

IMPORTANT INFORMATION FOR STUDENTS

1. This Degree Planner is only applicable to students who commenced their studies with UOWD in Autumn 2004 or later. Students who joined the university prior to this time must contact an Academic Advisor.
2. Enrolment is the student's responsibility.
3. Students must check the **Final Exam** timetable for clashes before enrolling. Changes to the Final Exam timetable are not possible.
4. Students must ensure that they have met the pre-requisite requirements for a subject before enrolling. Failure to do so will result in automatic removal from the subject.
5. It is not possible to enrol in a subject after the second week of the session, except with permission from the College Chair and in exceptional circumstances only.
6. Manual enrolment forms must be submitted to the Registrar by the student within 24 hours from approval by the College Chair. Students who fail to do so will not be permitted to enrol in the subject after this time period has expired.

APPLICABILITY: STUDENTS WHO HAVE JOINED AUTUMN 04 ONWARDS & NEW STUDENTS

Correct at the time of printing and subject to change without notice. The University reserves the right to withdraw a subject, tutorial group, workshop or computer lab class due to insufficient enrolment

COLLEGE OF BUSINESS
University of Wollongong in Dubai
Knowledge Village, Block 15
<http://secure.uowdubai.ac.ae/cbs>

DEGREE PLANNER

2007/2008

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WELCOME FROM THE COLLEGE OF BUSINESS CHAIR

Dear Students,

Welcome to a new academic year and, to our new students, a warm welcome to the University of Wollongong in Dubai and our campus. You are now part of the “UOWD family” which consists of approximately 2,500 students from more than 80 countries. The year ahead promises to be an exciting one for UOWD and the College of Business with many new initiatives under way to help you get the most out of your academic career.

At the College of Business, our aim is to equip you with the diverse skills and knowledge that you require to have a successful professional career in the corporate world. To do this, we have developed programs and subjects that will not only teach you the theory, but also allow you to put it into practice. To maximize your academic potential, you need to demonstrate a commitment to your studies. We are here to help you build the foundation for your future career, which requires your active participation and steadfast dedication. This means attending class regularly, taking part in discussions and activities, working together in teams, completing assignments on time and developing regular study habits. Your lecturers, tutors and many other people at the university will provide you with the support you need to do this, however, at the same time, you need to take responsibility for your learning and development. Education involves both teaching and learning, requires both a teacher and a student! During your studies you will be challenged and supported so that you can learn and develop your competencies and expertise.

The purpose of the Degree Planner that you are holding in your hands is to guide you through your career as a student. Make yourself familiar with it. It contains important information about your degree, the subjects you will enroll in and the university’s rules and regulations. The last section of the Degree Planner allows you to write down your personal degree plan based on the recommended subject sequence, which you are strongly encouraged to follow. You can also make a note of your class timings, assessment due dates and final exam information in the last section. Remember – this is your plan for success! Don’t stray from it.

The previous page provides you with the contact information for the people who can help you and support you during your studies. Please meet with an Academic Advisor to discuss your progress on a regular basis. They can assist you with your degree plan. If you are having difficulties with academic skills such as preparing for exams, managing your time, or writing essays and reports, visit the PELT office to find out which workshops you can attend to improve your study habits. If you have any suggestions for activities we can organize to enrich your learning experience, please let us know.

Best wishes for a successful and productive 2007/2008 academic year!

Dr Lejla Vrazalic
Chair, College of Business



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ABOUT THE COLLEGE OF BUSINESS

The faculty of the University of Wollongong in Dubai is dedicated to excellence in teaching, research and service. We are preparing tomorrow's leaders today by offering top quality undergraduate programs in a number of discipline areas. The College of Business programs include:

- Bachelor of Business Administration (BBA)
- Bachelor of Commerce – Marketing
- Bachelor of Commerce – Management
- Bachelor of Commerce – Accounting
- Bachelor of Commerce – Finance
- Bachelor of Commerce – Human Resource Management

The BBA program provides students with a broad knowledge in all areas of business, while the Bachelor of Commerce programs allow students to specialize in their area of interest. The College of Business Degree Planner has been developed to provide you with relevant information concerning your degree and a structure to assist you in planning your program of study.

1.1 Academic Responsibilities of the College of Business

The College of Business deals with all academic matters related to undergraduate business programs at UOWD, which include the following:

1. Academic advice about programs, majors and subjects
2. Approvals for enrolment and withdrawal of subjects after the general deadlines
3. Approvals to change a degree program
4. Advanced standing
5. Attendance requirements
6. Supplementary final exam requests
7. Requests for re-evaluation of final exams
8. Academic issues regarding delivery of subjects

1.2 Contacting the College of Business

General College Enquiries

All enquiries related to the responsibilities of the College of Business should be directed to the College Co-ordinator in the first instance. The College Co-ordinator will refer the case to the College Chair as required. Students who wish to meet with the College Chair should make an appointment with Mr Ivan D'Souza.

Academic Advice Enquiries

Academic advice is an integral part of university education and allows each student to achieve a meaningful and successful educational experience. For all enquiries related to academic advice students should contact the College of Business Academic Advisors: Mrs Asima Shirazi, Mrs Nandini Kaul and Mrs Ritu Sehgal. Academic Advisors are available during their office hours which are posted on their office door. Students are not required to make an appointment to meet with the Academic Advisors, except if they wish to meet outside the advisor's regular office hours.

Subject Enquiries

Any enquiries related to individual subjects (e.g. assignments, lecture and tutorial materials, etc.) should be directed to the subject lecturer during their office hours which are available in the Subject Outline and also posted on their office door. Students may also make appointments to meet with a subject lecturer outside regular Consultation Hours if necessary.

In this instance, students should contact the lecturer by e-mail or telephone to make an appointment.

Program Enquiries

Students who have general questions about a particular program of study can meet with the Program Co-ordinator. Program Co-ordinators are available by appointment only.

Bachelor of Business Administration	Dr Mohammad Khalili MohammadKhalili@uowdubai.ac.ae
Bachelor of Commerce – Accounting	Dr Munir Lutfi MunirLutfi@uowdubai.ac.ae
Bachelor of Commerce – Finance	Dr Ahmed Telfah AhmedTelfah@uowdubai.ac.ae
Bachelor of Commerce – Human Resource Management	Dr Jayashree Payyazhi PayyazhiJayashree@uowdubai.ac.ae
Bachelor of Commerce – Management	Dr Sumit Mitra SumitMitra@uowdubai.ac.ae
Bachelor of Commerce – Marketing	Dr Melodena Balakrishnan MelodenaBalakrishnan@uowdubai.ac.ae

1.3 College of Business Website

Any important information related to the College of Business will be available through the College website:

<http://secure.uowdubai.ac.ae/cbs/>

Students are strongly advised to check the College website on a regular basis for important information about subjects, classes and timetables. It is the students' responsibility to ensure they contact the University regarding any problems and information that they require.

The following is available on the College website:

Subject Folders

Each subject folder contains lecture noters, slides and any additional materials. Each individual subject folder has a username and password which will be provided to students by the lecturer in the first lecture of the semester. Students are advised to check their subject folders for updated materials, notices and other information provided by the lecturer on a daily basis.

Timetables

All of the timetable information related to class timings and dates of final exams can be downloaded from the College of Business website by clicking on the "Timetables" link (located on the left-hand side of the website). The timetables are posted on this site before the start of the semester and **it is the students responsibility to check the class timings and the final exam dates BEFORE enrolling in a subject** to ensure that there are no clashes. It is not possible to enrol in two subjects which have clashes in the class timings or in the final exam dates. Once the timetables have been published and finalised, it is not possible to make changes to timings,

Consultation Hours

The consultation hours for individual subjects (lecturers) are available on the College of Business website, under the "Consultation Hours" link. Students are advised to print this document and check the lecturer's consultation hours prior to meeting with the lecturer.

Notices

Regular notices are posted on the College of Business website to inform students about upcoming changes and any other relevant information. **Students must check the Notices on the website at least once per day.** Any information about re-scheduling of classes due to holidays, start of enrolments and unscheduled public holidays are also posted on the Notices section of the website.

Policies and Forms

The website provides a comprehensive list of all the policies that govern conduct at the university. **It is the students' responsibility to become familiar with all of the relevant policies**, including (but not limited to):

- Assessment Policy - Incorporating Special Consideration and Minimum Rate of Progress
- Plagiarism Policy
- Ethical Code of Conduct- Students
- Special Consideration and Supplementary Examinations
- Academic Grievance Policy

The website also provides a comprehensive list of all the forms that are required by the students for enrolments, variations to enrolment or degree programs, fees transfer, etc. Students should download any required forms from this section of the website and submit them to the relevant unit. Please note that some policies and forms can only be accessed from a computer on campus.

1.4 College of Business Noticeboards

In addition to the website, any relevant information is also posted on College of Business noticeboards around the campus. The main noticeboard is located outside the College Chairs office (Room 2-24) in Block 15. Students are strongly encouraged to check these noticeboards on a regular basis to ensure that they are aware of any changes and information that is relevant to them.

GENERAL INFORMATION FOR STUDENTS

This section provides a general overview of the relevant information and policies related to studying at UOWD. Students should refer to the Student Calendar and Handbook available on the UOWD website for detailed information.

2.1 Session Calendar and Dates

Please note that the session calendars listed below are draft versions and subject to change. Students must check the College of Business website (<http://secure.uowdubai.ac.ae/cbs/>) for the most up-to-date version of the calendar and dates. Classes and examinations may be affected by public holidays and notices for make-up dates will be posted on the College of Business website. Please note that make-up classes may be held on Saturdays.

Autumn Session 2007

August 19, 2007	Pre-Enrolment period
September 9 & 10, 2007	Orientation and Enrolment Day (New students only)
September 13, 2007	Last day for payment of subject fees
September 16, 2007	Classes commence
September 27, 2007	Last day for enrolment in subjects
October 13 - 18, 2007	Eid Al Fitr (break)
October 25, 2007	Last day for withdrawal from subjects without academic penalty (FAIL grade)
December 20, 2007	Last day of session/start of study break
January 02, 2008	Examinations commence
January 12, 2008	Examinations end

Spring Session 2008

December 9, 2007	Pre-Enrolment period
January 27, 2008	Orientation and Enrolment Day (New students only)
January 31, 2008	Last day for payment of subject fees
February 3, 2008	Classes commence
February 14, 2008	Last day for enrolment in subjects
March 13, 2008	Last day for withdrawal from subjects without academic penalty (FAIL grade)
May 1, 2008	Last day of session/start of study break
May 6, 2008	Examinations commence
May 17, 2008	Examinations end

Important information regarding session dates

1. Students can add/withdraw from subjects through SOLS until the last day of the second week of the semester. No new subjects can be added after this date.
2. Students who have not paid their fees by last date for payment will be automatically withdrawn from the subjects for which the fees are outstanding. Students will not be allowed to enrol in those subjects again in that particular semester.
3. Students will not be allowed to withdraw from a subject without academic penalty (i.e. a FAIL grade) after the specified date.
4. Students who withdraw may obtain a fee refund or transfer the fees to the following semester subject to conditions. A portion of the fees may be refunded/transferred depending on the subject withdrawal date. Students should consult the Registrar's department and Cashier for additional information.

5. The University offers several payment options for tuition fees. Students opting for a specific payment plan will receive a schedule of due dates for payments each semester from the Cashier.

2.2 Student Services

The Student Services Department at UOWD seeks to create a healthy and enjoyable learning environment, while enriching the learning experiences for all UOWD students. The Student Services Department plays a vital role in campus community life. The Department provides career and personal counseling services and referrals, career development advice and placement assistance, student extracurricular activities, student clubs and associations, sports and recreational programs, health services, student residences and alumni services. For further information, students should refer to the SSD website: www.uowdubai.ac.ae/ss

2.3 Program for the Enhancement of Learning and Teaching (PELT)

The Program for the Enhancement of Learning and Teaching (PELT) provides a range of learning development services aimed at improving student learning. Through workshops and seminars, students are encouraged to develop critical thinking and analysis skills, which in turn will enhance their academic potential. PELT offers regular learning development workshops which are free for all UOWD students. Workshop topics include the following:

- Conquer the Clock: Effective study time management
- Easing the Exam Experience: Coping with exam stress
- How to Write Better Essays: Introduction to Academic Writing
- Getting the Most Out of Group Work
- How to Make Your Reports More Professional: A Guide to Report Writing
- Avoiding Plagiarism: Harvard Referencing
- Tips for Getting Better Exam Grades

A full list of workshops on offer in a particular session is available on the PELT website. To register for a PELT workshop, students must send an e-mail to PELT@uowdubai.ac.ae and include their name, contact number and the title of the workshop they wish to attend.

