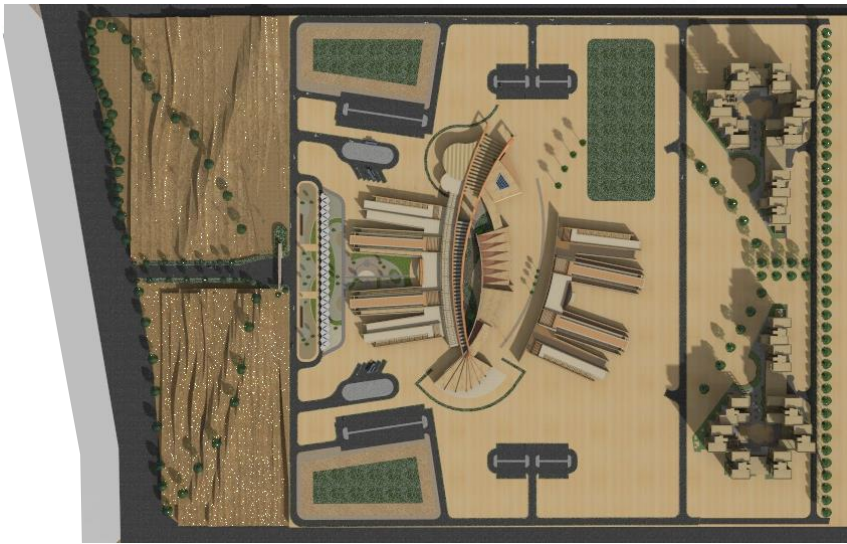



# EMIRATES CANADIAN UNIVERSITY COLLEGE



**Catalog**  
**2016 - 2017**



This publication is the official declaration of the Emirates Canadian University College (ECUC) programs, essential requirements, and rules. Students enrolling in this institution are expected to abide by the rules as outlined below. Students are further warned that course charges, course requirements, and conditions in any other areas may change without any prior notice. The University College has also the right to cancel or combine any class or section if there is insufficient number of students enrolling for courses.

ECUC has furthermore the right to change course content, admission criteria, fee-structure, rules, regulations and procedures published in this catalog as the need arises. Any changes will be in line with ECUC rules, regulations and procedures and will be subject to prior authorization.

Every student is expected to be aware of the regulations currently in use, whether he or she is a fresher or old. If individuals interpret, or explain in their own way these regulations it will not be a binding upon ECUC. Any Statement in this catalog should not be taken, in any way, as an offer of contract.

ECUC sternly upholds the provision of equal opportunities in all areas, including education, program or employment. ECUC delivers to all regardless of their race, color, sex, creed, age, marital status, national origin or religion.

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## ACADEMIC CALENDAR 2016 – 2017



الكلية الاماراتية الكندية الجامعية  
Emirates Canadian University College

ACADEMIC CALANDAR YEAR 2016/2017

Fall 2016-2017			
Week	Sunday	Saturday	
1	Sunday, 28 August 2016	Saturday, 3 September 2016	21 August - 28 August-Registration for Fall 16-17 28 August- Starting Fall 16-17 Classes
2	Sunday, 4 September 2016	Saturday, 10 September 2016	
3	Sunday, 11 September 2016	Saturday, 17 September 2016	10-13 September Eid Al-Adha
4	Sunday, 18 September 2016	Saturday, 24 September 2016	
5	Sunday, 25 September 2016	Saturday, 1 October 2016	
6	Sunday, 2 October 2016	Saturday, 8 October 2016	02 October - Al-Hijra (Islamic New Year)
7	Sunday, 9 October 2016	Saturday, 15 October 2016	
8	Sunday, 16 October 2016	Saturday, 22 October 2016	
9	Sunday, 23 October 2016	Saturday, 29 October 2016	23-29 October Mid-term Examination Period
10	Sunday, 30 October 2016	Saturday, 5 November 2016	
11	Sunday, 6 November 2016	Saturday, 12 November 2016	
12	Sunday, 13 November 2016	Saturday, 19 November 2016	
13	Sunday, 20 November 2016	Saturday, 26 November 2016	
14	Sunday, 27 November 2016	Saturday, 3 December 2016	30 Nov Martyrs' Day 2-3 December - UAE National Day
15	Sunday, 4 December 2016	Saturday, 10 December 2016	11 December - Prphet's Birthday
16	Sunday, 11 December 2016	Saturday, 17 December 2016	8- 17 December - Final Examination Period
17	Sunday, 18 December 2016	Saturday, 24 December 2016	
18	Sunday, 25 December 2016	Saturday, 31 December 2016	18 December - 9 January 2017 - Start Winter Break for Students 24 December - Grade Publishing 25 December - 9 January 2017 - Registration for Spring 16-17 31 December - New Year Day
19	Sunday, 1 January 2017	Saturday, 7 January 2017	

\* Minimum Hours allocated for theoretical courses are 45 hrs

Spring 2016-2017			
Week	Sunday	Saturday	
1	Sunday, 8 January 2017	Saturday, 14 January 2017	8 January - Starting Spring 16-17 Classes
2	Sunday, 15 January 2017	Saturday, 21 January 2017	19 January - Last Day to add/Drop without fine
3	Sunday, 22 January 2017	Saturday, 28 January 2017	
4	Sunday, 29 January 2017	Saturday, 4 February 2017	
5	Sunday, 5 February 2017	Saturday, 11 February 2017	
6	Sunday, 12 February 2017	Saturday, 18 February 2017	
7	Sunday, 19 February 2017	Saturday, 25 February 2017	
8	Sunday, 26 February 2017	Saturday, 4 March 2017	26 February - 4 March Mid-term Examination Period
9	Sunday, 5 March 2017	Saturday, 11 March 2017	
10	Sunday, 12 March 2017	Saturday, 18 March 2017	
11	Sunday, 19 March 2017	Saturday, 25 March 2017	
*	Sunday, 26 March 2017	Saturday, 1 April 2017	27 March - 9 April - Start Spring Break for Students
*	Sunday, 2 April 2017	Saturday, 8 April 2017	
12	Sunday, 9 April 2017	Saturday, 15 April 2017	
13	Sunday, 16 April 2017	Saturday, 22 April 2017	
14	Sunday, 23 April 2017	Saturday, 29 April 2017	
15	Sunday, 30 April 2017	Saturday, 6 May 2017	30 April - 13 May - Final Examination Period
16	Sunday, 7 May 2017	Saturday, 13 May 2017	5 May - Al Isra's Wal Miraaj Day
17	Sunday, 14 May 2017	Saturday, 20 May 2017	15 May - Grade Publishing 15 May - Start Registration for Summer I 16-17

\* Minimum Hours allocated for theoretical courses are 45 hrs

Notes on Academic Calendar

\*Religious holidays are subject to confirmation

## INTRODUCTION

The Founders of Emirates Canadian University College (ECUC) are the Government of Umm Al Quwain represented by His Highness Sheikh Saud bin Rashid Al Mu'alla, the Ruler of Umm Al Quwain, and his partners (dedicated businessmen.)

His Highness is very optimistic about higher education in UAE and has a distinct vision for contributing to the social, educational and economic development of the Nation. ECUC, therefore, utilizing the best of the Arab and Canadian models of higher education, will be operating in the multicultural Arab country.

ECUC is an independent institution. The language of instruction at the University College is English. All administrative functions are conducted in English, whereas the departments which do not work directly with the students may prefer Arabic according to the needs decided by each Staff.

### **The Institution and its Accreditation**

The Emirates Canadian University College, located in the Emirates of Umm Al Quwain. The University current location is a temporary location with a built-up area of 6570 sq. comprising main building (Ground floor, First floor & Roof floor), Library block, HR & administrative block, a Cafeteria, a sports complex & parking spaces to accommodate 60 cars and 2 buses within the premises. The main Building comprises of offices, Class rooms, Labs which contributes around 22% of the built-up area. The class rooms are well equipped with interactive smart boards, multimedia projectors and the labs are equipped with high configuration computers and devices to ensure the high quality output for the students. A new ECUC campus –Phase 1 with a built-up area of 17850 sq. comprises of Modern classrooms, theatres & lecture halls, sports hall, library, workshop, Administration and a restaurant is been planned to setup at the Khalifa city, Al salama district which can cater all the educational needs of a modern University. ECUC is officially licensed from 8 March 2008 to 31 July 2014 by the Ministry of Higher Education and Scientific Research of the United Arab Emirates to award degrees/qualifications in higher education.

### **Governance and the Board of Trustees**

The University College is governed by Board of Trustees, consisting of members from various fields of endeavor; the President of the University College is also an ex-officio member of the Board. The Board has its own by-laws and elects a chair for an annual term.

### **Vision**

The vision of Emirates Canadian University College is to become one of the pre-eminent higher education institutions in the United Arab Emirates and be well recognized around the Middle East.

### **Purpose Statement**

Emirates Canadian University College is a private educational institution with a distinct identity the primary role of which is to provide fair and equitable learning opportunities for able and deserving students in the United Arab Emirates and neighboring countries.

The institution is dedicated and determined to organize and offer challenging educational programs applying all the possible advanced modes of education. Furthermore, the Institution will apply its resources and will endeavor to contribute substantially to human knowledge and scientific research in order to pave the way for higher education in UAE and to meet the requirements of the society.

The University College is committed to employ and retain internationally qualified faculty with varied experience to offer professional baccalaureate and master's degree programs that are primarily career-oriented, yet integrated with the liberal arts and sciences.

**Mission**

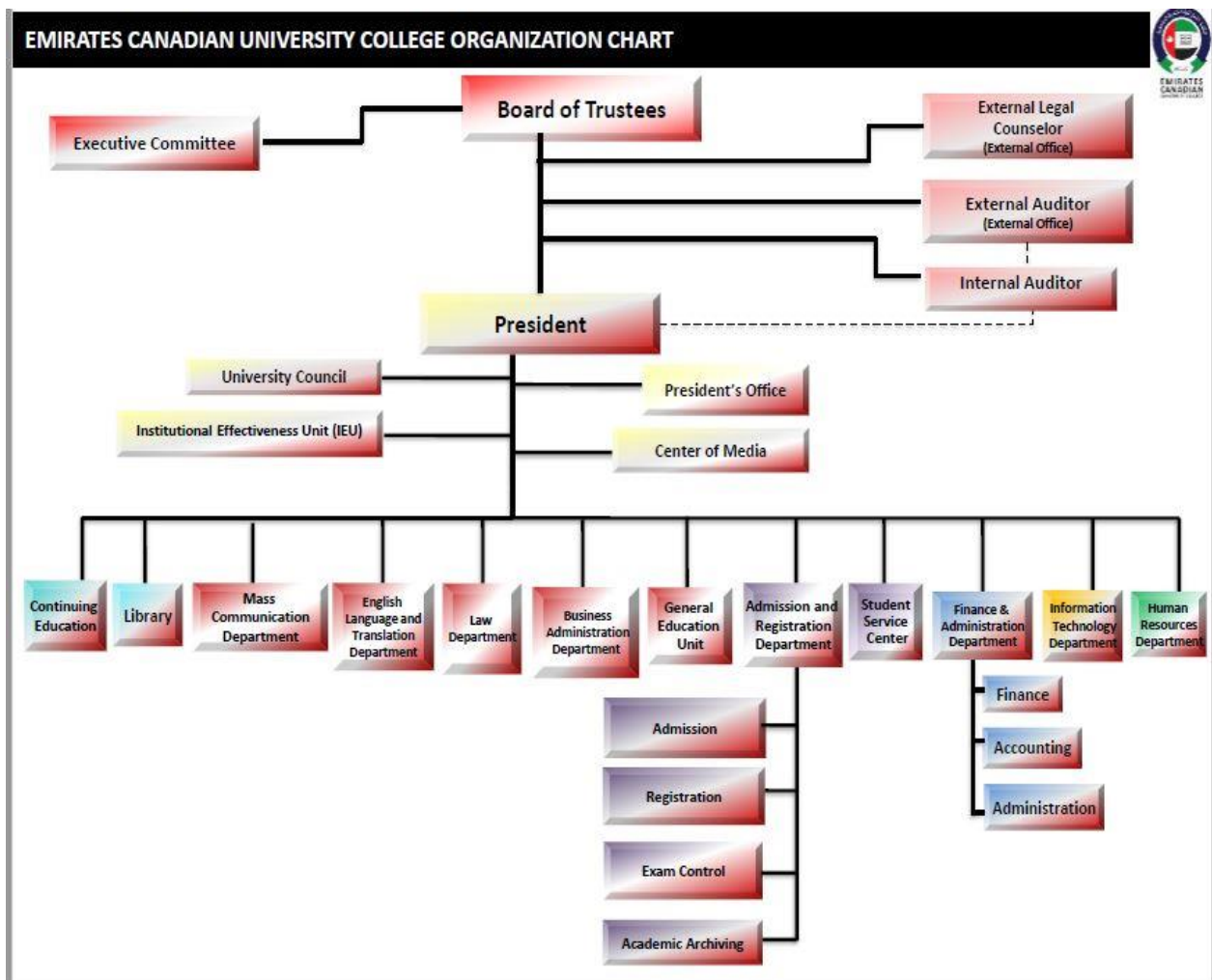
The mission of Emirates Canadian University College (ECUC) is to educate students to meet the challenging educational and cultural needs of the UAE society through teaching, scholarship and public service. The University College seeks to provide both students and the larger community with the educational and cultural tools they need to thrive in a complex world.

ECUC adopts the Canadian education perspective but with an objective of contributing to UAE's society and keeping the Emirates diverse cultures and values in harmony with it.

**Philosophy**

ECUC acknowledges that a high standard in higher education is possible only by maintaining academic and professional excellence in the faculty, staff and students. Only the pursuit of excellence by the institution guarantees respect and credibility both from the local and the international communities. The University College is confident of prominent role it will play in fostering educational and technological advancement in the United Arab Emirates and the region.

**University Organization Chart**





## **Institutional Agreement**

ECUC understands and is willing to implement Programs adapting technologically advanced methods to achieve the expected goals set high on Canadian System of Education, sustaining the traditional and cultural values of the people of UAE. While tailoring the system to blend in harmony with the political and economic climate of UAE and to suit the requirements of its people, ECUC stands pledged to maintain the advanced and unique standards of Canadian System of Education which we recognize as more liberal and flexible.

With such admirable characteristics and high degree of adaptability Canadian System will be ideal for the social and economical conditions in the Middle East; to educate its youth and to mould its future.

ECUC has made the diverse North American learning culture its model to serve the people of UAE and the region. ECUC is keen about keeping harmony between the imparting of education and the cultural values of the region. ECUC will recruit qualified Faculty with Canadian experience and academicians and institutional researches who will be supported by modern teaching tools and facilities.

## **The Core Values of the University College**

We believe that the key to establishing a truly great organization is an intense emphasis on the values that guide the creation and maintenance of the institution. ECUC endeavors to achieve its mission relentlessly abiding by a set of nine core values that define its character and color its person.

### **1-Student Centeredness**

We believe that students are the future hope of a nation. Every student is unique and bears potential. What is therefore instantly required is to help them realize their worth, their goals and their responsibilities. ECUC therefore strives to provide a stimulating environment to assist students in evoking their talent and to enhance productive learning. Through team spirit ECUC is resolute to create an environment conducive to the growth of each student's talent.

### **2- Commitment**

Each of our actions, we firmly believe, amply manifests the level of our dedication to the community and to the Department. We are, therefore, pledged to achieving, retaining and ameliorating the standards and rendering the service in the venter of excellence maintained thoroughly. Only the fine finish of efficiency in course of imparting, promoting and supporting the educational offerings, we admit, can work as the society today is very competent, and to flourish with the fast pace of the world, the institution or individual will have to move through nothing but the corridors of competence and efficiency. ECUC strives to uphold the vision and mission of the University College and furnish a safe, healthy and stimulating experience for its students.

### **3. Accountability**

We acknowledge and honor every individual's roles in the University College. Nonetheless, we hold our selves responsible for the processes, decisions and outcomes within our scope of influence. In order to consistently improve and advance our systems and strengthen our organizational performance we need to consistently work hard, applying all possible expertise.

### **4-Respect**

We believe that variety is the spice of life so we appreciate and encourage differences in opinion and diversity in thought-angle but we do emphasize team spirit in creating a mutually supportive atmosphere to suit today's multicultural environment. We treat each other with dignity, and heartily welcome contributions, regardless of position, within the University College.

### **5- Integrity**

The essence of our policy rests in honesty and righteousness which is also the crux of our institutional integrity. Consideration of ethical values will form the basis of any decision, which

will after all turn out in the interest of all. Faith in ourselves and the community we work for is so firm that we demand the highest ethical standards from all of us.

### **6- Exceptional Service**

Gradual enhancement of the competence level of the faculty and staff is the dire need of the day. ECUC has a specific objective in its policy for the same. We are assertive to provide latest technological resources so that our staff keep progressing, unhindered. There is sufficient room in our budget for faculty training and other such interactive measures which contribute to the needed advancement. ECUC has a focused purpose of providing wholesome, enriched and continuous learning opportunities that elevate the well-being of the society and lead to greater self-sustenance.

### **7-Communication**

Communication measures need be enlivened. It is the finest means for attaining the end. In absence of stronger means of communication, the vision and mission, no matter how high or great they are, remain confined, as if throttled, mutely unattainable. We are keen about developing influential and meaningful relationships in our teams that foster growth and harmony. We are resolute to employ all possible tools to ensure that the University College's vision and mission are clearly conveyed and its objectives fully understood.

### **8-Commitment to Individual Development**

We are fully alert about quality and cannot compromise it at any cost. The quality of faculty and staff is our capital, our asset, and it is a significant guide on the path towards success. Our faculty members are provided with the latest technology in their respective fields. We are committed to support their continued growth and development through ongoing training and the maintenance of an equitable, respectful, satisfying and empowering workplace as well as timely exposure to the latest development in their respective fields.

