses the topics such as perception, comprehension, learning and memory, attitude, personality and lifestyle, consumer decision making, cultures and sub-culture.

Prerequisite: BBUS 225, BMRK 200; Semester offered: 2

BMRK 412 Marketing Research

The purpose of this course is to enable students to understand research process considering a real life project. The students are required to formulate research issue, research objectives, and research questions. Qualitative and quantitative research methods are considered. The data are collected and analyzed through SPSS. A research report is developed and presented at the end of the course.

Prerequisite: BMRK 321; Semester offered: 1

BMRK 418 International Marketing Strategies

This course first introduces students to international marketing environments. Following that it explains different tactics for development and implementation of international marketing strategies. The main purpose of this course is to examine the marketing systems and marketing operations in various countries. Appropriate marketing strategies for developing global markets including the cultural, political and economic infrastructure of foreign markets will be formulated. This course provides the students hands on experience to global marketing through a simulation program.

Prerequisite: BMRK 301; Semester offered: 1

BMRK 424 Sales Management

This course focuses on applying different sales strategies for various target markets whether individuals or corporate businesses. It addresses topics such as the sales functions, ethics in sales, verbal and non-verbal communication, prospective techniques, presentation methods, objection handling techniques, closing techniques, and feedback approaches.

Prerequisite: 96 CH; Semester offered: 2

BMRK 426 Advertising & Promotion Management

This course first introduces students to Integrated Marketing Communications (IMC) and its roles. Following that it analyzes the role of advertising agencies, and introduces the communication process. Budgeting and program development are integral part of this course. Application and evaluation of creative strategies, media planning strategies, and direct marketing methods enhance the students' knowledge and prepare them for careers in advertising.

Prerequisite: BMRK 321; Semester offered: 2

Supply Chain & Logistics Management Major Requirements

BSCL 301 Supply Chain Operations

The course examines methods to integrate the processes of product distribution and managing the supply channels using the power and speed of electronic connectivity. The coverage includes: collaborative demand planning (CPFR), lean logistics, lean supply chain operations, customer accommodation, market distribution strategy, procurement-manufacturing strategy, operational integration, information networks, ERP, inventory management and strategy, demand amplification and volatility (bull whip effects) in supply chain, reducing variability, materials management, inventory models and vendor – co/managed inventory.

Prerequisites: BMNG 310, 60 CH; Semester offered: 1

BSCL 304 Warehousing & Materials Handling

The course focuses on the concept of warehousing in supply chain and its relevant terminology methods and tools necessary for analysis and management of warehousing. The course offers the methods on how to apply new technology, minimize spending, and create efficient, stream-lined operations.

Prerequisites: BMNG 310, 60 CH; Semester offered: 2

BSCL 307 Global Supply Chain Strategy and Design

The course provides a global perspective to logistics and supply chain management, featuring both practical and strategic approach to supply chain design and management in different industries.

Prerequisites: BMNG 310, 60 CH; Semester offered: 1

BSCL 311 Strategic Procurement and Sourcing

The course outlines the most current methods in purchasing and supply chain management which help to transform purchasing theory into purchasing practices and implementation. Course topics also cover purchasing business processes, strategic sourcing relationship and supplier management.

Prerequisites: BMNG 310, 60 CH; Semester offered: 1

BSCL 402 Transportation and Distribution

This course provides basic concepts of economic analysis with respect to the transportation and distribution sector and the tools necessary to undertake transport and distribution project evaluation. The course also applies these concepts to evaluate private and public decisions associated with transportation and distribution

Prerequisites: BMNG 310, 60 CH; Semester offered: 2

BSCL 404 SCLM Technology and Information Systems

The purpose of this course is to illustrate the importance of information technology for SCM. The course provides documentation and an overview of E-Business and SCLM technologies such as RFID, tracking systems, ERP concepts, WMS warehouse management systems, TMS transportation management systems, and SCM software capabilities.

Prerequisites: BMNG 310, 60 CH; Semester offered: 2

BSCL 406 Modeling and Simulation of Supply Chains

This course enables students to understand the complex interactions between stages in the supply chain and how changes at one or more stages affect the supply chain performance. Instructor selected software will be used in the course.

Prerequisites: BMNG 310, 60 CH; Semester offered: 2

BMNG 445 Total Quality Management & Continuous Improvement

The course focuses on quality and continuous improvement encompassing the entire organization from supplier to customer and how organizations achieve it. The coverage includes approaches to quality management, systems and procedures for planning, control and continuous improvement of quality, barriers to implementation of TQM, quality audit and benchmarking.

Prerequisites: BMNG 310; Semester offered: 1 & 2

BSCL 465 Internship (for non-working students)

This course provides students with practical experience in an organizational setting and helps students to improve their skills. This course develops students' professional attitudes and competence in the application of learned theories and concepts. The course requires developing a research report on an identified task and present it at the end of the Internship.

Prerequisites: 117 CH; Semester offered: 2 (2 months)

BSCL 470 Industry Project (for working students)

The purpose of this course is to provide the working students with practical experience in an organization setting where learning and doing are the chief objectives. Students will develop competence in the application of theory, skills and attitudes, by requiring them to undertake an industry project via research and analysis of an actual business problem /opportunity and to propose a solution/development (business case), or develop a business plan, resulting in both an oral and a written presentation.

Prerequisites: 117 CH; Semester offered: 2

BACHELOR OF SCIENCE IN COMPUTING & INFORMATION SYSTEMS

IT Core Requirements

ITGN 215 Introduction to Information Systems

The purpose of this course is to introduce students to contemporary information systems and demonstrate how these systems are used throughout global organizations. Coverage includes key components of information systems and how these components can be integrated and managed to create competitive advantage. The course also provides an introduction to systems and development concepts, technology acquisition and various types of application software.

Prerequisite: BMNG 200, ITGN 115; Semester offered: 1 & 2

ITGN 230 Introduction to Programming

The purpose of this course is to introduce the student to the general principles and concepts of programming. Coverage includes problem-solving, structured algorithms, program design and implementation. The course is delivered using an appropriate IT programming language such as Java and Visual Basic.

Prerequisite: ITGN 115; Semester offered: 2

ITGN 235 Principles of Networking

The purpose of the course is to provide essential knowledge on networking infrastructure, different types of networks and network hardware and software. Coverage includes data transmission, hubs, switches, routers, topology, wiring and physical topology Protocol, layering LAN, WAN and internetworking.

Prerequisite: ITGN 120; Semester offered: 1

ITGN 250 Database Management Systems

The purpose of this course is to provide essential knowledge for the design and implementation of relational databases. Coverage includes conceptual E-R modeling, logical and physical design of relational databases and introduction to SQL language.

Prerequisite: ITGN 215; Semester offered: 1

ITGN 255 Operating Systems Administration

This course examines the concepts and administrative aspects of operating systems. Topics covered include Operating system fundamentals, including history, process and thread management, concurrency with semaphores and monitors, deadlocks, storage management, file systems, security management and I/O applications.

Prerequisites: ITGN 120; Semester offered: 1

ITGN 260 IT Project Management

The purpose of this course is to discuss project management principles, methodologies, tools and techniques used in developing IT-based projects. Coverage includes organizational and human factors in IT-project management analysis and planning of IT projects.

Prerequisite: ITGN 215 Semester offered: 2

ITGN 315 Object Oriented Programming

The purpose of this course is to provide essential knowledge of advanced programming aspects. Coverage includes Object Oriented Programming, classes and objects, inheritance, polymorphism, Advanced Graphical User Interface (GUI) and the development of comprehensive projects.

Prerequisite: ITGN 230; Semester offered: 2

ITGN 321 Object-Oriented Analysis & Design

The purpose of this course is to provide a sound understanding of the fundamental concepts of Object Oriented Software Engineering. Coverage includes Object Oriented Analysis (OOA), development (OOD) and implementation (OOI), Visual Modeling using the Unified Modeling Language (UML) and interactive OOS development.

Prerequisite: ITGN 315, ITGN 260, ITGN 321; Semester offered: 1

ITGN 323 Enterprise Architecture

The purpose of this course is to provide students with an understanding of the theoretical and practical issues related to the design, selection, implementation and management of enterprise IT applications, systems and infrastructures. Coverage includes enterprise architecture frameworks, models, strategies and tools for infrastructure management.

Prerequisites: ITGN 255; Semester offered: 2

ITGN 340 Human Computer Interface

The purpose of this course is to introduce human computer interface. Coverage includes user-centered design process, analysis of user needs, user interface models and ergonomics, task analysis, GUI design principles, guidelines and patterns, tools for user interface prototyping and user interface testing and evaluation.

Prerequisite: ITGN 315; Semester offered: 1

ITGN 345 Information Systems Security

The purpose of this course is to provide an overview of methods to assure secure and confidential information systems. Coverage includes basic concepts of main security and privacy issues of the Internet and devices and implementation of security methods for the Web.

Prerequisite: ITGN 235; Semester offered: 1

ITGN 350 Web Design & Development

The purpose of this course is to provide essential knowledge for designing and developing client-side browser interfaces as well as maintaining a dynamic and interactive website. Coverage includes advanced HTML, Cascading Style Sheets (CSS), extended Markup Language (XML) and JavaScript.

Prerequisite: ITGN 250; Semester offered: 2

ITGN 414 Strategic Issues in Information Systems

The purpose of this course is to develop the student's critical understanding of the problems and opportunities faced by organizations with regard to information systems. Coverage includes strategy fundamentals, strategic management concepts to ensure IS development supports the business strategy and processes through suitable planning methods to implementation.

Prerequisite: ITGN 321 Semester offered: 2

ITGN 416 IT Audit and Control

The purpose of this course is to provide students with an overview of the control and auditing frameworks, methods, standards and approaches used in the audit and control of information systems in an organization. Students learn the impact of the IT audit and control function on the organization and will know how to create a control structure and then audit the IT infrastructure against it.

Prerequisites: ITGN 323, ITGN 345 Semester offered: 2

ITGN 440 Computing & Information Systems Project (Capstone)

The purpose of this course is to provide an opportunity to research and develop a specific topic in the area of Computing and Information Systems. Coverage includes research methods, utilizing and applying various methodologies and techniques to design, implement, test and evaluate a specified project.

Prerequisite: 117, ITGN 340, ITGN 414 CH; Semester offered: 2

ITGN 465 Internship

The purpose of this course is to further develop knowledge and skills within an IT organizational set-up. Coverage would provide an opportunity to gain awareness of the workings of organizations, including aspects of social and human factors primarily within a student's subject major.

Prerequisite: 117 CH; Semester offered: 2 (2 months)

ITGN 470 Industry Project (for working students)

The purpose of this course is to provide students with an applied learning experience through an industry project. The course requires students to undertake a project via research and analysis of an action IS problem/opportunity and to propose a solution/action plan, resulting in both an oral as well as a written presentation.

Prerequisite: 117 CH; Semester offered: 2

Concentration: Information Systems Security**ITSS 450 Information Systems Security Management**

This course provides students with fundamentals of information systems security from a management perspective, as well as a thorough understanding of the administration of information security. Topics covered include security planning and policies, risk management, security implementation and maintenance, security and personnel and professional issues in IS security.

Prerequisites: ITGN 416; Semester offered: 1

ITSS 451 Ethical Hacking and Network Defense

This course covers penetration-testing tools and techniques that ethical hackers and security testers use to protect computer networks. The course provides a structured knowledge base for preparing security professionals and Network Administrators to discover vulnerabilities and recommend solutions for tightening network security and protecting data from potential attackers.

Prerequisites: ITGN 416; Semester offered: 1

ITSS 455 Computer Forensics and Investigations

This course provides students with a comprehensive understanding of digital forensic principles and the collection, preservation, and analysis of digital evidence. Students learn about the importance of forensic principles and procedures, legal considerations, digital evidence controls and the documentation of forensic analysis.

Prerequisites: ITGN 345; Semester offered: 1

ITSS 456 Database Security and Auditing

This course provides students with an understanding of security concepts and practices as applied to database systems. Students learn principles of database security and how to develop database applications embedding from simple to sophisticated security and auditing models using advanced database systems and software tools.

Prerequisites: ITSS 455, ITGN 350; Semester offered: 2

ITSS 458 Disaster Recovery Planning

The goal of this course is to expose students to the essentials of disaster recovery planning. Coverage includes disaster recovery process including the process of assessing risks that an organization faces, and then developing, documenting, implementing, testing and maintaining procedures that help the organization quickly return to normal operations and minimize losses after a disaster.