Students can also make appointments with the PELT Co-ordinator for individual consultations by e-mail. Students are encouraged to visit the PELT website regularly for news and updates. We regret that PELT is unable to offer essay or report proofreading services (i.e. checking spelling and grammar).

PELT Contact Information

Room 137 – Block 5

Tel: (04) 390 0974

E-mail: PELT@uowdubai.ac.ae

<http://www.uowdubai.ac.ae/pelt>

2.4 ILIP

ILIP is an online course that introduces students to information technology and research skills. ILIP is compulsory for all new UOWD undergraduate and postgraduate students and must be completed in the first session of enrollment. It is recommended that students complete ILIP in the first few weeks of study to learn to use and understand the Library resources. Failure to complete the ILIP requirement will result in final marks being withheld until these requirements have been satisfied. For more information about ILIP, students should refer to the UOWD Library website: www.uowdubai.ac.ae/library

2.5 Plagiarism

Plagiarism means using the ideas of someone else without giving them proper credit. That someone else may be an author, critic, journalist, artist, composer, lecturer, tutor or another student. Severe plagiarism is defined as submitting work which is wholly copied from

someone else without proper acknowledgement. Unintentional plagiarism can result if students do not understand and use acceptable scholarly methods of acknowledgement (in-text citation). In either case, whether intentional or unintentional, severe penalties may be imposed on the student. When it is desirable, or necessary, to use other people's material, students must ensure they include appropriate references and attribution. Students must ensure they are familiar with the Plagiarism policy which is available on the College of Business website.

Plagiarism constitutes serious academic misconduct. Plagiarism will not be tolerated and may lead to expulsion from the University. Students must particularly take care to avoid unintentional plagiarism.

2.6 TurnItIn

TurnItIn is an online text-matching system used by the University to prevent plagiarism. Students must submit all written assignments through TurnItIn which will generate an "Originality Report" indicating the sources used in the document. TurnItIn is available online at www.turnitin.com. To access TurnItIn, every student must have a TurnItIn account. It is the student's responsibility to create a TurnItIn account after they have been provided with a Class ID and password by their lecturer. This account should be used for the duration of the student's enrollment at UOWD. It is not necessary to create a new account every semester.

Failure to submit an assignment through TurnItIn will result in marks for the assignment being withheld. Students do not need to hand in a printed copy of the TurnItIn Originality Report unless requested to do so by the lecturer.

More information about TurnItIn requirements (including how to add a class) are provided in the first lecture of each subject. Students can also download Frequently Asked Questions (FAQs) about TurnItIn from the PELT website (www.uowdubai.ac.ae/pelt).

INFORMATION RELATED TO ENROLMENT

This section provides a general overview of the relevant information and policies related to studying at UOWD. Students should refer to the Student Calendar and Handbook available on the UOWD website for detailed information.

3.1 Credit Point System

Credit points are a basic measure of workload. All subjects are given a credit point value, which is normally 6. To graduate, a College of Business student must accrue 204 credit points consisting of 60 credit points of General Education (GED) subjects and 144 credit points of program-specific subjects (core and electives). In addition to this, other rules apply. These are outlined in Sections 4.3 and 4.4 of this Degree Planner.

3.2 Subjects per Semester

College of Business students can use SOLS to enrol online in up to 5 subjects (equal to 30 credit points) every semester (except Summer), depending on subject availability. Students who wish to enrol in 6 subjects must complete a manual enrolment form and submit it to the College Chair for approval.

3.3 Subject Sequence

Students must follow the subject sequence provided in this Degree Planner to complete the degree requirements. Students who fail to follow the prescribed sequence of subjects risk delaying their graduation, and meeting pre-requisite requirements. Students who fail a subject and, therefore, fall out of sequence, must see an Academic Advisor.

3.4 Advanced Standing

Students registering for courses at UOWD may apply for advanced standing (specified credit, or exemption) on the basis of tertiary studies satisfactorily completed at other approved universities or colleges of advanced education, or at other approved tertiary educational institutions, prior to their enrolment at UOWD. For more information, students can refer to the Advanced Standing Policy on <http://secure.uowdubai.ac.ae/cbs>

3.5 Enrolment using Student On-Line System (SOLS)

As a student of the UOWD you are provided with access to the Student On-Line System (SOLS). It is a vital tool in the management of your enrolment at the University. It provides you with a range of services including subject enrolment and withdrawal, exam marks, personal details, fee information and a range of other services.

How to access SOLS

All students are provided with what is known as a UNIX login and password when they commence their degree program. The login consists of the student's initials and a random number and the password consists of randomly generated characters. The password can be changed by visiting www.uow.edu.au/student/it/myaccount (see "Managing your Password"). Students must use the UNIX login and password to access SOLS, which is available at www.uow.edu.au/student. In case of problems, student must contact the Registrar's Office.

Enrolment for New Students

1. Log on to a computer, either in the UOWD computer labs, at home or at work.
2. Go to www.uow.edu.au/student
3. Click on 'New Students: Enrol Here' and then click on "Enrol Now"
4. Follow the directions on the screen and once you have logged into SOLS, click on "Enrolment and Variations" from the list of links
5. Enter your subject code (letters plus numbers) and click on "Add Subject". On the next screen, ensure that you get the correct "instance" (session) for each subject which will

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normally have the letters DXB followed by the session and dates - e.g. DXB UG Spring (Feb – June)

6. Follow the steps on the screen in order to enroll in all of your subjects

Re-enrolment for Current Students

Re-enrolling (current) students are responsible for enrolling themselves using SOLS and maintaining an accurate enrollment record so that results can be properly declared at the end of session. If a subject you are trying to enroll in is full or you wish to enroll in six subjects, a Manual Enrollment form can be submitted to the College Chair for approval. Please note that approval for manual enrollment is not granted automatically.

Fee Payment

Once you have enrolled in all of your subjects, print out your enrollment record from SOLS and take it to the Cashier to pay your fees. Failure to pay fees by the due date will result in removal from the subject.

3.6 SOLSMail

To ensure that all communications with students are conducted in the most secure, reliable and efficient manner, the University has designed a system where official communications between the University and students are sent on-line as messages to the SOLSMail and generally NOT BY POST (although this may be utilized on occasions).

SOLSMail is the primary method for communication with students. University Policy requires students to check their SOLSMail at least once per week during each semester. SOLSMail is an Electronic Letterbox to which all official communications will be sent.

SOLSMail should not be confused with e-mail. They are not the same and they work in very different ways. Using SOLSMail rather than e-mail provides the University with the ability to check that each official communication, such as a fee notice, has been delivered to and read by the student. This ability to track or check notifications is beneficial because it ensures that important official messages sent to students do not go astray.

3.7 Pre-Requisites

A system of pre-requisite subjects operates to ensure students are adequately prepared for any particular subject. Some subjects have a pre-requisite subject. A subject which has a pre-requisite cannot be taken unless the pre-requisite subject has been successfully completed. If the pre-requisite is not completed, the enrolment will initially be shown as “Provisional” on the student’s SOLS record, and the student will subsequently be automatically withdrawn from the subject. In special circumstances the College Chair may waive a pre-requisite subject requirement.

3.8 Exclusions

If a subject has an exclusion clause to it, students should not enrol in its equivalent. If students complete both subjects, **only one** will be counted towards graduation requirements. For example, COMM121 has an exclusion of STAT131 and vice-versa. If a student enrolls and successfully completes both COMM121 and STAT131, only one of the two subjects will be counted. The full list of subject exclusions is shown below.

Students who have completed...	Should not enrol in...
ARTS001	ARTS015
ARTS003	ARTS025
CSCI001	CSCI015
MATH001	MATH015
MATH002	MATH020
STAT001	STAT015
STAT131 or ECON121	COMM121
MGMT398	MGMT206
MARK319	MARK201
MARK239	MARK202
BUSS110	COMM110
COMM100	Please contact an Academic Advisor

3.9 Variations to Enrolment

Variation to Degree Enrolment

After consultation with an Academic Advisor, a student may apply to the College Chair for permission to change their enrollment from one degree program to another (e.g. from the BBA to BComm – Marketing). Permission to change a program enrollment is contingent upon any restrictions that may be imposed, and on the number of students to be registered for a particular course. If the change is approved, the student becomes subject to the Rules relating to the new degree program. Except with approval to the contrary, restrictions imposed on enrolment of a student prior to, or at the time of variation of enrollment, shall continue to apply after the change.

Students who are changing their enrollment from one degree program to another may not receive credits for subjects that they have already completed if these subjects are not on the approved list for the new program that they have transferred to. Therefore it is very important for students who wish to change their degree program to meet with the Academic Advisor in order to determine which subjects are eligible for transfer and which additional subjects need to be completed.

Variation to Subject Enrolment

A student may withdraw from a subject provided such withdrawal is made by the date specified in Section 2.1 of this Degree Planner. A student who wishes to withdraw from one or more subjects is advised to seek advice from the College Chair or an Academic Advisor before doing so. There are three key withdrawal dates each in each session. These are:

- The last day to withdraw from a subject without financial penalty
- The last day to withdraw from a subject and be eligible for a 75% refund OR an 80% transfer of fees
- The last date to withdraw from a subject without academic penalty

Please Note: The dates of withdrawal from subjects will have an impact on a student's entitlement to fee refunds or fee transfers. Please refer to the Fee Refund and Transfer Policy available on the College of Business website under the "Policies" link.

A student can withdraw from a subject in either of the following ways:

- The student can withdraw online via SOLS, or
- A Variation of Enrolment form can be completed and returned to the Registrar's Office

Where a variation is a withdrawal, and is made no later than the last day for withdrawal (see Section 2.1 Session Dates), the student shall be deemed to have not enrolled in that subject, and that subject will then not appear on their academic record.

Late withdrawal

Where a variation is a withdrawal, and is made no later than the last day for withdrawal (see Section 2.1 Session Dates), the student shall be deemed to have enrolled in that subject, and that subject will then appear on their academic record. Exceptions to this rule may only be approved if the student has acceptable medical or personal reasons. An application (supported by documentary evidence) may be made under the University's Special Consideration Policy for 'late withdrawal from a subject without academic penalty'.

If a student's application for special consideration to withdraw from a subject is approved, the student will be deemed to have withdrawn from the subject without penalty and "Withdrawn late with approval" will appear against the subject on the academic record of the student. If a student's application for special consideration is not approved, the student's enrolment will stand and a grade will be declared for that subject.

Request to Enroll in Additional Subjects

After consultation with an Academic Advisor, a student may apply to the College Chair for permission to enroll in an additional subject. Permission for a student to enroll in an additional subject is contingent upon restrictions imposed by relevant provisions of the Rules of each program.

3.10 Minimum Passing Requirements

The approved grades of performance and associated ranges of marks for undergraduate subjects are:

High Distinction (HD)	85 to 100%
Distinction (D)	75 to 84%
Credit (C)	65 to 74%
Pass (P)	50 to 64%
Pass Conceded (PC)	45 to 49%
Fail (F)	0 to 44%

In order to pass a subject, students **must pass the Final Examination** with a mark of at least 40% (or higher if required as per the Subject Outline). This is irrespective of a student's other marks during the session. Students who obtain a composite (aggregate) mark of greater than 45% but do not satisfy the Final Examination pass requirements will be awarded a "Fail" grade (i.e. 44%).

Students must also 'reasonably' complete all of the other assessment tasks (other than the Final Examination, which requires a mark of 40% or above) and submit these by the final week of session or by the Final Examination date (whichever is earlier) in order to pass the subject. 'Reasonable' completion of an assessment task will be determined based on the instructions given to the student including: word length, demonstration of research and analysis where required, the Plagiarism Policy, and completion of each section/component of the assessment. Failure to 'reasonably' complete any assessment tasks to the standard specified above may result in a Fail grade awarded for the subject.