### **9- Creativity**

The University College promotes and rewards creativity and innovation in the pursuit of academic excellence. The University College not only encourages its students and faculty to advance in their chosen field but also motivates them to improve their other talents by providing them all possible facilities and guidance.

### **Goals & Objectives**

The goals & objectives are as follows:

#### **1. To empower students to base their learning, and adapting it to their cultural heritage and background.**

*Objective:*

- a. To ensure an academic and challenging environment that will help the students to develop their innovative and leadership skills given their background and culture.
- b. To motivate students make the optimum use of the knowledge acquired with a view to apply it to the needs of their culture and background.

#### **2. To assist the students apply their knowledge, skills and training in their jobs.**

- a. To ensure an education that will help students to enhance their skills – computer skills, communication skills, interpersonal skills etc.
- b. To help students become efficient and effective in the highly competitive and technologically advanced environment.
- c. To assist the students in moulding their personalities and make them competent in the global job market by equipping them with skills and know-how to face any challenge encountered in their career.
- d. To provide an effective curriculum and skill development programme that will have a knowledgeable band of students who are geared to rise up to any challenge.

3. **To furnish academic programs, services, facilities, and technologies to foster team functioning and learning for students' full-fledged intellectual development and personal improvement.**

*Objectives:*

- a. To provide and keep an encouraging learning atmosphere in the classroom affecting positively physical and psychological factors.
- b. To analyze and use traditional and innovative approaches of learning for identifying appropriate techniques.
- c. To prepare and use curricular and co-curricular activities to widen knowledge and skills essential for interactive functioning in an interdependent world.
- d. To assist students improve their group dynamics and social skills to function in different contexts.
- e. To employ continual assessment and review of the objectives and the learning outcomes of activities, courses and programs to detect strengths and weaknesses, and use corrective measures to overcome weaknesses.

4. **To inculcate in the students the essentiality of ethics, good behavior, accountability and professionalism.**

*Objectives:*

- a. To help students to annotate, critique, and review their preferred ethical orientation in relation to moral bases.
- b. To assist students to recognize these bases in personal and public discourse, and adapt to frameworks other than their own by applying this knowledge.
- c. To allow students to practice the reasoning skills necessary for rational debate in matters of both personal and social morality.
- d. To encourage students to actively participate in co-curricular activities to assist in fostering cross-cultural bounds.

5. **To promote the growth of critical thinking and lifelong learning.**

*Objectives:*

- a. To define the development of critical thinking and so enhance the learning and development experience of all staff and students.
- b. To foster the development of skills necessary for critical and creative thinking, proactive response and self-directed learning.
- c. To show students means to evaluate complicated real-life issues and determine actions to address them.

6. **To accommodate students for successful career placement through the provision of professional and business networking.**

*Objectives:*

- a. To help students to choose the appropriate career suitable to their possible future jobs.
- b. To provide field experience through practicum.

7. **To develop the University research capabilities within the context of applied learning, and provide a dynamic learning environment for students, staff and faculty to induce teaching/learning by means of research and scholarship to serve the profession and community at best.**

*Objectives:*

- a. To enable students to develop professional skills for conducting research studies.
- b. To provide research facilities for conducting and promoting research studies.

8. **To retain faculty with diverse experiences and qualified educators with industry-current expertise.**

*Objectives:*

- a. To encourage faculty for continuous self-development to improve teaching, promote continuing faculty development that enhances teaching, interaction and contribution.
  - b. To hire and develop highly qualified/specialized and enthusiastic faculty and staff and to encourage integrity, honesty and ethical behavior amongst all stakeholders.
  - c. To cultivate critical thinking to enhance learning and the development of the experience of students, staff and faculty.
9. **To plan for training, continuing education and lifelong learning opportunities for students, staff and faculty as integral part of the university's activities.**
- Objectives:*
- a. To ensure that students always have the expertise and skills required to successfully complete their degrees, through systematic academic planning, targeted training and continuing education.
  - b. To provide programs and opportunities to meet the needs of the staff and faculty for continuing development as essential activities in the university.

## THE UNIVERSITY COLLEGE RESOURCES & SERVICES

### **Technology & Resources**

Information technology has advanced in the world to such an extent that geographical communication boundaries no longer exist.

Information technology (IT) has shaped modern methods of education. Emirates Canadian University College will maximize the use of advance technology in expanding in present and future administrative tasks and in its education offerings. So important is this concept that emerging IT solutions and collaborative tools will be the basis of the IT infrastructure.

Included in the IT network classrooms and other areas of the campus, equipped with data projectors and other technological devices enable faculty members and students to realize their potential for learning with digital and online content.

The University College library designed electronically to draw knowledge from all possible e-sources as well as to distribute it to various stations where active as well as passive learning will take place. A pool of interconnected computers equipped with up-to-date software and applications will comprise the students' resources for their academic and research requirements.

### **Library**

The Vision of the Library is to support ECUC in building an internationally recognized University College by enabling access to resources of information and providing innovative and efficient services to the University College community. The Library equipped with all necessary facilities making it a pleasant environment for study. It shall hold literature predominantly related to the academic and research programs offered at ECUC. The Library does its best to afford the information resources demanded by the present and future needs.

The Library works to ensure that resources are accessible at all times. The Library catalogue shall be available online and the availability of the resources could thus be checked. It will also allow users to check their transactions with the library. The Library shall maintain a hard-copy and electronic resources that include books, databases, journals, e-journals, CDs/DVDs, audio-visuals, and e-books.

### **Public Relations Office**

The Public Relations (PR) Office facilitates all governmental processes for the students, faculty and staff easing all transactions related to residency, working permits, and majority of the transactions at the office of transport. In its capacity, the PR Office grants the necessary official paper work or forms required to ensure the flow of the mentioned processes.

### **The Center for Continuing Education & Community Service**

The mission of the Center for Continuing Education at the University College is to provide opportunities for individuals and institutions in the private and public sectors in the United Arab Emirates to improve their professional performance and increase their competitive edge by offering them high quality programs in continuing education. As part of its overall mission, the University College will be engaged in variety non-credit activities that provide lifelong learning opportunities for the students of the region.

The objectives of the program include: (a) the harmonization between the skills of the individual and the needs of the institution through training programs specifically designed to promote institutional effectiveness and individual creativity, (b) the maximization of institutional opportunities for competitiveness and profitability through timely and well-

articulated advice to both private and public sectors and (c) the creation of programs designed to develop the skills and performance of employees working in the various organizations in the society.

### **The Institutional Effectiveness Office**

The Institutional Effectiveness Office is part of the University College's ongoing commitment to achieving the highest standards in teaching, research, and service by continuously improving its programs and services. Through assessment, the University College analyzes systematically its effectiveness in meeting stated purposes.

The Office of Institutional Effectiveness manages and supports the overall mission and goals of ECUC. The office has a key role in ECUC planning. It also directs survey preparation, data collection, and report preparation that help ECUC take decisions. The Office of Institutional Effectiveness facilitates the accurate flow of data to all management levels.

The duty of the Office of Institutional Effectiveness is not to evaluate single faculty, staff, academic programs or units. Rather, its duty is to assist and coordinate institution-wide all efforts that lead to fulfill the institution mission and goals. The success of the institution is reliant on truthful and systematic efforts from every department and program at every level of the process.

## ADMISSION POLICY AND PROCEDURES

Students are offered admission irrespective of their national origin, color, gender, disability or religion to all the rights, privileges and programs offered by the University College. Students seeking admission at the undergraduate level should have completed their High School successfully and should have secured the respective certificate with the required percentage for the program that they select to pursue.

The Admissions Office will look over all the applications that meet the minimum requirements and invite offers to the best applicants to join ECUC. The criteria considered by the Admissions Office during the admission process are as follows: the levels of courses achieved by students, overall grades in high school, any standardized test scores that have been taken or asked for, the closeness of the relationship between test scores and grades, any essays used for admission purposes, personal or academic recommendations or references, the validity of extracurricular clubs, societies and activities that relate to the program of study, and the comparison of an applicant's overall ability set against that of other applicants.

Students are granted admission for a specific semester for which they apply and if they, by any reason, fail to join the University College that semester, their right for admission will be nullified and they will have to follow a new admission procedure the next semester, unless otherwise advised by the University College.

Regular attendance and participation are required from all students in all class meetings, lectures, laboratory sessions and seminars. Students are not permitted to pursue degrees through correspondence or by merely passing the University College examinations.

The language of instruction throughout the degree program is English; proficiency in English language both oral and written is a decisive factor in determining the success of the student in the University College.

### **Policy on Discretionary Authority**

The University College has the right to reject admission to candidates who furnish faked documents to claim eligibility for admission. The University College also reserves the right to deny a request for readmission from a student with a history of fraudulence.

### **General Admission Requirements**

Every applicant is required to submit the following documents:

1. An official secondary school graduation certificate, which has been certified by the necessary bodies.
2. A non-refundable fee of AED 300 for application.
3. Seat reservation: AED 1000 (Non-refundable, deducted from the tuition fees)
4. Student insurance: AED 500 (refundable after graduation)
5. Six recent passport-size photographs.
6. Official reports of grading from over the last three secondary school years and again certified.
7. An admission application. This must be fully completed.
8. An overall average of sixty (60) % in the UAE High School Certificate or its equivalent or greater is needed for entry to the program.
9. Copy of a valid passport with residency page for expatriates.
10. Test of English as a Foreign Language (TOEFL) score or equivalent (IELTS Band Score), if obtainable at the time of application.
11. Certificate of good conduct from the police department for UAE Nationals and resident students.
12. The necessary documentation for either the early, regular or transfer admission.

Applicants must be able to secure a score of at least 173 on the Computer-Based TOEFL (CBT) or 61 on the Internet-Based TOEFL (IBT) to be admitted to ECUC. These scores are only valid for two years after the test has been taken. Students who do not score at or above the minimum level but in other areas meet ECUC standards may still be admitted, but will spend time in the Intensive English Program (IEP) at ECUC. Only when meeting the minimum required level of English Language Proficiency/ TOEFL they will be allowed to enter the main programs they wish to study. Students who do not meet the English language requirements are required to study at least one semester in the IEP and must obtain the necessary 173 CBT/61 IBT on TOEFL to be eligible to move across into their chosen field.

### **Application Procedure**

An application form must be completed by each applicant. These forms are available at the Admission Office. Completed forms must be submitted before the dates announced by the University College. No late applications will be accepted.

An accepted applicant in any bachelor's degree program offered by ECUC must:

- Be a graduate from a secondary school or its equivalent with a grade that satisfies the department requirement.
- Demonstrate acceptable competency in English equivalent to a TOEFL score of 500 paper based or 173 CBT/61 IBT or its equivalent of a standardized English language test. Those not meeting the above mentioned level will be required to undergo Intensive English remedial program and they must score the level stated above to be allowed to register in an academic program of the University.
- A non-refundable application fee of AED 300 to be paid before taking the placement test.
- Satisfy all other requirements of admission.

### **Admission as a Transfer Student**

A Student who needs to transfer to ECUC from another academic institution must submit an official transcript only from an accredited university. Student's acceptance will depend on the following criteria:

1. The High School Diploma is recognized and approved by The Ministry of Higher Education.
2. The student must not be on probation or dismissed from the institution from which they are transferring. It is expected that a student has a clear record in this regard. ECUC does not necessarily expect a minimum Cumulative Grade Point Average (CGPA) as this depends on the university or academic institution the student is transferring from.
3. The student is currently attending an accredited higher education institution that offers a comparable learning experience equivalent to ECUC. They should also have successfully completed at least one semester there.
4. Before being admitted to the institution the student is transferring from, the minimum admission requirements of ECUC should have been met at that time.
5. The Student should possess a minimum GPA of 2.0 on a scale of 4 or an equivalent.
6. Credit will be given for classes completed with a C grade minimum.
7. The number of credits of the transfer courses should be equivalent to those offered by ECUC.
8. The contents of any course covered elsewhere must be equivalent to those offered by ECUC.
9. The student may transfer up to, and not exceeding, fifty percent (50%) of credits toward their degree at ECUC.
10. The student must pay a non-refundable fee of AED 200 as part of the evaluation process. This fee is, however, deductible from tuition fees once the applicant has joined.



Any decision with regard to the awarding of credits is made only by the nominated chairperson at ECUC in the academic division.

### **Non-Degree Admission**

ECUC offers the provision where non-degree admission can be taken up by a limited number of students who are able to join undergraduate credit courses. Enrollment of these students in undergraduate courses is naturally limited to available space. Non-degree students are limited to a total of twelve (12) credit hours per semester and a total of thirty (30) non-degree credit hours.

Any credits gained in courses with a grade of C or better at ECUC with a non-degree status may be reassigned and added to a full degree program if the student later applies to an undergraduate degree program.

Students who have non-degree status are expected to abide by the same Student Code of Conduct standards as degree students. All students must maintain a 2.00 GPA. The full academic regulations for degree programs and courses apply in this case as well.

### Transferring from Non-Degree Status to Degree-Seeking Status

To change status to one of the 'degree-seeking', a non-degree student must fulfill all ECUC admission requirements for the semester when students intend to begin studying. All students must submit the required application information and follow-up documents to the Admissions Office. Students given permission to transfer from the non-degree to degree status must have finished at least twenty-four (24) credit hours of non-degree coursework while studying residentially at ECUC, and must have at least a cumulative GPA of 2.00 for all non-degree coursework taken at ECUC prior to this time. Students can transfer no more than thirty (30) credit hours earned in courses passed with a grade of C or higher when they have been taken in a non-degree status course at ECUC and then can be carried forward toward a degree program.

### Tuition and Fees for the Non-Degree Program

Tuition fees for students designated as non-degree, who are enrolled in undergraduate courses, are identical to those of degree students.

### **The Offer of Admission**

Admission is granted to the semester the student has applied to. A granted student may request to defer his admission provided that the request is made in writing, subjected to seat availability and meeting the admission criteria. A deferred admission must be utilized in the following semester of the originally granted one.

The University College holds the right to withdraw an admission offer made if the requirements provided by the applicant haven't been met or have been false fully obtained. In the event of an admission withdrawal, credits earned at ECUC will be withheld.

### **Admission Deposit**

A non-refundable and non-transferable admission deposit of UAE Dirhams 1365, mandatory on all applicants, is required to reserve a seat for the applied semester. The deposit must be made before the deadline mentioned in the admission letter. Deduction of the deposit towards a student's bill will be made upon their admission to the University. The deposit may be used in the instance of an approved request for a deferred admission.

### **Visiting Student Admission**

Visiting students who are studying for a degree at another academic institution but would like to study at the ECUC in the Fall, Spring and/or Summer semesters will be dealt with on an individual basis. Students may be on this visiting status at ECUC for up to one year. They must complete an Application and present documents from their

regular university to the Admissions Office stating that they are a member of another academic institution, are allowed to return, and are also allowed to follow courses at ECUC. They are also required to meet the English Competency minimum. The Admissions Office additionally requires individuals who are enrolled at an institution where English is not the language of instruction to submit TOEFL scores.

### **Applicants with Disabilities**

ECUC can provide extra services to students with particular disabilities. Those who need these services are kindly asked to contact the Head of Student Affairs.

### **Recognized Secondary School Certificates**

Secondary School Certificates granted by the Ministry of Education and by private schools recognized by their host country will be considered by the University.

Certificates obtained through recognized qualification authorities, and national and international testing boards are also accepted by the University. In the case of a two level secondary school certificate, the higher certificate of the two will be considered by the university.

### **Deferred Admission**

Students who have been admitted may defer their entry to ECUC for a maximum of one academic year. Students who decide to defer to a later semester must let the Admissions Office know in writing. This must be done before the first day of class in the semester he/she is admitted to. To apply for deferred admission, students must supply the Admissions Office with an updated application as well as re-supplying an update to any transcripts before the admission deadlines for the deferred semester.

### **Readmission**

The Admission Office deals with the cases of Readmission for students who have been out of attendance with the University for over a year. The categories for readmission are as follows:

- **Former Students in Good Standing:** Application for readmission is mandatory for ECUC students who have been out of Department for over a year.
- **Students Suspended from Emirates Canadian University College:** The decision for readmission of ECUC students who have been suspended rests with the Admission Office which will evaluate each case and may grant admission on probation after the student has served suspension. Under certain circumstances, the Head of Academic Affairs may entertain students' appeals for readmission to avoid suspension.
- **Emirates Canadian University College Transient Students:** Students who, after gaining consent from ECUC, pursued their studies temporarily elsewhere may re-enter the University College utilizing the Readmission process provided they present clear and valid records. However, if they attended the other institution without gaining approval from ECUC they will be allowed to return as Transfer Students only.

### **Advanced Standing**

Credits earned at various secondary or post-secondary institutions may be applied towards the completion of a degree at ECUC.

#### *Application for Advanced Standing*

All applications for advanced standing are to be considered by ECUC as part of its policies and each department is to publish its criteria for granting. Advanced standing requests must be made prior to the beginning or no later than two weeks of the semester they are to be offered in. Subjects considered for advanced standing require a minimum passing grade of C.

#### *Granting of Advanced Standing*

The decision to grant or decline an advanced standing will be made by the Chair or designate in consultation with the Committee on Admissions and Standards; the applicant will be then informed of the decision in the form of a transcript. Students who wish to

transfer within programs need to have their advanced standing reviewed by the Chair or designate. Amendments to granted advanced standings will be communicated to students in the form of a transcript

### **English Language Proficiency**

Along with the admission application, both newly applying undergraduate students and non-degree students must show proof of English language proficiency. Exemptions based on applicant's citizenship or attendance of English-medium secondary school will NOT be accepted.

Applicants that satisfy one of the following criteria qualify for exemption:

- Test of English as a Foreign Language [TOEFL] score. Minimum acceptable score is 500 paper-based or 173 computer-based or 61 on the Internet-Based TOEFL (iBT)
- IELTS score (English Language Proficiency Test). Minimum acceptable score is 5.0.

### **Placement Tests**

The University College has designed placement test to evaluate a student's competencies in English as sufficient knowledge of this subject is necessary for the successful completion of all programs.