Prerequisites: ITSS 450; Semester offered: 2



ACADEMIC CALENDAR 2013 - 2014

UNDERGRADUATE PROGRAMS

FALL (1 ST) SEMESTER		
Event	Date	Day
Admission of New & Transfer Students	30/06 – 29/8/2013	Sun - Thu
Placement Tests Commencement, & Readmissions	30/06 – 29/8/2013	Sun - Thu
Registration for Fall Semester	25/08 – 29/08/2013	Sun - Thu
New Students Orientation	25/08 – 29/08/2013	Sun - Thu
Class Commencement	31/08/13	Sat
Add/Drop Period	31/08 - 19/09/2013	Sat - Thu
Late Registration Period	31/08 - 05/09/2013	Sat - Thu
Readmission Deadline	12/09/13	Thu
Add/Drop Deadline(no refund)	18/09/2013	Sun
Commencements of Midterm Exams	26/10/2013	Sat
End of Midterm Exams	07/11/2013	Thu
Deadline to Apply for Makeup for Incomplete Midterm Exams	07/11/2013	Thu
Make-up Week for Incomplete Midterm Exams	09/11 -14/11/2013	Sat - Thu
Course Withdrawal Deadline (no academic penalty, no refund - W Grade)	21/11/2013	Thu
Selection of Major (45 CH)/Change of Major Application	17/11 - 21/11/2013	Sun - Thu
Registration for Winter Semester & Early Booking for Spring Semester.	08/12 – 12/12/2013	Sun-Thu
Mid year recess for students	14/12/2013 - 02/01/2014	Sat-Thu
Commencement of Final Exams	04/01/2014	Sat
End of Final Exams	16/01/2014	Thu
Deadline to Apply for Makeup for incomplete Final Exam	16/01/2014	Thu
Announcement of Grades for Fall Semester	21/01 – 23/01/2014	Tue - Thu
Makeup Week of Incomplete Final Exams	19/01 -23/01/2014	Sun - Thu
WINTER (Short Term)		
Class Commencement, Add/Drop, Late registration	19/01/2014	Sun
Add/Drop period (no refund)	19/01 – 20/01/2014	Sun - Mon
Midterm Exams Commencement (Winter)	28/01 – 30/01/2014	Tue -Thu
Course Withdrawal (no academic penalty, no refund)	02/02/2014	Sun
Course Withdrawal Deadline	03/02/2014	Mon
Early Registration for Spring Semester	09/02 - 13/02/2014	Sun - Thu
Final exams	10/02 - 12/02/2014	Mon - Wed

SPRING (2ND) SEMESTER

Event	Date	Day
New Student Orientation	20/02/2014	Thu
Transfer Students Registration	20/02/2014	Thu
Commencement of Classes	22/02/2014	Sat
Deadline for Readmission	06/03/2014	Thu
Add/Drop, Late Registration	22/02/2014	Sat
Add/Drop Deadline (no refund)	09/03/2014	Sun
Internships/Industry Project Commencement	09/03/2014	Sun
Spring recess for students	29/03/2014 - 10/04/2014	Sat-Thu
Commencements of Midterm Exams	12/04/2014	Sat
End of Midterm Exams	24/04/2014	Thu
Deadline to Apply for Make-ups for Incomplete Midterm Exam	24/04/2014	Thu
Make-up Week for Incomplete Midterm Exams	26/04 - 01/05/2014	Sat - Thu
End of Internship	01/05/2014	Thu
Selection of Major (45 CH)/Change of Major Application	10/05 - 15/05/2014	Sat - Thu
Course Withdrawal (no academic penalty, no refund)	03/05 - 08/05/2014	Sat - Thu
Course Withdrawal Deadline	08/05/2014	Thu
Registration for Summer1 and Summer2 & Early Booking for Fall 2014	08/06 - 12/06/2014	Sun - Thu
Commencement of Final Exams	14/06/2014	Sat
End of Final Exams	26/06/2014	Thu
Deadline to Apply for Makeups for incomplete Final Exam	26/06/2014	Thu
Makeup Week of Incomplete Final Exams Spring Semester	28/06 - 03/07/2014	Sat - Thu
Announcement of Grades for Spring Semester	01/07/2014	Tue

SUMMER I (Short Term)

Classes Commencement	06/07/2014	Sun
Late registration, Add/Drop (no refund)	06/07 - 07/07/2014	Sun - Mon
Commencement of Midterm Exams	15/07 - 17/07/2014	Tue - Thu
Course Withdrawal (no academic penalty, no refund)	20/07 - 23/07/2014	Sun - Wed
Course Withdrawal Deadline	21/07/2014	Mon
Final Exam period	03/08 - 05/08/2014	Sun - Tue
Announcement of Grades, End of Summer I Semester	07/08/2014	Thu

SUMMER II (Short Term)

Classes Commencement, Late registration	10/08/14	Sun
Late registration, Add/Drop (no refund)	10/08 - 11/08/2014	Sun - Mon
Commencement of Midterm Exams	19/08 - 20/08/2014	Tue - Wed
Course Withdrawal (no academic penalty, no refund)	24/08/2014	Sun
Course Withdrawal Deadline	25/08/2014	Mon
Final Exam period	31/08 - 01-09-2014	Sun - Mon
Announcement of Grades, End of Summer II Semester	04/09/2014	Thu

Graduate Programs

MBA PROGRAM - COLLEGE OF BUSINESS ADMINISTRATION

The College of Business Administration (CBA) uses research-based class material, thoughtfully designed courses and exemplary faculty to provide one of the highest quality degree programs anywhere. One reason the CBA is able to reach these high standards is because the College is internationally accredited by the Association to Advance Collegiate Schools of Business (AACSB). This AACSB accreditation puts the CBA in an elite group in which only 5% of the world's business schools are a part.



The CBA offers a Master of Business Administration (MBA) in four double majors and also gives students the option to earn an MBA with dual concentrations by combining any two majors. The MBA Program is designed to prepare business leaders and professionals for successful careers in organizations as it enhances critical thinking, increases oral and written communication skills, builds appreciation for diverse cultural perspectives, improves decision making in a rapidly changing global environment and reinforces the application of knowledge and skills in problem solving. Ethics and corporate social responsibility are woven throughout the curriculum.

The program was granted initial accreditation in January 2010 by MOHESR-CAA.

The major objective of UDMBA is to offer high quality graduate business education to the residents of Dubai, UAE and other MENA countries. The MBA program offered by UD differs from existing MBA programs offered by other institutions in the following ways:

1. The UDMBA has been designed to prepare graduates for successful careers in organizations. The program will enhance critical thinking, increase oral and written communication skills, build appreciation for diverse cultural perspectives, improve decision making in a rapidly changing global environment, and reinforce the application of knowledge and skills in problem solving. Ethics and corporate social responsibility is woven throughout the curriculum.
2. The instructional process will be in a cohort format and will include a combination of classroom, virtual business simulations and contextualized real-world case-based learning to provide value added hands-on experience and help students use their time effectively. The on-line portion of the learning will be enhanced using the MOODLE platform.
3. The MBA has four concentrations in order to meet the need for professionals in these areas, especially in Dubai, UAE and other countries in MENA region. In addition, the program has been designed to allow students with any undergraduate degree from an accredited university who meet admission criteria to be admitted to the program.
4. The UDMBA curriculum is of high quality and integrated with emphasis on applied learning, mapped to professional qualifications such as the USA's SHRM, CFM & CFA Level 1 and the UK's CIPS & CIM. MBA graduates can sit for these examinations for earning professional certification which adds value to their career.
5. The Action Research Project/Work-based Project is a unique requirement at the UDCBA which is tailored to the empirical aspect of learning in the respective concentrations. This requirement together with Capstone course and a set of 5-6 business simulations in core and concentration courses significantly add to the practical and applied learning aspects of MBA in the UAE/MENA region.
6. The classroom sessions are geared to develop critical thinking skills through sets of scenarios and professors pose the question "Why?" at every possible juncture. Or perhaps, "What will happen next?" or "What difference does this make?" or "How does this change the situation?" Professors push students to provide their own speculations, and then force the students to defend the underlying logic. This is to provide necessary skills in the real world, which require MBA students to support their assertions.

PROGRAM CONCENTRATIONS OFFERED

Master of Business Administration (MBA) in:

- Finance & Accounting
- International Business & Marketing
- Leadership & Human Resources Management
- Operations & Logistics Management

Primary Concentration	Secondary Concentration
Leadership & Human Resources Management	International Business & Marketing
Leadership & Human Resources Management	Operations & Logistics Management
Leadership & Human Resources Management	Finance & Accounting
Finance & Accounting	Leadership & Human Resources Management
Finance & Accounting	International Business & Marketing
Finance & Accounting	Operations & Logistics Management
International Business & Marketing	Leadership & Human Resources Management
International Business & Marketing	Operations & Logistics Management
International Business & Marketing	Finance & Accounting
Operations & Logistics Management	Leadership & Human Resources Management
Operations & Logistics Management	Finance & Accounting
Operations & Logistics Management	International Business & Marketing

PROGRAM DURATION & TERMS

- The program takes around 15 to 18 months for completion.
- There are four terms in an academic year: September, January, April and July
- Students must complete a total of 39 credit hours (13 courses)
- Action Research Project - 13th course
- Full-time students can register in 3 courses per term
- Part-time students can register in 2-3 courses per term
- MBA with Dual Concentrations with additional 5 Courses (15 CH)

MBA DELIVERY MODES

The MBA classes are offered from 3:00 to 6:00 PM for full-time students and from 6:30 to 9:30 PM for part-time working students. All classes are held in Dubai Chamber building with excellent facility and ambience (in term of classroom, IT facilities etc.) for delivering the program.

The classes meet 3 days in a week for 10 weeks in a term with a week for the final review and examination. Each class meets for 3-hours with 20 minutes break in between. There is a break of one week between two terms. For each course of 3 credit hours (CH), the student is expected to commit at least 1 hour and 45 minutes of additional time each day for 6 days a week for reading, assignments, project and simulations outside the class. Thus, if the student is taking 3 courses (as a full-time student), then she/he must be able to allocate 5 hours and 15 minutes each day for 6 days in a week. This reflects the study intensity and the commitment required by the students for the UDMBA program.

MBA PROGRAM OBJECTIVES

The MBA program is offered in a cohort format to build stronger relationships among students so as to increase communication and the sharing of experiences. The curriculum is rigorous and is designed to achieve the following MBA Program Objectives:

General MBA Program Objectives (PO)

1. Think critically and communicate effectively as managers (through demonstrating effective professional oral and writing skills for business and making persuasive presentations at a managerial level).
2. Work in and lead dynamic international and UAE organizational situations in business and management concept (through demonstrating effective leadership in a team setting, work effectively as a member of a work team, produce quality deliverables from team work).
3. Adapt and innovate to solve problems, to cope with unforeseen events, and to manage in unpredictable environments (through effective use of quantitative and qualitative analytical tools, make and justify a recommendation).
4. Analyze ethical situations and justify alternatives across areas of concentrations.
5. Adapt, apply and analyze knowledge in new and unfamiliar circumstances through a conceptual understanding of relevant inter-disciplines.

Specific MBA Program Concentration Objectives (PCO)

Leadership & Human Resource Management (LHRM)

At the end of LHRM concentration, students will be able to:

1. Perform managerial and leadership functions more efficiently consistent with organization mission and objectives.
2. Assess leadership and HR strategies for competitive positioning of the firms.
3. Use knowledge and skills developed to add value to the firms in the UAE/MENA region.

Operations & Logistics Management (OLM)

At the end of OLM concentration, students will be able to:

1. Perform value-adding operations on various business processes (i.e., manufacturing, service production and delivery, distribution, supply.....).
2. Analyze optimization plans for operations decisions such as new product development, supply chain capacity planning, process technology planning, factory automation, and production systems planning in UAE.
3. Use knowledge and skills developed to add value to the firms in the UAE/MENA region.

Finance & Accounting (FA)

At the end of FA concentration, students will be able to:

1. Apply accounting and finance theories for analyzing business operations in these areas in the UAE.
2. Assess the usefulness of existing accounting and finance decision making tools and the potential for improving these tools in businesses in the UAE.
3. Use knowledge and skills developed to add value to the firms in the UAE/MENA region.

International Business & Marketing (IBM)

At the end of IBM concentration, students will be able to:

1. Apply marketing techniques on various business processes in the UAE and in international firms.
2. Analyze marketing strategies to meet the needs of firms operating in the UAE and internationally.
3. Use knowledge and skills developed to add value to the firms in the UAE/MENA region.

MBA Curriculum Plan

MBA in Finance & Accounting (FA) | Total 39 CH | 2011 Curriculum

Code	Course Title	Prerequisite	C.H
Core Courses			
MBA 600	Managerial Economics	-	3
MBA 605	Strategic Marketing Management	-	3
MBA 610	Accounting Information & Financing Decisions	-	3
MBA 615	Leadership & Team Effectiveness	-	3
MBA 625	Business Research Methods	-	3
MBA 630	Service Operation Management	-	3
MBA 640	Managing Ethical & Legal issues of Business	-	3
MBA 645	Strategic Management (Capstone)*	30 CH	3
Core Courses (8)			24

Code	Course Title	Prerequisite	C.H
Finance & Accounting Concentration Courses			
MAF 700	Advanced Cost & Managerial Accounting	18 CH	3
MAF 705	International Corporate Finance	18 CH	3
MAF 715	Investment Analysis & Portfolio Management	18 CH	3
MAF 720	Cases in AF - Economic Value Creation	18 CH	3
MAF 725	Research Project/Work-based Project	4 Concentration Courses (36 CH)	3
Concentration Courses (5)			15
MBA in Finance & Accounting (13 Courses)			39

MBA in International Business & Marketing (IBM) | Total 39 CH | 2011 Curriculum

Code	Course Title	Prerequisite	C.H
Core Courses			
MBA 600	Managerial Economics	-	3
MBA 605	Strategic Marketing Management	-	3
MBA 610	Accounting Information & Financing Decisions	-	3
MBA 615	Leadership & Team Effectiveness	-	3
MBA 625	Business Research Methods	-	3
MBA 630	Service Operation Management	-	3
MBA 640	Managing Ethical & Legal issues of Business	-	3
MBA 645	Strategic Management (Capstone)*	30 CH	3
Core Courses (8)			24

Code	Course Title	Prerequisite	C.H
IBM Concentration Courses			
MAF 700	Managing International Business	18 CH	3
MAF 705	Current Issues In Marketing	18 CH	3
MAF 715	International Marketing Strategies	18 CH	3
MAF 720	Global Logistics & Transportation Management	18 CH	3
MAF 725	Research Project/Work-based Project	4 Concentration Courses (36 CH)	3
Concentration Courses (5)			15
MBA in International Business & Marketing (13 Courses)			39