3.11 Minimum Rate of Progress (MRP)

In accordance with the Assessment Policy, a student enrolled in an undergraduate program is required to maintain a minimum rate of academic progress. Where a student fails to meet the minimum rate of progress requirements in the first instance, he/she will be placed on 'referral' status. A student on 'referral' who fails to meet the minimum rate of progress in the subsequent

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session will be placed on '*probation*'. Finally, a student on '*probation*' who fails to meet the minimum rate of progress in the subsequent session will be excluded from UOWD. For full details regarding the minimum rate of progress as specified in the Assessment Policy, please refer to the "Policies" section on the College of Business website (<http://secure.uowdubai.ac.ae/cbs/>).

3.12 Attendance Requirements

Attendance in zero and 100-level subjects is compulsory and students who fail to attend 75% of lectures and 75% of tutorials in session are awarded a "Fail" grade (i.e. 44%). For more information about the attendance requirements, procedure and penalties, please refer to the Attendance Policy available on the College of Business website.

Although failure to attend classes in 200 and 300 level subjects does not result in academic penalties, students are expected to attend all lectures and tutorials and attendance records will be maintained.

3.13 Special Consideration

Under exceptional circumstances, such as the student suffering from serious illness or other circumstances beyond his/her control, the student may apply for special consideration, including supplementary assessment for internal continuous assessment tasks. The Special Consideration policy is summarized in subject outlines and available on the "Policies" section of the college website.

Special consideration requests for assessments during the session (e.g. assignments, tests, quizzes, etc.) must be submitted to the lecturer within 7 days from the due date. Special consideration requests for Final Exams must be submitted to the College Chair by completing the relevant form and attaching evidence, within 7 days from the Final Exam date. Students who miss the Final Exam and are given permission under the Special Consideration Policy to sit for a Supplementary Final Exam should note that they may miss enrolment, graduation and other deadlines which are set based on the regular Final Exam dates.

Please note that applying for special consideration does not automatically mean that the request will be granted. Special consideration will only be approved in the case of serious illness or exceptional circumstances. Medical certificates must provide detailed information about the illness (and be supported by additional evidence, if applicable). Medical certificates stating illnesses such as URTI, cold, stomach ache, etc. are normally rejected. Previous requests for special consideration by the student are also taken into consideration when making a decision about the request outcome.

3.14 Release of Final Results

Declaration of results

In accordance with the University's Assessment Policy a mark and an approved grade of performance is determined and declared for each subject in which a student is enrolled. An Assessment Committee meeting (ACM) for each College, chaired by the Dean of Academic Affairs UOWD, is held after each exam session in order to declare the results for all the subjects in the session. The ACM follows specific processes, set out in the respective terms of reference.

Release of results

After final results are declared at the ACM, they are released and made available on the Student On-Line Services (SOLS) system only. No information concerning results will be given by telephone or via email. Students must log in to their SOLS account and check their final results.

Withheld results

A withheld result may be granted in the following circumstances:

- WM grade: on the basis of medical, compassionate or other circumstances under the Special Consideration Policy;
- WA grade: where there are unavoidable delays in assessing the material (e.g. delayed response from an external examiner);
- WO grade: where it is in the best interests of the student to withhold the results for a particular session until the end of the next session;
- WE grade: where an extension is given following the grant of a WM or WA grade.

Where a withheld result is granted, it is the student's responsibility to contact the College as soon as practicable. Failure to do so may result in a "Fail" grade being determined.

3.15 Re-Evaluation Requests

If a student believes that a mark (or grade) they have been awarded for a subject is not indicative of their performance or that there may have been an error in determining the mark, he/she should approach the lecturer concerned to discuss the matter, in the first instance.

Subsequent to discussions with the lecturer, if the student still believes the mark is not correct, he/she may submit a formal re-evaluation request to the College Chair by completing the "Request for Re-Evaluation/Re-Marking of Examination" form. This form is available at the Registrar's Office or may be downloaded from the College website. An administrative fee of AED 200 per subject is applicable in this instance. Applications to the College Chair should be made **no later than 14 days** after the release of the final results.

If a student is still not satisfied with the outcome following the formal re-evaluation, he/she may write to the Dean of Academic Affairs outlining his/her concern and stating reasons, accompanied by full documentary evidence. The Dean of Academic Affairs will consider the request and may investigate and make a ruling.

3.16 Application for Graduation

Students who complete all of the requirements for their degree are eligible to graduate at the next graduation ceremony. Students who believe they are eligible to graduate are required to lodge a "Graduation Application" form, so that their graduation eligibility can be determined and accepted by the Graduation Council. The Graduation Council meets six times per year. Graduation Application Forms must be lodged at the Registrar's Office at UOWD six weeks prior to the next Graduation Council Meeting. This ensures that the relevant verification procedures can be undertaken.

Upon the Graduation Council accepting, verifying and approving that a student has met the required criteria to be eligible to graduate and receive their testamur, UOWD will confirm with the student that they are indeed eligible to graduate.

3.17 Graduation with Distinction

In order to graduate "with Distinction", students must gain an average mark of 75% or more in the subjects that comprised their course. In determining a student's average mark, subjects will be weighted for credit point value only. All subjects which constitute the degree program will be taken into account in determining the granting of an award "with Distinction". Where students have been granted advanced standing towards their degree or diploma as a result of studies undertaken elsewhere, only their performance in subjects studied at UOWD will be taken into account in determining whether they qualify for graduation with distinction.

3.18 Academic Misconduct

Students are warned that academic misconduct (for example cheating or copying in examinations or assignments) will have serious consequences. Cheating in any part of a subject may result in failure in the whole subject. Cheating in examinations or deliberate plagiarism in assignments can result in expulsion from the University.

3.19 Amendment of Academic Record

Circumstances where an academic record may be amended

There are only three circumstances where a student's academic record may be amended, that is, where:

- (a) there has been an error in enrolment;
- (b) a student has successfully applied under the Student Academic Grievance Policy to have a mark or grade altered; or
- (c) a student has successfully applied for special consideration under the Special Consideration Policy that has resulted in changing a final grade to withdrawn.

Enrolment errors

A student may apply to have their academic record amended where the student has either:

- (a) received a 'FAIL' grade for a subject that they did not attempt but for which they had formally enrolled as a result of an enrolment error; or
- (b) did not receive a result for a subject which they attempted, but for which they were not formally enrolled as a result of an enrolment error.

Applications for amendment must be in writing and submitted to the Registrar. The application must

- (a) be completed and signed by the student;
- (b) include appropriate details to support the application; and
- (c) be lodged with the Registrar's Division no later than two weeks after the release of examination results.

An academic record will be amended in special circumstances only. The application will be assessed and, if it is determined that the error was the fault of the student, the student must pay an AED 200 administrative fee before the academic record will be altered.

PROGRAM INFORMATION

This section contains information about individual degree programs, including the subject sequence students are required to follow for their particular degree. **This applies only to those students who joined UOWD in Autumn 2004 or later. Students who commenced their studies at UOWD prior to Autumn 2004 must contact an Academic Advisor.**

4.1 Completion Requirements

To qualify for award of the degree of Bachelor of Business Administration a student must accrue an aggregate of at least 204 credit points from subjects listed in Section 4.3 below. To qualify for award of the degree of Bachelor of Commerce a student must accrue an aggregate of at least 204 credit points, including a major study, by satisfactory completion of subjects listed in the Section 4.4 (refer to Sections 4.4.1 to 4.4.5 depending on the student's major study – Accountancy, Finance, Human Resource Management, Management or Marketing).

In both degree programs, the 204 credit points shall include 60 credit points of General Education Subjects, 144 credit points of core subjects and elective subjects as prescribed by the College of Business.

Of the 144 credit points of core and elective subjects,

- not more than 72 credit points shall be for 100 level subjects;
- only a maximum of 24 credit points in total at 'Pass Conceded' (PC) grade is allowed for 100 level, 200 level and non-core 300 level subjects.
- for "core" 300 level subjects candidates must receive a grade of "Pass" or better. A grade of "Pass Conceded" does not satisfy the Bachelor Degree Rules.

General education subjects shall include 60 credit points as prescribed by the College of Business. Only a maximum of 18 credit points in total at 'Pass Conceded' grade is allowed for the General Education subjects. Zero level subjects do not qualify as electives.

4.2 General Education Subjects

Of the 204 credit points required to graduate, 60 credit points are from General Education (GED) subjects. These subjects are compulsory for all undergraduate students, regardless of their degree program, and include the following*:

1. ARTS 015 Introduction to University Life
2. ARTS 017 Islamic Culture
3. ARTS 025 Literary Skills
4. ARTS 035 Introduction to Philosophy
5. MATH 015 Foundation Mathematics A
6. CSCI 015 Computer Applications
7. STAT 015 Introduction to Statistics
8. LAW 100 Law in Society
9. IACT 201 Information Technology & Citizen's Rights
10. PSYC 015 Introduction to Psychology

Challenge tests

Challenge tests can be taken in lieu of MATH015, CSCI015 and STAT015. Students who successfully complete a Challenge test for any of these three subjects will be given advanced standing for the subject. Challenge tests are normally held in the first week of the semester.

* Please note that GED subjects may change

4.3 Bachelor of Business Administration

Testamur Title of Degree:	Bachelor of Business Administration
Abbreviation:	BBA
Home College:	College of Business
Duration:	4 years (8 Sessions) full time or part time equivalent
Total Credit Points:	204
Starting Session(s):	Any session (Autumn, Spring or Summer)
Delivery Mode:	Face to face
Location:	University of Wollongong in Dubai, Knowledge Village
UOWD Course Code:	1783

Overview

The Bachelor of Business Administration degree program aims to provide students with a broad general education and the necessary business knowledge and skills to prepare them for entry level positions in organizations. On completion of the BBA program graduates will have acquired adequate knowledge in accounting, economics, marketing and management to solve business problems.

Course Requirements

Students are required to complete thirty four (34) subjects (204 cps) according to the sequence of study shown below. There are thirty (30) compulsory subjects that are required, and four (4) elective subjects to be selected from the approved subjects provided each session by the College of Business. The full list of subjects and pre-requisites is shown below.

BBA Program – List of Subjects

Code	Title	CP	Pre-requisites	Exclusions
ARTS 015	Introduction to University Life	6		ARTS 001
ARTS 017	Islamic Culture	6		
MATH 015	Foundation Mathematics A	6		MATH 001
CSCI 015	Computer Applications	6		CSCI 001
STAT 015	Introduction to Statistics	6		STAT 001
ARTS 025	Literary Skills	6	ARTS 015	ARTS 003
ARTS 035 or MATH 020	Introduction to Philosophy Foundation Mathematics B	6	MATH 015	
PSYC 015	Introduction to Psychology	6	ARTS 015	
LAW 100	Law in Society	6		
IACT 201	Information Technology & Citizen's Rights	6	24CP@100-level	
ACCY 100	Accounting A	6	ARTS 015	
ACCY 102	Accounting B	6	ACCY 100	
COMM 110	Introduction to Business Information Systems	6	ARTS 015 & CSCI015	BUSS 110
COMM 121	Quantitative Methods I	6	STAT 015	STAT 131
ECON 101	Macroeconomic Essentials for Business	6	ARTS 015	
ECON 111	Introductory Microeconomics	6	ARTS 015	
MGMT102	Business Communications	6	ARTS 015 & ARTS025	
MARK 101	Marketing Principles	6	ARTS 015	
MGMT 110	Introduction to Management	6	ARTS 015	



Code	Title	CP	Pre-requisites	Exclusions
FIN 241 or FIN 221	International Fin. Management Introductory Business Finance	6	ACCY 102 ACCY102 & ECON111	
ECON 216	International Trade Theory & Policy	6	ECON 111	
ACCY 211	Management Accounting II	6	ACCY 102	
MARK 217 or FIN 226	Consumer Behavior Financial Markets & Institutions	6	MARK 101 ACCY102 & ECON 111	
MARK 270	Services Marketing	6	MARK 101	
MARK 343	International Marketing	6	MARK 101	
MARK 344	Marketing Strategy	6	MARK 101 & 3 MARK subjects*	
MGMT 201 or MGMT 206	Organizational Behaviour Managing Human Resources	6	MGMT 110	
ECON 332	Managerial Economics & Ops	6	FIN 221 & ECON 111	
MGMT 314	Strategic Management	6	MGMT 110 & MARK 101 or MGMT 218	
MGMT 389	International Business Management	6	MGMT110 & MARK 101 or MGMT 218	
Plus	Four electives (of 6 CP) minimum	24	Only 18 CP may be from 100-level subjects	
Minimum Credit Points required to qualify for this BBA Degree		60 144	60 CP from GED subjects 144 CP from non-GED required subjects	

BBA Subject Sequence

Students undertaking the BBA degree program are required to follow the subject sequence shown below. Failure to do so may result in a graduation delay. Not all subjects are offered in all semesters, therefore students who do not follow the sequence may have to wait for a full semester before taking a subject they have “skipped”. The University has no obligation to offer a subject to meet the requirements of an individual student. If a student fails in a subject, he/she will need to wait till it is on offer again.