All prospective students who do not attain the minimum score on the TOEFL are required to appear for placement tests. The new students who fail to clear the placement test are required to register for a preparatory program designed to furnish the students a learning environment to improve their proficiency in English. With the exception of mathematics, no placement test may be taken more than once. In case of different levels of mathematics encountered in changing programs, a placement test may be re-taken.

Placement tests are to be evaluated regularly against standardized tests that are recognized internationally. Accurate records will be kept of students' performance on placement tests and students' enrollment and performance in preparatory programs or courses. The University College will evaluate regularly the effectiveness of its preparatory programs or courses.

### **Preparatory courses**

The University College has instituted programs designed to improve the student's competencies in English. If the student is not qualified to study for academic credit at the post-secondary level, he/she can register for the foundation program in English language.

Students who score low on a particular placement test are enrolled in an appropriate course at the foundation level. Students will remain in the Intensive English program until they achieve a proficiency of 500 paper-based or 173 computer-based or 61 on the Internet-Based TOEFL (iBT).

## REGISTRATION AND OFFICIAL RECORDS

Students are required to register officially during the registration phase each semester. Students should adhere to the guidelines of the Registration guide issued from the Office of the Registrar. They are expected to consult the respective advisors regarding the selection of courses. In order to prepare the students well in advance for the registration process the registration period is specifically marked in the academic calendar. As delay in registration would negatively affect the functioning of the system, late registration is not at all appreciated. Nevertheless, genuine cases will be considered and delayed Registration will be permitted, but they will be charged a late registration fee.

### Orientation Program

Orientation Program is the process through which a new student is comfortably introduced and assimilated into the main flux of the University College. Each university has its own ways of familiarizing new students with its specific regulations and lifestyle on campus. The Office of Student Affairs introduces university life through campus tours and visits, meetings, lectures, demonstrations and other activities, which prolong for a week. Orientation is a mandatory program for all new students.

### Late Registration

Dates such as admission deadline, examinations, etc shall be posted prior to the beginning of each semester. It is the student's responsibility to adhere to these dates and keep himself/herself informed about it. A delay in registration subjects the student to a late fee of UAE Dirhams 200. Students will be denied attendance to a course if five class days have been completed.

### Registration Procedures

Prior to the registration period, a registration guide shall be made available to the students by the Office of the Registrar. The guide contains extensive information and details on the steps required for registration. The guide will be updated regularly with courses being offered; students are required to refer to the guide in preparation for registration and meeting with the academic advisor.

Registration involves three main steps:

1. Advisement
2. Selection and registration of courses
3. Tuition fees Payment

All new students are required to submit all the necessary documents related to their admission, in particular the ones mentioned in the letter of admission, prior to the beginning of the registration.

Students are not permitted to delay the payment of the tuition fees after the registration period. Special permission may be granted in the following conditions:

- In the event student faces a challenge in paying the registration fees in full; a letter is required to be submitted by the student's sponsor detailing the reasons of the inability.
- A written and signed approval shall be provided by the authorized officials of the University College stating the payment terms and conditions.

If a check is returned due to any reason, an additional amount of AED 200/- , shall be added onto the student account.

**Availability of Classes**

The University College attempts to meet student's needs in various ways through its schedule of classes. Classes are scheduled from 8:00 a.m. to 5:00 p.m. Sunday to Thursday. While the majority of courses required for degrees are scheduled between 8:00 and 5:00, it is possible that some classes and some sections of classes are scheduled later than 5:00 p.m. Access to courses and sections of classes for matriculated students is on a first-come, first-served basis determined by the date of registration. Students registering later may have fewer options on the selection of a schedule.

The University College supports students to follow a part-time schedule if the option is in their best interest; this may result in difficulty in registering for every course in every semester. Students with part-time loads and not in regular sequence should consult with their Program Director or the appropriate Department Head.

**Cancellation of Registration**

Students are allowed to cancel their registration provided that it's made three working days prior to the commencement of the semester. The request needs to be made in writing and submitted to the Registrar's office. A refund in full shall be granted provided that all the procedures required by the Registrar's office have been followed.

**Registration Discrepancies**

Students finding a mismatch in their schedule or are not listed in the roster for classes they have registered for should inform the Registrar's office immediately. The Registrar's office is the only department authorized to clarify and/or rectify the student's registration status.

**Transfer Student Registration**

The University allows the enrollment of students given non-degree and visiting admission provided they have met the necessary academic prerequisites. Course registration and payment in full, similar to that of a regular student, should be made at the Registrar's office. The priority of enrollment to courses with limited seats will be given to students pursuing a degree program.

**Non-degree and Visiting Student Registration**

The University allows the enrollment of students given non-degree and visiting admission status to courses provided they have met the necessary academic prerequisites. Course registration and payment in full, similar to that of a regular student, should be made at the Registrar's office. The priority of enrollment to courses with limited seats will be given to students pursuing a degree program.

**Academic Standards and Regulations for Non-degree Study**

Non-degree students must maintain a GPA of 2.0 on a scale 4.0 to be qualified to continue taking courses.

**Audit Registration**

Students wishing to attend as auditors for a course are allowed to do so provided they pay the regular fee, obtain a written approval from the instructor, audit courses with adequate classroom and laboratory facilities and with registration for a minimum of 12 credits.

Papers and Exams may be submitted to or accepted by the instructor of the audited course. There will be no credits granted for auditing courses. Students enrolled into an audit course are not allowed to change the status once the semester has started.

The University College is not responsible for the academic progress of an audit student. Audited courses have a non-refundable tuition fee policy. Students with active enrollment are given priority over new entries for enrollment into courses as auditors.

### **Class Standing**

A student's class standing is determined by the number of credits hours completed successfully:

0-29 credit hours	Freshman or First Year
30-59 credit hours	Sophomore or Second Year
60-89 credit hours	Junior or Third Year
90 or more credit hours	Senior or Fourth Year

### **Change of Major**

Students are permitted or may be asked by the University College to change their major provided they meet the pre-requisites and obtain an approval from the Department Chair for the major they are applying for. Degree requirements stated in the catalog for the year in which the change is made, should be followed.

### **Add and Drop**

Students may drop and/or add courses until the end of the Drop/Add Period as stated by ECUC. Students who wish to do this with courses should first speak to their academic advisors before they take any decisions as such. Courses which are dropped during the Drop/Add period will not be mentioned in students' academic records. Students are also asked to look at the Tuition Refund Schedule before taking any action in this regard.

### **Withdrawal from Courses**

The withdrawing policy from a course is as follows:

- A withdrawal from a course during the first week of the semester will not appear on the transcript.
- A grade of "W" will be stated on the transcript if a withdrawal occurs between the 2<sup>nd</sup> and 10<sup>th</sup> week of the semester.
- The deadline for accepting course withdrawal requests is the end of the 10th week of the semester.
- A student is financially obligated if they fail to provide written notification of their withdrawal from a course to the Registration office. Abstaining from attendance or refraining from using any services related to the course will not exempt the student from these obligations.
- Should the student decide to take the course in the coming semesters, a registration and a payment for the course need to be made.
- Students requesting to withdraw from a course must be having a minimum of 12 credits in the semester in question. Students may be permitted to reduce the academic load below 12 due to medical conditions and/or special circumstances. In such cases, the approval of the Department Head is needed.
- Drops and withdrawals requested by students are irreversible, non-retroactive and effective on receipt date.
- A student may audit a course they have withdrawn from provided they obtain the faculty's approval.
- A withdrawal made between the 11<sup>th</sup> week and the last day of the semester will register a mark of "WF" and a grade of 0.00 in the transcript. The grade will be considered in the student's GPA calculation.
- If a student withdraws after the 11<sup>th</sup> week due to unforeseen personal reasons and he/she has demonstrated an outstanding performance during the course, a mark of "WP" will be noted on the transcript.

### **Administrative Withdrawals**

An administrative withdrawal will be exercised by the appropriate officials in instances where it is in the best interest of the students in the long run. Reasons for such a withdrawal include delinquency in making payments, poor health, inappropriate personal behavior, plagiarism, failure to respond to requests made by official personnel and/or an excess of absenteeism.

### **Withdrawal from the University College**

Students could choose to leave ECUC for a number of solid reasons. Students are expected to do so by tendering a signed withdrawal application to the Registrar's Office. Leaving ECUC shall lead to a grade of W being recorded. Withdrawing from ECUC after the deadline shall lead to a grade of either WP or WF. This depends on the grades the student achieves up to the point of withdrawal.

If a student withdraws from ECUC, this schedule of the refund applies:

One week before the first day of classes	100% excluding the seat reservation deposit of new students
Before the end of the first week of classes	100% excluding non-refundable deposits
During the second week of classes	50%
During the third week of classes	25%
After the third week of classes	0%

No refunds shall be made after the end of week three. No refund shall be given in respect of any application, activities or other fee in the case of special services carried out for students.

### **Student Academic Record**

#### **Permanent Record**

Students are held accountable for making sure their records are accurate while studying at ECUC. Records include, but are not limited to, personal information, degree and/or area of specialization and grades achieved. Student's records are kept in the Registrar's office. Students have the right to see their records.

#### **Transcripts**

Official ECUC transcripts are to be requested from the Registrar's Office. Transcripts are only released when the concerned student signs a request form. ECUC only gives out complete transcripts, and not in parts. ECUC will not release anything from the students' files without written consent from the student. ECUC does not make copies of transcripts or other official documents in the student's file issued from other Departments or universities.

#### **Privacy Rights of Student Records**

Students have the right to access their own official records or to release it to any individual or group. They are required to make a request in writing for the same. In case they wish to keep their data and records confidential, students must submit a written request informing the Department not to release any data or information to any other person or group. Such requests are to be submitted to the ECUC Registrar's Office.

All records subject to such objections will be released from the student directory only after the written consent of the student is received by the office.

ECUC allows its campus officials and employees to access student's records if there is a justifiable educational interest in doing so. Examples of these are those people who have responsibilities with regard to the administrative, academic, or service functions of ECUC and have a sound reason for using student records.

Information may also be disclosed to other people or organizations under certain specific conditions. For example, this may be part of an official request or program evaluation; it could be in response to a court's order related to financial aid matters; or to do with institutions the student is transferring to.

## THE UNIVERSITY COLLEGE DIVISION & UNDERGRADUATE PROGRAMS

The University College has two academic divisions offering undergraduate degree programs. The detailed information about concentrations within the majors is given in the catalog section of the department offering the major.

### Department of Business Administration

- Bachelor of Science in Business Administration majoring in Accounting
- Bachelor of Science in Business Administration majoring in Finance & Banking
- Bachelor of Science in Business Administration majoring in Real Estate Development & Investment.

### Department of Mass Communication

- Bachelor of Arts in Mass Communication majoring in Journalism (print and electronic)
- Bachelor of Arts in Mass Communication majoring in New Media
- Bachelor of Arts in Mass Communication majoring in Public Relations

### Department of English Language

- Bachelor of Arts in English Language and Translation

### Department of Law

- Bachelor of Law

Each specific degree program has further major and major-related requirements that are detailed in the catalog section of the department offering the major.

**Caution:** *This catalog comprises of the program structure, course offerings and their requirements, which is not an irreversible document. It is not a declaration made once for all, as it is under continued perusal and revision, and therefore has sufficient room for improvement, whenever felt by the committee members assigned for this task. This catalog and the content therein are also subject to amendment during any semester, and the requirements for the program may be increased or reduced. Students should be aware that the University College reserves the right to revise any of the requirements. They assume full responsibility towards the requirements and its adherence under all circumstances.*

Graduation requirements for the students are prescribed in the student catalog in effect at time of his/her matriculation. It is to be noted that to graduate, a student must successfully complete at least 120 credits and acquire a cumulative GPA of at least 2.0. In case of change in credits associated with a course, the total credits required for graduation in the program may also respectively change. All such procedures are supervised by the Chair Person and any major changes in course offerings are equivalently reflected in the Graduation Requirements.

### Graduation Requirements

- Graduation requirements include the successful completion of a minimum of number of credit hours as specified for each major
- Satisfaction of the internship requirement
- A minimum CGPA of 2.0
- degree requirements must be completed within eight years of admission to Emirates Canadian University College



**Declaration of Major**

Students normally declare their major for the program at the time of admission in a particular Department. ECUC allows students choose to declare their major before the beginning of their third semester so that they could have wider experience and exposure to various disciplines before deciding for the final declaration of the major.

Catalog of the year is the most suitable guide in the wake of declaration of the major. In case of withdrawal from the ECUC followed by readmission, student will have to follow the requirements stated in the catalog of the year in which admission is being sought.

**Free electives**

A grade of D is the minimum requirement for free electives. The choice of free electives may or may not be limited by the respective Department. Preparatory courses may not be used to fulfill free electives requirement.

**Internship**

An internship is an education post that lets students have the opportunity to learn practically what they have studied in their classes. Students have the chance to assess the companies they work for and, perhaps more importantly, they are about to take any decisions for their career selection. For many, deciding on a specific career is difficult. An internship can clear up any doubt a student nourishes about a major because it offers a peek into a possible career path that the class cannot give. Furthermore, an internship can assist students weigh their abilities in detail so that they can understand clearly what is required to be successful in their chosen field. After internship, students will have a better idea as to whether a chosen job meets a particular need, expectation, or goal. If it proves, otherwise students can avoid a loss of time and resources and begin to put in their energies in other career options about which they feel more positive.

The internship is an integral part of the study plan of each University College student. The training period is for 8 weeks, and senior status is generally required for enrollment.

It is imperative that the student does the training outside the classroom where he/she gets exposed to real life environments in order to apply the skills that he/she acquired in the classroom. The Training Office (Internship) in cooperation with the career office will make every effort to establish a database of firms that can absorb the students for practical training each year.

Normally, practical training is done in the summer, but in some cases, the course might be offered during the regular semesters also, e.g. English Language and Translation Program.

**The Internship Experience**

The student and the Field supervisor should work closely over the decision for the overall program that meets the needs of the student. This should be completed with the help and advice of the Faculty advisor responsible for the internship program; this should include a number of opportunities to experience administration, as well as development of programs and leadership courses. Wherever possible, the internship should give the student experience in and an overall knowledge of a variety of professional events in the area of specialization. Internship students are given the opportunity to take part in administration meetings that are relevant to their prescribed duties.

- Work at least 8 weeks during the regular hours of the selected firm or organization during internship.
- Submit Internship Final Report upon its completion.
- Stay in regular contact with his/her Faculty advisor during internship either through e-mail or snail mail.
- Have an exit interview with his/her Faculty advisor after submitting the internship final report.

## STUDENT FINANCES

### Tuition

ECUC Tuition Fee for New Students

SL	Discription	Amount
1	Application Fees	300
2	Admission Fees	1,000
3	Late Registration Fees	250
4	Change Major Fees	200
5	Student ID Fees	150
6	Student ID Replacement Fees	150
7	To Whom It May Concern Letter Fees	30
8	Grade Review Fees	200
9	Return Cheques Fees	200
10	Incomplete Exam Fees	400
11	Toefl Exam - ECUC Students	600
12	Toefl Exam - Outside Applicant	650
13	Ielts Exam Fees	1,100
14	Course Discription Fees	100
15	Official Transcript fees	100
16	Graduation Expecting Letter Fess	50
17	Activity Fees	100
18	Foundation Certificate Fees	500
19	Official Statement Fees	200
20	Locker Rent Fees	60
21	Bus Fees - Rak - Fall & Spring Semester two Ways	1,600
22	Bus Fees - Rak - Fall & Spring Semester one Way	1,000
23	Bus Fees - Rak - Summer Semester	800
24	Copying Fees	0.25
25	Student Resident Fees	500
26	Equivalency Fees	500
27	Graduation Certificate Fees	700
28	Graduation Certificate Letter Fees	200
29	Graduation Certificate True Copy	250
30	Foundation Certificate True Copy	250
31	Book Fees	120

1	Bachelor Tuition Fees / Per Hour	975
2	Foundation Tuition Fees / Per Subject	2,000
3	Refundable Deposit	1,000

\* **5% Vat Applicable As Per UAE Law**

### **Payment of Fees**

Students applying for admission must ensure that all documents required are complete before registration begins.

Students cannot defer fee payments except:

- Submitting a letter that explains the reasons why the student is unable to pay the full fees of registration. This letter must be submitted before or within the registration period.
- The student receives an approval letter signed by a university official stating the new schedule of payment.

A fine of AED 200 will be charged to the balance of the student account for a returned check due to insufficient balance.

### **Payment Options**

#### Full Payment

All tuition fees must be paid on the registration day. What this means is that all students pay the tuition fees in full upon the finalizing of the registration process.

#### Deferred Payment Scheme

If students decide to take part in the Deferred Payment Scheme, (DPS) they are required to pay twenty five (25) percent of their tuition fees on the completion of their registration. This includes the enrollment deposit for those students who have been recently admitted.

The remaining seventy five (75) percent is paid over a three-month period. Each payment is made on, or before, the third of each month (following the month of registration).

### **Late Fees and Fines**

Late fee and fine include late book returns, breakage/replacement charges and late tuition fee payment. Both ECUC students and employees must adhere to the rules, regulation and deadlines concerning these.

### **Refund Policies**

#### **Refunds on Withdrawals**

Those who pay tuition fees for any term and then later withdraw their registration in the Registrar's office before the first day of the semester as is mentioned in the Academic Calendar are at liberty to expect a complete refund of tuition fees. After classes begin, students who withdraw formally from ECUC may only be permitted a partial refund of tuition fees. This refund is founded on withdrawal date. A withdrawal application must be sent to the Registrar's office. Pending the application, the withdrawal is not considered official until all processes have been completed. Notice of withdrawals must be in writing, and it's effective only from the date on which they are accepted by the registrar's office. ECUC keeps to itself the right to debit the refund from any student's outstanding debts due to the institution. Refunds are made only in agreement with this schedule:

<b>Withdrawal from the University College</b>	
	<b>Refund</b>
One week before the first day of classes	100% excluding the seat reservation deposit of new students
Before the end of the first week of classes	100% excluding non-refundable deposits
During the second week of classes	50%
During the third week of classes	25%
After the third week of classes	0%
<i>*Refunds for summer session withdrawals are prorated.</i>	

Students will be charged at the standard rate for the number of credits used. Once they have made a complete payment in advance, then only they will officially withdraw from a course at ECUC.