MBA in Operations & Logistics Management (OLM) | Total 39 CH | 2011 Curriculum

Code	Course Title	Prerequisite	C.H
Core Courses			
MBA 600	Managerial Economics	-	3
MBA 605	Strategic Marketing Management	-	3
MBA 610	Accounting Information & Financing Decisions	-	3
MBA 615	Leadership & Team Effectiveness	-	3
MBA 625	Business Research Methods	-	3
MBA 630	Service Operation Management	-	3
MBA 640	Managing Ethical & Legal issues of Business	-	3
MBA 645	Strategic Management (Capstone)*	30 CH	3
Core Courses (8)			24

Code	Course Title	Prerequisite	C.H
OLM Concentration Courses			
MAF 700	Operations and Supply Chain Strategy	18 CH	3
MAF 705	Managing Supply Chain Operations	18 CH	3
MAF 715	Purchasing and Sourcing Strategy	18 CH	3
MAF 720	Global Logistics & Transportation Management	18 CH	3
MAF 725	Research Project/Work-based Project	4 Concentration Courses (36 CH)	3
Concentration Courses (5)			15
MBA in Operations & Logistics Management (13 Courses)			39

MBA in Leadership and Human Resource Management (LHRM) | Total 39 CH | 2011 Curriculum

Code	Course Title	Prerequisite	C.H
Core Courses			
MBA 600	Managerial Economics	-	3
MBA 605	Strategic Marketing Management	-	3
MBA 610	Accounting Information & Financing Decisions	-	3
MBA 615	Leadership & Team Effectiveness	-	3
MBA 625	Business Research Methods	-	3
MBA 630	Service Operation Management	-	3
MBA 640	Managing Ethical & Legal issues of Business	-	3
MBA 645	Strategic Management (Capstone)*	30 CH	3
Core Courses (8)			24

Code	Course Title	Prerequisite	C.H
LHRM Concentration Courses			
MAF 700	Management of HR Talent and Teams	18 CH	3
MAF 705	Strategic HRM	18 CH	3
MAF 715	Managing Change	18 CH	3
MAF 720	Managing Organizational Effectiveness	18 CH	3
MAF 725	Research Project/Work-based Project	4 Concentration Courses (36 CH)	3
Concentration Courses (5)			15
MBA in Leadership and Human Resource Management (13 Courses)			39

MBA Course Description

MBA Core Courses

MBA 600 Managerial Economics

In this course students learn how to use microeconomic principles as tools for analyzing the economic forces that shape the internal and external environment of the business firm and as rules for managerial decision-making that enhances the economic performance of the firm. The course consists of five modules. The first module focuses on demand, supply, and elasticities. The second module covers competitive markets and economic efficiency. The third module deals with cost analysis. The fourth module studies market structure and business strategy. The fifth module focuses on pricing.

MBA 605 Strategic Marketing Management

The role of strategic marketing management is to help organizations better understand customer preferences, link that knowledge to designing appropriate products and services for selected customer groups and determine appropriate methods to communicate to capture and to deliver value. The course is focused on helping you become a strategic marketer so that you can create, gain, support, and execute marketing plans that build strong and enduring businesses. The course pedagogies will be highly interactive with a blend of cases, exercises, simulations, student presentations, discussions and a final exam.

MBA 610 Accounting Information and Financing Decisions

This course blends the use of accounting information (financial and non-financial) for operating and financing decisions. It links information to managing organizations and financing their activities. Topics covered include financial reporting and analysis, managing working capital, sources of financing business activities, equity analysis and valuation, risk analysis and decision making under uncertainty, performance evaluation, and capital budgeting decisions.

MBA 615 Leadership & Team Effectiveness

The course focuses on practical issues to explore & identify strategies and actions that enable participants to be more effective leaders in organizations as well as being a more effective member of a result focused team.

MBA 625 Business Research Methods (Previous title: Advanced Analytical Tools for Decision Making)

This course advances students' ability to think, adapt, build, apply, evaluate and conduct business research in support of business decision making. Topics include research design process, designing a research proposal, selecting the research instrument, ascertain reliability and validity of instruments, scale measurements, sampling and data collection methods, using and interpreting the results of univariate and multivariate statistical techniques, and writing the final report.

MBA 630 Services Operations Management

This is a comprehensive course that covers the critical service science concepts for managers with emphasis on the global market place. Topics include concepts of service science, design and engineering of services, managing domestic and global services operations, human dimensions in service management, and ethical considerations. The course includes examination of service operations & management case studies and relevant articles about emerging global service trends.

MBA 640 Managing Ethical & Legal Issues of Business

The course focuses on understanding the ethical and legal dimensions of domestic and international business. Participants will gain a broad appreciation of the complexities of business ethics and the legal framework firms must operate within.

MBA 645 Strategic Management

The course is designed to integrate MBA Core Courses' work to the management of the firm at the Corporate and Strategic planning level. Hands on Simulation of business game at the MBA level and case analysis assure the student has mastered the tools, techniques & methods of the Strategic Management process.

Prerequisite: 30 CH

Leadership and Human Resources Management

MLHRM700 Management of HR Talent and Teams

The course focuses on recruitment, selection, training & development of human resources. Students will be exposed to critical conceptual and theoretical issues in each of these areas.

Prerequisite: 18 CH

MLHRM 705 Strategic HRM

The course offers a framework for thinking about managing human resource strategically in UAE and GCC environment. Topics covered include managing HR architecture, HR challenges in UAE/GCC, people processing systems and future of HRM.

Prerequisite: 18 CH

MLHRM 715 Managing Change

The course focuses on the nature and process of organization change & how to be an effective change agent in an organization. The coverage includes the forces for change, the change implementation process, the qualities & skills of successful change agents & behavioral theory of how individuals and organization change.

Prerequisite: 18 CH

MLHRM 720 Managing Organizational Effectiveness

The course focuses on: on areas necessary for effective organizational management, interpersonal skills required in the communication process, team development and organizational culture. The purpose is to provide capstone overview of both concepts and skills within a meaningful context to be developed by overall LM-HRM concentration courses.

Prerequisite: 18 CH

Operations and Logistics Management

MOLM 700 Operations and Supply Chain Strategy

The course focuses on current trends in global supply chain design. There is an emphasis on strategies for efficient procurement, distribution and operations of global supply chains.

Prerequisite: 18 CH

MOLM 705 Managing Supply Chain Operations

This course empowers students with the tools and strategies needed to achieve aligned global supply chains to achieve business objectives. There is an emphasis on the operational challenges of different stages of the supply chain, and how they can be aligned through state of the art strategies.

Prerequisite: 18 CH

MOLM715 Purchasing and Sourcing Strategy

The course focuses on purchasing and sourcing strategies to enable global supply chains to achieve their business objectives. There is an emphasis on the optimization of the procurement network with the goal to minimize procurement cost and the risk of inventory shortage.

Prerequisite: 18 CH

MOLM 720 Global Logistics and Transportation Management

The course focuses on the importance of International Supply Chain Management (SCM). The coverage includes an over view of international logistics, global strategy for Logistics & SCM, structuring the global supply chain, international sourcing & distribution, role of ports & airports in international product movement, economics of international air & ocean carriers, freight forwarding industry, security & risk management for international supply chain.

Prerequisite: 18 CH

Finance and Accounting**MFA 700 Advanced Cost & Managerial Accounting**

The course addresses advanced topics and the role of accounting techniques in helping management formulate and execute its strategy. Topics covered include the theoretical foundations of management accounting, accounting and shareholders' value, issues in activity-based costing, balanced scorecards, pricing decisions, theory of constraints, and strategic management accounting.

Prerequisite: 18 CH

MFA 705 International Corporate Finance

The course examines 2 fundamental decisions of multinational firms - the investment & the financing decisions. Topics discussed include risk management, valuation of foreign investments, cross-border M & A, financial distress and restructurings, corporate governance practices and project finance. This course greatly facilitates CFA exam takers.

Prerequisite: 18 CH

MFA 715 Investment Analysis and Portfolio Management

The course focuses on security valuation theory and investment practice through hands-on Wall Street simulation experience. The course covers market operations, performance evaluation, Fundamental security analysis methods (in relation to stocks & bonds), real estate financing, mutual funds, option & futures. Comparative analysis of UAE/ GCC markets with developed markets in the ultimate purpose. This course greatly facilitates CFA exam takers.

Prerequisite: 18 CH

MFA 720 Cases in A & F - Economic Value Creation

The course focuses on the integration of key Accounting & Finance concepts using current readings and the case approach. Selected cases integrate concepts such as relevant information, cost of capital, cost behavior, financial reporting, risk and return, capital budgeting, enterprise valuation, optimal capital structure, and maximization of shareholders' value for economic value creation. This course greatly facilitates CFA exam takers.

Prerequisite: 18 CH

International Business & Marketing**MIBM 700 Managing International Business**

The course introduces graduate level business students to the numerous challenges associated with managing multinational corporations (MNCs). Components of the course include: MNCs motivations and mentalities; environmental challenges associated with the increasingly global nature of the world economy; strategic and competitive challenges; strategic collaboration and alliances between MNCs operational and organizational challenges facing MNCs.

Prerequisite: 18 CH

MIBM 705 Marketing Analysis and Communication

This advanced marketing course will provide students with a comprehensive understanding of the evolving body of marketing concepts, techniques, models & institutions that are redefining one's approach to and practice of marketing strategy formulation and implementation as they pertain to segmentation, product / service design, pricing, promotion and distribution. The course will also entail an in-depth discussion of key marketing issues that could potentially impact the UAE/MENA Region.

Prerequisite: 18 CH

MIBM 715 International Marketing Strategies

This course will present an overview of the unique aspects of marketing in the global business environment. Emphasis will be placed on the role of international marketing manager in the development of marketing strategies for a variety of markets in diverse cultural, political, legal, and economic situations. Focus will be on developing and implementing appropriate marketing strategies regarding foreign market selection, target identification, adaptation of product, promotion, pricing, and channels of distribution for effective competition in the dynamically changing global market.

Prerequisite: 18 CH

MOLM 720 Global Logistics and Transportation Management

The course focuses on the importance of International Supply Chain Management (SCM). The coverage includes an over view of international logistics, global strategy for Logistics & SCM, structuring the global supply chain, international sourcing & distribution, role of ports & airports in international product movement, economics of international air & ocean carriers, freight forwarding industry, security & risk management for international supply chain.

Prerequisite: 18 CH

Project

MLHRM 725/MFA 725/MOLM 725/MIBM 725

Research project (for non-working students) & Work-based project (for working students)

The purpose is to provide applied learning experience through action-research/work-based project (ARP/WBP) in the organization. The course allows participants to draw on knowledge and comprehension of management issues gained in the previous courses.

The course also provides an important link between the organization and the UD. As such, the ARP/WBP should reflect a need of the organization while meeting the perceived needs and interests of the individual students. Thus, the student is required to develop an action-oriented management report. The ARP/WBP report must be of a rigorous academic/professional standard.

Prerequisite: 33 CH

Foundation Courses for Pre-MBA**PMBA 500 Principles of Economics**

The course develops a coherent economic framework for effective managerial decisions. Introduces fundamental economic concepts, discusses the market forces of supply & demand, and examines the role of elasticity of consumer behavior which is demand based. Presents production concepts and analyzes input demand output supply markets. Discusses alternative market structure and market power.

Prerequisite: B grade in college Math

PMBA 505 Survey of Management

The course provides an introduction to the nature of organizations in relation to management and managing practices, develops an understanding of the behavior of people within organizations and the significance of organizational design and characteristics. The coverage includes Principles of Management, Group Dynamic, Organizational Behavior, Principles of Marketing, viz., Product, Price, Promotion, and Distribution, and their applications in different industries.

PMBA 510 Analytical Tools for Decision Making (Statistical Analysis)

The course develops students' statistical, quantitative and analytical skills that are required for PMBA. Topics include descriptive statistics, probability distributions, linear regression analysis (simple and multiple), interval estimation, hypothesis testing, statistical inference, decision analysis, project management, queuing theory, linear programming, transportation and assignment models, make or buy decisions.

PMBA 520 Survey of Accounting

This course is designed for students who have no prior accounting experience. It provides a non-procedural integrated approach to financial and managerial accounting that emphasizes the relevance of accounting information and how managers, investors, and other business stakeholders use accounting reports. It covers financial statements and management decisions that affect the presentation and use of these statements, cost-volume profit analysis, differential analysis and product costing, and budgetary planning and control.

PMBA 530 Principles of Finance

The course focuses on theory & practice of business finance with emphasis on time value of money (TVM), the relationship between risk & return, capital budgeting and asset valuation.

MSC PROGRAM - COLLEGE OF INFORMATION TECHNOLOGY

The College of Information Technology (CIT) prides itself on providing a range of diverse and stimulating courses, covering undergraduate, graduate and professional levels, which blend academic study with hands-on experience and competence.

CIT offers a Master of Science degree in Information Systems (MScIS) with a concentration in Information Systems Management. The program is accredited in the UAE by the Commission for Academic Accreditation (CAA) of the Ministry of Higher Education and Scientific Research (MOHESR). Its primary objective is to offer high quality graduate Information Systems education to the residents of Dubai, UAE and other MENA countries.

VALUE-ADDED FEATURES OF THE MScIS PROGRAM

1. Curriculum designed based on market needs and emerging trends – covering the critical aspects of information systems management and leadership.
2. Multidisciplinary curriculum for the hybrid manager who can integrate information systems technical expertise with managerial and negotiation skills to enhance decision making and business performance.
3. Focus on managerial and technical skills required for information systems professionals.
4. Diverse and experienced faculty members.
5. Professional seminars and workshops that provide students with the opportunity to interact with and learn best practices from Chief Information Officers.
6. Flexible schedule with evening classes that caters to both part-time and full-time students.
7. Stimulating learning environment at the Dubai Chamber Campus, with exclusive classrooms, study spaces and ICT facilities.
8. Rewarding career paths in IT project management, IT operations management, Business IT and procurement consultancy, Business systems analysis & design, Strategic planning, Business change management, Information technology governance audit and control, among many others.
9. Benefit from our association with the SAP University Alliance Program, IBM, Oracle, and the Dubai Chamber of Commerce & Industry.