The subject sequences below are based on students commencing in Autumn and Spring semesters. Summer is an optional semester during which only certain subjects may be offered. Students who commence their studies in the Summer semester will be provided with a separate recommended subject sequence by the Academic Advisor.

Students commencing their degree in Autumn session

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
ARTS015	ARTS025	COMM110	MARK101	ACCY211	MARK217*	MARK343	MGMT314
ARTS017	ARTS035 or MATH020	ACCY102	COMM121	ECON216	MGMT201 or MGMT206	ECON332	MARK344
CSCI015	PSYC015	ECON101	ECON111	MARK270	FIN221	MGMT389	ELECTIVE
MATH015	LAW100	MGMT110	MGMT102	IACT201	ELECTIVE	ELECTIVE	ELECTIVE
STAT015	ACCY100						

*can be replaced with FIN226 in Autumn

Students commencing their degree in Spring session

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
ARTS015	ARTS025	ACCY102	MARK101	MARK217*	ACCY211	MGMT314	ECON332
	ARTS035 or MATH020			MGMT201 or MGMT206			
ARTS017	MATH020	MGMT110	COMM121	MGMT206	ECON216	MARK344	MGMT389
CSCI015	PSYC015	ECON111	ECON101	FIN221	MARK270	IACT201	ELECTIVE
MATH015	LAW100	MGMT102	COMM110	ELECTIVE	MARK343	ELECTIVE	ELECTIVE
STAT015	ACCY100						

*can be replaced with FIN226 in Autumn

BBA Electives

- Students must select four (4) elective subjects of which three (3) can be at 100 level and one (1) must be at 200 or 300 level.
- Electives are subjects which are not stated in the BBA Program – List of Subjects
- Elective subjects can also be selected from the College of Information Technology

NOTES

4.4 Bachelor of Commerce

The Bachelor of Commerce degree program aims to provide students with a good grounding in various fields of business and an opportunity to specialise in a selected area of business. The majors offered include Accountancy, Finance, Human Resource Management, Management and Marketing. All courses within the program are designed for a rapidly changing world with innovation, market-relevance, flexibility and an international focus. The program builds a bridge between the academic environment and the world outside.

4.4.1 Bachelor of Commerce - Accountancy

Testamur Title of Degree:	Bachelor of Commerce Accountancy
Abbreviation:	B.Com Accountancy
Home College:	College of Business
Duration:	4 years (8 Sessions) full time or part time equivalent
Total Credit Points:	204
Starting Session(s):	Any session (Autumn, Spring or Summer)
Delivery Mode:	Face to face
Location:	University of Wollongong in Dubai, Knowledge Village
UOWD Course Code:	1710

Overview

A major in Accountancy will enable students to understand and critically analyse financial reporting issues and their impact within the framework of the Generally Accepted Accounting Principles. They will also develop an understanding of cost and management accounting techniques for planning, decision-making and performance evaluation. Students will be provided a foundation in the procedures of auditing and international taxation.

Course Requirements

Students are required to complete thirty three (33) subjects (204cps) according to the sequence of study listed below. There are twenty nine (29) compulsory subjects that are required, and four (4) elective subjects to be selected from the approved subjects provided each session by the College of Business. The full list of subjects and pre-requisites is shown below.

BComm Accountancy Program – List of Subjects

Code	Title	CP	Pre-requisites	Exclusions
ARTS 015	Introduction to University Life	6		ARTS 001
ARTS 017	Islamic Culture	6		
MATH 015	Foundation Mathematics A	6		MATH 001
CSCI 015	Computer Applications	6		CSCI 001
STAT 015	Introduction to Statistics	6		STAT 001
ARTS 025	Literary Skills	6	ARTS 015	ARTS 003
ARTS 035 or MATH 020	Introduction to Philosophy Foundation Mathematics B	6	MATH 015	
PSYC 015	Introduction to Psychology	6	ARTS 015	
LAW 100	Law in Society	6		
IACT 201	Info. Tech. & Citizen's Rights	6	24CP@100level	
ACCY 100	Accounting A	6	ARTS 015	
ACCY 102	Accounting B	6	ACCY 100	
COMM 110	Introduction to Business Information	6	ARTS 015 & CSCI 015	BUSS 110

APPLICABILITY: STUDENTS WHO HAVE JOINED AUTUMN 04 ONWARDS & NEW STUDENTS

Correct at the time of printing and subject to change without notice.

The University reserves the right to withdraw a subject, tutorial group, workshop or computer lab class due to insufficient enrolment

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Code	Title	CP	Pre-requisites	Exclusions
	Systems			
COMM 121	Quantitative Methods I	6	ARTS 015 & STAT 015	STAT 131
ECON 101	Macroeconomic Essentials for Business	6	ARTS 015	
ECON 111	Introductory Microeconomics	6	ARTS 015	
MARK 101	Marketing Principles	6	ARTS 015	
MGMT 110	Introduction to Management	6	ARTS 015	
FIN 221	Introductory Business Finance	6	ACCY 102 & ECON 111	
MGMT 316	Operations Management	6	COMM 121 & ECON 111	
COMM 351	Business Ethics and Governance	6	72 credit points	
ACCY 201	Financial Accounting IIB	6	ACCY 200	
ACCY 200	Financial Accounting IIA	6	ACCY 102	
ACCY 211	Management Accounting II	6	ACCY 100 & ACCY 102	
ACCY 231	Info Systems in Accounting	6	ACCY 100 & ACCY 102	
ACCY 302	Financial Accounting III	12	ACCY 201	
ACCY 312	Management Accounting III	6	ACCY 211	
ACCY 342	Auditing & Assurance Services	6	ACCY 201 or ACCY 200	
ACCY 328	International Taxation	6	FIN 221 & ACCY 201	
Plus	Four electives (of 6 CP) minimum	24	Only 18 CP may be from 100-level subjects	
Minimum Credit Points required to qualify for this BCOM Degree		60	60CP from GED subjects	
		144	144CP from non-GED required subjects	

BComm Accountancy Subject Sequence

Students undertaking the BComm Accountancy degree program are required to follow the subject sequence shown below. Failure to do so may result in a graduation delay. Not all subjects are offered in all semesters, therefore students who do not follow the sequence may have to wait for a full semester before taking a subject they have “skipped”. The University has no obligation to offer a subject to meet the requirements of an individual student. If a student fails in a subject, he/she will need to wait till it is on offer again.

The subject sequences below are based on students commencing in Autumn and Spring semesters. Summer is an optional semester during which only certain subjects may be offered. Students who commence their studies in the Summer semester will be provided with a separate recommended subject sequence by the Academic Advisor.

Students commencing their degree in Autumn session

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
ARTS015	ARTS025	COMM110	MARK101	ACCY200	ACCY201	ACCY312	ACCY302*
	ARTS035 or ARTS017						
	MATH020	ACCY102	COMM121	ACCY211	ACCY231	ACCY342	ACCY328
CSCI015	PSYC015	ECON101	ECON111	IACT201	FIN221	MGMT316	COMM351
MATH015	LAW100	MGMT110	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE	
STAT015	ACCY100						

*12 credit point subject

Students commencing their degree in Spring session

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
ARTS015	ARTS025	ACCY102	MARK101	ACCY201	ACCY211	ACCY302*	ACCY312
	ARTS035 or MATH020						
ARTS017	MATH020	MGMT110	COMM121	ACCY231	IACT201	ACCY328	ACCY342
CSCI015	PSYC015	ECON111	ECON101	FIN221	ELECTIVE	COMM351	MGMT316
MATH015	LAW100	COMM110	ACCY200	ELECTIVE	ELECTIVE		ELECTIVE
STAT015	ACCY100						

*12 credit point subject

BCom Accountancy Electives

- Students must select four (4) elective subjects of which three (3) can be at 100 level and one (1) must be at 200 or 300 level.
- Electives are subjects which are not stated in the BCom Accountancy – List of Subjects
- Elective subjects can also be selected from the College of Information Technology

NOTES

4.4.2 Bachelor of Commerce - Finance

Testamur Title of Degree:	Bachelor of Commerce Finance
Abbreviation:	B.Com Finance
Home College:	College of Business
Duration:	4 years (8 Sessions) full time or part time equivalent
Total Credit Points:	204
Starting Session(s):	Any session (Autumn, Spring or Summer)
Delivery Mode:	Face to face
Location:	University of Wollongong in Dubai, Knowledge Village
UOWD Course Code:	1710

Overview

A major in Finance will allow students to gain an in-depth understanding of the role of financial management in the business firm, including the calculation and use of financial ratios. Students will develop an understanding of how companies choose between possible investments and how they raise capital. They will acquire knowledge about the role of financial institutions particularly the operation of securities markets. The program will equip graduates with the ability to analyse the riskiness of investments and the use of hedging with options and futures to reduce the risk of an investment portfolio.

Course Requirements

Students are required to complete thirty four (34) subjects (204cps) according to the sequence of study listed below. There are twenty nine (29) compulsory subjects that are required, and five (5) elective subjects to be selected from the approved subjects provided each session by the College of Business. The full list of subjects and pre-requisites is shown below.

BCom Finance Program – List of Subjects

Code	Title	CP	Pre-requisites	Exclusions
ARTS 015	Introduction to University Life	6		ARTS 001
ARTS 017	Islamic Culture	6		
MATH 015*	Foundation Mathematics A	6		MATH 001
CSCI 015*	Computer Applications	6		CSCI 001
STAT 015	Introduction to Statistics	6		STAT 001
ARTS 025	Literary Skills	6	ARTS 015	ARTS 003
ARTS 035 or MATH 020	Introduction to Philosophy Foundation Mathematics B	6	MATH 015	
PSYC 015	Introduction to Psychology	6	ARTS 015	
LAW 100	Law in Society	6		
IACT 201	Info. Tech. & Citizen's Rights	6	24CP@100-level	
ACCY 100	Accounting A	6	ARTS 015	
ACCY 102	Accounting B	6	ACCY 100	
COMM 110	Introduction to Business Information Systems	6	ARTS 015 & CSCI 015	BUSS 110
COMM 121	Quantitative Methods I	6	ARTS 015 & STAT 015	STAT 131
ECON 101	Macroeconomic Essentials for Business	6	ARTS 015	
ECON 111	Introductory Microeconomics	6	ARTS 015	
MARK 101	Marketing Principles	6	ARTS 015	
MGMT 110	Introduction to Management	6	ARTS 015	
FIN 221	Introductory Business Finance	6	ACCY 102 & ECON 111	

APPLICABILITY: STUDENTS WHO HAVE JOINED AUTUMN 04 ONWARDS & NEW STUDENTS

Correct at the time of printing and subject to change without notice.