When students postpone their admission date to the following semester or withdraw from the program their fees credit will be forwarded to the same semester. Fee refunds will only be made to those who end their course at ECUC with an expectation that they will not register for courses again in the future.

The schedule for refund relates to tuition for courses that are credited or audited, and the Intensive English Language program. The Student Services and Activities Fee, the Application Fee and special charges in particular circumstances are not refundable.

### **Refunds on Dropped Courses**

The enrolled students dropping courses during the first four weeks of the Fall and Spring semesters and during the first two weeks of Summer Semester will receive a 50% refund of the tuition fee. After the fourth week of Fall and Spring semesters and after the 2<sup>nd</sup> week of the Summer semester, they will not be entitled for any refund of their tuition fee.

### **Financial Responsibility**

Students are required to meet all financial responsibilities to ECUC. If anyone writes a bad check unknowingly or fails to meet any or all financial obligations, it will be treated as a case of lack of financial responsibility. If it is discovered that a bad check has been written deliberately, the matter will be handed over to the police.

Students who are found to have written two (2) bad checks (unless the problem is due to an error on the part of the bank) for tuition fees, for payment of any debts, or for purposes of cashing checks, will forfeit check writing and encashing for the remainder of the current academic year.

Moreover, a student who has entered a bad check (unless the problem is due to an error on the part of the bank), will be reported and made liable to pay any or all bank charges. It is the responsibility of students to present proof of error on the part of the bank. Encumbrances and checks which have been returned must be cleared by a cash payment or by the use of a cashier's check. Returned checks will not be deposited after the first failure. If the check was entered towards payment of tuition fees, the return of the check after the closing registration will result in AED 500/- as a late registration fee in addition to the charges the bank make.

Any student who has not completed financial obligations at the end of any semester may have records changed to show the student's non-enrolled status for that semester, and no grades will be issued. There will be an additional AED 500/- that is to be paid as a reinstatement fee attached to the outstanding debt. For students to be allowed to enroll in following semesters, all penalties and balances must be settled completely.

Students who fail to meet their financial commitments may face being forced to withdraw and be disqualified from registering in a new term. Credit Statements or transcripts will not be given out to or on behalf of students until all financial commitments have been met.

### **Financial Aid**

Students with a cumulative grade of 95% and above in the qualifying examination will be granted a 25% concession in their tuition of first semester as a scholarship. This scholarship is limited to the first semester only.

Students with a cumulative grade of 90% and above in the qualifying examination will be granted a 15% concession in their tuition of first semester as a scholarship. This scholarship is limited to the first semester only.

A merit scholarship of 15% discount on the tuition fee will be granted to students whose CGPA is 3.6 or above on a 4.0 scale in every semester. This merit scholarship will be effective the next semester. Failure in any course will cause a student not be eligible for the scholarship.

### **ECUC Merit Scholarship**

Merit Scholarship for outstanding freshmen to cover 25 % of tuition fee at the ECUC. The conditions for the award are:

- The freshmen applicants who secured 95 to 100 % of marks in high school final are eligible for 25% tuition scholarships
- The freshmen applicants who secured 90 to 94% of marks in high school final are eligible for 15% tuition scholarships
- All application for the award must be tendered to Admission/registration office on or before the notified date.
- All applicants meeting the above requirement will qualify to receive the award.

### **Family Tuition Grant**

Family grant is offered to those parents who have more than one child enrolled at the University College. The conditions for the award are:

- 20% fee concession for the second child and 30% the third child and further additional children.
  - > The 1<sup>st</sup> child will pay full tuition fee.
  - > The 2<sup>nd</sup> child will pay 80% of tuition fee.
  - > The 3<sup>rd</sup> child will pay 70% of tuition fee.
  - > The 4<sup>th</sup> Fourth child pay 00% of tuition fee.
- The concession will be available for a maximum of 4 years for each child.
- The aware children must be of the same father.
- The grant will be withdrawn in case any of the siblings register lesser than 12 credits or is suspended from the University College

### **Rules for Maintaining Financial Aid**

Students will become ineligible to receive tuition fee grant or other aids for the next term if their semester load fell below 12 credit hours, or placed on academic/behavioral probation, or are suspended from the University College

For registered students on Tuition Fee Concession

- Semester GPA of 2.5 or better
- CGPA of 3.0 or better
- Must maintain standard course load (12 credit hours or more)

## ACADEMIC RULES AND REGULATIONS

### **Academic Regulations**

Students are held accountable for their academic requirements, conduct, and personal property at ECUC. We expect students to confine themselves to the best personal and academic behavior and honor as adult members of an academic society. Each student is responsible for following the information, systems, and his/her level. If a student fails to read, comprehend, and follow ECUC rules, he/she is not free from whatever penalties may follow for a transgression of any rules. Ignorance and unawareness are not mitigating factors in any regard. They are also answerable for the safeguarding of their academic position. They should get the necessary approval from an academic advisor for their program needs. Students are also strongly advised to maintain their own personal records of all dealings with ECUC. These should include any registration plans and duplicates of advisement forms, grade descriptions, records of payment, and so on. Also, when possible, students should keep duplicates of all exams, tests, essays and papers which have been submitted as coursework on the courses they are formally registered as being part of.

### **Advising Policy**

Academic Advisement is the basis of the scheme of our educational framework. Faculty members who are effectively trained become Academic Advisors and are chosen for their ability to assist students to find and follow academic or applied-technology goals. They guide students to choose the right courses and class timetables from the beginning of the first semester to work on these goals. Students are given faculty advisors based on their major subject specialism/specialization. Advisors at the Advising Office will help students who have not stated a major for Academic Advisement. All first year students are required to have an advisor who will then approve and sign their schedules.

Advisors help students become familiar with the educational system followed by ECUC. They assist students in understanding and becoming familiar with the course requirements; map out their priorities, help students decipher test scores, observe student advancement toward graduation, and help students with working out major and/or career choices. Academic Advisement assists students in reaching their educational possibilities by assisting them in discovering new goals and evaluating them in their progress and training them to use the available resources on site in order to attain their goals.

Students must assume the full responsibility for meeting all requirements recognized by ECUC for their Degree. A student's advisor may not presume to take on these responsibilities. Any change, waiver or exemption from any requirement or academic standard may be carried out only with the necessary approval.

### **Students Responsibility**

It's entirely students' responsibility to get themselves familiarized with the content of this catalog and to strive for its observance. Furthermore, the statutes of rules and regulation are also available in the Registrar's office to be procured on request. Student's ignorance about the rules and regulation will not serve as a mitigating factor in any regard. Although the University College personnel (advisors, faculty members, registrar, departmental staff and all) will be assisting and guiding them, it is their responsibility to meet the academic requirements, meet the deadlines, follow the instructions and observe the injunctions, regulation and policies outlined by ECUC. In case of ignorance and lack of awareness of the aforementioned, they themselves will be held responsible.

**Course Code, Level, Title and Credit Hours Information**

Each discipline furnished by ECUC has a summary code of three or four letters, followed by a number which indicates the level.

**For Example:**

ACT 292 Principles of Accounting II (3-0-3) is a second tier course. ACT is the course prefix (which represents accounting) and 292 is the course number. The number in brackets that follows the course title shows the contact hours and credit hours for that particular course. If the occurrence of classes is not mentioned, the course is conducted at the discretion of the Program or Department. Students who wish to inquire should check with academic units and the respective program Department.

**Class Periods**

ECUC offers most of its courses on a five-day schedule, from Sunday to Thursday. Classes are normally convened two days per week, for one hour and fifteen minutes per class, or three days a week for fifty minutes each day. Laboratory, workshop, and specialized courses are convened for two or three days per week and will be for one hour sessions. Class length and frequency may alter during the summer semester.

**Course Prerequisites**

Advanced level courses, typically with 200, 300, and 400 codes, may have one or perhaps more introductory level requirements. Usually, 200 level courses are for freshman and sophomore students, while 300 and 400 level courses are for juniors and seniors. Specific requirements are usually indicated in the course description. Codes, numbers and titles are those of ECUC particularly.

Courses completed elsewhere with a grade of C or more at an accredited institution of higher education may satisfy the requirement level and so the students will be allowed to transfer their credit hours. This is determined by ECUC. Students must speak to their Academic advisor for acceptance of equivalency and obtain the required permission to join advanced courses. It is the students' responsibility to join the course only after finalizing the prerequisites. Students who do not meet course requirements will be removed by the Registrar's Office from that course.

**Course Co-requisites**

A co-requisite course should be taken simultaneously with another specified course, or courses, as is set out by the department. A co-requisite course can also be completed before taking up the course or courses with which it is twinned. Specific co-requisites are usually mentioned in the course description.

**Changes in Class Schedules**

Students who fail to attend a course for which they are registered without following drop or withdrawal policies will receive an F grade in the course. Deadlines for drop/add and withdrawal are printed in the Academic calendar.

**Class Size**

ECUC has the right to cancel any course due to insufficient enrollment.

**Credit Hours**

Courses have their values expressed in credit hours. Usually, each hour is equivalent to fifty (50) minutes of instruction per week. Each hour of laboratory class time is equivalent to 120-180 minutes of laboratory experience.

### Course Sequences

Numeric course sequencing is followed.

- 090 sequence: Remedial credit courses (Remedial courses do not count toward degree requirements.)
- 100 sequence: Freshman level
- 200 sequence: Sophomore level
- 300 sequence: Junior level
- 400 sequence: Senior level

### Student Academic Load

A student admitted and then enrolled for a program as a degree-seeker, is normally registered for 15 to 18 credit hours for each semester. In any semester, students may register for at least 12 credit hours and be certified as full-time. A total of 18 credit hours per semester is the upper limit a student is allowed to take. Students on probation are not allowed to enroll in more than 12 credit hours per semester.

### Cumulative Grade Point Average

The grade point average GPA of a student in a semester can be obtained by adding the product of the grade of each course by the number of its credit hours, and then dividing the result by the total number of credit hours. The cumulative grade point average, CGPA, is the summation of the GPA of the student for all semesters attended. The GPA accounts for all courses taken in a semester including those the student has failed. Both GPA and CGPA are rounded to the nearest decimal unit. The GPA and CGPA are calculated according to the following formula:

$$GPA = \frac{\text{Total}(\text{credit hours per course} \times \text{grades received per course})}{\text{Total of credit hours per semester}}$$

$$CGPA = \frac{\text{Total}(\text{credit hours per course} \times \text{grade received per course})}{\text{Total credit hours taken during all semesters}}$$

Example:

$$GPA = \frac{(3 \times 4 + 3 \times 4 + 3 \times 2 + 3 \times 3 + 3 \times 3 + 3 \times 2)}{3 + 3 + 3 + 3 + 3 + 3} = \frac{54}{18} = 3.0$$

### Residence Requirements

To obtain a bachelor's degree a student must take at least 50 percent of the required credits for a degree in residence at ECUC. At least 40 of the 60 hours must be in courses at the 300 and 400 levels; with a stipulation that no more than 12 transfer credits in 300-400 level courses will satisfy concentration requirement of any program.

### Categories of Students

#### Full-Time Students

For full-time status to be conferred, a student must have an academic load of between 12 and 18 credit hours for each regular semester.

#### Part-Time Students

Enrollment as a part-time student is restricted to the following:



- ECUC staff members who are pursuing a degree (approval of the employee's director is required)
- Those who need fewer than 12 credits to complete an undergraduate degree (approval of the academic advisor is required)
- Those who are enrolled as auditing, non-degree or visiting students.
- Part-time options are available for adult students; ECUC' SSC center also caters to their special needs like personal counseling to balance their family and the curricula activities, time management, developing a peer group and engage them in occasional interactive sessions to relieve them out of stress due to family and financial issues.

### **Time Limit on Duration of Study**

An undergraduate student must complete all degree requirements within a maximum period of eight years of admission to Emirates Canadian University College, inclusive of any leave. This holds irrespective of the catalog which governs the student's academic career. A student in good academic standing can't take leave for more than one semester and if he/she is away from the university for two consecutive semesters, a new application for admission will have to be submitted.

### **The University College Guidelines for Lateness and Attendance**

The University College guidelines for lateness and attendance are as follows:

- ECUC students are allowed one absence without a required written excuse for every semester credit hour taken.
- For all ECUC students who exceed the specified amount of unexcused absences, an official documented excuse from the university may be required by the instructor
- It is the student's responsibility and entitlement to meet and discuss all absences, ~~or~~ planned or unplanned, with their instructors.
- All ECUC students must notify the Office of Student Affairs/Judicial Affairs for any emergencies that require immediate exemption from university grounds within a period of 48 hours.
- No student shall neglect more than 20% of their class attendance, whether excused or unexcused, in a given semester.
- Upon the prudence and judgment of the instructor, a course grade of "FA" may be given to any student who exceeds 20% of absences in a semester.
- The Office of Student Affairs/Judicial Affairs is officially responsible for issuing class excuses for legitimate purposes.
- If a student is tardy three times to class, it is automatically counted as an absence. Each instructor is responsible to define the rules for which a student is considered late to class.
- Once a student falls to approximately ten to fifteen percent of absences in a class, he/she shall receive a warning.
- The Chair of the respective program has the right to permit a student's withdrawal from a course, if presented with a suitable and acceptable explanation for excessive absences. This will be coordinated and is with the consent of the Registrar.

### **Grades/ Examination**

Each course a student takes undergoes a thorough and consistent assessment throughout the semester. The means of evaluation -- examinations, quizzes, reports and discussions, help students assess their knowledge and recognize where they stand in the respective course. Final examinations serve to sum up the overall performance of the student in the entire semester without being excessively emphasized.

All examinations have a maximum time period of two hours and count only one- third of the final course grade, except 400-level courses where extensive writing assignments and projects are involved. However, no other element in the final course grade will count for more than one-third. Final examinations are held as scheduled in the academic calendar of the University College.

After the Final Examination, students are assigned a final grade in each course. This grade is a student's overall assessment as made by the Professor throughout the semester. It reflects his

performance in the various aforesaid components and class participation. The final grade allotted to the student is his permanent record available only in the Registrar's office and is subject to no change.

### Grading System

The cumulative grade point average (CGPA) is based on a four-point scale. The following grading system is used at the University College:

Grade	Percentage Score	Points	Description
A	95-100	4.00	Excellent
A-	90-94	3.7	
B+	87-89	3.3	Very good
B	84-86	3.0	
B-	80-83	2.7	Good
C+	77-79	2.3	
C	74-76	2.0	Satisfactory
C-	70-73	1.7	
D	60-69	1.00	Poor
F	<60	0.0	Fail

The grades obtained in non-credit courses are not included in the computation of a grade point average. The last grade of the repeated course is counted in the calculation of the cumulative GPA. Credits for repeated courses are only counted once.

### Final Examination

After completion of the course, Final Examination is conducted at the end of the semester. Examination schedule—date, day and duration is published by Registrar's office in advance. If a student writes an exam, hands in the paper to the authorities concerned for marking process and further requests for rewriting the same paper, on whatsoever grounds, he puts forth, the request will be denied to him/her. Retroactive withdrawal from the examination will also not be considered. All students and instructors are expected to be available for examinations up to the last day of the examination period.

### Scheduling of Examinations

It's the Registrar who schedules all the final examinations except oral examinations and projects. After the last day of classes instructors are not allowed to hold any test or ask the students for assignment or projects. All the tests or assignment-project submission will be possible before the last day of the classes and not even during final examination period. If the student is experiencing a clash of two examinations same day or has time conflict with common examinations, he/she must report to the Registrar's office to seek redress from the office.

Requests for rescheduling or pre-scheduling the examination to any desired date or time while the date and period of examination had already been scheduled in advance will not be considered. ECUC seriously takes it for germination of an unhealthy practice, and therefore, such requests will not be conceded. ECUC doesn't encourage dissenters by yielding to their illegitimate pressure.

### Special Deferred Final Examinations

Special deferred final examination is granted by a chair person to the students who were either incapable of writing exam and had been advised by a doctor or team of doctors on health

reasons (certified on a Physician Statement form) or were in domestic afflictions of extreme nature. Applications for special deferred final examinations must be received no later than the prescribed application receiving deadline indicated in the Examinations Schedule. Students who failed to apply for a deferred final examination or did not apply for it will forfeit this right.

After the grant of permission by the chair person, special deferred final examinations are scheduled by the Registrar and a timetable will be posted outside the Office of the Registrar a few days prior to the examination. Students writing a special deferred final examination must consult this timetable to determine the exact date and time of their special deferred final exam.

### **Make-up Examinations**

A student who happens to miss a major or final examination may seek instructor's permission for making up the examination. If the instructor is not convinced with the student's reason he may refuse to allow a make-up. If a student is absent while officially representing the University College, for example as an ECUC club member or as a participant in an athletic event, the student should be permitted to make up the examination. Major examinations are to be made up at a time which is both fair and reasonable for all parties. Final examinations must be made up within a reasonable time so that the instructor is able to submit the final grade(s) on the day and time stipulated by the Admissions and Records Office.

### **Incomplete Grades**

The obligations that are mentioned on the syllabus for a course should be finalized on the last day of the semester. No final grade of I (Incomplete) should be given on any course unless there is a forceful and demonstrable emergency.

In case of incomplete work without an excuse for lateness, a zero or F grade is given for the absent work and the average calculated accordingly into the final grade.

Only in rare cases (such as in an emergency), and with the approval in writing of the Instructor, can students be allowed to make up unfinished work. The grade of I will be replaced by the achieved grade in the academic record when the Lecturer enters a signed Change of Incomplete Grade of I form to the Registrar's Office.