PROGRAM CONCENTRATION OFFERED

Master of Science in Information Systems (MScIS) in Information Systems Management.

PROGRAM DURATION & TERMS

- The program takes around 15 months for completion.
- There are four terms in an academic year: September, January, April, July.
- Students must complete a total of 27 credit hours (9 courses).
- MScIS Thesis/Capstone project as 10th course.
- Students can register in 2 courses per term.

MSCIS DELIVERY MODES

The classes are offered from 6:30 to 9:30 PM. All classes are held in Dubai Chamber building with excellent facility and ambience (in term of classroom, IT facilities etc.) for delivering the program. The classes meet two days in a week for 11 weeks in a term plus a week for the final review and examination. Each class meets for 3-hours with 20 minutes break in between. There is a break of one week between two terms. Students can avail of the office hours from 5:30 PM to 6:30 PM.

MSCIS CURRICULUM STRUCTURE

The program consists of 30 credit hours and is structured around a three-tiered approach towards course selection, namely:

1. Five core courses (15 credit hours) which cover technical as well as managerial topics that reflect emerging trends in Information Systems.
2. Four concentration courses (12 credit hours).
3. MScIS Thesis or Capstone Project (3 credit hours).
Students have the option to enroll either in the Thesis (IS-research oriented), or Capstone Project (practical nature).

MSC PROGRAM OBJECTIVES

The MSc in IS program is designed for both non-working individuals seeking entry level managerial positions in IT and working professionals who are seeking to move their careers to the next level and beyond.

MSCIS PROGRAM OBJECTIVES

The MSc in IS program is designed to prepare graduates who are able to;

1. Recognize the need for and engage with confidence in continuing professional development, and life-long learning.
2. Function professionally in multidisciplinary teams.
3. Lead organizations in the effective implementation and use of innovative IS solutions.
4. Adhere to highest standards of ethical and professional practices.
5. Conduct in-depth research and/or engage in further graduate studies.

MSCIS PROGRAM GENERAL OUTCOMES

1. Communicate effectively and professionally with a variety of audiences.
2. Identify and critically analyze opportunities or problems for which Information Systems can provide solutions.
3. Carry out in-depth study and research, both individually as well as in teams, defend and disseminate the results to a range of audiences.
4. Critically analyze the ethical, legal, security and socio-technical issues related to information systems and outline practical strategies to deal with these issues.

MSCIS PROGRAM OUTCOMES SPECIFIC TO INFORMATION SYSTEMS MANAGEMENT CONCENTRATION

1. Perform IS strategic planning to best serve business strategy and quickly adapt to changing environments.
2. Manage and lead the planning, implementation and monitoring of complex IS projects
3. Integrate technical and managerial knowledge and skills to manage vendor/outsourced contracts.

MSC-IS CURRICULUM PLAN

Code	Course Title	Prerequisite	C.H
Core (5 Courses) 15 CH			
MSIS 600	IT Infrastructure and Emerging Technologies	-	3
MSIS 605	Advanced Systems Analysis & Design	-	3
MSIS 610	Business Process Modeling and Management	-	3
MSIS 615	Advanced IS Project Management	-	3
MSIS 620	IS Strategic Management	-	3
IS Management Concentration (4 Courses) 12 CH			
ISMG 700	IT Procurement and Contract Management	-	3
ISMG 705	IS Governance, Auditing and Control	-	3
ISMG 710	Organizational Aspects of Technology Management	-	3
ISMG 715	Emerging Issues in Information Systems Management	-	3
MScIS Management Concentration (1 Course) 3 CH			
MSIS 800	MScIS Thesis (OR)	18 CH	3
MSIS 805	MScIS Capstone Project	18 CH	3
		Core Courses (8)	24

MSC COURSE DESCRIPTION

MSc-IS Core Courses

MSIS 600 IT Infrastructure and Emerging Technologies

The purpose of this course is to enable students to assimilate, identify and analyze modern IT infrastructures and emerging technologies for the enterprise. Students will learn how to leverage the IT infrastructure and emerging technologies to best serve the organizational needs and enhance the enterprise's competitive position. The course also exposes students to the technical, security, ethical, and managerial issues associated with the deployment of modern technologies and architectures.

Prerequisites: None

MSIS 605 Advanced Systems Analysis and Design

The purpose of this course is to enable students to apply advanced systems analysis and design concepts, as well as object-oriented tools and techniques in order to gather and model the requirements, then construct an acceptable design to implement a successful system solution. Students will learn best practices in gathering system requirements, and will experiment with CASE tools to model systems requirements and specifications. The course will also introduce students to some of the most significant trends, issues and research results in system analysis, architecture and design.

Prerequisites: None

MSIS 610 Business Process Modeling and Management

The purpose of this course is to enable students to develop, analyze and assess models and architectures that best describe business processes, workflows and organizational data. Students will understand the increasing role of BPM in business-IT alignment and will learn how to use advanced tools and techniques to model, analyze, simulate, enhance and document the organization's business processes. Case studies will be used to illustrate the concepts and process modeling and simulation tools will be used to emphasize the practical aspect of the course.

Prerequisites: None

MSIS 615 Advanced IS Project Management and Leadership

The purpose of this course is to provide students with advanced knowledge, tools, and techniques that project managers need to successfully plan, execute, manage and lead IS projects. The course also cover issues related to change management, managing packaged software solutions, and outsourced projects. The course provides students with hands-on experience using case studies and project management software.

Prerequisites: None

MSIS 620 IS Strategic Management

The purpose of this course is to provide students with a solid understanding and mastery of the key issues and challenges in the strategic approaches to Information Systems. The course examines the evolving role Information Systems play in supporting business strategies and processes. Students will also learn how to perform an IS strategic analysis, conduct an IS strategic plan and how to manage emerging technologies and associate changes. Several case studies, in a variety of business settings, will be used to illustrate the course material.

Prerequisites: None

IS Management Concentration Courses

ISMG 700 IT Procurement & Contract Management

The purpose of this course is to expose students to methods, strategies and best practices for the selection, specification, acquisition and contracting of hardware and software products and services. Students will learn proven practices in preparing, and evaluating requests for proposals (RFPs) from technology providers and systems integrators. Case studies are used to illustrate the application of sound procurement and contract management strategies and practices.

Prerequisites: None

ISMG 705 IS Governance, Auditing and Control

The purpose of this course is to expose students to concepts, strategies, and best practices in Information Systems governance, audit and control. Students will acquire the knowledge and skills to evaluate IS governance, and plan and execute audit strategies and controls, based on proven IS audit standards, frameworks, and guidelines. The course also exposes students to the underlying legal, ethical and security issues.

Prerequisites: None

ISMG 710 Organizational Aspects of Technology Management

The purpose of this course is to expose students to some contemporary organizational aspects of technology management. Students will acquire the knowledge and skills to assess the organizational impact of information technology, manage organizational change and risks, and appraise the role of organizational design, culture, controls, and leadership in the successful implementation and management of technology. The course also exposes students to some behavioral, ethical and social issues arising from the usage of IT in the workplace.

Prerequisites: MSIS 615 Advanced IS Project Management and Leadership

ISMG 715 Emerging Issues in Information Systems

The purpose of this course is to provide students with an understanding and exposure to the emerging issues and challenges facing the information systems management discipline. The course examines these issues from a management perspective with equal attention to professional and research aspects. The course emphasizes the role of IT executives in the strategic planning of their Information Systems. Students will also learn how to critically analyze and manage emerging issues and technologies. The list of emerging issues is revised every year to keep the course up-to-date.

Prerequisites: 15 CH

MScIS Thesis/Capstone Project

MSIS 800 MScIS Thesis

The purpose of this course is to provide students an opportunity to integrate and extend the acquired knowledge and skills by building expertise in a more focused area of interest. Student is expected to clearly and critically define a problem, perform a thorough literature review, and adopt a suitable IS research method to propose potential solutions and reflect on research findings. Topics related to Information systems research methods are also covered in this course.

Prerequisites: Successful completion of 18 Credit-hours in the MScIS program

MSIS 805 MScIS Capstone Project

The purpose of this course is to provide students an opportunity to apply the acquired knowledge and skills to assist corporate clients identify a business opportunity enabled by information systems or identify and solve an existing problem, using appropriate information systems.

Prerequisites: Successful completion of 18 Credit-hours in the MScIS program

Pre-MScIS Course Description

PMSC 500 Financial Accounting

The course introduces students to accounting concepts, principles, and processes underlying the production of financial statements. It focuses on the analyses, measurement and reporting of business transactions to users of financial statements. It also examines uses and limitations of accounting information, as well as ethical issues affecting financial statements.

PMSC 505 Principles of Finance

The course focuses on theory & practice of business finance with emphasis on time value of money (TVM), the relationship between risk & return, capital budgeting and asset valuation.

PMSC 510 Operations Management

The main purpose of this course is to give future managers an understanding of the variety and importance of the management decisions faced in the production and operations area in different manufacturing and service organizations. The course equips them with the tools and techniques necessary to approach and solve production and operations management problems effectively.

PMSC 515 Introduction to Information Systems

The purpose of this course is to expose students to fundamental information systems concepts, providing a solid background to those students who do not later return to the discipline & needed background to students who will chose IS as a field of concentration. Coverage includes principles of systems theory & the latest technologies of Information Systems.

PMSC 520 Business Programming

The purpose of this course is to provide essential knowledge of advanced programming concepts. Coverage includes Object Oriented Programming, classes and objects, inheritance, polymorphism, advanced Graphical user Interface (GUI) and the development of comprehensive projects.

PMSC 525 Principles of Networking

The purpose of this course is to provide essential knowledge on networking infrastructure, s of networks and network hardware and software. Coverage includes data transmission, hubs, switches, routers, topology, wiring and physical topology, protocols, layering, LAN, WAN and internetworking.

PMSC 530 Database Systems

The purpose of this course is to provide essential knowledge for physical database design and implementation of a relation database. Coverage includes physical database design process, SQL, and Client/Server database applications development.

Prerequisites: PMSC 515

PMSC 540 Statistics

The purpose of this course is to acquaint students with the basic concepts of statistics and probabilities that will help them make decisions using UAE data. Coverage includes: basic probability, sampling, hypothesis testing, simple and multiple regression models.

GRADUATE PROGRAMS ADMISSION

Admission Requirements

The Graduate Programs Office accepts applications during the 4 terms (September, January, April, July) of the academic year for MBA/MSc programs.

An applicant must provide the following documents for admission:

1. Completed application form.
2. Original bachelor's Degree certificate or certified equivalent approved by the UAE Ministry of Higher Education & Scientific Research (MOHESR).
3. Copy of a valid passport.
4. Four recent passport-size photographs (in color) or in JPEG format file.
5. TOEFL/IELTS or equivalent certificate in original based on item III Admission Criteria.
6. Two satisfactory reference letters from academicians and/or employers.
7. Statement of professional plans and career objective as required in the application form.
8. Pay AED 1,100 for admission fee (non-refundable, includes Student ID Card).

The application form for MBA or MSc program may be completed online at the following link:

<http://www.ud.ac.ae/admission/graduate/application/mba>

<http://www.ud.ac.ae/admission/graduate/application/msc>

Transfer students must also submit the original transcripts from the university/college they are transferring from. In addition, transfer students must submit the course syllabus and course description for each course they seek to transfer for credit. Students will be informed of the course(s) eligible for transfer credits provided a minimum "B" grade is achieved within 48 hours by the Graduate Programs Office.

Admission Criteria

Regular Admission Requirements for the Graduate (MBA/MScIS) Program

1. Completion of a recognized baccalaureate degree in a discipline appropriate for the MBA/MScIS degree. A Higher Diploma is not equivalent to a baccalaureate degree and does not qualify an applicant for admission to the MBA/MScIS program.
2. A minimum cumulative GPA of 3.0 on a 4.0 scale or its established equivalent, in the applicant's baccalaureate degree program in the related area.
3. A minimum TOEFL score of 550 (CBT 213, iBT 79-80) or IELTS 6.0 overall or another standardized, internationally recognized test that is approved by the Commission. The test scores submitted must be valid (not more than two years). Students who provided required English official scores (which are documented in the official transcript) during their Bachelor degree need not provide additional English scores. However, as an exception to this requirement, an applicant with an undergraduate qualification from an English-medium institution will be exempted from this requirement given that he/she provides evidence of acquiring a minimum score of TOEFL 500 on the Paper-Based test (iBT 61), or its equivalent at the time of admission to the undergraduate program.

4. GMAT score of 500 is recommended (although not required-this is optional).
 GMAT Codes are: MBA Finance & Accounting – 8L0-L3-45; MBA International Business & Marketing – 8L0-L3-32;
 MBA Leadership & Human Resources Management – 8L0-L3-52; MBA Operations & Logistics
 Management – 8L0-L3-25.

UD TOEFL code is 8239 and SAT-Math code is 5695.

Conditional Admission requirements for the MBA/MScIS Program

1. A student with a recognized baccalaureate degree in Business/IT with a cumulative GPA average of 3.00 or above on a 4.0 scale, or its established equivalent, and a minimum score of TOEFL 530 (CBT 197, iBT 71) or IELTS 5.5 overall or another standardized test approved by the Commission may be admitted conditionally to the MBA/MScIS program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
 - 1.1 Must achieve TOEFL 550 score, or equivalent, by the end of the student's second term of study;
 - 1.2 May take a maximum of six credit hours in the first term of study;
2. A student with a recognized baccalaureate degree in Business/IT with a cumulative GPA average of a minimum 2.25 up to 3.00 on a 4.0 scale, or its established equivalent, and who meets the English language competency requirements for regular admission, may be admitted conditionally to the MBA/MScIS program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
 - 2.1 May take a maximum of six credit hours in the first term of study;
 - 2.2 Must achieve an overall GPA of 3.00 on a 4.0 scale, or its established equivalent, in the first nine credit hours of credit-bearing courses studied for MBA/MScIS program.
3. GMAT score of 500 is recommended (although not required, this is optional).