The University reserves the right to withdraw a subject, tutorial group, workshop or computer lab class due to insufficient enrolment



Code	Title	CP	Pre-requisites	Exclusions
MGMT 316	Operations Management	6	COMM 121 & ECON 111	
COMM 351	Business Ethics and Governance	6	72 credit points	
ACCY 200	Financial Accounting 2A	6	ACCY 102	
FIN 223	Investment Analysis	6	FIN 221	
FIN 322	Advanced Business Finance	6	12 credit points of FIN subjects	
FIN 323	Portfolio Management	6	FIN 223	
FIN 324	Financial Statement Analysis	6	FIN 221	
FIN 226	Financial Markets & Institutions	6	ACCY102 & ECON 111	
FIN 325	Bank Management	6	12 credit points of FIN subjects	
FIN 351	International Finance	6	12 credit points of FIN subjects	
Plus	Five electives (of 6 CP) minimum	30	Of which only 18CP may be from 100-level subjects	
Minimum Credit Points required to qualify for this BCOM Degree		60	60CP from GED subjects	
		144	144CP from non-GED required subjects	

BCom Finance Subject Sequence

Students undertaking the BCom Finance degree program are required to follow the subject sequence shown below. Failure to do so may result in a graduation delay. Not all subjects are offered in all semesters, therefore students who do not follow the sequence may have to wait for a full semester before taking a subject they have "skipped". The University has no obligation to offer a subject to meet the requirements of an individual student. If a student fails in a subject, he/she will need to wait till it is on offer again.

The subject sequences below are based on students commencing in Autumn and Spring semesters. Summer is an optional semester during which only certain subjects may be offered. Students who commence their studies in the Summer semester will be provided with a separate recommended subject sequence by the Academic Advisor.

Students commencing their degree in Autumn session

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
ARTS015	ARTS025	COMM110	MARK101	FIN221	IACT201	FIN223	FIN322
ARTS017	ARTS035 or MATH020	ACCY102	COMM121	FIN226	FIN351	COMM351	FIN323
CSCI015	PSYC015	ECON101	ECON111	ACCY200	FIN325	MGMT316	ELECTIVE
MATH015	LAW100	MGMT110	ELECTIVE	ELECTIVE	ELECTIVE	FIN324	ELECTIVE
STAT015	ACCY100						

Students commencing their degree in Spring session

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
ARTS015	ARTS025	ACCY102	COMM121	COMM110	FIN223	FIN322	MGMT316
ARTS017	ARTS035 or MATH020	MGMT110	ECON101	IACT201	ACCY200	FIN323	FIN324
CSCI015	PSYC015	ECON111	FIN226	FIN351	ELECTIVE	COMM351	ELECTIVE
MATH015	LAW100	MARK101	FIN221	FIN325	ELECTIVE	ELECTIVE	ELECTIVE
STAT015	ACCY100						

APPLICABILITY: STUDENTS WHO HAVE JOINED AUTUMN 04 ONWARDS & NEW STUDENTS

Correct at the time of printing and subject to change without notice.

The University reserves the right to withdraw a subject, tutorial group, workshop or computer lab class due to insufficient enrolment

BCom Finance Electives

- Students must select five (5) elective subjects of which three (3) can be at 100 level and two (2) must be at 200 or 300 level.
- Electives are subjects which are not stated in the BCom Finance – List of Subjects
- Elective subjects can also be selected from the College of Information Technology

NOTES

4.4.3 Bachelor of Commerce – Human Resource Management

Testamur Title of Degree:	Bachelor of Commerce Human Resource Management
Abbreviation:	B.Com HRM
Home College:	College of Business
Duration:	4 years (8 Sessions) full time or part time equivalent
Total Credit Points:	204
Starting Session(s):	Any session (Autumn, Spring or Summer)
Delivery Mode:	Face to face
Location:	University of Wollongong in Dubai, Knowledge Village
UOWD Course Code:	1710

Overview

The Bachelor of Commerce in Human Resource Management is designed to prepare students with a good grounding in various fields of business studies while focusing on the Human Resource Management specialisation. The program equips graduates with the ability to identify, analyse and solve complex business problems. From a human resource perspective, students will develop abilities to understand the environment and processes of recruitment and selection, apply concepts and techniques to promote change, manage and develop people and apply appropriate occupational health and safety practices in organizations. The program will provide critical perspectives on the role and functions of HR professionals.

Course Requirements

Students are required to complete thirty four (34) subjects (204cps) according to the sequence of study listed below. There are twenty nine (29) compulsory subjects that are required, and five (5) elective subjects to be selected from the approved subjects provided each session by the College of Business. The full list of subjects and pre-requisites is shown below.

BCom HRM Program – List of Subjects

Code	Title	CP	Pre-requisites	Exclusions
ARTS 015	Introduction to University Life	6		ARTS 001
ARTS 017	Islamic Culture	6		
MATH 015	Foundation Mathematics A	6		MATH 001
CSCI 015	Computer Applications	6		CSCI 001
STAT 015	Introduction to Statistics	6		STAT 001
ARTS 025	Literary Skills	6	ARTS 015	ARTS 003
ARTS 035 or MATH 020	Introduction to Philosophy Foundation Mathematics B	6	MATH 015	
PSYC 015	Introduction to Psychology	6	ARTS 015	
LAW 100	Law in Society	6		
IACT 201	Info. Tech. & Citizen's Rights	6	24CP@100level	
ACCY 100	Accounting A	6	ARTS 015	
ACCY 102	Accounting B	6	ACCY 100	
COMM 110	Introduction to Business Information Systems	6	ARTS 015 & CSCI 015	BUSS 110
COMM 121	Quantitative Methods I	6	ARTS 015 & STAT 015	STAT 131
ECON 101	Macroeconomic Essentials for Business	6	ARTS 015	
ECON 111	Introductory Microeconomics	6	ARTS 015	
MARK 101	Marketing Principles	6	ARTS 015	



Code	Title	CP	Pre-requisites	Exclusions
MGMT 110	Introduction to Management	6	ARTS 015	
FIN 221	Introductory Business Finance	6	ACCY 102 & ECON 111	
MGMT 205	Recruitment and Selection	6	MGMT 110 & MGMT 206	
COMM 351	Business Ethics and Governance	6	72 credit points	
MGMT 201	Organizational Behaviour	6	MGMT 110	
MGMT 206	Managing Human Resources	6	MGMT 110	
MGMT 220	Organizational Studies	6	MGMT 110	
MGMT 321	Occupational Health & Safety Mgmt	6	MGMT 110 & MGMT 206	
MGMT 314	Strategic Management	6	MGMT 110 & MARK101 or MGMT218	
MGMT 311	Management of Change	6	MGMT 110	
MGMT 316	Operations Management	6	COMM 121 & ECON 111	
MGMT 322	Training & Development	6	MGMT 110 & MGMT 206	
Plus	Five electives (of 6 CP) minimum	30	Of which only 18CP may be from 100-level subjects	
Minimum Credit Points required to qualify for this BCOM Degree		60	60CP from GED subjects	
		144	144CP from non-GED required subjects	

BCom HRM Subject Sequence

Students undertaking the BCom HRM degree program are required to follow the subject sequence shown below. Failure to do so may result in a graduation delay. Not all subjects are offered in all semesters, therefore students who do not follow the sequence may have to wait for a full semester before taking a subject they have “skipped”. The University has no obligation to offer a subject to meet the requirements of an individual student. If a student fails in a subject, he/she will need to wait till it is on offer again.

The subject sequences below are based on students commencing in Autumn and Spring semesters. Summer is an optional semester during which only certain subjects may be offered. Students who commence their studies in the Summer semester will be provided with a separate recommended subject sequence by the Academic Advisor.

Students commencing their degree in Autumn session

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
ARTS015	ARTS025	COMM110	MARK101	MGMT205	MGMT201	MGMT322	COMM351
ARTS017	ARTS035 or MATH020	ACCY102	COMM121	FIN221	IACT201	MGMT311	MGMT314
CSCI015	PSYC015	ECON101	ECON111	MGMT321	MGMT220	MGMT316	ELECTIVE
MATH015	LAW100	MGMT110	MGMT206	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE
STAT015	ACCY100						

Students commencing their degree in Spring session

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
ARTS015	ARTS025	ACCY102	MARK101	MGMT201	MGMT205	COMM351	MGMT322
ARTS017	ARTS035 or MATH020	MGMT110	COMM121	MGMT206	FIN221	MGMT314	MGMT311
CSCI015	PSYC015	ECON111	ECON101	MGMT220	MGMT321	ELECTIVE	MGMT316
MATH015	LAW100	COMM110	IACT201	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE
STAT015	ACCY100						

APPLICABILITY: STUDENTS WHO HAVE JOINED AUTUMN 04 ONWARDS & NEW STUDENTS

Correct at the time of printing and subject to change without notice.

The University reserves the right to withdraw a subject, tutorial group, workshop or computer lab class due to insufficient enrolment

BCom HRM Electives

- Students must select five (5) elective subjects of which three (3) can be at 100 level and two (2) must be at 200 or 300 level.
- Electives are subjects which are not stated in the BCom HRM – List of Subjects
- Elective subjects can also be selected from the College of Information Technology

NOTES

4.4.4 Bachelor of Commerce – Management

Testamur Title of Degree:	Bachelor of Commerce Management
Abbreviation:	B.Com Management
Home College:	College of Business
Duration:	4 years (8 Sessions) full time or part time equivalent
Total Credit Points:	204
Starting Session(s):	Any session (Autumn, Spring or Summer)
Delivery Mode:	Face to face
Location:	University of Wollongong in Dubai, Knowledge Village
UOWD Course Code:	1710

Overview

Management is the art and science of planning, coordinating and leading group efforts. It is the mobilising of human and material resources to achieve organisational goals. Managerial skills include the ability to make sound judgments on issues that arise at work and to achieve objectives through organisational skills. A major in Management aims to provide a basic understanding of how to apply key managerial concepts and theories in the contemporary work environment. The program assists students in developing interpersonal skills and to understand how group dynamics affect individual and group behaviour. They develop an understanding of sources of change, barriers to change and effective ways of overcoming them.

Course Requirements

Students are required to complete thirty four (34) subjects (204cps) according to the sequence of study listed below. There are twenty nine (29) compulsory subjects that are required, and five (5) elective subjects to be selected from the approved subjects provided each session by the College of Business. The full list of subjects and pre-requisites is shown below.

BCom Management Program – List of Subjects

Code	Title	CP	Pre-requisites	Exclusions
ARTS 015	Introduction to University Life	6		ARTS 001
ARTS 017	Islamic Culture	6		
MATH 015	Foundation Mathematics A	6		MATH 001
CSCI 015	Computer Applications	6		CSCI 001
STAT 015	Introduction to Statistics	6		STAT 001
ARTS 025	Literary Skills	6	ARTS 015	ARTS 003
ARTS 035 or MATH 020	Introduction to Philosophy Foundation Mathematics B	6	MATH 015	
PSYC 015	Introduction to Psychology	6	ARTS 015	
LAW 100	Law in Society	6		
IACT 201	Info. Tech. & Citizen's Rights	6	24CP@100level	
ACCY 100	Accounting A	6	ARTS 015	
ACCY 102	Accounting B	6	ACCY 100	
COMM 110	Introduction to Business Information Systems	6	ARTS 015 & CSCI 015	BUSS 110
COMM 121	Quantitative Methods I	6	ARTS 015 & STAT 015	STAT 131
ECON 101	Macroeconomic Essentials for Business	6	ARTS 015	
ECON 111	Introductory Microeconomics	6	ARTS 015	
MARK 101	Marketing Principles	6	ARTS 015	



Code	Title	CP	Pre-requisites	Exclusions
MGMT 110	Introduction to Management	6	ARTS 015	
FIN 221	Introductory Business Finance	6	ACCY 102 & ECON 111	
MGMT 316	Operations Management	6	COMM 121 & ECON 111	
COMM 351	Business Ethics and Governance	6	72 credit points	
MGMT 102	Business Communications	6	ARTS 015 & ARTS 025	
MGMT 201	Organizational Behavior	6	MGMT 110	
MGMT 206	Managing human Resources	6	MGMT 110	
MGMT 220	Organizational Studies	6	MGMT 110	
MGMT 309	Supply Chain Strategies	6	MGMT 110 & COMM121 or ECON 121	
MGMT 311	Management of Change	6	MGMT 110	
MGMT 314	Strategic Management	6	MGMT 110 & MARK 101 or MGMT 218	
MGMT 350	Total Quality Management	6	MGMT 110 & COM 121	
Plus	Five electives (of 6 CP) minimum	30	Of which only 18CP may be from 100-level subjects	
Minimum Credit Points required to qualify for this BCOM Degree		60	60CP from GED subjects	
		144	144CP from non-GED required subjects	

BCom Management Subject Sequence

Students undertaking the BCom Management degree program are required to follow the subject sequence shown below. Failure to do so may result in a graduation delay. Not all subjects are offered in all semesters, therefore students who do not follow the sequence may have to wait for a full semester before taking a subject they have “skipped”. The University has no obligation to offer a subject to meet the requirements of an individual student. If a student fails in a subject, he/she will need to wait till it is on offer again.