It is at the student's own liability to complete any course requirements if uncompleted on the specified date within forty-five (45) days from the last examination scheduled for the particular course. The lecturer has fifteen (15) days from the catch up exam for the particular course to hand in the terminal grade through the Change of Incomplete Grade of I form to the Registrar's Office. Following this deadline, all undecided grades of I will be converted to a terminal grade of F.

### **Overriding a Course Prerequisite**

Overriding the pre-requisite(s) of an academic required course is though not usually permitted, genuine reasons may be considered. An Overriding Form must be submitted for the same elaborating the reasons for the request. The Form must be recommended and signed by the advisor. The program Director discusses with the concerned Advisor and students are informed usually within three weeks.

### **Independent study**

A course of independent study is a one-to-one, supervised, high-level course, aimed at offering students the opportunity for intensive work in a particular interest area. These are intended mainly for juniors and seniors who have been given Lecturer approval and have at least a GPA of 3.00 or more and are in the semester before graduation. This may be because they need a course to graduate which has not been offered that semester.

### **Placement on Academic Probation**

Students who fail to meet the academic standards established by ECUC will be placed on probation. It's a period, the maximum duration of which is three regular semesters. In this

duration students are expected to come up to the University academic standards and norms. A student having deficiencies, if any, is expected to overcome them in this period.

Failure in maintaining a cumulative grade point average of 2.0 at the end of a semester subjects a student to probation. If a student is still found persistent with the deficiency as alarmed, even after the probation period, he/she will be disqualified to further pursue his education in ECUC.

When a student is placed on probation, the university policy is to send a letter to the student at his home address stating the requirements to be met to avoid dismissal from ECUC. To be allowed to continue on probation, he/she must improve the GPA to a minimum of 2.0 in the following semester.

Students on probation because of deficiency in their cumulative GPA may limit their academic load which is possible as stated below:

- a. for the first warning: a maximum of 15 Credit hours among which (3) or (6) credit hours are repeated depending on the CGPA and the last semester GPA
- b. for the second warning: a maximum of 12 credit hours among which (6) or (9) credit hours are repeated depending on the CGPA and the last semester GPA
- c. for the third warning: 9 repeated credit hours.

Students on probation for any of the above deficiencies are not allowed to participate actively, or represent the University College, in co-curricular activities, such as teams, clubs, plays, and ECUC competitions. They may not be nominated for the Student Union.

### **Removal of Probation and Dismissal**

Students on overall probation face dismissal if they are unable to meet the minimum academic requirements even after being put on probation. In the first semester of probation, they will have to earn a minimum semester grade point average of 2.0, and maintain that performance by achieving a cumulative grade point average of at least 2.0 at the end of the third semester of their probation period. If a student fails to do so by the end of the third semester on probation, he/she will be academically dismissed from the university.

### **Suspension**

A student on probation who fails to achieve a semester point grade average of 2.0 or higher after the third warning will be suspended for one semester. If still found unimproved, he/ she will be suspended for two semesters and the third suspension will be for indefinite period.

### **Suspension Period Regulations**

The University will not accept any credit for the completion of the courses during a suspension period. Readmission applications by students on an indefinite suspension will be entertained only after a period of 12 months following the suspension. A student is expected to have shaped himself to cope with the academic requirements at ECUC in this period.

### **Readmission after Suspension**

A student readmitted after suspension will still be on probation and will have to earn and maintain a 2.0 average or higher. He/she is limited to 12 semester hours and is required to earn a minimum average of 2.0 each subsequent term to obtain a minimum cumulative average of 2.0. Failure in meeting the semester grade point average of 2.0 will result into further suspension.

### **Reinstatement**

Students withdrawn from the University College in a good academic standing and again wishing to join after one or two semesters are allowed for readmission provided they had not been dropped for scholastic or disciplinary reasons and the seat for admission is available.

The student will have to submit a written request for reinstatement to the Office of the Registrar stating his/her activities, especially academic, in course of the time since he/she left ECUC.

### **Repeating Courses**

If a student has failed in a course, it is advisable to repeat it in the following semester. Students are at liberty to repeat their courses for the sake of improvement in their GPA. Raising the GPA is very necessary, especially if compulsory courses are involved. They may repeat the course up to two times, taking into account seat availability, without the permission of their Academic Chairperson but credit hours will be counted only once in the total credit hours required for graduation.

Once the grade is earned and entered into student's record, it's permanently final and is not tampered with. In case of course repetition, only the last grade matters and serves the fulfillment of academic requirements.

### **Study Abroad**

Emirates Canadian University College offers students the opportunity to study abroad at other institutions and gain full Emirates Canadian University College course credit.

- Students who apply to study abroad programs should be in good academic and disciplinary standing with ECUC and have a minimum cumulative GPA of 2.5. Any current or pending discipline issue will be taken into account in evaluating a student's application to study abroad.
- Student must have completed at least 59 credits (junior standing) of undergraduate courses in residence at Emirates Canadian University College.
- All study abroad coursework must be pre-approved by the student's advisor prior to taking the course; otherwise the student cannot be assured their coursework will count towards their Honors Department core, concentration or other requirements.
- Upon successful completion of an approved foreign program of study, credit will be granted towards graduation for all appropriate courses taken on ECUC affiliated or approved programs.
- Credit is allowed for classes satisfactorily completed at another Institution with a grade of "C" or better.
- The credit hours of the courses to be transferred should be equivalent to those offered by ECUC.
- Course contents covered must also be equivalent to the course contents offered in ECUC for any program of study.
- Transfer grades are not calculated in a student's cumulative grade point average.
- Students may transfer a maximum of 15 credit hours toward their degree under study abroad program
- Students are required to maintain full time enrollment, attend class regularly and comply with all program regulations and individual course requirements in any program they choose. Students who leave the program before it is officially over will not receive credit for their work.
- Students who enroll in a study abroad program need to ensure that the transcript for coursework taken abroad is sent to ECUC.

### **Transcript**

Students whether graduated or withdrawn in good standing from ECUC will receive free transcripts of their academic record. However, during examination, registration or graduation

periods transcripts of any records will not be issued. Students who have unsettled financial obligations will also not be issued transcripts of their records until settlement of their dues. The Registrar's Office issues transcripts of academic record. A signed Request Form needs to be submitted by the student concerned for receiving the transcript. The university will issue only complete transcripts, not in parts. The university will not issue on its own behalf the transcript or any other record of other universities on the student's file.

### **Graduation**

Students of the last expected semester will file an Application for Graduation form in the office of the Registrar during the registration period. The office will then start processing the necessary information for final certification for graduation. The students who have completed all the requirements including the clearance of financial obligation to the university are certified for conferral of the degree. The certified students will be conferred degrees by the end of the final semester on a date formerly announced. The permanent record of the student will be maintained with the date on which he/she was conferred the degree. In case of incomplete requirements because of which the applicants couldn't be conferred the degree, they need not reapply for graduation. Their previous application will serve the purpose in the following semester.

### **The University College Honors and Awards**

#### **VP's List**

At the end of each semester, all undergraduate students who earn 12 or more semester credit hours will be eligible to be named in the VP's List.

To be placed on the VP's list, a student must

- Have registered and completed a minimum of 15 hours in the semester
- Have at least a 3.5 semester GPA
- Be in good academic standing
- Rank in the top ten percent of students in his/her Department
- Have no failing grades in any of his/her courses during that semester
- Have no incomplete grades
- Have no disciplinary action against him/her

#### **Graduation Honors**

Graduation with honors will be designated to students who have completed their Bachelor's Degree requirements with academic excellence. To be eligible for this honor, the student's CGPA is shown as follows:

Cum Laude	An average of 3.5 or higher
Magna Cum Laude	An average of 3.7 or higher
Summa Cum Laude	An average of 3.9 or higher

## STUDENT PETITIONS AND APPEALS

### **Petitions**

Though the University College has strict stand as far as its policies are concerned, it holds on to human values while administering the rules and regulations and hence students are allowed to petition for uncompromising academic policies on humanitarian as well as other genuine grounds which can be reasoned out logically. Such petitions are processed through the office of the Head of Academic Affairs through the Registrar and the Academic Petitions Committee.

### **Grade Appeal**

Grade change appeal is one of the opportunities offered to ECUC students. A situation for grade change appeal will arise when a student considers that there is a definite departure in assessment than that is outlined in the assessment strategy distributed to students, or there is a calculation mistake or wrong grade entry. Students seeking grade change must have valid and justifiable reasons for such appeal. Grade change petitions are required to be submitted to within 45 working days of the award of the grade. A formal report from the concerned faculty member is expected within 10 working days of filing the petition. A copy of the report is to be submitted to relevant program Director as well. In case the report submitted by the faculty member is unconvincing or unsatisfactory, the student may submit the petition to the Divisional Chair. Such appeal should be made within 14 working days of submission of the report by the faculty member.

If Divisional Chair is also not able to provide a convincing and satisfactory remedy to petitioner, he/she is allowed to seek resolution from the Head of Academic Affairs. A formal petition must be submitted to the Head of Academic Affairs within 7 working days of the submission of report by the Divisional Chair.

The Head of Academic Affairs may assign an Academic Appeal Committee to appraise the case and submit their recommendations. The Head of Academic Affairs will make final judgment based on recommendations of Academic Appeal Committee. The judgment made by the Head of Academic Affairs will be ultimate.

### **Appeal of Other Academic-Related Issues**

The ECUC students have the opportunity to plea on issues related their subjects of study or about a faculty member. Such appeals are made to appropriate Head of the Department or program director. If the matter is unresolved, the petitioner may officially make an appeal to the Head of Academic Affairs. Students intend to file an Academic related petition to the Head of Academic Affairs must do so on or before the first day of orientation of the next term. The Head of Academic Affairs may assign the Academic Appeal Committee to appraise the case and submit their recommendations.

The judgment made by the Head of Academic Affairs will be ultimate.

### **Academic Integrity Code**

ECUC is an academic community devoted to seeking knowledge, and academic integrity is fundamental to its endeavor. Academic standards and reputation is a shared responsibility among all members of the ECUC community. The code of academic honesty forbids any act that can generally be described as lying, cheating, fabricating, vandalism or stealing.

Standards and requirements of academic honesty system should be familiar to all members of the University College community.

### **Responsibilities**

**Student Responsibility:** It is the responsibility of all ECUC students to preserve the highest level academic truthfulness, sincerity and ethical standards. Not only each student

is encouraged to display personal actions and behaviors that reinforce truthfulness, sincerity and ethical standards, they are also encouraged to motivate other students to engage in such activities. They must also be committed to prevent occurrence of any dishonest behavior on campus. In the event any violations to ethical standards, students may report the incident to concerned authorities.

**Faculty Responsibility:** Faculty members have a great role in creating a honest and just atmosphere on campus. It is the responsibility of each faculty member to ensure that students conform to all norms, guidelines and policies of academic honesty. They are expected to emphasis academic integrity policies codes on course syllabus. They must take proper care and protection to exam materials, assignments, assessment, grading etc so that the chances of dishonesty and violations could be reduced.

Details regarding the Integrity Code violations can be found in the Student Handbook.



## STUDENT LIFE

### **Student Affairs Division**

The major objective of the University College is to help developing students as academically skillful and socially capable individuals. The Student Affairs is aimed at helping overall development of students. It is dedicated to creating an environment conducive to learning for students. It strives to collaborate with students, faculty, academic administrators and external agencies. The Student Affairs integrates the curricular and co-curricular activities in an attempt to help students achieve their academic, personal, and professional excellence in a diverse and global society.

The Office of Student Affairs is equipped with an adequate number of qualified and dedicated personnel to help students adjust to cultural diversity, and the University College environment. It is responsible for organizing a number of varieties of co-curricular activities and seeks active participation of students in order to channel their energy in the right direction and to expand their horizon.

The Office of Student Affairs is responsible for welcoming and orienting students to various administrative and academic norms. The department acquaints students with Judicial Affairs unit, Counseling Services, Housing Services, Student Activities, Career Services, Financial Aid, and Alumni Affairs. The Office of Student Affairs is committed to ensuring students adjust to campus life and guide them complete their programs at the University College.

### **Career Services Office**

The ECUC has a Career Services Office attached to Students Affairs. The Career Services Office is responsible for helping students to fulfill career aspirations. It not only offers placement support to the current students as per demand of labor market, but it also extends such services to the ECUC alumni.

The important goals of the Office are to:

1. Impart employment search skills to students and alumni
2. Organize campus recruitment for the final semester students
3. Provide information on placement opportunities and job advertisements to students and alumni.
4. Host annual Career fair

### **The Counseling Center**

Generally, the university life is a period of transition. It may be an exciting experience for most of students, yet many encounter with certain degree of adjustment problems. The Counseling Center of the University College is dedicated to provide students with necessary support services that enable solving personal and emotional problems and help adjusting with campus life. The support services provided by the members of the counseling team help students realize their potentials, make right decisions, guide them developing adequate study skills and habits, establish pleasing interpersonal relationships. Essentially the counseling services help students maximizing their personal, social and academic effectiveness. Students may approach the members of the counseling team individually or may involve a family member in the counseling process. The following are the important students support services provided by the Counseling Center:

#### **a. Individual Counseling**

Common problems students encounter at the campus includes inability to cope up with University life, poor study skills and time management skills, ambiguity in life and career goals, identity issues, interpersonal conflicts, depression, nervousness etc. The counselors

help students overcome these problems. Students who have received counseling at home or outside University College campus may also be given continued counseling at the campus if they wished to have it. The counselors also guide students to identify their personal goals and solve their problems independently.

### **b. Student Workshops**

The counseling centre regularly organize workshops on study skills, time management strategies, effective communication skills, ways to adjust with anxiety and depression, emotional control, alcohol and drugs, healthy life styles and eating habits etc for the benefits of students.

### **c. Consultation Service**

Staff and faculty are also encouraged to take the services of counseling centre if they encounter with problems in dealing with students. In most cases, the counselors will be able to provide solutions to the problems. Appropriate referral services are made on those cases where the counselors are not able to find a solution.

The counselors pay adequate attention to cultural diversity of student community when evaluating a case. The counseling centre ensures confidentiality of counseling services. No student information will be revealed to any third party without a written permission of concerned student.

The Counseling Center is part of the Head of Students Affairs office and is positioned in the Main building. The Counseling Center will remain opened from 8:00 a.m. to 5:00 p.m. Sunday thru Thursday.

### **Academic Achievement Program**

Academic Achievement advisors support and sustain students during their transition through Emirates Canadian University College. Students are free to meet their advisors individually or in groups to consult on academic, administrative as well as other campus-affairs. Students are advised on study skills, time management, test taking techniques and strategies for course selection. Advisors also see that the students develop suitable life skills. In order to improve the quality of education the program has developed a retention plan for students; it also works with academic advisors in following the progress of students on probation.

### **Internship Office**

The internship office gives students the chance to get exposed to a career field and gain a professional experience through the internship. While getting experience from the internship, students are expected to positively contribute to the organization they join. The institution encourages the students to intern with well-reputed organizations which would give them a chance for the eventual transition from the classroom to the industry. The internship office shall make the internship manual available to students

### **Judicial Affairs**

The Judicial Affairs unit deals with campus rules and regulation and codes of conduct. It helps students become aware of their rights and responsibilities as well as rules and regulation they must follow on campus. The ECUC upholds fairness, honesty and integrity and utilizes the Student Code of Conduct in dealing with the issues of students' misconduct.

### **Student Code of Conduct**

Student's community is the most significant part of Emirates Canadian University College. Apart from studying, getting knowledge, and learning skills, the art of living individually and in a community has also to be learnt. Working and studying together by adhering to rules will create an ideal condition for students into which they will not only learn to live

happily but also learn to let others live. Understanding and proper communication are essential for all members of the budding student community to flourish. In order to reach this goal,

guidelines are set by the legally established policies, and the code of conduct, rules and regulations. The Office of Student Affairs establishes and enforces these rules and regulations. The full text of the Student Code of Conduct is in the Student Handbook.

### **Financial Aid Office**

The Financial Aid Office is committed to providing courteous service to the students to support the academic mission and goals of the University College. It also exists with an aim to assist students with financial aid to help them achieve their degree. Students receive financial aid so that they could focus on their education and complete their degree enters into the world with a clear purpose.

### **Student Activities Department**

ECUC acknowledges students activities as an integral part of their programs. It is assumed that the learning experiences are enriched by organized student activities. Also, such activities provide an opportunity for students to express and develop their own talents and interests. Further, engaging in organized group activities will help students develop their social interaction skills, which is a very desirable quality for an individual living and working in a multicultural environment.

The University College places great emphasis on extra-curricular activities. It seeks to help students to develop their abilities and make good use of their leisure time through forming student societies.

### **Student Association**

The ECUC recognizes Student Association. It is entrusted with the responsibility of electing members to the Student Council. These elected members of the Council in collaboration with the office of Student Affairs supervise all student activities. The designated members of the Student Association take part the University College Academic Council meetings and influence the decision making on matters related to academic programs of the University College. The Student Association provides opportunity for students to organize a wide range of activities. The different types of student organizations such as clubs, societies, committees and department and class associations are established to organize various activities within the University College and also to represent the University College in inter-Department activities.

### **Student Societies**

The ECUC supports formation of Student Societies in each academic department in an attempt to promote a friendly atmosphere on campus as well as to help enhance scholarship and achieve academic objectives. The Student Societies organize workshop, symposiums, exhibitions and lectures on various occasions.

### **Student Clubs**

Student clubs are the other student bodies with definite academic or cultural theme established to enhance academic, cultural and social life of students on Campus.

The ECUC is committed to encourage Special Interest and Cultural Clubs in order to harness special interests and creativity of students.

### **Student Publications**

The ECUC provides students with an opportunity for expressing creativity. The ECUC Student Publication is an avenue for students to contribute, edit and publish their literary work. Students are encouraged to contribute to Student Publication on matters related to academic, scientific, social, cultural and aesthetic areas.

The Student Publication portrays the important students activities organized in the University College. It is also a venue for recognizing achievement of students.