The number of students on conditional admission should not be more than 40% of the total number of students in the program.

Admission for Non-Business/Non-IT Degree Applicants

A student who holds a non-business/non-IT degree with a cumulative GPA average of a minimum 2.25 on a 4.0 scale will have to undertake (Pre-MBA courses as shown in Table 1 or Pre-MScIS courses as shown in Table 2 before being considered for formal admission to the MBA/MScIS program.

Table 1: Pre-MBA Foundation Courses (for MBA applicants)

Code	Course Title	C.H
Core Courses		
PMBA 500	Principles of Economics	3
PMBA 505	Survey of Management	3
PMBA 510	Analytical tools for decision making (Statistical Analysis)	3
PMBA 520	Survey of Accounting	3
PMBA 530	Principles of Finance	3
Total (5 Courses)		15

Note: With the approval of the President of UD, a student with conditional admission may be given an additional term to meet the requirements without registering in any further new courses.

This policy applies to new MBA students registered in September 2011/12 and thereafter.

Table 2: Pre-MScIS Foundation Courses (for MScIS applicants)

Code	Course Title	C.H
Business Background		
PMSC 500	Financial Accounting	3
PMSC 505	Principles of Finance	3
PMSC 510	Operations Management	3
Information Systems Background		
PMSC 515	Introduction to Information Systems	3
PMSC 520	Business Programming	3
PMSC 525	Principles of Networking	3
PMSC 530	Database Management Systems	3
Math Foundations		
PMSC 535	Statistics	3

Note: With the approval of the President of UD, a student with conditional admission may be given an additional term to meet the requirements without registering in any further new courses.

Appropriate exemptions (EX) will be given for courses taken with a minimum (C) grade in earlier programs from accredited universities or professional certification programs (e.g., CPA, CPM, CMA, PMI, etc.) or through undergraduate program at UD or through passing a challenge exam prepared by UD MBA/MSc faculty. Foundation courses may take up to two terms (about six months) to complete. Students enrolled in these Pre-MBA/Pre-MSc courses must achieve a minimum CGPA of 3.0 on a scale of 4.0 to be eligible to join the regular MBA/MScIS program after satisfying the English language requirements.

Admission Guidelines for Transfer Students

UD approves, in principle, the admission of applicants transferring from other institutions of higher education. These candidates are eligible for admission subject to the following conditions:

1. The institution they are transferring from is recognized by the UAE MOHESR and uses the credit-hour system.
2. Applicants transferring from other institutions must have earned a GPA of not less than 3.00 and may only be given transfer credit for courses which are equivalent to those offered by UD and in which they have received a minimum grade of B (equal to a GPA of 3.0 or 83-86%).
3. If the transferred student has an academic warning (i.e., GPA is less than 3.0), she/he will be considered for a conditional admission as a new student and not as a transfer student.
4. Prior to their admission, transfer students will be informed in writing of transfer courses approved by the College Dean. The transfer courses will be accepted upon receipt of official transcripts.
5. Transfer credits are entered on the student's transcript and student's academic plan with "TC" grade. The transferred courses are credited hours (counted toward the degree) but no grade points are assigned; thus, they are not used in computing the student's GPA.
6. The maximum number of credits a student may transfer must not exceed 50% of the total hours required for graduation (i.e. 18 Credit Hours).
7. Transferred courses must match at least 80% of the course content of UD courses.
8. No credits will be granted twice for similar courses taken at different universities.

Admission Guidelines for Visiting Students/Audit Students

Visiting Students

1. Students must have passed all the prerequisites for the required subjects (original transcripts from the university in which the student is currently studying are to be provided).
2. Students must provide a copy of the passport and four recent photos (JPEG format file).
3. Students must fully adhere to UD regulations and rules, including attendance.
4. The cumulative number of credit hours allowed for the registration of visiting students should not exceed 18 credit hours and such students cannot register for more than two consecutive terms.
5. The visiting student could be accepted as a regular student after compliance with UD admission requirements.
6. The visiting student may register at any time during the registration period.

Audit Students

UD allows individuals interested in a particular course to attend classes as Audit students under the following conditions:

1. The candidate must show some evidence of prerequisite knowledge required for auditing the course (meet the course instructor/Graduate Program Director to clarify this point and state the purpose for auditing the course).
2. Provide passport copy and four recent photographs (JPEG format file).
3. Pay the regular course fee as applicable for Visiting/Short course students.
4. Attendance policy is not mandatory.
5. Homework assignments/examinations are not mandatory.

Readmission

All students who have officially withdrawn from the university or have cancelled their registration* at UD, but who wish to be re-admitted, must submit a formal request to the Admission & Registration Department (ARD). A dismissed student will not be re-admitted to the university, even as a new student.

*two consecutive terms or four scattered terms

Admission Regulations

The following admission regulations are followed:

1. Admission and acceptance of students to UD is valid for only one term. Students who fail to register will lose their admission status and must resubmit their application as a new applicant. The university will only keep the files in its records for two terms after their submission.
2. Applicants should make sure that all documents required for finalizing their admission are submitted to the ARD before registration begins.
3. The names of UD students on all university documents are spelled in English exactly as they appear on their passports or identity cards. If a name on a passport or an identity card does not appear in English, it will be spelled according to the applicant's preference.
4. Applicants, who were denied admission to UD, may file a petition for admission on a conditional basis. These applicants will be evaluated on a case-by-case basis for approval by the respective Dean and UD President.
5. Students granted conditional admission will be considered At-Risk and accordingly, will be closely monitored by the Graduate Program Director.

Student Records and Information Release Policy

Student File

All original records of students who join UD are kept in fire proof security vaults and regularly maintained by the ARD. Student files must contain the following documentation:

1. Completed Application form.
2. Original bachelor's degree certificate and official transcript.
3. Valid Passport copy.
4. Four passport-size photographs/JPEG format file.
5. Official TOEFL/IELTS or equivalent certificate.
6. Two recommendation letters submitted along with the application form.
7. Letter of acceptance to UD.
8. Registration (and Drop & Add) forms.
9. Recent copy of UD transcripts.
10. Original copies of any other transcripts for transferred courses.
11. Probation (Academic or Disciplinary) notification letters.
12. Student Status Report (for conditionally admitted students).
13. Letter from UAE MOHESR in case the student is transferred from outside UAE.

Record Confidentiality

1. No records from student files are disclosed without the prior approval of the Registrar and the student's written request presented in person.
2. No records are amended without the prior approval of the Registrar and based on official documents.
3. The Graduate Programs Coordinator is authorized to manage and update students' files.
4. Regulations regarding access to students' information on the SIS:
 - 4.1. Registrar is authorized to view/amend all information.
 - 4.2. Graduate Programs Coordinator is authorized to view the information related to admission only.
 - 4.3. Graduate Program Director is authorized to view the information related to registration for courses only.
 - 4.4. A student is authorized to view his/her transcript, course results (comprising of class work, final exam marks) and the courses she/he has registered in the current term (through online registration). Access is password-protected.
 - 4.5. Student-related information and records can only be released by the ARD

REGISTRATION POLICIES AND PROCEDURES

Registration Procedures

The registration procedures involve two main stages for both regular and visiting students.

Advising/Selection of Courses: Students are assigned advising appointments with their academic advisors based on their earned credit hours. Students must consult with their advisors prior to registration in order to draw up the plan and get help with the registration. Students may also register online at www.ud.ac.ae

Paying Fees: Students take the completed registration form signed by the advisor to the cashier's office to pay the fees. No student is considered registered unless the fees are paid. Once fees are paid, the booked courses are confirmed. The student's schedule will be sent to the student via UD e-mail.

Registration Hold/Discontinuation

- A student may be permitted to put a hold on his/her registration upon submitting a written request to the Registration Department. The request will be accepted on condition that the student has been a regular student at UD for at least one term.
- Students who do not register for a particular term and failed to make a request for Registration Hold are considered "Discontinued" in the Registry's records.
- A "Registration Hold" must not exceed two separate or consecutive terms during the entire period of study. This includes the terms from which the student has withdrawn without failure.
- The request should be submitted in the first half of the term.
- If the student's "Discontinued" status exceeds two separate or consecutive terms then the student's registration status will be considered "Cancelled." The student may apply for re-registration upon approval from the Dean and UD President, based on the recommendation of the respective Program Director.
- Courses credit over five years old will not be accepted in the program.

In all cases, a list of all students who have requested "Registration Hold" is forwarded to the respective Dean/Program Director.

Drop & Add

The Drop/Add period is for one week after the start of classes. During this period, students may Drop or Add course(s). Students who wish to do this should first consult their academic advisor and then complete the Drop & Add form. For more information, refer to the section titled Study Load.

Withdrawal (without failure) from Courses

- Students are permitted to withdraw from courses after submitting the appropriate Drop & Add form. However, they must maintain the required minimum number of credits. Withdrawal from courses must occur no later than the end of the 6th week of classes.

- A grade of "W" will be recorded on the student's transcripts for the course from which she/he has withdrawn (if this is between the start of the 2nd week and the end of 6th week).
- If students do not apply for withdrawal within the period mentioned above, they are expected to attend the courses they have registered for.

Student ID Number

Each ID Number consists of 8 digits, divided from left to right, as follows:

The first (4) digits indicate the academic year in which the student joined the program, the fifth digit indicates the academic term in which the student has joined the program. The sixth, seventh and the eighth digits indicate the student's serial number at the program.

For example, a student's ID number can be written as follows:

20101001: This number is for a student who joined the university in the academic year 2010 (2010) in the first academic term (1), and his/her serial number is (001).

Course Code and Number

Each course has a code which consists of letters and numbers. The letters indicate the program which offers the course. The first digit from the left indicates the level of the course.

Registration Terminology

Academic Advisor

A faculty member who is assigned to counsel students on academic matters.

Academic Calendar

Annual listing of all official dates and deadlines for the academic year.

Academic Warning

A letter issued to student whose cumulative grade point average (CGPA) drops below 3.0 by the end of a particular term. The third consecutive warning letter leads to dismissal.

Academic Year

A period of time during which the university is in session. At UD, the academic year starts in September and ends in August.

Academic Standing

The academic status of a student during a particular time. The student will be considered as "Academic Standing: Good" if his/her CGPA is at least 3.0. Otherwise, the student's status will be considered as "Academic Standing: Probation". Academic probation status will be removed once the student's CGPA reaches the required level. The academic standing is shown on student transcripts.

Admission

Formal application and acceptance as a regular student in a degree program.

Appeal

A letter submitted by a student appealing for a review of a grade or against a decision taken by UD against the student.

Audit

Permission granted to any UAE resident to attend and participate in a course without having to do any homework assignments or take any exams. However, adherence to the university's attendance policy is mandatory.

Class Schedule

A list of courses offered each term including the days, hours, classrooms where the courses are given, as well as final exam details.

Course

A unit of study consisting of a number of instructional activities over a prescribed period of time and dealing with a single subject. A required course means that the student must register for that particular course; A course is called "elective" if the student may choose this or a different course from a specified basket of courses.

Credit Hour

The equivalent of one hour of lectures per week, for one regular term.

Curriculum

A structured set of courses fulfilling the objectives of an entire program of study. The curriculum is normally divided into a set of PMBA courses as well as major (Required) courses.

Disciplinary Standing

The disciplinary status of a student during a particular time. A student's status is given as "Disciplinary Standing: Probation" if s/he has been involved in either severe academic or non-academic misconduct. Otherwise, the student is shown as being of "Good Disciplinary Standing". The disciplinary standing is shown on the transcripts.

Dismissal

The expulsion of a student from the university for either unacceptable conduct or unsatisfactory academic achievement.

Drop and Add

A period of time starting each term, when students may adjust their course schedules by dropping or adding courses or changing sections of a course.

Fee

Charges for services other than tuition fees.

First-Time Student

See under Student, Regular.

Full-Time Student

See under Study load.

GPA

The average of the Grade Points for courses taken at UD during a particular term. A cumulative GPA (CGPA) is the average of the grade points received on all courses taken at UD.

Grade Point

Numerical value associated with each grade letter (A, B, B- etc) received on a particular course.

ID Card

University student identification card providing and controlling access to university facilities and services.

Incomplete Grade

A temporary grade assigned to a course when an excused student is not able to take the final exam.

Major

A field of study also referred to as a concentration.

Part Time Student

See under Study load.

Petition

A written request seeking a waiver of or an exception to a university regulation, policy or deadline.

Prerequisite

A course required to be completed before a certain course may be taken.

Registration

The process of enrolling in classes officially.

Student, Enrolled

A UD student who is not necessarily registered in courses.

Student, Registered

A UD student who has registered in courses during a particular term.

Student, Regular

A degree-seeking student who has been accepted (by MBA program Director) at UD and who has enrolled accordingly. Regular students transferring from other universities are called "transfer" students while those joining a university for the first time are called "first-time" students.

Student, Visiting

A student of another accredited institution who receives permission to register (for up to two consecutive terms and a maximum of 18 credit hours) as a non-degree seeking student. Visiting students may be admitted as regular students, subject to admission policies.

Student Schedule

A listing of the courses a particular student is taking in a given term that specifies the days, timing, locations of classes, in addition to final exam details.

Study Load

The total number of credits for which a student is registered during any term. A study load of at least 9 credit hours is a full-time load; otherwise, the load is called a part-time load.

Term

A period of instruction (30 hours) followed by final exams.

Transcript

A student's academic and disciplinary record.