The subject sequences below are based on students commencing in Autumn and Spring semesters. Summer is an optional semester during which only certain subjects may be offered. Students who commence their studies in the Summer semester will be provided with a separate recommended subject sequence by the Academic Advisor.

Students commencing their degree in Autumn session

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
ARTS015	ARTS025	COMM110	MARK101	IACT201	MGMT201	COMM351	MGMT309
	ARTS035 or ARTS017						
	MATH020	ACCY102	COMM121	FIN221	MGMT206	MGMT311	MGMT350
CSCI015	PSYC015	ECON101	ECON111	ELECTIVE	MGMT220	MGMT316	MGMT314
MATH015	LAW100	MGMT110	MGMT102	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE
STAT015	ACCY100						

Students commencing their degree in Spring session

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
ARTS015	ARTS025	ACCY102	MARK101	MGMT201	IACT201	MGMT309	COMM351
	ARTS035 or ARTS017						
	MATH020	MGMT110	COMM121	MGMT206	FIN221	MGMT350	MGMT311
CSCI015	PSYC015	ECON111	ECON101	MGMT220	ELECTIVE	MGMT314	MGMT316
MATH015	LAW100	MGMT102	COMM110	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE
STAT015	ACCY100						

APPLICABILITY: STUDENTS WHO HAVE JOINED AUTUMN 04 ONWARDS & NEW STUDENTS

Correct at the time of printing and subject to change without notice.

The University reserves the right to withdraw a subject, tutorial group, workshop or computer lab class due to insufficient enrolment

BCom Management Electives

- Students must select five (5) elective subjects of which three (3) can be at 100 level and two (2) must be at 200 or 300 level.
- Electives are subjects which are not stated in the BCom Management – List of Subjects
- Elective subjects can also be selected from the College of Information Technology

NOTES

4.4.5 Bachelor of Commerce – Marketing

Testamur Title of Degree:	Bachelor of Commerce Marketing
Abbreviation:	B.Com Marketing
Home College:	College of Business
Duration:	4 years (8 Sessions) full time or part time equivalent
Total Credit Points:	204
Starting Session(s):	Any session (Autumn, Spring or Summer)
Delivery Mode:	Face to face
Location:	University of Wollongong in Dubai, Knowledge Village
UOWD Course Code:	1710

Overview

A Marketing major provides the skills to generate products and services for which there is a defined customer need and to position the product or service in the market with effective promotion, pricing and distribution strategies. The Marketing major is geared toward problem-solving and management decision making. A major in Marketing seeks to engage students in critical thinking processes, requiring in-depth analysis of qualitative and quantitative market data and development of subsequent marketing strategies. The program equips students with the knowledge and skills to evaluate alternative marketing strategies and commit to a course of action, using financial, organizational, environmental and ethical criteria.

Course Requirements

Students are required to complete thirty four (34) subjects (204cps) according to the sequence of study listed below. There are twenty nine (29) compulsory subjects that are required, and five (5) elective subjects to be selected from the approved subjects provided each session by the College of Business. The full list of subjects and pre-requisites is shown below.

BCom Management Program – List of Subjects

Code	Title	CP	Pre-requisites	Exclusions
ARTS 015	Introduction to University Life	6		ARTS 001
ARTS 017	Islamic Culture	6		
MATH 015	Foundation Mathematics A	6		MATH 001
CSCI 015	Computer Applications	6		CSCI 001
STAT 015	Introduction to Statistics	6		STAT 001
ARTS 025	Literary Skills	6	ARTS 015	ARTS 003
ARTS 035 or MATH020	Introduction to Philosophy Foundation Mathematics B	6	MATH 015	
PSYC 015	Introduction to Psychology	6	ARTS 015	
LAW 100	Law in Society	6		
IACT 201	Info. Tech. & Citizen's Rights	6	24CP@100-level	
ACCY 100	Accounting A	6	ARTS 015	
ACCY 102	Accounting B	6	ACCY 100	
COMM 110	Introduction to Business Information Systems	6	ARTS 015 & CSCI 015	BUSS 110
COMM 121	Quantitative Methods I	6	ARTS 015 & STAT 015	STAT 131
ECON 101	Macroeconomic Essentials for Business	6	ARTS 015	
ECON 111	Introductory Microeconomics	6	ARTS 015	
MARK 101	Marketing Principles	6	ARTS 015	



Code	Title	CP	Pre-requisites	Exclusions
MGMT 110	Introduction to Management	6	ARTS 015	
FIN 221	Introductory Business Finance	6	ACCY 102 & ECON 111	
MGMT 316	Operations Management	6	COMM 121 & ECON 111	
COMM 351	Business Ethics and Governance	6	72 credit points	
MARK 201	Applied Marketing Research A	6	MARK 101	
MARK 202	Applied Marketing Research B	6	MARK 101 & MARK 201	
MARK 217	Consumer Behaviour	6	MARK 101	
MARK 270	Services Marketing	6	MARK 101	
MARK 301	Internet Application for Marketing	6	MARK 101	
MARK 333	Marketing Communications	6	MARK 101	
MARK 343	International Marketing	6	MARK 101	
MARK 344	Marketing Strategy	6	MARK 101 & 12 CP from 200-level MARK subjects	
Plus	Five electives (of 6 CP) minimum	30	Of which only 18CP may be from 100-level subjects	
Minimum Credit Points required to qualify for this BCOM Degree		60	60CP from GED subjects	
		144	144CP from non-GED required subjects	

BCom Marketing Subject Sequence

Students undertaking the BCom Marketing degree program are required to follow the subject sequence shown below. Failure to do so may result in a graduation delay. Not all subjects are offered in all semesters, therefore students who do not follow the sequence may have to wait for a full semester before taking a subject they have “skipped”. The University has no obligation to offer a subject to meet the requirements of an individual student. If a student fails in a subject, he/she will need to wait till it is on offer again.

The subject sequences below are based on students commencing in Autumn and Spring semesters. Summer is an optional semester during which only certain subjects may be offered. Students who commence their studies in the Summer semester will be provided with a separate recommended subject sequence by the Academic Advisor.

Students commencing their degree in Autumn session

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
ARTS015	ARTS025	COMM110	MGMT110	IACT201	MARK217	MARK343	COMM351
	ARTS035 or						
ARTS017	MATH020	ACCY102	COMM121	MARK270	MARK202	MARK301	MARK344
CSCI015	PSYC015	ECON101	ECON111	MARK201	FIN221	MGMT316	MARK333
MATH015	LAW100	MARK101	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE	ELECTIVE
STAT015	ACCY100						

Students commencing their degree in Spring session

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
ARTS015	ARTS025	ACCY102	MARK101	MARK217	MARK270	MARK202	MARK343
	ARTS035 or						
ARTS017	MATH020	MGMT110	COMM121	IACT201	MARK201	COMM351	MARK301
CSCI015	PSYC015	ECON111	ECON101	FIN221	ELECTIVE	MARK344	MGMT316
MATH015	LAW100	ELECTIVE	COMM110	ELECTIVE	ELECTIVE	MARK333	ELECTIVE
STAT015	ACCY100						

BCom Marketing Electives

- Students must select five (5) elective subjects of which three (3) can be at 100 level and two (2) must be at 200 or 300 level.
- Electives are subjects which are not stated in the BCom Marketing – List of Subjects
- Elective subjects can also be selected from the College of Information Technology

NOTES

4.5 Transfer to the University of Wollongong in Australia

Students may transfer to the main campus of the University of Wollongong in Australia **with a minimum of 4 (four) subjects remaining**, subject to meeting Australian Government visa requirements. All marks and grades are fully transferable.

4.6 Further Information

To ensure all students have the most current, accurate and correct information, they are strongly encouraged to contact one of the following:

The Registrar's Office

Ground Floor, Room G-06
Building 15, Knowledge
Village

Chair, College of Business

Second Floor, Room 2-26
Building 15, Knowledge
Village

College of Business

Co-ordinator
Second Floor, Room 2-24
Building 15, Knowledge
Village

SUBJECT DESCRIPTIONS

All College of Business Subjects are 6 credit points, except ACCY302 which is 12 credit points

ACCY 100 Accounting 1A

Pre-requisite: ARTS 015

Accounting1A is an introduction to the processes of accounting and the financial management and is concerned with money, records of money, calculations of income and wealth; financial decision making; the information that can be provided by an accounting system as a basis for decision making and the techniques of processing such information.

ACCY 102 Accounting 1B

Pre-requisite: ACCY 100

Accounting1B builds on the understanding of accounting developed in Accounting1A. It examines financial measures of business activities and the systems that enable the measures to be recorded and then reported and communicated to the various stakeholders of entities such as owners (including partners and shareholder), providers of credit (lenders and creditors), management as well as other interested parties.

ACCY 200 Financial Accounting 2 A

Pre-requisite: ACCY 102

An introduction to accounting theory and critique, and the preparation of accounting statements to comply with accounting and statutory regulation. This subject also covers reporting requirements for economic groups consisting of multiple legal entities.

ACCY 201 Financial Accounting 2 B

Pre-requisite: ACCY 200

Accounting standards are applied to companies and groups of companies in order to produce external financial reports. The subject contains three distinctive but inter-related standards. First, there is a technical strand of knowledge and skills used in applying accounting standards to financial reports. Secondly, there is a contextual strand, which highlights the environment in which financial reporting takes place. Thirdly, there is a theoretical strand, where deeper issues relating to accounting practice will be explored. Lectures, tutorials, workshops and assessment tasks will provide opportunities to develop students' understanding of each of these three strands.

ACCY 211 Management Accounting 2

Pre-requisites: ACCY 100 & ACCY 102

The design, production and use of accounting and other quantitative information in the planning and control of organizations, including management of the production function, decentralized organizations, derivation of cost relationships and statistical control of costs.

ACCY 231 Information systems in Accounting

Pre-requisites: ACCY 100 & ACCY 102

Management information systems, including data collection and processing, internal control and internal reporting. System design and computer applications.

ACCY 302 Financial Accounting 3

Pre-requisite: ACCY 201

Advanced aspects of financial accounting and external reporting with particular reference to developments in accounting theory and professional standards, including critical evaluation and comparison of various financial accounting theories.

ACCY 312 Management Accounting 3

Pre-requisite: ACCY 211

An advanced treatment of management accounting theory and its relationship to decision theory, including model building and use, cost predictions, pricing decisions, and the behavioral dimensions of management accounting.

ACCY 328 International Taxation

Pre-requisites: FIN 221 & ACCY 201

This subject covers cross border transactions with respect to the taxes the entity may incur as they trade and how these have an impact on the pricing of products. International taxation as it applies to the individual and a company are explored as well as its impact on their income and other trading activities. This subject also takes a comparative perspective of a number of issues confronting both companies and individuals who transact across national borders. Comparisons of taxation between countries such as Australia, UAE, UK and the USA will be examined.

ACCY 342 Auditing & Assurance Services

Pre-requisite: ACCY 200 or ACCY 201

This subject examines the contemporary risk and assurance approach to auditing, the collection and evaluation of audit evidence and the audit reporting process. The subject also develops an understanding of the legal environment in which the auditor works and focuses on the requirements of financial statement audit under the Corporations Law. In addition to this, the program introduces the use of computer assisted audit techniques and considers issues related to computer information systems audit.

ARTS 015 Introduction to University Life

Pre-requisite: None

This subject is designed to help students in the transition between secondary and tertiary education and to prepare them for university life. It aims to ensure students' success at university by helping them to acquire the necessary life skills, and by encouraging them ultimately to become independent learners. The subject also teaches the skills involved in writing an academic essay and introduces students to the research skills necessary for a successful academic life. This may entail a completely different approach to learning than many students have been familiar with in their secondary education. However, this subject is specifically designed to facilitate the transition. A key element in this endeavour is willingness on the part of students to take responsibility for their own learning and to strive consistently to improve their work. The emphasis is on establishing good study habits which will serve students throughout their academic life.