**Alumni Association**

The ECUC values every single students of the University College no matter they are current students or former students. It is the interest of the ECUC to maintain a close link with its former students. The graduates of ECUC continue to be the members of ECUC family. The Alumni Association of the ECUC is aimed at uniting and linking all former students of the University College.

The Alumni Association helps maintaining lasting relationship with its former graduates. It organizes various events for the members of alumni that help strengthening relations between the University College and its former students. The Alumni Association is also beneficial for the current graduates. It enhances career options and placement opportunity for the current students. Moreover, the members of Alumni act as ambassadors of ECUC. They promote the University College and helps preserving its mission and vision.

The Alumni Association of the ECUC also provides an opportunity for interaction between teachers and professionals in the community. Since many former students who would have become professional in different field, interaction with them would help the University College enhancing quality and efficiency of various programs and facilities offered at the ECUC.

**Sports Services**

Student Activities Unit of the ECUC offers a variety of sport facilities to students. It includes adequate equipment and resources for various sporting activities usage of which is governed by the norms of the University College. The resources for sporting also include availability of professional trainers to coach students. Adequate facilities and along opportunity for specialized coaching help students expand their sport and athletic potential and participate in various inter-university competitions held in different emirates in the UAE.

## DEPARTMENT OF GENERAL EDUCATION

General Education is vital to higher education programs. The General Education Program helps strengthen the link between the University College mission and its degree programs. Interdisciplinary courses provide students with knowledge and tools that help them work with a range of disciplines. They teach them to derive information and apply concepts interchangeably in real-life situations. On the other hand, language and multicultural courses deliver a rich experience that aid in understanding other cultures and developing respect for them. General Education ensures that all graduates of the University College, irrespective of their majors, are trained, aware and competent enough to thrive within an educated society.

### Goal Statement

The General Education curriculum is designed to help students develop their ability to expand their intellectual interests, critical thinking, imagination, sensitivity and creativity. It also attempts to address mathematical reasoning and problems; integrating knowledge; communicating effectively; expanding students' sense of social, ethical and cultural values; and appreciating the application of values in society.

The University College seeks to prepare its students not only for rewarding careers, but also to be responsible citizens of the modern world. It does this by building each academic program on a required foundation of courses that taken together, form the core of a liberal education.

### General Education objectives

The objectives of the general education courses are:

- to foster an ability to think clearly, logically and critically,
- to cultivate artistic talent through the study of philosophy, literature, languages, and the arts-intellect, imagination, sensibility, sensitivity and creativity,
- to acquaint students with the physical universe and its life forms and to impart an understanding of scientific methodology, mathematical concepts and quantitative reasoning,
- to integrate their knowledge by forming an interdisciplinary and insightful approach to learning.
- to communicate appropriately and effectively in both oral and written forms,
- to deal with human, social, political, and economic institutions and their historical backgrounds, with human behavior and the principles of social interaction.

### Learning Outcomes

- **Create** written works in **English** that correctly employ linguistic skills.
- **Demonstrate** the ability to solve **mathematical problems** applying handy numerical skills and concepts.
- **Produce** work that requires proficiency in standard **computer hardware** and applications.
- **Apply** basic analytical and IT skills.
- **Recall** scientific facts, simple experimental techniques and scientific methods for practical applications.
- **Develop** a global perspective on **ethical**, cultural, and political issues.

### General Education Requirements

The University College mission statement provides a guideline for forming the General Education Requirements. A blend of liberal studies and professional education renders the

academic programs with both breadth and focus. The objective of the program is to stimulate the latent intellectual and creative potential within students and to foster growth by inspiring innovation, speculation and action.

Every student is required to take a mandatory 30 credit hours that cover the following disciplines:

- Islamic culture requirement (3 credits)
- Arabic heritage requirement (3 credits)
- English language competency requirement (6 credits)
- Mathematics requirement (3 credits)
- Computer literacy requirement (3 credits)
- Natural or pure sciences requirement (3 credits)
- Humanities & Social sciences requirement (6 credits)
- Innovation Creativity & Entrepreneurship (3 credits)

### **Islamic Culture (One course)**

The Islamic Culture requirement is designed to deepen the students' awareness of the Qur'an methods for the knowledge of God, His Existence, the fundamentals of faith and the source of legislation.

### **Arabic heritage requirement (One course)**

The Arabic-language speaking setting of the University College calls for an appropriate familiarity with the Arabic language in students. The Arabic heritage requirement imparts further knowledge and understanding of the Arab culture and civilization and outlines its instrumental role in the historical development of the region.

### **English Language Competency Requirement (Two courses)**

It is required that all students meet the writing-level demands of University College course work. Furthermore, standard critical reading and comprehension skills are essential and mandatory for all courses.

All matriculating students must take the English Placement Test to determine which (Writing) course they are to be placed into. "ENG 101 Composition and Modern English I and ENG 102 Composition and Modern English II" should be completed in the first year (freshman) or before completion of 30 credits.

### **Mathematics and /or Statistics requirement (One course)**

All students must have mastery of quantitative reasoning and Department level mathematical skills. Students are urged to satisfy this requirement by the end of the second year (sophomore.)

### **Science Requirement (One course)**

All students must have university-level knowledge of scientific reasoning and the experimental sciences. Students may satisfy the science requirement by passing any course from the disciplines of Biology (BIO), Chemistry (CHM), and Physics (PHY).

### **Computer Literacy Requirement**

All students must be computer literate. Although computer skills are taught within the context of many courses, students may be required to take additional specific computer courses depending on the requirements of their degree program. Course satisfying the computer literacy requirement include CIT 100 Applications of Computer Software.

**Humanities and Social Sciences Requirement (Two courses)**

To be a global citizen, and to contribute and participate at a global level, one needs to be aware of intercultural differences and human values. To inculcate this awareness, students should be well read in the humanities and social sciences so that they are armed to compete and flourish globally. 9 credits to be selected from the courses listed in the humanities and social sciences requirements with at least three credit hours taken from the humanities area and at least six from the social sciences area. Humanities: English Literature (ENG), Philosophy (PHI); Social Sciences (SS): Political Science (POL), Psychology (PSY), Sociology (SOC), And Ethics (PHI)

**Innovation Creativity & Entrepreneurship (1 Course)**

Creativity, innovation and entrepreneurship are essentials tools for the global society including the Gulf region, which require the acquisition of new skills and abilities to take advantage of opportunities in different fields such as social, economic and cultural. Therefore, this course is designed to provide students with an understanding and recognition of creativity, innovation, and entrepreneurship. Students will be able to gain acknowledge of the theoretical framework and utilized its application in the real world.

## Bachelor of Arts in English Language and Translation

The English Language and Translation program aims to provide the students with a comprehensive, innovative and student-centered English Language and Translation program using world-class facilities applying the latest technologies to ensure excellence in translation practice. The teaching/learning approach is based on directed self-learning, analytic and critical thinking, experiential learning and self/peer editing.

The English Language and Translation program provides the students with the knowledge and skills to successfully face challenges in a systemic academic manner that shall evolve continuously to meet developments. The program offered is dynamic and flexible to address new challenges. In addition, the practicum/training/internship; the translation training program will enhance the translation skills of the students during their translation training period, under qualified and dedicated faculties, staff and specialists.

To meet the needs of the region in translation and other fields where English is required, the English Language and Translation presents a program developed to help students to achieve high levels of communicative competence in English; be familiar with the major theories and trends in linguistics, and the application of linguistic principles and findings to such areas as phonetics, phonology, lexis, morphology, discourse analysis, contrastive analysis and stylistics; study English Literature from a critical and creative perspective; receive theoretical and practical training in translation from English into Arabic and from Arabic into English in literary and non-literary texts; and employ Critical & Analytical Thinking used in problem solving and decision making affairs. Furthermore, be prepared for postgraduate studies in language, linguistics, and translation.

The goals and objectives will mainly be achieved through the student's studying language and linguistics, which will enrich their sensibilities and will echo positive effect in their translation and communication in English language during the their studies, careers and lives.

### Program Objectives & Learning Outcomes

The English language and Translation Program based on the mission and objectives of the University College educates and trains its students:

- 1) To raise the competency level in the four language skills of reading, writing, speaking and listening, achieved through the specific language courses required to be complete during the first two years of study.

#### Learning Outcomes

- 1.1 *Demonstrate understanding of social, cognitive, and personal variables from research and experience in second language acquisition (SLA).*
- 1.2 *Collect, synthesise and utilise material from a variety of sources in both oral and written contexts.*
- 1.3 *Communicate fluently and accurately in spoken and written English using appropriate English vocabulary, grammar, and discourse.*

- 2) To develop a broader understanding of the language system and subsidiary language disciplines in language study to be open to multiple cultures, and be well able to interact with different cultures, by developing their communicative, grammatical and pragmatic competences through e.g. Linguistics, Morphology, Syntax, etc.

#### Learning Outcomes



- 2.1 *Show understanding the major theories and trends in linguistics, and the application of linguistic principles and findings to such areas as phonetics, phonology, lexis, morphology, discourse analysis, contrastive analysis and stylistics.*
- 2.2 *Recognise and make distinctions between alternative analyses of empirical data at one or more levels of linguistic analysis.*
- 2.3 *Describe and apply core analytical concepts used in linguistic analysis, namely, phonetics, phonology, morphology, syntax, semantics*

3) To be knowledgeable of world literary classics, canon, genres, as well as interdisciplinary approaches to the study of literature.

#### Learning Outcomes

- 3.1 *Illustrate knowledge and understanding of literary classics, canon, genres, as well as interdisciplinary approaches to the study of literature.*
- 3.2 *Produce critical interpretations and analysis of literary texts with attention to language.*

4) To be able to translate different texts, be they literary or non-literary mastering techniques suitable to translate different genres and styles and understanding communication as a social and psychological process in terms of the concepts, levels, channels and effects.

#### Learning Outcomes

- 4.1 *Show knowledge and understanding of the different translation genres and styles.*
- 4.2 *Interpret and analyze a text using different approaches from literary, rhetorical and/or linguistic theories.*
- 4.3 *Collaborate and work co-operatively with interpreting group members and/or others.*
- 4.4 *Translate different texts, be they literary or scientific.*

5) To understand the skills and competencies utilized in problem solving and decision making that can be applied in a variety of English language and translation situations.

#### Learning Outcomes

- 5.1 *Utilize analytical problem-solving skills and techniques in the resolution of various English language and translation scenarios within the milieu of organizational and institutional requirements.*
- 5.2 *Demonstrate understanding the skills and competencies utilized in problem solving and decision making that can be applied in a variety of English language and translation situations.*

### **Career Opportunities**

Graduates can look forward to career choices in fields such as translation, education, advertising and marketing primarily as translators and English language teachers. They can also work as copywriters, editors and public relation personnel.

### **Graduation Requirements**

Graduation requirements include the successful completion of a minimum of 123 credit hours as follows:

## Degree Requirements

A total of at least 123 credits, including

- 30 credits of University College requirements
- 60 credits of core requirements
- 21 credits of concentration requirements
- 12 credits of free electives
- Satisfaction of the internship requirement
- A minimum CGPA of 2.0

### I. The University College Requirements

University College requirements are 30 credits out of which 24 credits are Compulsory Courses. Every student is required to take the mandatory credit hours that cover Islamic Culture, English Language, Arabic, Mathematics, Innovation Creativity & Entrepreneurship, Introduction to Information Technology, and Humanities, in addition to courses in Natural or Physical Sciences, and classes in the Social or Behavioral Sciences. The requirements are:

Course Code	Course Title	Cr	Prerequisite
<b>English language, Mathematics and Use of Computers</b>			
ENG 101	Composition and Modern English I	3	
ENG 102	Composition and Modern English II	3	ENG 101
MTH 100	College Algebra	3	
CIT 100	Computer Concepts and Applications	3	
<b>Islamic Studies, History, or Culture</b>			
GED 100	Islamic Studies	3	
<b>Humanities or Arts</b>			
GED 110	UAE Society	3	
<b>English, Arabic, or other languages</b>			
GED 120	Communications Skills in Arabic	3	
IEC 111	Innovation Creativity & Entrepreneurship	3	
<b>Natural or Physical Sciences Requirement (3 credits)</b>			
GED 130	Introduction to GIS	3	
GED 140	Conceptual Physics	3	
<b>Social or Behavioral Sciences Requirement (3 credits)</b>			
GED 150	Critical Thinking	3	
GED 160	Psychology in Everyday Life	3	
GED 170	Ethics and the Modern World	3	
GED 180	Human Behavior and Socialization	3	

### II. Core Requirements:

**a. Core Courses (45 credits)** covering the English Language and Translation Program's six fields of knowledge: General, Skills Courses, Language, Linguistics, Translation, and Practicum/Training/Internship.

**b. Elective Courses (15 credits)** chosen from a list of courses.

<b>CORE COURSES</b>			
<b>Course #</b>	<b>Course Title</b>	<b>45 CR</b>	<b>Prerequisite</b>
ENG 112	Reading Skills	3	ENG 101
ENG 114	English Grammar	3	ENG 102
ENG 202	Business Communication	3	ENG 102
ENG 205	Advanced English Writing Skills	3	ENG 102
ENG 210	Speech Communication	3	ENG 102
ENG 220	Literature in the Modern World	3	ENG 102
ENG 225	Language and Linguistics	3	ENG 102
ENG 231	Syntax I	3	ENG 225
ENG 232	Phonetics and Phonology	3	ENG 101, 112
ENG 233	Morphology and Lexical Studies	3	ENG 225
ENG 234	Discourse Analysis	3	ENG 114
ENG 325	Sociolinguistics	3	ENG 225
ENG 333	Error Analysis	3	ENG 114
ENG 335	Advanced English Vocabulary	3	ENG 102
ENG 434	Contrastive Linguistics		ENG 225
<b>CORE REQUIREMENTS / ELECTIVES ( 15 CREDITS)</b>			
ENG 310	Advanced English Grammar	3	ENG 114
ENG 330	History of the English Language	3	ENG 225
ENG 331	Syntax II	3	ENG 231
ENG 332	Linguistics II	3	ENG 225
ENG 401	Business and Legal Translation	3	ENG 340
ENG 420	Creative Writing	3	ENG 205
ENG 433	Computer-Assisted Language Learning	3	none
ENG 441	Translation of Literary Texts	3	ENG 340
ENG 443	Translation of Economic and Financial Texts	3	ENG 340
ENG 472	Consecutive Interpreting II	3	ENG 471

### III. Concentration

All students must complete a total of 21 credits of major and major-related requirements

<b>CONCENTRATION COURSES</b>			
<b>Course #</b>	<b>Course Title</b>	<b>21 CR</b>	<b>Prerequisite</b>
ENG 340	English-Arabic Translation	3	ENG 102, GED 120
ENG 341	Arabic - English Translation	3	GED 120, ENG 102
ENG 342	Translation Theory And Practice	3	ENG 340
ENG 344	Introduction to Consecutive Interpreting	3	ENG 102, GED 120

ENG 442	Multimedia Translation	3	ENG 340
ENG 471	Consecutive Interpreting I	3	ENG 344
ENG 490	Practicum/Training/Internship	3	

**IV. Free Electives (12 credits)**

Students must complete any four courses at the 100 level or above.

**Proposed Course Sequence of Study**  
**Bachelor of Arts in English Language and Translation**

Semester	Code	Subject Title	Type	Prerequisite	Cr
<b>Semester 1 (Level 1)</b>	CIT 100	Computer Concepts and Applications	UR/C		3
	ENG 101	Composition and Modern English I	UR/C		3
	GED 100	Islamic Studies	UR/C		3
	GED 110	UAE Society	UR/C		3
	MTH 100	College Algebra	UR/C		3
<b>Semester 2 (Level 2)</b>	ENG 102	Composition and Modern English II	UR/C	ENG 101	3
	ENG 112	Reading Skills	CRR	ENG 101	3
	ENG 114	English Grammar	CRR	ENG 101	
	GED 120	Communications Skills in Arabic	UR/C		3
		Natural Science	UR/E		3
<b>Semester 3 (Level 3)</b>	ENG 202	Business Communication	CRR	ENG 102	3
	ENG 205	Advanced English Writing Skills	CRR	ENG 102	3
	ENG 210	Speech Communication	CRR	ENG 102	3
	ENG 220	Literature in the Modern World	CRR	ENG 102	3
	ENG 225	Language and Linguistics	CRR	ENG 102	3
		Social or behavioral Sciences (1)	UR/E		3
					<b>18</b>
<b>Semester 4 (Level 4)</b>	ENG 231	Syntax I	CRR	ENG 225	3
	ENG 232	Phonetics and Phonology	CRR	ENG 102, 112	3
	ENG 233	Morphology & Lexical Studies	CRR	ENG 225	3
	ENG 234	Discourse Analysis	CRR	ENG 114	3
		Free Elective (1)	FRE		3
<b>Semester 5 (Level 5)</b>	ENG 325	Sociolinguistics	CRR	ENG 225	3
	ENG 335	Advanced English Vocabulary	CRR	ENG 102	3
	ENG 340	English-Arabic Translation	CNR	ENG 102, GED120	3
	ENG 333	Error Analysis	CRR	ENG 114	3
	ENG	Major Elective (1)	CRE		3
	IEC 111	Innovation Creativity & Entrepreneurship	UR/C		3
					<b>15</b>
<b>Semester 6 (Level 6)</b>	ENG 341	Arabic- English Translation	CNR	ENG 340	3
	ENG 342	Translation Theory and Practice	CNR	ENG 340	3
	ENG 344	Introduction to Consecutive Interpreting	CNR	ENG 340	3
		Major Elective (2)	CRE		3
		Social or behavioral Sciences (1)	UR/E		3
<b>Semester 7 (Level 7)</b>	ENG 434	Contrastive Linguistics	CRR	ENG 225	3
	ENG 471	Consecutive Interpreting I	CNR	ENG 344	3
	ENG 490	Practicum/Training/Internship	CNR		3
	ENG	Major Elective (3)	CRE		3
		Free Elective (2)	FRE		3
<b>Semester 8 (Level 8)</b>	ENG 442	Multimedia Translation	CNR	ENG 340	3
	ENG	Major Elective (4)	CRE		3
	ENG	Major Elective (5)	CRE		3
		Free Elective (3)	FRE		3
		Free Elective (4)	FRE		3

**Abbreviations:** UR/C: University College requirements compulsory courses, UR/E: University College requirements electives courses, CRR: Core requirement, CRE: Core requirement elective; CNR: Concentration Requirements; FRE: Free Elective



## Intensive English Program

All instructions at the University College are conducted in English. Therefore, proficiency in English language is essentially a decisive factor for student's success. Students, who qualify for admission but fail to secure a minimum score of equivalent to TOEFL 500 or any other English standard test, must enroll in the Intensive English Program (IEP). Students will remain in the IEP program until they achieve a proficiency in English language equivalent to TOEFL 500.