Transfer, Credit

Credit from course work completed at another institution that is accepted at UD.

Transfer, Student

See under Student, Regular.

Tuition Fees

The fees charged for registering for courses each term.

Withdraw, Course

The act of officially dropping a course(s) without withdrawing from the university.

Withdraw, University

The act of officially leaving the university for reasons other than graduation.

Academic Advising

Advising is provided in the form of academic advising, student orientation, tutoring assistance during office hours, and career advising to assist students during their academic endeavor.

To facilitate students' successful completion of their degree programs, each student is allocated a permanent faculty advisor who will advise the student till he/she graduates. Please contact the Graduate Programs Office to know your advisor.

Advising Objectives

- To achieve better understanding of the curricula and programs;
- To increase students' awareness of their role in developing their academic study plan;
- To emphasize the importance of faculty members' role in the academic advising process;
- To facilitate academic and educational process to achieve the objectives and intended outcomes;
- To improve the educational process and its learning outcomes;
- To ensure effective and real-time study plans leading to a timely and efficient graduation.

GRADUATE ACADEMIC POLICIES

ATTENDANCE AND ABSENTEEISM WARNINGS

Attendance and participation in all classes and computer lab sessions are mandatory and essential to the process of education at UD since students' involvement with their instructors and fellow peers as well as from lectures are vital components of their academic preparations. For this reason, students are expected to attend classes regularly. Absences hinder progress for the individual as well as the class, and affects students' learning outcomes and grades.

The Graduate Programs Student Handbook reflects the UD regulations for attendance and absenteeism warnings imposed on all courses:

Table 1: Absenteeism Percentage

Duration of Lecture	Program (weeks)	No. of Absences		
		10%	20%	25% (Deprived)
1 hour 20 minutes	MBA (10)	2 Absences	4 Absences	5 Absences
	MSc (13)	3 Absences	5 Absences	7 Absences

Academic Standing

After completing the study of nine (9) credit hours, the academic standing is recorded on the transcripts as either Good or Probation. All students with a cumulative Grade Point Average (CGPA) of at least 3.0 will be considered a status of good academic standing.

- Regular Admitted Students with a CGPA below 3.0 for three consecutive terms will be dismissed from UD.
- Conditional Admission students who have less than a 3.0 CGPA after completing nine (9) credit hours will be dismissed from UD.
- A student will be placed on academic probation if she/he fails to obtain by the end of any term a CGPA of 3.0 out of 4.0.
- Students with a CGPA below 3.0 will be placed under academic probation and will accordingly receive a first academic warning. The maximum study load for students on academic probation will be reduced to six (6) credit hours.
- The academic probation will be removed only when the student's CGPA reaches at least 3.0. However, the transcripts will still show any academic probation in previous terms. A dismissal ruling may be overturned by the UD President if deemed appropriate and acceptable.
- This process is repeated anytime the CGPA drops below 3.0.
- Courses taken as Pre-MBA/Pre-MSc will not be counted towards the CGPA of the MBA/MSc degree but will be reflected in the student's transcript.

Repeating Courses

All students who re-register to repeat a course must attend all classes as a regular student and complete the required classwork/homework/assignments/projects to earn the final grade for the course.

- Failing Grade: Students who fail required courses must repeat them.
- Passing Grade: Students wishing to repeat a passed course in order to raise their grade/GPA, may not re-register for that course more than twice. The higher grade will be accepted and counted towards the GPA, and the lower grade will be discarded.
- Graduating students can repeat two (2) courses.
- Students who are on third academic warning may be allowed to re-register for up to six (6) credit hours to raise the CGPA provided that:
 - His/her CGPA was at a minimum of 2.70.
 - He/she completes the allowed courses in no more than two consecutive terms. The two terms will, however, be included in the maximum allowed period for graduation five (5) years.

Duration of Study

The maximum periods of study at UD for MBA/MScIS are as follows:

MBA Degree: Full-time students take 15-18 months to complete the program at the rate of three (3) courses per term.

Part-time students take around 18-24 months to complete the program at the rate of two (2) courses per term.

MScIS Degree: Full-time students take 16-20 months for completion at the rate of three (3) courses per term. Part-time students take around 20-24 months for completion at the rate of two (2) courses per term.

In addition, Pre-MBA/Pre-MScIS students may take up to three (3) terms of 10/or more week(s) each; around one (1) year. The maximum period of study may not exceed five (5) years (no exception is made beyond five years); otherwise the student will be expelled from MBA/MScIS program.

For students transferring to UD or changing their major/degree, the number of terms achieved will be one term for every nine (9) credit hours counted towards the academic plan.

The period of "Registration Hold" is NOT included in the aforementioned periods.

Student Evaluation & Grading System

The total grade received for a course reflects the student's work during the term and performance in the classwork and final exams. Each MBA/MScIS course is assessed by a combination of classwork (assignments, group work, projects, simulations), and one final examination. Classwork constitutes 70% of the course grade and the final examination at the end constitutes 30% of the course grade.

The Graduate Grading system followed at UD and, Term and Cumulative GPA is detailed in Table 2 and 3 respectively:

Total Grade	Letter Grade	Grade Points	Other Grades	Acronym
95	A	4.00	Incomplete	I
90-94	A-	3.7	Transfer; credit counted	TC
87-89	B+	3.5	Exemption	EX
83-86	B	3.0	Withdrawal	W
80-82	B-	2.7	Audit	AU
Below 80	F	0.0	In Progress	IP
Fail (Absent)	FA	0.0		

Table 3: Term and Cumulative GPA

GPA	Nominal Grade
3.80 – 4.00	Outstanding
3.60 – 3.79	Excellent
3.30 – 3.59	Very Good
3.00 – 3.29	Good

Grade Point Average

Term Grade Point Average

The Term Grade Point Average (TGPA) is the average of grade points received in a particular term. To compute it, one needs to multiply the credit-hours of the course by the grade points earned by the student in that particular course. The sum is then divided by the total number of registered credit hours.

Course	C.H	Grade		C.H. X Points	Term GPA
		Code	Points		
Managerial Economics	3	A	4.0	12.0	Total Points ÷ Credit Hours
Managing Changes	3	A-	3.7	11.1	
Strategic HRM	3	B	3.0	09.0	
	9			32.1	Term GPA=32.1 ÷9=3.57 points

Note: the same example applies to the MScIS program.

Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is computed using the same concept as above but for all grades received during past term (excluding all transferred courses taken outside UD), and including the one completed last. All courses and grades obtained by the student are recorded in the student's transcript. An asterisk (*) is noted opposite the grades that are omitted while calculating the cumulative GPA. When calculating the CGPA, all fail (F)

grades that are not replaced by a pass grade will be counted in the computation.

Course	C.H	Grade		C.H. X Points	Term GPA
		Code	Points		
Managerial Economics	3	A	4.0	12.0	Total Points ÷ Credit Hours
Managing Changes	3	A-	3.7	11.1	
Strategic HRM	3	B	3.0	09.0	Term GPA=32.1 ÷9=3.57 points
	9			32.1	
 					
Strategic Management	3	B+	3.5	10.5	Total Points ÷ Credit Hours
Services Operations Management	3	B	3.0	09.0	
International Corporate Finance	3	B-	2.7	08.1	
	9			27.6	Term GPA=27.6÷9=3.07
	18			59.7	Cumulative GPA=59.7÷18=3.32

Note: the same example applies to the MScIS program.

Missing Exam Policy

Failing to Attend a Final Exam

A student who misses the final exam of any course will receive an "F" grade for that course. Where there has been a compelling medical emergency, certified in writing, the student must submit the medical leave certificate supported by the Ministry of Health (MoH) attestation to the ARD within five working days of the scheduled final exam. Requests beyond five working days will not be considered. In such a case, the student will receive an Incomplete "I" grade. Only one chance will be given for make-up of final exam.

Incomplete Grade

1. Make-up final exams will be administered during the following regular term. If the student fails to attend the make-up exam on the specified date, she/he will be deprived from any further make-up even if she/he provides an acceptable excuse. In this case she/he will receive an "F" for that course.
2. The student's final grade for the "Incomplete" course will be considered part of the result of the academic term in which the student registered for the course.
3. Penalties may be waived by the Dean upon submission of a valid and substantiated reason.

Change of Major/Degree at UD

Students seeking to change their major or degree at UD must complete the appropriate form from the ARD. Requests for a change of major/degree must be submitted to ARD two weeks before the end of the term, at the latest. The form must be fully completed and duly signed by the student.

MBA Action Research Project/MScIS Thesis/Capstone Project

The MBA Action Research Project (ARP)/MScIS Thesis/Capstone Project students shall have maximum two (2) terms to complete the MBA-ARP/MScIS Thesis/Capstone Project task. In addition to the term they register for MBA-ARP/MScIS Thesis/Capstone Project, they have one more term for completion (i.e., submit the bound copy as per UD

specification). During these two terms when MBA-ARP/MScIS Thesis/Capstone Project is in process, no student is permitted to discontinue even for one (1) term. At the end of first term of student registering in MBA-ARP/MScIS Thesis/Capstone Project, the grade can be IP. This IP will continue for one more term. If the MBA-ARP/MScIS Thesis/Capstone Project task is still outstanding at the end of second term, the student must re-register for the course and pay the course fee.

Student Clearance for Graduation

Students who graduate at UD will have to fill out a Graduation Clearance Form which is available at ARD or on the UD website. This form is intended to ensure that the student has cleared any pending balance with the accounting office, returned borrowed books to the library, etc. The Graduation Clearance Form must be completed and duly signed by the student and submitted in person to ARD. Students will also be required to complete the "Graduating Students-Exit Survey" which forms a basis for continuous improvement at UD.

Registering for Courses Off-Campus

For the purpose of quality assurance, students are generally not permitted to take any courses outside UD. Exceptions are made for only one course where the student is graduating in the same term and the course is not offered at UD at this point of time when the student is applying for such request. Since UD policy governs transferred credits and which universities UD students should study at, a list of universities approved by UD may be obtained from ARD.

Courses registered at any other institution without prior approval will not be transferred.

The following conditions must be satisfied for registering off-campus course:

- The course is part of the student's curriculum.
- The student must be in good academic and disciplinary standing.
- The student must complete an application form available from the ARD and receive prior approval from his/her Dean.
- The course(s) should be equivalent to a UD course with at least 80% of the content. Students should provide a course description and course syllabus.
- Only a course with a "B" grade or higher will be credited (equivalent to a GPA of 3.0/ Minimum 80%).
- Regulations regarding transfer of credits apply. See Registration section on Transfer Credits.

Graduation Requirements

In order to graduate, MBA/MScIS students must maintain a Cumulative GPA of not less than 3.0 and complete 39 credit hours according to their academic plan. The University of Dubai confers degrees during its annual commencement (or graduation) ceremony on students who have completed, or are expected to complete, their graduation requirements within the same academic year (i.e. between September 1st and prior to August 31st of the following year).

Class Valedictorian

The valedictorian is the final speaker during the graduation ceremony. A graduate student will address the graduating class and the audience in a final farewell to classmates, faculty, staff, parents, and guests.

The valedictorian for the graduation ceremony at UD is chosen by a selection committee of faculty and staff, recommended by the Chair of the Graduation Committee. Each year, the selection committee will review nominations solicited by the graduating class, faculty and staff. The criteria for nominations are as follow:

- Good academic and disciplinary standings
- Minimum CGPA of 3.2/3.6 for undergraduate/graduate
- Fluent in Arabic and English
- Articulate and good public speaking skills
- Active leadership experience at UD

The decision of the selection committee shall be approved by UD President.

Commencement Honors

To highlight students' achievements, honor students, in a descending order, will be the first graduates to receive their diplomas according to their program/major. The graduate programs and majors will be awarded first followed by the undergraduate programs and majors. The honor levels shall be specified by the ARD.

If a student has completed the graduation requirements by the end of February of any given year the CGPA will be known, and the honor level will be announced along with her/his name in the graduation ceremony and published in the graduation booklet. However, if a student has not completed the graduation requirements by the end of February of a given year, the honor level will be announced along with her/his name in the graduation ceremony but will not be published in the graduation booklet as it may change after completing all courses.

Dean's List

To be eligible for the Dean's list, a student must have completed a minimum of 12 credit hours with CGPA of not less than 3.80.

Withdrawal from the University

If a student withdraws from the university or cancels her/his enrollment, the Withdrawal Clearance Form must be completed, signatures obtained from the concerned deans/departments and submitted to the ARD. This form must be completed and signed by the student in person. The reason for withdrawal from UD must be clearly stated on the withdrawal form. A withdrawal confirmation letter must be completed and signed by the student. Students will also be required to complete the "Discontinuing Students-Exit Survey" which forms a basis for continuous improvement at UD.

GRADUATE TUITION & OTHER FEES

GRADUATE FEES FOR 2013-2014

MBA/MSc Tuition Fee (per course)	Local Students (in AED)	International Students (in USD)
Regular Students	8,250	-
Visiting (Short course)	9,350	3,000
Pre-MBA/MSc students	4,400	-
Study Abroad Program (per course)	8,800	3,300

Miscellaneous Fees (Non-refundable)	Local Students (in AED)	International Students (in USD)
Admission and Registration Fees (includes Student ID card)	1,100	400
Challenge exam per course in Pre-MBA/Pre-MSc	2,000	Miscellaneous fees (in AED) are applicable to International Students as well.
Replacement of a lost ID	100	
Each Post Dated Check (Max 3 in each Term)	200	
Returned check (maximum 2 chances)	750	
Postponement of post-dated check	250	

Miscellaneous Course Related Fees (Non-refundable)	Local Students (in AED)	International Students (in USD)
Textbook for each course	500	Miscellaneous fees (in AED) are applicable to International Students as well.
Change of Major	100	
Application for Incomplete Final Exam	500	
Certificate (To Whom it May Concern)	50	
Transcripts	50	
Application for Reviewing Final Exam Sheet	250	
Issuance of Degree Certificate Fee/Re-issuance of Degree Certificate	350 / 1,000	
Financial & Accounts statements printing fee	50	
Graduation Fee	1,500	
Course Syllabus - print & stamp fee (per course)	50	
Technology Fee (once only at the time of enrollment)	500	

The university reserves the right to increase tuition fees up to 10% per academic year when deemed necessary.