ARTS 017 Islamic Culture

Pre-requisite: None

This subject aims to provide general education about the contributions of Islam throughout history. The interaction of Islam with various civilizations, and its impact in many fields of knowledge will be highlighted. Also, students will gain understanding about the virtues of Islam as reflected through the practices and accomplishments of its scholars and scientists. Further, students will be encouraged to learn about how Islamic concepts overlap with other faiths' principles and teachings.

ARTS 025 Literary Skills

Pre-requisite: ARTS 015

This subject concentrates on the literary skills critical to university success. The course content is largely focused on developing research skills, analysing and presenting data, and writing university level compositions. Students will also engage in an original primary research project which will culminate in a formal oral presentation. This subject gives students the necessary skills needed to engage in independent research and produce quality written and oral academic presentations.

ARTS 035 Introduction to Philosophy

Pre-requisite: None

This subject focuses on critical thinking, independent research, and appropriate oral presentation of a reasoned and informed argument. It is vital to a successful university life that students develop their own informed opinions on a range of subjects. The ideal medium to develop an appropriate approach to the art of reasoning is via a study of philosophy. An awareness of the major thrusts of philosophy from the principal regions of the world will provide students with the foundations, framework and confidence to be able to express their opinions articulately, knowledgeably and logically. This subject gives students the skills and the opportunity to do this, both individually and as part of a team. It also develops their critical evaluation of research material and allows them to make judgements on published sources. The subject is designed to ensure students' academic success by helping them to become independent thinkers and learners. A key element in this endeavour is a willingness on the part of the students to take responsibility for their own learning and to strive consistently to improve their work. The basic,

fundamental goal of this course is to broaden students horizons via the 'great philosophical debate'; to question and challenge our accepted wisdom of ourselves and the world around us.

COMM 110 Introduction to Business Information Systems

Pre-requisites: ARTS 015 & CSCI 015

This subject examines the roles of information systems in a modern organization. Topics covered include: computer hardware, systems software and networks, operating systems/productivity tools, standard business systems, file/data management, processes and modeling techniques used in computer systems development, information systems for management and decision support, security and privacy issues. The practical component includes using the Internet, word processing, spreadsheets and database systems.

COMM 121 Quantitative Methods 1

Pre-requisites: ARTS 015 & STAT 015

This subject is an introduction to quantitative techniques and their application to business economics. Emphasis will be on statistics and topics will include descriptive statistics, probability, sampling, confidence intervals and hypothesis testing, elementary correlation and regression analysis and the use of computer programs for estimation and analysis.

COMM 351 Business Ethics & Governance

Pre-requisites: 72 credit points

An examination of the central issues in business ethics covering topics such as the social responsibility, individual and corporate values, models for making ethical decisions, ethics for the employee, the customer, the environment, the community, the government and the multinational context. Class consists primarily of student-centered discussion and experiential activities. Semester is arranged to take students through a reflective, unlearning process.

COMM 399 Special Topic in Commerce

Pre-requisite: 12 credit points at 300 level

This subject will allow students to carry out study in a practical or applied manner into a selected issue in business. This may include, but is not limited to an individual case study, business project, industry or corporate analysis. Students will have the opportunity to look at a contemporary practical issue in a business environment. The specific issues explored will vary from year to year and discipline to discipline. This subject will encourage students to undertake study and analyze on issues of relevance to a business environment.

ECON 101 Macroeconomics Essentials for Business

Pre-requisite: ARTS 015

This subject analyses relevant macroeconomic concepts and principles in an integrated macroeconomic environment. Simple macroeconomic models will be developed to characterise the interdependencies of the more important components parts of a macro economy. This will allow students to analyse some real world problems and to start identifying and formulating appropriate macroeconomic policies

ECON 111 Introductory Microeconomics

Pre-requisite: ARTS 015

An introduction to microeconomics and its application to contemporary social and economic problems. Elementary economic theory and the necessary institutional framework will be developed.

ECON 216 International Trade Theory & Policy

Pre-requisite: ECON 111

This subject is designed to provide an introduction to international trade theory and international trade policy. It will examine the theory, policies, practices and institutions of relevance to a country's trade with other nations. The following broad questions will be addressed: Why do nations trade with each other? What are the gains and losses from free trade to the nations involved? What determines the pattern of international trade and production? What are the effects of various commercial policies on the nations involved and on the welfare of various groups within those nations? How does the foreign exchange market work and in what ways does it facilitate or impede international trade? What are the possible effects of exchange-rate policies on a country's production, employment and price level? How is a country's trade performance linked to its external debt and economic growth? How can trade affect the local and global environment?

ECON 332 Managerial Economics & Operations Research

Pre-requisites: FIN 221 & ECON 111

This subject develops and applies a variety of quantitative techniques to economic and managerial decision-making. It covers a wide range of quantitative analyses such as forecasting techniques, Markov process models, PERT, CPM and specialized network algorithms, risk preference analysis, transportation and assignment models and quadratic and nonlinear programming.

FIN 221 Introductory Business Finance

Pre-requisites: ACCY 102 & ECON 111

This subject provides an introduction to business finance. It includes a critical examination of the theory and practice of corporate financial management, including the capital structure decision, the capital acquisition/disbursement decision, and the investment decision for both current and long term assets. The main focus is on financial decision making, with consideration of risk and returns a fundamental consideration.

FIN 223 Investment Analysis

Pre-requisite: FIN 221

This subject deals with security analysis and portfolio management. The subject is both descriptive, dealing with a range of securities and the market they operate in, and theoretical, considering theories of the market and the equilibrium prices of securities. Topics covered include portfolio theory and the capital asset pricing model, portfolio management, company, industry and market analysis, investment strategies and the evaluation of portfolio performance.

FIN 226 Financial Markets & Institutions

Pre-requisites: ACCY 102 & ECON 111

This subject examines the history and development of financial institutions and financial markets in Australia and elsewhere. Topics covered include: the role of the financial system; functions of financial markets; money markets and capital markets; the banking and payments system; financial systems regulation; the operations of the stock exchange; corporate and government debt markets; the euromarket; and, derivative markets.

FIN 241 International Financial Management

Pre-requisite: ACCY 102

This subject introduces students to the use of financial tools in an international context. The subject covers the basic techniques of finance and these are then related to international financial markets, institutions and practice. Students learn to evaluate the relationship between risk and expected return from international investments and develop an understanding of short and long-term international debt and equity capital markets.

FIN 322 Advanced Business Finance

Pre-requisite: 12 credit points of FIN subjects

This subject examines advanced aspects of the financial management of corporate resources with an emphasis on issues in financial planning and strategy. Topics include firm governance and the role of shareholders and stakeholders, the management of corporate debt and equity, mergers and acquisitions, financial distress and restructuring, and financial architecture and strategies. Special attention is given to the increasing complexity of the business environment and departure from the assumptions of an ideal capital markets.

FIN 323 Portfolio Management

Pre-requisite: FIN 223

This subject undertakes the advanced analysis of investment theory with an emphasis on the integration of derivative use and strategies with other portfolio management skills. Individual topics include, binomial decision theory, trading strategies using complex derivative structures, interest rate futures and swaps, the 'Greeks', futures options, value at risk, credit derivatives, and weather, energy, and insurance derivatives.

FIN 324 Financial Statement Analysis

Pre-requisite: FIN 221

This subject introduces the language, concepts and principles of corporate financial information analysis, and critically evaluates financial statements as data sources for business analysis and valuation. A four step business evaluation framework guides extraction of decision useful information

from publicly available accounting information sources within the context of business strategies. Analytical principles and techniques are applied to four commonly met areas of business decisions about corporate financial performance and evaluation.

FIN 325 Bank Management

Pre-requisite: 12 credit points of FIN subjects

This subject examines and deals with information on the bank management practices and operation of banks. The subject involves in depth discussions and analysis of bank management issues such as bank lending, banking interest rate models, off-balance sheet activities, operating costs & technology, foreign exchange, sovereign, liability & liquidity risks management and capital adequacy within both the Australian and international banking framework.

FIN 351 International Finance

Pre-requisite: 12 credit points of FIN subjects

This subject analyses financial markets in the international sphere, concentrating on the Australasian region. It explores the concepts and relationships linking international financial markets within the region and the operation of Australian firms in those markets. It covers such issues as the de-regulation of Australian banking and the Eurofinance market, the pricing of foreign exchange, the international financing decision, foreign exchange and interest rate risk management.

LAW 100 Law in Society

Pre-requisite: None

Effective participation in the business world, and in society in general, requires some understanding of the law and of legal processes. Law in Society aims to provide the knowledge and skills to achieve these goals. The subject introduces students to the various stages of setting up and operating a small business and the areas of law most relevant to each stage. The consideration of the law focuses on its practical implications for achieving business objectives and preventing legal problems arising.

MARK 101 Marketing Principles

Pre-requisite: ARTS 015

The subject examines basic marketing concepts to build up a sound understanding. The material assists those who want to be specialist marketers and those interested in undertaking other business or professional studies. What you learn in this subject will be of value to you for the rest of your lives as consumers and as members of the business community.

MARK 201 Applied Marketing Research A

Pre-requisite: MARK 101

In an increasingly dynamic environment where market data and computers are easily available, marketing research is not a field of competitive advantage. However failure to engage in marketing research activity leads to disadvantages in the strong competitive market place. Mastering marketing research is necessary for successful marketing. This subject will focus on the practice of marketing research by integrating theory and application. Applied Marketing Research includes the research process from the problem definition to the fieldwork design. The remaining components are covered in Applied Marketing Research B.

MARK 202 Applied Marketing Research B

Pre-requisites: MARK 101 & MARK 201

In an increasingly dynamic environment where market data and computers are easily available, marketing research is not a field of competitive advantage. However, failure to engage in marketing research activity leads to disadvantages in the strong competitive market place. Mastering marketing research is necessary for successful marketing. This subject will focus on the practice of marketing research by integrating theory and application. Applied Marketing Research B (MARK202) continues where Applied Marketing Research A (MARK201) ends and encompasses the entire marketing research process starting with the fieldwork phase: organising, supervising and conducting fieldwork, entering data, analysing data, drawing conclusions and reporting the findings.

MARK 217 Consumer Behaviour

Pre-requisite: MARK 101

Consumer behaviour involves gaining a greater understanding of the consumers as individuals by studying perception learning and memory, motivation and values, personality, lifestyles, attitudes change. Additionally the content of this subject focuses upon consumers as decision makers, involving

an examination of the entire purchase process. Other areas of interest include household and organizational decision-making, and the influence of culture on consumption.

MARK 270 Services Marketing

Pre-requisite: MARK 101

This subject covers the practice of marketing of services. Significantly, this incorporates both conceptual and practical issues not always evident in the existing marketing literature covering the marketing of products. As well, the global growth of the service sector has focused attention on the marketing function for organisations serving this sector. This subject is designed to equip practitioners to function effectively in the expanding world of services marketing.

MARK 301 Internet Application for Marketing

Pre-requisite: MARK 101

This subject deals with the issues facing internet users to establish the distinctly different environment in which people operate online. This grounding is then used as a basis to build an understanding of the internet to key applications in marketing such as research, adding value in the areas of product, distribution, pricing and promotion. It is a consumer focused perspective that most students will be able to relate to from their own experience and therefore suitable for a 2nd or 3rd year undergraduate subject.

MARK 333 Marketing Communications

Pre-requisite: MARK 101

Marketing communications (marcoms) come in many forms. Examples include, but are far from limited to, mass media advertising, promotions, celebrity endorsements, and after-sales support. This subject aims to develop students' appreciation of the role that marcoms play in the company's marketing efforts as well as how prospective customers process and are influenced by marcoms. The subject has a managerial perspective and by the end of the subject students will be able to both manage and critically evaluate marcoms campaigns.