The University College has developed an English language Placement Test to assess the level of competence of new entrants in English language. All freshmen except those who have qualified TOEFL with a score of 173 (computer-based format) are required to take English Language Placement Test.

Following are the objectives of English Language Placement Test.

### Objectives:

- To ensure that the student has a sufficient language proficiency to cope with academic demands.
- To place the freshmen in a suitable level in English Language Foundation Program.

### Components of English Placement Test:

The English language proficiency of candidates is tested in the following areas:

- **The Listening Skills** of students shall be measured by testing their ability to understand and comprehend the Basic English structures when orally presented.
- **Reading Skills** of students shall be measured by testing their ability to identify the word/phrase meaning through the context, understanding the literal and imperative meaning, interpreting and analyzing ideas etc.
- **Writing Skills** of students shall be measured by testing their ability to construct sentences with clarity, precision, and coherence in writing an essay about an assigned topic. Their writing skills shall be further measured by testing their knowledge of the basic elements of language.

### Admission and Placement

Students who score below 500 on the Test of English as a Foreign Language (TOEFL) or its equivalent and who otherwise qualify for admission are eligible for admission into the IEP. Placement into one of the three proficiency levels of the program is based on standardized proficiency test scores.

### Scale of Evaluation

Students who have an International TOEFL (Test of English as a Foreign Language) score below 173 on the Computer-Based TOEFL (CBT), 61 on the Internet-Based TOEFL (iBT), or 500 on the Institutional Paper-Based TOEFL given at ECUC and who otherwise qualify for admission to ECUC are eligible to take the IEP placement test.

Students who meet the minimum required IEP placement test score can enroll in the IEP. Assignment to one of the three proficiency levels of the program is based on the IEP placement test.

The placement test results are used to classify students in following categories.

- |                       |                                       |
|-----------------------|---------------------------------------|
| 1. Elementary level   | : Students who score 0-30 % of marks  |
| 2. Intermediate level | : Students who score 31-60 % of marks |
| 3. Advanced level     | : Students who score above 60% marks  |

**Program Description**

The Intensive English Program (IEP) curriculum consists of intensive English as a Foreign Language instruction. Each level provides instruction in listening, speaking, reading, writing, grammar and vocabulary.

Level 1: this consists of 14 hours per week of classroom instruction in listening, speaking, reading, writing, grammar and IELTS preparation towards the General Training IELTS exam, as well as the Academic IELTS.

Levels 2 and 3: each of these levels consists of 10 hours per week of classroom instruction, in the same subjects as Level 1. Students in these levels are permitted (as the University College timetable permits) to take two other courses, which count toward the requirements of their Majors.

**Progression Policy**

Progress tests are administered regularly. Practice tests, quizzes, midterms and final examinations are given to assess student's progress in English courses. Promotion to a higher level in the program is determined by examination and instructor's assessment. Students with a grade below 60% in any term in the IEP will be required to repeat that level.

IEP Students move from one level to the next with a passing Final Mark of at least 60%. The passing grade for all levels is (60%), except for Level 3 where passing the TOEFL exam with a score of 500 or above or IELTS (Band 5) or equivalent score is required to exit the program.

In addition, students in Intermediate or Advanced levels of the IEP are permitted to register in one general education course of their study plan per semester. IEP students can take a maximum of 9 credit hours while enrolled in the IEP. IEP students will not be permitted to register for additional courses until they have met ECUC's English requirement. Registration of electives will require the approval of the ENGLISH Chair and will be granted to students with satisfactory academic performance and attendance records. Students who attain the University College's minimum requirements for entry into an English-medium Department are permitted to join their major at the beginning of the next available semester.

**Dismissal from Class**

Copying in examinations, tests, quizzes or assignments will not be tolerated. Any student found to be plagiarizing on any course work, will be assigned the grade of zero for that work. A second offense will result in a suspension from the course with an F grade and further disciplinary measures, including suspension from the university, as per university policies. Any party to cheating is subject to exactly the same penalties. Please read the section on plagiarism in the student handbook.

Students are expected to be respectful of others, including the instructor, so if a student's behavior interferes with the learning process or jeopardizes the safety of the classroom, the faculty member may ask the student to leave the classroom. Based on the incident, a Disciplinary Committee may be called to investigate and determine further sanctions.

**English Program Dismissal**

Students who fail, withdraw, or are withdrawn from an IEP course three consecutive terms will be dismissed from the IEP program.



## Bachelor of Arts in Mass Communication

The Mass Communication Program seeks to prepare generations of communicators in media and public relations sectors to face the communications market challenges in the UAE and the Arab region through efficient use of new media technologies and critical and analytical thinking. The Program curricula draws on the opportunities given to students to practice critical and analytical thinking and pursue their creative works in all media and communication fields within a context of academic excellence in tune with international media education trends.

The Program, designed to beef up academic training in media and public relations in the United Arab Emirates, includes three tracks of study: **Journalism** (print and electronic), web-based **New Media** and **Public Relations**.

Program input analysis shows that academic media training is based on four major competencies: (1) theoretical knowledge in media and communication, (2) Critical and analytical thinking in approaching media and social issues, (3) Technical skills in applying modern communication skills and (4) communication skills in interpersonal and mass communication contexts.

Those competencies are fully compatible with the five strands defining level 7 of the UAE Qualifications Framework which include: knowledge, skills, autonomy and responsibility, role in context and self-development. The Program harnesses collaborative relations with media organizations to enable the achievement of those competencies.

### Program Goals

**Goal #1:** To enable students to possess efficient communication skills in mass communication and public relations contexts.

**Objective:** To enhance students' interpersonal communication skills.

**Goal#2:** To familiarize students with the major communication theories relating to media effects, public opinion, media ethics and laws, media research, media role in national development and social change, communications technologies, media campaigns and international and intercultural communication.

**Objective:** To comprehend theoretical and cognitive trends in communication in diverse cultural and global contexts with a focus on the interdisciplinary feature of communication as a field of study.

**Goals#3:** To enable student to apply critical and analytical thinking methods in approaching mass communication issues.

**Objective:** To understand critical and analytical approaches in humanities and social sciences and apply them in the study of media content and behavior.

### Program Learning Outcomes

Upon completion of Program requirements, students are expected to be able to:

- Demonstrate solid and integrated understanding of the interpersonal communication process.
- Apply effective interpersonal communication principles class presentations, discussions and group works.
- Demonstrate a clear understanding of communication theories and their media applications.
- Apply analytical and critical thinking methods in communication research.
- Demonstrate ability to do research according to solid methodologies.

### Journalism Track Goals

- **Goal#1:** To demonstrate ability to professionally handle print media techniques.
- **Objective:** To enhance students' technological competencies in photojournalism and electronic publishing.
- **Goal#2:** To demonstrate ability to professionally handle print media content production in terms of gathering, editing and publishing.

- **Objective:** To enhance students' writing and editing competencies through professional methods of information gathering and editing.
- **Goal#3:** To demonstrate competency in harnessing journalism skills to promote community issues.
- **Objective:** To enhance students' interaction with social, economic and cultural issues in their communities.
- **Journalism Track Learning Outcomes**
- Upon completion of the Journalism Track requirements, students are expected to be able to:
  - 1. Effectively use publishing hardware and software.
  - 2. Efficiently gather news and other information from sources.
  - 3. Transform raw information into print media formats.
  - 4. Apply journalism principles to handle community issues.

### **New Media Track Goals**

**Goal#1:** To demonstrate ability to professionally handle new/digital media techniques.

**Objective:** To enhance students' technological competencies in photojournalism, website building and blogging.

**Goal#2:** To demonstrate ability to professionally handle new/digital media content production in terms of gathering, editing and publishing.

**Objective:** To enhance students' writing and editing competencies for new media through professional methods of information gathering and editing.

**Goal#3:** To demonstrate competency in harnessing new media skills to promote community issues.

**Objective:** To enhance students' interaction with social, economic and cultural issues in their communities

### **New Media Track Learning Outcomes**

Upon completion of the Journalism Track requirements, students are expected to be able to:

1. Effectively use multimedia and online journalism software and applications.
2. Efficiently gather news and other information from sources.
3. Transform raw information into interactive media formats.
4. Apply new media principles to handle community issues.

### **Public Relations Track Goals**

**Goal#1:** To demonstrate ability to professionally handle media content for public relations.

**Objective:** To enhance students' technological competencies in media production for public relations.

**Goal#2:** To demonstrate ability to professionally plan, supervise and evaluation events and functions.

**Objective:** To enhance students' abilities to manage public relations events and functions..

**Goal#3:** To demonstrate competency in using internal and external communication channels to promote organizational goals.

**Objective:** To enhance students' abilities to build efficient internal and external channels of communication.

### **Public Relations Track Learning Outcomes**

Upon completion of the Journalism Track requirements, students are expected to be able to:

1. Demonstrate solid understanding of the communication process within a public relations context.
2. Apply theoretical writing skills in public relations writing.
3. Apply PR principles in organizing functions and activities.
4. Design internal and external communication plans for the organization.

## Career Opportunities

By receiving a solid base in the practical use of qualitative and quantitative methodologies, and skills such as news writing, copy writing, public relations planning and advertising design, graduates will also be prepared to enter professional fields such as publishing, editing, production, planning and research. They may also find jobs in any communication capacity in areas as varied as diplomacy, business, government, non-profit agencies, professional associations, healthcare companies and international organizations.

## Study Plan Structure

The Mass Communication Program offers an eight-semester study plan (126 credits) covering theoretical and applied aspects of media and public relations disciplines. Students receive theoretical classroom instruction as well as practical training in labs and internships.

S/N	Requirements	Credits
1	University Requirements	30
2	Program Requirements	
	Core Program Requirements	51
	Elective Requirements	9
3	Concentration Requirements	30
4	Free Electives	06
	Total	126

## The University Requirements

University Requirements are 30 credits out of which 24 credits are for Compulsory Courses. Every student is required to take the mandatory credit hours that cover Islamic culture, English Language, Arabic, Statistics, Introduction to Information Technology, and humanities in addition to courses in natural or physical sciences, and classes in the social or behavioral sciences.

Course Code #	Course Title	Cr	Prerequis	
GED 100	Islamic Studies	3		
ARB 110	Communication Skills in Arabic (1)	3		
ARB 120	Communication Skills in Arabic (2)	3		
ENG 110	Communication Skills in English I	3		
ENG 120	Communication Skills in English II	3	ENG 110	
MAT 100	Principles of Statistics	3		
CIT 100	Computer Concepts and Applications	3		
IEC 112	Innovation Creativity & Entrepreneurship	3		
<b>Social or behavioral Sciences requirement (3 credits)</b>				
GED 110	UAE Society	3		
GED 120	Human Rights in Islam	3		
GED 130	History of Journalism	3		
<b>Natural or physical sciences requirement (3 credits)</b>				
GED 210	Man and the Environment	3		
GED 220	Introduction to Chemistry	3		
GED 150	Critical Thinking	3		



**BA in Mass Communication -New Media Track**

Semester	Code	Subject Title	Type	Prerequisite	Cr
<b>Semester 1 (Level 1)</b>	CIT 100	Introduction to IT	UR/C		3
	ENG 110	English (1)	UR/C		3
	GED 100	Islamic Culture	UR/C		3
	ARB 110	Arabic (1)	UR/C		3
	MAT 100	Principles of Statistics	UR/C		3
<b>Semester 2 (Level 2)</b>	COM 101	Introduction to Journalism	CRR		3
	COM 102	Introduction to Public Relations	CRR		3
	COM 103	Introduction to New Media	CRR		3
	ENG 120	English (2)	UR/C		3
		Social Sciences (1)	UR/E		3
<b>Semester 3 (Level 3)</b>	COM 211	Communication Theories	CRR	COM 101	3
	COM 212	Research Methods	CRR	COM 101	3
	ARB 120	Arabic (2)	CRR	ARB 110	3
	COM 237	Introduction to Political Science	UR/C	COM 101	3
		Social Sciences (2)	UR/E		3
	IEC 112	Innovation Creativity & Entrepreneurship	UR/C		3
					<b>18</b>
<b>Semester 4 (Level 4)</b>		Free Elective	FRE		3
	COM 223	Media Ethics and Laws	CRR	COM 211	3
	COM 251	Social Psychology	CRR	COM 101	3
	COM 322	Translation	CRR	ENG 120	3
	COM 323	Digital Photography	CRR	COM 101	3
<b>Semester 5 (Level 5)</b>	COM 325	International Relations	CRR	COM 237	3
	COM 329	Literary and Artistic Criticism	CRR	ARB 120	3
	COM 352	Principles of Economics	CRR	None	3
	NMD 232	Media Convergence	CNR	COM 103	3
	NMD 333	Writing for New Media	CNR	COM 103	3
		Elective Requirement (1)	CRE		3
					<b>18</b>
<b>Semester 6 (Level 6)</b>		Free Elective	FRE		3
	COM 422	Modern Arab History	CRR	None	3
	NMD 334	Social Networks and Blogs	CNR	NMD333	3
	NMD 335	Introduction to Graphic Design	CNR	NMD333	3
		Core Elective Requirement (2)	CRE		3
<b>Semester 7 (Level 7)</b>	COM 423	Political Geography	CNR		3
	COM 427	Public Opinion	CNR	COM 211	3
	COM 430	Crisis Management	CNR	COM 237	3
	NMD 431	Website Design	CNR	NMD335	3
	NMD 432	Infographics	CNR	NMD335	3
<b>Semester 8 (Level 8)</b>	NMD 430	Specialized Journalism	CNR	NMD335	3
	NMD 434	Online Advertising	CNR	NMD431	3
	NMD 437	Internship	CNR	90 credits	3
	NMD 435	New Media Graduation Project	CNR	NMD431	3
		Core Elective Requirement	CRE		3

**BA in Mass Communication- Public Relations Track**

Semester	Code	Subject Title	Type	Prerequisite	Cr
<b>Semester 1 (Level 1)</b>	CIT 100	Introduction to IT	UR/C		3
	ENG 110	English (1)	UR/C		3
	GED 100	Islamic Culture	UR/C		3
	ARB 110	Arabic (1)	UR/C		3
	MAT 100	Principles of Statistics	UR/C		3
					<b>15</b>
<b>Semester 2 (Level 2)</b>	COM 101	Introduction to Journalism	CRR		3
	COM 102	Introduction to Public Relations	CRR		3
	COM 103	Introduction to New Media	CRR		3
	ENG 120	English (2)	UR/C		3
		Social Sciences (1)	UR/E		3
					<b>15</b>
<b>Semester 3 (Level 3)</b>	COM 211	Communication Theories	CRR	COM 101	3
	COM 212	Research Methods	CRR	COM 101	3
	ARB 120	Arabic (2)	CRR	ARB 110	3
	COM 237	Introduction to Political Science	UR/C	COM 101	3
		Social Sciences (2)	UR/E		3
	IEC 112	Innovation Creativity & Entrepreneurship	UR/C		3
					<b>18</b>
<b>Semester 4 (Level 4)</b>		Free Elective	FRE		3
	COM 223	Media Ethics and Laws	CRR	COM 211	3
	COM 251	Social Psychology	CRR	COM 101	3
	COM 322	Translation	CRR	ENG 120	3
	COM 323	Digital Photography	CRR	COM 101	3
					<b>15</b>
<b>Semester 5 (Level 5)</b>	COM 325	International Relations	CRR	COM 237	3
	COM 329	Literary and Artistic Criticism	CRR	ARB 120	3
	COM 352	Principles of Economics	CRR	None	3
	PRN 232	Writing for Public Relations	CNR	COM 102	3
	PRN 333	Public Relations Campaigns	CNR	COM 102	3
		Core Elective Requirement (1)	CRE		3
					<b>18</b>
<b>Semester 6 (Level 6)</b>		Free Elective (2)	FRE		3
	COM 422	Modern Arab History	CRR	None	3
	PRN 334	Integrated Marketing Communications	CNR	PRN 333	3
	PRN 335	Media Production for PR	CNR	PRN 333	3
	PRN 431	Protocol	CRE	PRN 333	3
					<b>15</b>
<b>Semester 7 (Level 7)</b>	COM 423	Political Geography	CNR		3
	COM 427	Public Opinion	CNR	COM 211	3
	COM 430	Crisis Management	CNR	COM 237	3
	PRN 432	Online Public Relations	CNR	PRN 333	3
		Core Elective Requirement (2)	CNR		3
					<b>15</b>
<b>Semester 8 (Level 8)</b>	PRN 433	Media & Community Relations	CNR	PRN 333	3
	PRN 434	Event Management	CNR	PRN 335	3
	PRN 435	PR Graduation Project	CNR	Graduation semester	3
	PRN 437	PR Internship	CNR	ساعة 90	3
		Core Elective Requirement (3)	CRE		3
					<b>15</b>

## DEPARTMENT OF BUSINESS ADMINISTRATION

The business world today is extremely competitive and therefore, a broad spectrum of knowledge and skills are vital to be able to be successful in business profession. By integrating social, cultural and multidisciplinary proficiency, the business professionals can become more effective and they can successfully deal with complex issues emerging in the modern day business.