Discounts/Scholarships for 2013-2014

Criteria	Local Students	International Students
UAE/GCC Nationals	10%	-
Students working in Government Departments	10%	-
Relatives (brothers/sisters/husband/wife)	10%	-
Employees of UD/DCCI	15%	-
UD Alumni	10%	-
GPA of ≥ 3.80 at the end of term	10%	10%
*The maximum discount permissible per student is 20%. Special Discounts (not applicable for short course/visiting students) *		

Challenge Exam Fees

Accepted applicants who need to take any of the required PreMBA/Pre-MSc courses/modules before joining the MBA/MSc program may opt for taking a challenge exam rather than registering for a course or module. A non-refundable fee (see fee list) will be applicable for each PreMBA/PreMSc course/module's challenge exam.

Study Abroad Program

MBA students can take 6-9 CH (3 courses) at any of the UD partner universities (University of North Florida, USA; Michigan State University, USA; or Grenoble Ecole de Management, France). They can also conduct an Action Research Project of 3 CH in their final term as a part of their MBA program of studies at any of these partner universities. The same course fee will apply. UD students should be financially capable of bearing their living expenses i.e. accommodation, transport and others during their stay abroad.

Installment/Deferred Payments Policy

A non-refundable fee will be charged on each installment/postdated check. The maximum number of installments is four during any term. At the time of registration students are required to pay for at least one course and all applicable registration fees by cash, current check or credit card. Any balance remaining must be paid in a maximum of three installments in the form of postdated checks. The last date of the final installment is two weeks before the final exam for. Cash, checks or credit cards are accepted as payment. Visiting students may pay their fees by cash, current dated check or credit card; post-dated checks will not be accepted from visiting students.

Refund Policy

- Students are refunded 100% of the tuition fees paid if they withdraw during the first week.
- Students are refunded 50% of the tuition fees paid if they withdraw during the second week.
- Students withdrawing after the second week are not entitled to any refund.
- Non-tuition fees are not refundable.
- Tuition fees might be refunded if there is sufficient evidence that the withdrawal is due to health reasons and the case is supported by proper documentation. This exception is subject to the approval of the President.

Insufficient Funds Policy

No checks will be accepted from any student whose checks are returned twice. In this case, only cash and/or credit card payment is acceptable thereafter. It is the sole responsibility of the student to ensure all scheduled payments presented are properly provided for as management will not send reminders to the individual.

Outstanding Balances Policy

Students with unpaid outstanding balances will have their registration placed on hold and will not be allowed to access any of their records. In addition, they may not be given any letter of recommendation, which is requested during this period.

LIBRARY AND IT SERVICES

UD's Library is located in the fourth floor of Al Masood building providing information accessible to faculty, students, staff, alumni and researchers by utilizing the best available library resources both in print and online versions. Collections include online databases, more than 12,000 books and in-house research papers of UD faculty, which are valuable for students, researchers and academics.

Through the UD network, the library has access to the library resources of Dubai Chamber which has book and periodical holdings of nearly 14,000 practitioner and trade related journals and databases. A well-developed inter-library loan program enables students, faculty, and staff to borrow books and copies of articles not available at the UD library. Inter-library loan service is available to the user and may be initiated through the UD librarian.

Students can access the dedicated MBA/MSc learning resources section at the UD library. The library welcomes suggestions for improvements in its service and materials. Users may speak directly to the library staff or may email their written suggestions or recommendations to library@ud.ac.ae.

Collections

The library collection has been developed according to the academic needs of the University of Dubai. The Library of Congress Classification scheme is used for organizing collections in various sections. Periodicals are arranged alphabetically.

General Collection

This section houses books covering subject areas addressing the needs of all colleges. Patrons depending on their borrowing privileges and policies can borrow these books.

Reference Collection

This collection includes encyclopedias, dictionaries, handbooks and other related reference materials. All reference books are considered as permanent library materials and cannot be checked out of the library. Only inside use is allowed.

Periodical Collection

There are more than 79 printed core journals available in the different fields of specialization.

Reserve Collection

A collection of library materials that currently held on "Reserve Collection" status can be used within the library only. Mostly are frequent required materials for students and instructors alike.

Services

University of Dubai Library is a growing facility that provides a variety of services to cater for the information needs of its patrons. A brief description of its services is provided below.

- **Reference Services**

An active reference service is available to answer reference inquiries. The librarian also assists in using the electronic resources and information retrieval. Reference librarian is reachable through library@ud.ac.ae or contact 04-2072668.

- **Online Database Access Services**

The library provides access to thousands of electronic journals with indexes, abstracts and full text through databases. UD has unlimited access rights to this huge wealth of information on and off campus. The notable online databases include Proquest, ABI /INFORM, ACM Digital Library, Zawya Business Investor, International financial Statistics (IFS), Emerald, Springer link, World Bank, Bank Scope, IMF, Association for Information Systems (AIS), Academy Bridge (videos), etc. Please visit our website for updated information on our growing digital library resources.

- **Research Collection**

CBA/CIT faculty research papers, Federal Reserve Working Papers.

- **Online Public Access Catalog (OPAC)**

Destiny by Follett Software Library Services is being used as the Library Automation System. This system provides very powerful user friendly searching interface for all library holdings. Materials can be searched through keywords, title, author and subject. Icons are displayed whenever search results are displayed.

- **Information Literacy Skills**

Library has a rigorous information literacy program in place. The program enables students to improve their information skills for lifelong and self-service learning. It helps them to locate, evaluate and use the needed information effectively.

- **Interlibrary Loan**

The Library has developed understanding with various academic and research libraries in the country to provide required material. Interlibrary loan supports research activities at UD.

- **Open Learning Resources**

The Open Learning Center of the library is equipped with 26 latest computers and allows free access to all patrons. All computers are connected with internet, printers and are dedicated to allow student search and print.

- **Multimedia room**

An independent multimedia room has been established aiming to provide supplementary learning support to students in mathematics and English language etc. Audio visual materials can be viewed in this room as headphones are provided to each user. Computers in the multimedia room are connected with the scanner for patron personal use.

- **Photocopying**

A self-service photocopier is available for copying library materials or desired piece of information. Copyright laws are strictly observed while photocopying any item in the library.

Policies

- **Circulation policy**

All registered patrons are entitled to check out items from the library. Borrowing policies may differ depending on member category. Please inquire at the circulation counter about your borrowing privileges. All library patrons must produce a valid ID card when checking out any material. Students may borrow 4 books at a time for a period of 20 days.

- **Returning materials**

The borrowed library material can be returned at the circulation desk during library working hours. If the item borrowed is not returned on time an overdue notice will be sent to the borrower and fine of 1 AED per item per day will be imposed.

- **Renewal and Reservation**

Library item may be renewed once if no other patron has reserved it. If the item is currently on loan, a patron can make a reservation from the Library System. Patron may also request circulation librarian to reserve for him/her. An e-mail notice will be sent to the patron for reserved item and will be re-shelved if it is not picked within three working days.

- **Lost or Damaged Materials**

Borrowers will be required to pay or replace the lost or damaged item(s) in the collection with a new copy. Library will not accept written, scabbled or damaged item from patron.

Library Rules

1. All persons entering the library must de-activate or set their mobile phones on silent mode.
2. To check out any library item, patron must produce a valid ID card at circulation desk.
3. Any personal belongings (i.e. books, bags, purse, parcels, etc.) are subject to search before leaving the library if the electronic security device beeps.
4. The Patrons are responsible for their personal belongings brought into the library. The University of Dubai Library disclaims any liability for its loss, damage or misuse while in the library.
5. Patrons may not change the configuration of computers or any other equipment in the library for personal preference or advantage.
6. The University's IT Code of conduct must be observed while using Open Learning Resources.
7. Patrons must not damage, mark or deface any library material or equipment and all are requested to observe library code of conduct.
8. Patrons must comply with the provisions of the copyright laws.
9. Eating and drinking is not allowed in the library.

Library Opening Hours

Sunday to Thursday: 8:30 AM – 10:00 PM | Saturday: 10:00 AM – 10:00 PM

The library is closed on Friday and public holidays. The library working hours are subject to change. Please visit our website <http://www.ud.ac.ae/lib> or call us at 04-2072668 for current opening hours.

IT Services

- Each student has a logon account as well as an email address, with remote access.
- Computer labs (with licensed software) equipped with printers for students' use.
- High speed internet access and Wi-Fi-equipped labs.

STUDENT SERVICES

The Internship and Career Development Center provide services that contribute to the professional and career development of graduate students and enhance their quality of life while at UD.

Below is a list of programs and services that we offer through every phase of graduate life:

- **Leadership Training:** Since an MBA program is all about training potential leaders for the global market, ICDC conducts leadership sessions inviting global leaders (politicians or business experts) to speak to students on various issues.
- **Networking events:** ICDC organizes networking events and round tables with key stakeholders – CEOs, top executives, entrepreneurs, headhunters, etc. These events usually gain a larger audience than the MBA class and increase graduates networking skills and energy to produce extremely engaging discussions about contemporary business topics.
- **Career Workshops and Seminars:** Career-focused seminars and workshops are arranged through the academic year by ICDC. These events are organized with the aim of providing the students with the opportunity to engage in challenging interactions with panels of top industry experts, to assess their job interviewing and negotiation skills, make strategic career decisions and build a foundation for lifelong career management.
- **Job Fair:** The UD annual Job fair is a great opportunity for graduate students to explore different careers, increase their network and explore possible job opportunities.

The ICDC can be contacted at 04-2072621 /790 or drop an e-mail to icdc@ud.ac.ae

Student Life Activities

The Department of Student Services (DSS) is the best place to go for information/involvement in social, cultural, recreational and support activities. Dedicated to helping you make the most of your time at UD, the DSS team helps students manage all aspects of life, including:

- Major events (UAE National Day celebration, Ramadan Iftar gathering, International Festival, Barbeque trips, Desert safari, Beach parties, Sports tournaments, Talent Night, Other Social & Cultural events)
- Graduation Ceremony formalities.

The Department of Student Services can be contacted on 04-2072686 or drop an e-mail to dss@ud.ac.ae

Health and Safety

Health Center

The Health Center is part of DSS and is open from 10:30 AM. to 7:00 PM, Sunday to Thursday and is located in the Al Masaood Building, 3rd floor. The center is staffed by a registered nurse who provides first aid and health advice in accordance with professional standards and practices. Serious cases are referred to doctors and/or local hospitals. If you have headaches, do not feel well, or you just want to discuss any health related issue, you can walk into the Health Center and see the nurse immediately.

Confidentiality: Anything you discuss with the nurse will stay confidential, and nothing will be communicated to parents, family, or friends without your permission.

Health Awareness Programs

Health Awareness provides community health education, preventative measures and programs to develop students' awareness on how to lead a healthy lifestyle and how to avoid and deal with a variety of sicknesses. This helps improve students' knowledge and build a strong background in Health Awareness.

Health Screening Programs

The Health Center in collaboration with various medical centers under the Department of Health Authority (DHA) organize free screenings and tests for various medical problems such as diabetes, hypertension, hepatitis, vision, and body mass index. Activities are held at Al Masood building in the student lounge, 2nd floor. Graduate students are encouraged to take part in such events.

Community Service

The Health Center plays an important role, along with the Student Counseling Unit (SCU), in community service by encouraging students to participate in services toward the community such as visiting homes for the elderly, organizing blood donation and charity campaigns, raising awareness of environmental issues, working with people with disabilities and other activities that serve the community as a whole.

Safety and Security

Safety Services

In case of emergency whilst on UD premises, report it directly at the security personnel, if you are out of the buildings you will need to call the Security on 04-2028242 (Dubai Chamber building or 04-2072695 Al Masood Building) and inform them of any situation you could be facing. Any object likely to be considered a threat to the safety of the UD establishment must not be brought into UD buildings; students are encouraged to report any health and safety concerns or suspicious behavior immediately to a security personnel.

Fire Drills

Practice fire drills may be carried out to create awareness amongst students, staff and faculty in the unlikely event a fire breaks out. Students are requested to follow instructions of the concerned personnel when drills are conducted.

STUDENT CODE OF CONDUCT

The University of Dubai affirms that its first goal is to offer high quality graduate business education to the students admitted to its programs. The freedom of students to learn is an integral and necessary part of the academic freedom at UD. The university shall provide, within allotted functions and available resources, opportunities for its students to derive educational benefits through developing their intellectual capabilities, encouraging their increased wisdom and understanding and enhancing this knowledge and experience applicable to the effective discharge of civic, professional and social responsibilities in UAE/MENA Region.

UD's Expectations

Professional Classroom Conduct

The MBA is a professional program. Students' classroom experiences will be enhanced by guest lectures provided by professionals from industry. Students' educational experience extends beyond the classroom, and will require interactions with outside individuals (mentors, consultants, sponsors, etc). Students' conduct during these interactions with outside professionals reflects not only on the particular student, but on all other candidates within the graduate programs.

Our expectations of professional conduct are intended to create a positive learning environment and to practice behavior that is expected in the professional workplace. Students will avoid disruptive and discourteous behavior such as coming to class late, interfering with another student's right to hear an instructor or speaker, reading newspapers in class, chatting over mobiles, monopolizing class, etc.