MARK 343 International Marketing

Pre-requisite: MARK 101

The principal aim of the subject is to analyze the global marketing environment and develop appropriate international marketing strategies. The content will include: socio-economic, legal, political, financial and cultural factors affecting international marketing operations; analyzing the profiles of selected regional markets and strategic options for entry and expansion in those markets; international Applied Marketing Research methods and data analysis techniques; international marketing mix decisions; and contemporary issues in multinational marketing.

MARK 344 Marketing Strategy

Pre-requisites: MARK 101 & 12 credit points from 200 level MARK Subjects

This is the 'capstone' unit in the marketing major. As such it is designed to integrate skills and knowledge in a number of other business disciplines. It will draw knowledge in a number of other business disciplines. It will draw heavily on the areas of not only marketing theory and market heavily on the areas of not only marketing theory and research methods but also economics, finance, managerial accounting and management theory. It is designed to develop analytical skills and diagnostic ability for the proposal, implementation and control of alternative marketing strategies and plans.

MGMT 102 Business Communications

Pre-requisites: ARTS 015 & ARTS 025

This subject introduces the theory and practice of communication in business and in workplaces. It offers knowledge and information on how students can become more effective, culturally sensitive and humane communicators personally and professionally. It examines and discusses the cultural, organisational and personal contexts and processes of communication in groups, meetings, interviews, public speaking, presentations and writing. Other issues discussed include interpersonal skills, understanding non-verbal messages, listening and building relationships in business and workplaces.

MGMT 110 Introduction to Management

Pre-requisite: ARTS 015

This subject introduces students to key management theories and concepts including organizational culture, social responsibility, ethics, managing groups, motivating employees, planning, managing

human resources and employee relations, strategic management, decision-making, managing operations, leadership and management control systems. The subject is designed to provide an opportunity for students to acquire understanding through a series of lectures supported by student participation in simulation activities. The subject is presented from the point of view of managers, but students will learn how the different interests between organizational stakeholders affect various management processes.

MGMT 201 Organizational Behavior

Pre-requisite: MGMT 110

The subject examines aspects of the social and behavioural sciences that are relevant to understanding human behaviour in work organisations. The focus of the subject ranges from the behaviour and activities of individuals and groups in organisational settings, to understanding complex organisations as a whole.

MGMT 205 Recruitment & Selection

Pre-requisites: MGMT 110 & MGMT 206

This subject examines the environment and process of recruitment and selection. Recruitment strategies are described and assessed from the perspective of the organisation and the individual. In particular, a range of personnel selection techniques are examined in relation to reliability, validity, fairness and applicability. Also a range of practical skills in designing personnel selection techniques are developed.

MGMT 206 Managing Human Resources

Pre-requisite: MGMT 110

This subject is concerned with the concepts, techniques and activities involved in managing the flow of people through work organisations. Emphasis is placed on understanding the techniques of contemporary HRM that can be applied in organisations to facilitate the acquisition and development of staff, to influence positively their job performance, and to manage the processes of staff turnover and retention.

MGMT 218 Competitive Analysis

Pre-requisite: ECON 111

This subject develops models and techniques for measuring and understanding the complexity of competition. Case studies and empirical analysis are used to show how firms can analyze its industry, understand its competitors and its own position, and how this might influence its business strategy. Topics include: Structural analysis of industries; Competitive strategies/framework for analysis; Development of generic strategies; Strategy in different industrial environments; Strategic decisions/competitor analysis; Strategy in a multinational competitive environment.

MGMT 220 Organizational Analysis

Pre-requisite: MGMT 110

This subject examines different perspectives from which organisational can be analysed. Students are provided with an understanding of the main theoretical frameworks used to explain how organisational members are affected by organisational structures, environments, political processes and cultural aspects of organizations.

MGMT 309 Supply Chain Strategies

Pre-requisites: MGMT 110 & COMM 121 or ECON 101

This subject focuses on supply chain strategies that are customer focused and market driven. It distinguishes between operational or supply-based approaches and strategic approaches to supply chain management, exploring the latter in depth. This subject highlights and provides solutions to the main challenges facing organisations wanting to select design and implement successful supply chain strategies in an increasingly global and competitive environment.

MGMT 311 Management of Change

Pre-requisite: MGMT 110

This subject deals with management of change in organisations. Topics include: sources of change, resistance to change, coping with change, organisational values, creation of organisational visions and missions, leading organisational change, models of organisational change, creation and change of organisational cultures. Emphasis is placed on the application of theory to case study examples.

MGMT 314 Strategic Management

Pre-requisites: MGMT 110 & MARK 101 or MGMT 218

The subject deals with the strategic management process and planning functions in the business enterprise. Emphasis will be placed on the process by which opportunities and threats to the business enterprise are recognised and evaluated, and on the strategies required to meet these challenges. Topics include: business mission; customer and competitor analysis; industry analysis; environmental analysis; strategy and organisation; alternative business strategies.

MGMT 316 Operations Management

Pre-requisites: COMM 121 & ECON 111

The purpose of this subject is to provide the student with a broad understanding of the key issues in modern operations management in both manufacturing and service organisations, and to allow the student to develop some basic skills in the methodologies of operations management. It is an introductory subject designed for undergraduate students with no previous study in operations management. The subject content and assessment components reflect quantitative procedures associated with operations management and also qualitatively explore the relevant strategic, managerial and ethical issues associated with operations management.

MGMT 321 Occupational Health & Safety Management

Pre-requisites: MGMT 110 & MGMT 206

This subject aims to give students a critical introduction to the broad subject of Occupational Health and Safety Management (OHSM) and to examine in detail some of the specific theoretical and practical issues related to the topic. Under the broad rubric of OHSM, there are a number of competing perspectives, views and voices. This subject will not privilege one model over another. Rather, it will present some of these competing views in a manner that will require individual students to exercise their critical faculties and develop their own, theoretically informed approach to the practical management of OH&S.

MGMT 322 Training & Development

Pre-requisites: MGMT 110 & MGMT 206

This subject provides students with an understanding of key concepts and practical approaches to the development of people in organisations. Topics include: theories and models of learning; job analysis; identification of training needs; training delivery forms and their selection; skills development and training; multi-skilling and flexibility; management development; succession planning; national and international frameworks of training; organisational learning and the learning organisation; organisational development; evaluation of training and development.

MGMT 350 Total Quality Management

Pre-requisites: MGMT 110 & COMM 121

The purpose of this subject is to provide the student with an introduction to the principles and tools associated with the management philosophy and technique called 'Quality Management'. It is an introductory subject designed for undergraduate students with no previous study in this field. The subject engages both qualitative and quantitative approaches to help students to identify, analyse and understand the impacts of quality management systems in any organisation.

MGMT 389 International Business Management

Pre-requisites: MGMT 110 & MARK 101 or MGMT 218

This subject deals with the international business environment and the key issues involved in operating in international and global markets. The international and global business environment, entry modes, global strategies, functional strategies and the management and control of international/global operations are covered. On completion of this subject, students will have an understanding of international business and be able to apply key concepts in analyzing and developing international business strategies.

PSYC 015 Introduction to Psychology

Pre-requisite: ARTS 015

This subject introduces students to the discipline of psychology and its scientific nature. It seeks to present an overview of the main areas of psychology including behavioral psychology, developmental psychology, personality, social psychology, and clinical psychology. Students will be exposed to the main theories in the different areas of psychology as well as their practical application in real life situations such as personal development, family life, business, and interpersonal relations.

STAT 015 Introduction to Statistics

Pre-requisite: None

This subject provides an introduction to the study of statistics. The aim of the subject is to provide students the statistical tools necessary for analyzing data for taking business decisions. Students should be able to learn to think about data by working with data. This subject is designed to:

1. Show the relevance of statistics to a wide range of disciplines and everyday life.
2. Provide the student with fundamental concepts of statistical methods.
3. Give the student ample opportunity to apply statistical methods through problem solving and discussion.
4. Provide the student with the fundamental concepts of statistical reasoning.
5. Give the student ample opportunity to apply statistical reasoning through examples and discussion.
6. Enable to student to improve communication skills.
7. Develop analysis and problem solving skills.
8. Familiarize the student with statistical terminology.
9. Develop skills required to deal critically with numerical arguments.
10. Prepare the student to undertake statistical subjects at university.

MY DEGREE PLAN

To ensure quality in your degree and a proper distribution of subjects over all sessions, it is of **UTMOST** importance that you plan your subjects well in advance! Here are a few guidelines that you should follow in preparing your Degree Plan:

- ARTS 015 must be done before any 100-level subject.
- Certain subjects have pre-requisites. Try your best to complete these pre-requisite subjects as soon as feasible.
- Most importantly, 100-level subjects must be completed **BEFORE** 200-level subjects; 200-level subjects must be completed **BEFORE** 300-level subjects!
- Rules pertaining to your individual degree and specialisation must be paid special attention to.
- If you need any assistance in planning your degree feel free to consult our helpful Academic Advisors.

If the above-mentioned guidelines are followed and your degree is planned smoothly, you should not have any difficulty with individual sessions.

Good luck and get cracking on your Degree Plan!



SESSION:			
Subject Code	Core/Elective	CP	Grade

SESSION:			
Subject Code	Core/Elective	CP	Grade

SESSION:			
Subject Code	Core/Elective	CP	Grade

SESSION:			
Subject Code	Core/Elective	CP	Grade

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Subject Code	Core/Elective	CP	Grade

SESSION:			
Subject Code	Core/Elective	CP	Grade

SESSION:			
Subject Code	Core/Elective	CP	Grade

Students can enrol in a maximum of five subjects in Autumn and Springs session through SOLS.
To enrol in additional subjects, students require permission from the College Chair.

APPLICABILITY: STUDENTS WHO HAVE JOINED AUTUMN 04 ONWARDS & NEW STUDENTS

Correct at the time of printing and subject to change without notice.

The University reserves the right to withdraw a subject, tutorial group, workshop or computer lab class due to insufficient enrolment

AUTUMN SESSION 2007

SUBJECT TIMETABLE

	Sunday	Monday	Tuesday	Wednesday	Thursday
8.30 – 9.30					
9.30 – 10.30					
10.30 – 11.30					
11.30 – 12.30					
12.30 – 1.30					
1.30 – 2.30					
2.30 – 3.30					
3.30 – 4.30					
4.30 – 5.30					
5.30 – 6.30					

DUE DATES FOR ASSESSMENTS

Use the space provided below to record the due dates of all your assignments and tests. Refer to your subject outline for full details about your assessments.

Week	Subject	Assessment	Value (%)	Due Date
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

SPRING SESSION 2008

SUBJECT TIMETABLE

	Sunday	Monday	Tuesday	Wednesday	Thursday
8.30 – 9.30					
9.30 – 10.30					
10.30 – 11.30					
11.30 – 12.30					
12.30 – 1.30					
1.30 – 2.30					
2.30 – 3.30					
3.30 – 4.30					
4.30 – 5.30					
5.30 – 6.30					

DUE DATES FOR ASSESSMENTS

Use the space provided below to record the due dates of all your assignments and tests. Refer to your subject outline for full details about your assessments

Week	Subject	Assessment	Value (%)	Due Date
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				



SUMMER SESSION 2008 (OPTIONAL)

SUBJECT TIMETABLE

	Sunday	Monday	Tuesday	Wednesday	Thursday
8.30 – 9.30					
9.30 – 10.30					
10.30 – 11.30					
11.30 – 12.30					
12.30 – 1.30					
1.30 – 2.30					
2.30 – 3.30					
3.30 – 4.30					
4.30 – 5.30					
5.30 – 6.30					

DUE DATES FOR ASSESSMENTS

Use the space provided below to record the due dates of all your assignments and tests. Refer to your subject outline for full details about your assessments

Week	Subject	Assessment	Value (%)	Due Date
2				
3				
4				
5				
6				
7				
8				
9				
10				

FINAL EXAM TIMETABLES

The Final Exam Timetable is published on the College of Business website (secure.uowdubai.ac.ae/cbs) under the “Timetables” link. The timetable is subject to change and students are advised to check the College of Business website for the latest version.

AUTUMN SESSION 2007

Subject	Exam Date	Exam Time	Exam Location

SPRING SESSION 2008

Subject	Exam Date	Exam Time	Exam Location

SUMMER SESSION 2008

Subject	Exam Date	Exam Time	Exam Location

NOTES