Student Code of Conduct and Ethics

The graduate students at UD should conduct themselves with honor, integrity and dignity, both during studies in the program and in subsequent leadership roles as alumni. They should stand by the following codes of conduct and ethics in the interest both of being part of a stronger collegiate community and a stronger professional community after they graduate.

Academic Honesty

Graduate students should be fully committed to the specific policies and broader concepts of academic honesty held at UD and throughout academia. The work, whether done individually or through group activities, must not be accomplished through dishonest means. These include, but are not limited to: plagiarism, willful misrepresentation of sources, and unethical assistance or input from unapproved parties. Students who commit such infractions rob themselves and present and future MBA/MSc classes, of the honor and integrity that they all demand. Other students or faculty who learn of these infractions are expected and encouraged to notify the appropriate professor immediately. MBA/MSc students should also alert professor of any incidence of academic dishonesty. UD faculty use TURNITIN software to detect plagiarism in student's works. Any student accused of academic dishonesty is assumed innocent until proven guilty. The student will be afforded full due process, including the right to confront his/her accuser at the appropriate academic hearing.

Personal Conduct

No student, faculty member or staff member who is associated with the graduate programs shall treat another with intentional disrespect. Our graduate programs community should be a safe haven for its students. UD will not tolerate harassment, discrimination, or incivility of any sort. UD expects students to compete with each other by fulfilling and exceeding course requirements, not by attacking one another personally. As graduate students, you are expected to maintain high standards of personal conduct, both in the classroom and in any other arena.

Dress Code

Dress code is based on the appreciation for values and ethics and the respect and for the culture and religion of the UAE. It is not hard to follow and will make students' presence in campus more pleasant one and will help them avoid causing any offence to their colleagues from many nationalities and religion. Respecting dress code does not only ameliorate the quality of student's life, but also beautifies the overall campus image. On this basis, UD students are expected to dress neatly at all times.

Smoking Free Campus

Consistent with the UD's objective of creating a healthy environment for all its stakeholders, smoking is forbidden at all times on the University campus, including its classrooms, escalators, underground parking, halls and corridors, private offices, toilets, etc. Signs are posted at each floor of the building and displayed in visible areas to inform all students that smoking is prohibited. This policy applies to all UD students in Al Masood and the Dubai Chamber Buildings. It is the responsibility of all members of the University community to comply with this policy. Failure to do so, students will be exposed to disciplinary action.

Academic Quality

MBA/MSc students are not only quantitatively judged by grades and minimum GPA requirements, but also qualitatively by the level of accomplishment of expected MBA/MSc program learning outcomes. UD expects each member of the MBA/MSc program to push himself or herself, to consistently demonstrate their personal best throughout their MBA/MSc experience, and to take the personal initiative to show comprehensive improvement by graduation.

After Graduation

While the MBA/MSc academic journey ends at graduation, the bond as UD alumni lasts all the days of their lives. MBA/MSc graduates should pledge to continue to support the UD MBA/MSc program by staying connected, supporting future classes and visiting campus whenever possible to share their experiences and to inspire future graduates.

UD ALUMNI ASSOCIATION

UD strives to maintain and strengthen its ties to all its alumni members by involving them in its various educational events and activities. UD is also committed to offering life-long career advice, job placement, as well as networking opportunities to its alumni. The University of Dubai Alumni Association (UDAA) was established in May 2007, thus providing one association for all UD graduates. A UD alumnus is anyone who has graduated from UD regardless of where she/he lives or what she/he studied.

UDAA membership is free and alumni need only keep their address and employment records up-to-date with Alumni Relations.

UDAA Objectives

UDAA objectives are to:

- Promote networking opportunities.
- Broaden student mentoring services.
- Develop and implement a strategic communication plan.
- Recognize achievements and involve prominent alumni in the UDAA.
- Promote the general welfare of UD.
- Foster a still sense of belonging to UD even after graduation.
- Provide a source of historical information about UD.
- Identify and develop resources to assist alumni, students and faculty in their careers.
- Foster and promote participation of alumni in UD's research activities.

Benefits to Alumni

- Stay connected with the UD community
- Get discounts on MBA, MSc IS and professional development programs
- Take selected undergraduate, graduate and professional development courses for free
- Enjoy corporate discounts from partner organizations
- Receive career support through seminars, workshops, guest lectures and Job postings
- Access faculty research or contribute your own research
- Receive invitations to sporting events, picnics, trips abroad and graduation
- Receive UD newsletters, catalogs and magazines
- Use UD facilities such as the library, cafeteria and computer labs

To know more about UD alumni association programs and events, please visit its homepage on UD website on <http://ud.ac.ae/alumni/udaa.php> or contact the Alumni Office on 04-2072675 or drop an email at alumni@ud.ac.ae

MBA ACADEMIC CALENDAR 2013-14

TERM ONE		
Event	Date	Day
Beginning of classes	29/9/13	Sun
Add & Drop period, Late Registration (Deadline)	3/10/13	Thu
Deadline for Dropping courses Without Academic Penalty	14/11/13	Thu
Student may apply for change of major	24/11/13	Sun
Deadline for Change of Major	28/11/13	Thu
Early Registration for Term 2	01-12 till 05-12-2013	Sun-Thu
Start of Final exams	8/12/13	Sun
End of Final exams	12/12/13	Thu
Announcement of grades for Term 1	19/12/13	Thu
Term 2 Recess (3 Weeks)	15-12-2013 till 02-01-2014	Sun-Thu
TERM TWO		
Event	Date	Day
Beginning of Classes	5/1/13	Sun
Add & Drop period, Late Registration (Deadline)	9/1/14	Thu
Deadline for Dropping Courses without Academic Penalty	20/2/14	Thu
Early Registration for Term 3	09-03 till 13-03-2014	Sun-Thu
Start of Final Exams	16/3/14	Sun
End of Final Exams	20/3/14	Thu
Announcement of Grades for Term 2	27/3/14	Thu
Term 2 Recess (2 weeks)	30-03 till 10-04-2014	Sun-Thu
TERM THREE		
Event	Date	Day
Beginning of Classes	13/4/14	Sun
Add & Drop period, Late Registration (Deadline)	17/4/14	Thu
Deadline for Dropping Courses without Academic Penalty	29/5/14	Thu
Early Registration for Term 4	15-06 till 19-06-2014	Sun-Thu
Start of Final Exams	22/6/14	Sun
End of Final Exams	26/6/14	Thu
Announcement of Grades for Term 3	3/7/14	Thu
TERM FOUR		
Event	Date	Day
Beginning of Classes	6/7/14	Sun
Add & Drop period, Late Registration (Deadline)	10/7/14	Thu
Deadline for Dropping Courses without Academic Penalty	21/8/14	Thu
Early Registration for Term 1	07-09 till 11-09-2014	Sun-Thu
Start of Final Exams	14/9/14	Sun
End of Final Exams	18/9/14	Thu
Announcement of Grades for Term 4	25/9/14	Thu

MSC ACADEMIC CALENDAR 2013-14

TERM ONE		
Event	Date	Day
Beginning of Classes	22/9/13	Sun
Add & Drop period, Late Registration (Deadline)	26/9/13	Thu
Early Registration for Term 2	24-11-2013 till 28-11-2013	Sun-Thu
Start of Final Exams	8/12/13	Sun
End of Final Exams	10/12/13	Tue
Announcement of Grades for Term 1	12/12/13	Thu
Term 1 Recess (3 weeks)	15-12-2013 till 02-01-2014	Sun-Thu
TERM TWO		
Event	Date	Day
Beginning of Classes	5/1/14	Sun
Add & Drop period, Late Registration (Deadline)	9/1/14	Thu
Early Registration for Term 3	09-03-2014 till 13-03-2014	Sun-Thu
Start of Final Exams	23/3/14	Sun
End of Final Exams	25/3/14	Tue
Announcement of Grades for Term 2	27/3/14	Thu
Term 2 Recess (2 weeks)	30-03-2014 till 10-04-2014	Sun-Thu
TERM THREE		
Event	Date	Day
Beginning of Classes	13/4/14	Sun
Add & Drop period, Late Registration (Deadline)	17/4/14	Thu
Early Registration for Term 4	15-06-2014 till 19-06-2014	Sun
Start of Final Exams	29/6/14	Thu
End of Final Exams	1/7/14	Tue
Announcement of Grades for Term 3	3/7/14	Thu
TERM FOUR		
Event	Date	Day
Beginning of Classes	6/7/14	Sun
Add & Drop period, Late Registration (Deadline)	10/7/14	Thu
Early Registration for Term 1	07-09-2014 till 11-09-2014	Sun-Thu
Start of Final Exams	14/9/14	Sun
End of Final Exams	16/9/14	Tue
Announcement of Grades for Term 4	18/9/14	Thu

UD Faculty Profile

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Center for Executive Development

About CED

CED is the executive education division of the University of Dubai. The mandate of CED is to bridge the skills gap that exists in the local work force. In this context CED designs and delivers executive management development programs and internationally accredited professional certifications that aim to upgrade the skills and knowledge necessary for career development and advancement and enable organizations to leverage the competitive advantage of their workforce.

The close affiliation with the Chamber explains the strong linkages we have with the business community which is indeed our competitive advantage in the market. CED works closely with various business groups across the UAE to ensure that the professional certification and training programs address the requirements of the various business sectors, thus making the participants more employable. The Center is also concerned with the development of the UAE's national work force. It partners with various government agencies i.e. Khalifa Fund and Tanmia and provides specific job oriented and entrepreneurship training programs for Emiratis.

Product Portfolio

International & Locally Accredited Professional Certification programs

- 1) Certificate and Professional Diploma Programs in Purchasing & Supply, Chartered Institute of Purchasing & Supply (CIPS) U.K.
- 2) Certified Business Professional (CBP) Certification in: Customer Service, Leadership, Business Etiquette and Business Communication Skills, IBTA U.S.A.
- 3) Professional Diploma in Human Resources Management (KHDA approved) and mapped to SHRM qualifications for job seekers
- 4) Professional Diploma in Entrepreneurship & Business Plan Development (KHDA approved) for budding entrepreneurs.
- 5) Professional Diploma in Office Administration & Secretarial Skills (KHDA approved)
- 6) Certified Financial Risk Manager (FRM), GARP USA.
- 7) Certified Management Accountant, IMA USA.
- 8) Certificate in Leadership & Management from Institute of Leadership Management, (ILM) U.K.
- 9) Certificate in Business English & Business Communication skills



Executive Development Programs:

Track 1	Accounting & Finance
Track 2	Leadership & Management
Track 3	Personal Development Skills
Track 4	Human Resource Management
Track 5	Purchasing & Supply Chain Management
Track 6	Innovative & Specialized Programs

Capacity building & entrepreneurship training programs for Emirati job seekers

Our partners in this initiative are:



Some Successful Training Delivered by CED:

International & Locally Accredited Professional Certification programs

- More than 500 employees from private and government sector have been so far trained.

Executive Development Programs:

- Dubai Electricity & Water Authority – 350 employees trained in Managing and delivering Customer service Excellence (English & Arabic)
- DP World - 1000 employees trained in Business English for Specific Purposes
- Al Ain Hospital - 50 employees trained in Purchasing Skills
- Tanmia – 50 UAE Nationals completed Diploma in Human Resource Management for employment (Arabic)
- Emarat - 50 employees trained in Customer Service Excellence (English & Arabic)

Capacity building & entrepreneurship training programs for Emirati job seekers

- More than 350 Women Emiratis have so far been trained in Capacity Building and Entrepreneurship Training Programs through the Citi grant.

Benefits of Partnering with CED

- Center of Excellence for testing and training for Professional Qualifications
- Opportunity to learn from distinguished Industry Leaders and Practitioners
- Access to cutting edge learning resources & facilities
- Excellent Networking opportunity to Fast track your career
- Preferred industry partner
- Flexible hours for working professionals

**Confucius Institute
at University of Dubai**

About CIUD

CIUD was established in 2011 jointly by University of Dubai (UD) in UAE and Ningxia University (NU) in China. It was the first Confucius Institute established in the UAE and GCC. It is dedicated to enhancing people's understanding of the Chinese language and culture by encouraging the educational and cultural exchanges between China and the United Arab Emirates.



Chinese Courses Offered by CIUD

- CIUD offers two kinds of Chinese language courses: General Chinese Language Course and Chinese Language for Special Purposes which focuses on a specific field related to the work place.
- The courses consist of six levels, level 1 and 2 include 54 hours while level 3-6 include 45 hours.
- Classes are given two or three times a week, each time three hours, at UD or on site.
- Classes are conducted by professional Chinese teachers who can teach Chinese in either English or Arabic.

Chinese Cultural Activities

In addition to the Chinese language courses, CIUD also organizes various programs and activities to promote the Chinese culture and build a bridge of friendship between the Chinese, UAE nationals and people of other nationalities. CIUD students will have the opportunity to participate in such cultural activities.

HSK Test (Chinese Proficiency Test) and HSKK (Chinese Proficiency Speaking Test)

HSK is an international standardized Chinese language test to measure the ability of non-native Chinese speakers to communicate in Chinese in daily lives, academic and working settings. HSK comprises of six levels from HSK-level 1 to HSK-Level 6. HSKK is divided into three levels: HSKK (Basic), HSKK (Intermediate) and HSKK (Advanced). CIUD is authorized by Hanban (Confucius Institute Headquarters) to host the tests in Dubai.

Summer Camp of Chinese Culture Experience

CIUD students who meet the requirements may have the opportunity to participate in the yearly Summer Camp in China sponsored by Hanban (Confucius Institute Headquarters) and organized by CIUD.

Scholarship Program

The Confucius Institute Headquarters in China offers a scholarship program for eligible students who have learned Chinese at CIUD and meet the requirements. CIUD students will have the opportunity to learn Chinese in one of the universities in China for one semester or one year as they wish.





University of Dubai New Campus | Dubai Academic City | Operational by Fall 2015



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