The Department of Business Administration at the University College makes every effort to offer quality education in business administration. The Department intends to cater to the academic needs of students in the region. It is attempting to accomplish the goal by integrating academic, social and individual skills. The students are provided with regional as well as global perspectives on business education. They will also be given opportunity for stimulating critical thinking skills and enhancing effective interaction and communication abilities.

Besides, the multidisciplinary skills and proficiencies will facilitate in understanding diverse relationship, and help examining emerging business, economic and governmental trends and issues

In addition to specialization in the field of business administration, the students of this Department are expected to develop effective leadership skills that enable them organizing and motivating their workforce to accomplish their organizational goals.

### **Bachelor of Business Administration**

The curriculum in Business Administration provides students with general education requirements, core requirements in the various disciplines of business, and strong background in its several concentrations.

Students in Business Administration have the option of concentrating in Accounting, Finance and Banking, and Real Estate Development & Investment. Each concentration requires 120 hours for the BBA degree.

### **Degree Requirements**

A minimum of 120 credits is required as follows:

- 30 credits of University College requirements.
- 54 credits of Business Core Requirements.
- 27 credits of concentration requirements
- 9 credits of free electives at the 100 level or above.
- Satisfaction of the internship requirement.
- A minimum cumulative grade point average of 2.0 or better.

### **Bachelor of Business Administration Concentration in Accounting**

The Accounting program introduces students to all the functional areas of accounting. Students develop an essential competency in each of these areas and complement this knowledge with study in relevant areas of business and economics. The Accounting program also places a particular emphasis on ensuring that graduates have a clear understanding of the ethical values critical to the accounting profession, as well as an awareness of the social obligations that accompany a career in accountancy.

Accounting is the primary "language" of business and accountants to assist businesses in determining, analyzing and communicating their financial results to interested parties. As

an accounting professional, graduates can expect a diversity of opportunities in both workplace

settings and tasks. ECUC plans to maintain very close ties with employers to ensure that its program reflects the skills most important to both successful entry into and subsequent development within the profession. This skill set encompasses written and oral communication skills, the ability to apply technology to accounting, knowledge of business processes and their implications for accounting, and the ability to function cooperatively in teams.

### **Goal 1**

**Communication Skills:** To develop leaders who are capable of giving and exchanging information within meaningful context and with appropriate delivery and interpersonal skills.

#### **Objectives**

- a. To develop students' writing, oral and listening skills to effectively communicate and interact with peers in organizational and professional levels.
- b. To assist students in comprehending and appreciating the importance of presenting reliable and pertinent information in a fashion that facilitates understanding on significant issues and decisive facts.

#### **Learning Outcomes**

1. **Create** written communication and oral presentations that are appropriate in business settings and that meets standards of style and grammatical correctness

### **Goal 2**

**Technical Proficiency:** To attain the knowledge and skills to utilize technology to promote life-long learning, to augment leadership development, and to aid in the efficient and effective facilitation of business processes and organizational growth.

#### **Objectives**

- c. To disseminate the knowledge and skills to understand and utilize the latest technologies in a business setting in the most effective and capable manner, both professionally and as a tool for life-long learning and development.

#### **Learning Outcomes**

1. Employ information technology for development and augmentation of retrieving, reporting, and analyzing information for improving the timeliness, precision, and quality of organization decision-making.

### **Goal 3**

**Information Research:** To develop the aptitude and skills required to research, analyze, evaluate, and disseminate information to contribute to the resolution of problems, discover solutions, and for personal and professional growth and knowledge.

#### **Objectives**

- d. To utilize various sources and techniques to explore the development, advancement, and utilization of accounting, auditing and tax rules and procedures, tools, and information to assist students in understanding and applying these skills in diverse business environments, situations, and requirements.

#### **Learning Outcomes**

1. **Research** information to solve business problems and improve decision-making.

### **Goal 4**

**Quantitative Reasoning:** To develop an appreciation and understanding of the use and benefits of quantitative analysis and reasoning.



**Objectives**

- e. To develop the skills and knowledge to apply mathematical and numerical reasoning and tools to problem-solving and solution development.

**Learning Outcomes**

1. **Employ** statistical and mathematical reasoning, skills, tools, and methods to assist in the evaluation, development and resolution to issues and requirements in a business setting.

**Goal 5**

**Critical and Analytical Thinking:** To attain the skills and aptitude to analytically-linked data, knowledge and insight to make quality business decisions on a timely basis.

**Objectives**

- f. To impart the necessary skills and aptitude to analytically and methodically utilize current professional accounting theories and their application within the context of business processes.
- g. To assist students in understanding the need and importance of applying analytical reasoning in the development of reliable and relevant information to users that facilitates understanding and focuses attention on critical issues and key facts.

**Learning Outcomes**

1. **Develop** the ability to think critically and analytically, and behave & perform ethically across the areas of specialization.

**Goal 6**

**Core Subject Proficiency:** To develop an understanding of the interconnected characteristics of the various functional areas of an organization and the required accounting knowledge and skills to be able of function and succeed in such settings and be able to lead and to adapt to changes in the internal and external environments.

**Objectives**

- h. To develop students' skills in accounting through the application of knowledge based, research focused, and analytically demanding tools and competencies to define, develop and utilize accounting in a professional and business-minded approach.

**Learning Outcomes**

1. **Apply** accounting techniques to measure, process and document accounting cycle activities of any economic entity
2. **Employ** financial, costing and managerial accounting data to present meaningful national and international managerial reports for internal and external financial and investment decisions.
3. **Analyze** cost and cost behavior, depreciation methods and impact of taxes in the preparation and presentation of financial reporting statements for managerial decision making.
4. **Compile** the regular financial statements using International Accounting Standards
5. **Evaluate** the impact of various accounting information and costing techniques on shareholders wealth and corporate competitiveness.

**The University College Requirements**

University Requirements are 30 credits out of which 21 credits are for Compulsory Courses. Every student is required to take the mandatory credit hours that cover Islamic culture,

English Language, Arabic, Mathematics, Introduction to Information Technology, and humanities in addition to courses in natural or physical sciences, and classes in the social or behavioral sciences.

Course Code	Course Title	Cr	Prerequisite
<b>English language, mathematics and use of computers</b>			
ENG	101	Composition and Modern English I	3
ENG	102	Composition and Modern English II	3 ENG 101
MTH	100	College Algebra	3
CIT	100	Computer Concepts and Applications	3
IEC	111	Innovation Creativity & Entrepreneurship	3
<b>Islamic studies, history, or culture</b>			
GED	100	Islamic Studies	3
<b>Humanities or arts</b>			
GED	110	UAE Society	3
<b>English, Arabic, or other languages</b>			
GED	120	Communication Skills in Arabic	3
<b>Natural or physical sciences requirement (3 credits)</b>			
GED	130	Introduction to GIS	3
GED	140	Conceptual Physics	3
<b>Social or behavioral Sciences requirement (3 credits)</b>			
GED	150	Critical Thinking	3
GED	160	Psychology in Everyday Life	3
GED	170	Ethics and the Modern World	3
GED	180	Human Behavior and Socialization	3

### Business Core Requirements

All students in Bachelor of Business Administration degree programs must complete the following 54 credits (18 courses) of business core courses.

Course #	Course Title	Cr	Prerequisite
ACT	191	Principles of Accounting I	3
ACT	292	Principles of Accounting II	3 ACT 191
BUS	380	Business Research Methods	3 QM 241
BUS	390	Internship	3 Junior or Senior standing
ECO	251	Principles of Microeconomics	3
ECO	252	Principles of Macroeconomics	3
ENG	202	Business Communication	3 ENG 102
ENG	210	Speech Communication	3 ENG 102
FIN	331	Managerial Finance	3 ACT 292
CIT	200	Introduction to Information Systems	3 CIT 100

LAW	231	Legal Environment of Business	3	
MGT	271	Principles of Management	3	
MGT	373	Operations Management	3	MGT 271, QM 241
MGT	476	Strategic Management (Capstone Course)	3	Senior standing
MKT	361	Principles of Marketing	3	
MTH	120	Business Calculus	3	MTH 100
QM	241	Business Statistics I	3	MTH 100
QM	341	Business Statistics II	3	QM 241

### Accounting Concentration Requirements (27 credits)

Course #	Course Title	Cr	Prerequisite
ACT 337	Intermediate Accounting I	3	ACT 292
ACT 338	Intermediate Accounting II	3	ACT 337
ACT 365	Cost Accounting	3	ACT 292
ACT 396	Accounting Information Systems	3	ACT 292, CIT 200
ACT 409	International Accounting	3	ACT 338
ACT 411	Government and Non-Profit Accounting	3	ACT 338
FIN 341	Corporate Finance	3	ACT 292, FIN 331
<b>Select two additional courses from the following:</b>			
ACT 373	Special Topics in Accounting	3	ACT 338
ACT 405	Auditing	3	ACT 338
	upper-level (300-400) Finance or Real Estate and Investment	3	

### Bachelor of Business Administration Concentration in Finance and Banking

The specialization in finance and banking prepares students for a variety of careers in financial institutions, corporations and banking establishments. The course offers students an extensive examination of the banking and financial markets. ECUC students analyze the processes and techniques required for making managerial decisions in the successful operation of a bank and in financial services. They delve into and understand the role of banks in financial markets and how they affect and are affected by the market. Emphasis is laid on the understanding and utilization of interest rate measurements, control, and risk through asset and liability management. An understanding of the regulations and regulatory changes and their impact on the banking and financial sectors is also analyzed. The program has also been developed to present the student with an awareness and understanding of the financial aspects, systems, and decision-making and their impact on individual, corporate, and national wealth. The specialization stresses and develops students' understanding of financial principles for both banking and financial industries. Today, it is vital in an integrated and intertwined global financial environment that attention is placed on international perspectives of the financial risk and opportunities of this global market. The finance and banking specialization examines the global aspects of finance and banking, analyses what affects different markets and studies their effect on others. The program prepares students for employment in the financial and banking sectors, corporate finance divisions, and further graduate study.

## **Finance & Banking Program Goals, Objectives, and Learning Outcomes**

### **Goal 1**

**Communication Skills:** To develop leaders who are capable of giving and exchanging information within meaningful context and with appropriate delivery and interpersonal skills.

#### **Objectives**

- a. To develop students' writing, oral and listening skills to enable them to effectively communicate and interact with peers in organizational and professional levels.
- b. To assist students in comprehending and appreciating the importance of presenting reliable and pertinent information in a fashion that facilitates understanding on significant issues and decisive facts.

#### **Learning Outcomes**

1. **Create** written communication and oral presentations that are appropriate in business settings and that meets standards of style and grammatical correctness

### **Goal 2**

**Technical Proficiency:** To attain the knowledge and skills required to utilize technology to promote life-long learning, to augment leadership development, and to aid in the efficient and effective facilitation of business processes and organizational growth.

#### **Objectives**

- a. To disseminate the knowledge and skills to understand and utilize the latest technologies in a business setting in the most effective and capable manner, both professionally and as a tool for life-long learning and development.

#### **Learning Outcomes**

1. **Employ** information technology for development and augmentation of retrieving, reporting, and analyzing information for improving the timeliness, precision, and quality of organization decision-making

### **Goal 3**

**Information Research:** To develop the aptitude and skills required to research, analyze, evaluate, and disseminate information to contribute to the resolution of problems, discover solutions, and for personal and professional growth and knowledge.

#### **Objectives**

- a. To utilize various sources and techniques to explore the development, advancement, and utilization of accounting, auditing and tax rules and procedures, tools, and information to assist students in understanding and applying these skills in diverse business environments, situations, and requirements.

#### **Learning Outcomes**

1. Research information to solve business problems and improve decision-making

### **Goal 4**

**Quantitative Reasoning:** To develop an appreciation and understanding of the use and benefits of quantitative analysis and reasoning.

#### **Objectives**

- a. To develop the skills and knowledge to apply mathematical and numerical reasoning and tools to problem solving and solution development.

b.

### Learning Outcomes

1. Employ statistical and mathematical reasoning, skills, tools, and methods to assist in the evaluation, development and resolution to issues and requirements in a business setting

### Goal 5

**Critical and Analytical Thinking:** To attain the skills and aptitude to analytically link data, knowledge and insight to make quality business decisions on a timely basis.

### Objectives

- c. To impart the necessary skills and aptitude to analytically and methodically utilize current professional financial and banking theories and their application within the context of business processes.
- d. To assist students in understanding the need and importance of applying analytical reasoning in the development of reliable and relevant information for users that facilitates understanding and focuses attention on critical issues and key facts.

### Learning Outcomes

1. Develop the ability to think critically and analytically, and behave & perform ethically across the areas of specialization.

### Goal 6

**Core Subject Proficiency:** To develop an understanding of the interconnected characteristics of the various functional areas of banks and organizations and to gain the required financial knowledge and skills to be able to function and succeed in such settings and be able to lead and to adapt to changes in the internal and external environments.

### Objectives

- a. To develop students' skills in finance and banking through the application of knowledge based, research focused, and analytically demanding tools and competencies in order to define, develop and utilize accounting in a professional and business-minded approach.

### Learning Outcomes

- **Employ** financial tools for investment proposal analysis and decision making
- **Analyze** Islamic finance practices and profit sharing mechanism and their differences from conventional banking system
- **Evaluate** the operations of domestic and foreign financial markets.
- **Examine** the risk and risk management practices in financial markets and portfolio management for individual investors.

### Finance and Banking Major Requirement (27 credits)

Course #	Course Title	Cr	Prerequisite
FIN 341	Corporate Finance	3	FIN 331
FIN 345	Bank Management	3	FIN 331
FIN 347	Investment Management	3	FIN 331
FIN 351	Financial Institutions& Markets	3	FIN 331

FIN	361	Islamic Finance	3	FIN 331
FIN	407	Risk & Insurance Management	3	FIN 331
FIN	419	International Financial Management	3	FIN 341
<b>Select two major electives:</b>				
		upper-level (300-400) Accounting or Real Estate Development and Investment courses	3	

## **Bachelor of Business Administration**

### **Concentration in Real Estate Development and Investment**

The real estate development and investment program delves into the development and comprehension of the economic aspects of real estate markets and their behavioral changes, features, facets, and outlook. The goal is to produce the leaders of the future in Real Estate and investment and their related markets. As the UAE's real estate and investment markets is one of the fastest growing and most exciting in the world today, ECUC's program will assure students are prepared to enter this fast and growing field with the skills needed to succeed. Given how real estate affects major financial markets and economic development, the study of Real Estate and investment will also instill in the student an understanding of the financial aspects of the real estate investment and development market. Sample careers in this field include real estate consultant, real estate financial analyst, property valuation analyst, urban economist, urban planner, and urban and facility manager.

### **Real Estate Development and Investment Program Goals, Objectives, and Learning Outcomes**

#### **Goal 1**

**Communication Skills:** To develop leaders who are capable of giving and exchanging information within meaningful context and with appropriate delivery and interpersonal skills.

#### **Objectives**

- a. To develop students' writing, oral and listening skills to enable them to effectively communicate and interact with peers in organizational and professional levels.
- b. To assist students in comprehending and appreciating the importance of presenting reliable and pertinent information in a fashion that facilitates understanding on significant issues and decisive facts.

#### **Learning Outcomes**

1. **Create** written communication and oral presentations that are appropriate in business settings and that meets standards of style and grammatical correctness

#### **Goal 2**

**Technical Proficiency:** To attain the knowledge and skills required to utilize technology to promote life-long learning, to augment leadership development, and to aid in the efficient and effective facilitation of business processes and organizational growth.

#### **Objectives**

- a. To disseminate the knowledge and skills to understand and utilize the latest technologies in a business setting in the most effective and capable manner, both professionally and as a tool for life-long learning and development.

#### **Learning Outcomes**

1. **Employ** information technology for development and augmentation of retrieving, reporting, and analyzing information for improving the timeliness, precision, and quality of organization decision-making.

**Goal 3**

**Information Research:** To develop the aptitude and skills required to research, analyze, evaluate, and disseminate information to contribute to the resolution of problems, discover solutions, and for personal and professional growth and knowledge.

**Objectives**

- a. To utilize various sources and techniques to explore the development, advancement, and application of real estate and investment rules and procedures, tools, and information to assist students in understanding and applying these skills in diverse business environments, situations, and requirements.

**Learning Outcomes**

1. **Research** information to solve business problems and improve decision-making.

**Goal 4**

**Quantitative Reasoning:** To develop an appreciation and understanding of the use and benefits of quantitative analysis and reasoning.

**Objectives**

- a. To develop the skills and knowledge to apply mathematical and numerical reasoning and tools to problem solving and solution development.

**Learning Outcomes**

1. **Employ** statistical and mathematical reasoning, skills, tools, and methods to assist in the evaluation, development and resolution to issues and requirements in a business setting.

**Goal 5**

**Critical and Analytical Thinking:** To attain the skills and aptitude to analytically link data, knowledge and insight to make quality business decisions on a timely basis.

**Objectives**

- a. To impart the necessary skills and aptitude to analytically and methodically utilize current professional real estate and investment theories and their application within the context of business processes.
- b. To assist students in understanding the need and importance of applying analytical reasoning in the development of reliable and relevant information for users that facilitates understanding and focuses attention on critical issues and key facts.

**Learning Outcomes**

1. **Develop** the ability to think critically and analytically, and behave & perform ethically across the areas of specialization.

**Goal 6**

**Core Subject Proficiency:** To develop an understanding of the interconnected characteristics of the various real estate markets and the required relevant knowledge and skills to be able to function and succeed in such settings and be able to lead and to adapt to changes in the internal and external environments.

**Objectives**

- a. To develop students' skills in real estate and investment through the application of knowledge based, research focused, and analytically demanding tools and competencies in order to define, develop and utilize real estate and investment in a professional and business-minded approach.

### Learning Outcomes

1. **Describe** the role of stake holders in the real estate development and management of residential, retail and commercial properties
2. **Evaluate** the alternative financing options and economics of real estate development
3. **Assess** the return and risk of real estate investment
4. **Analyze** the economic, social and legal factors influencing urban development and its impact in the real estate development

### Real Estate Development and Investment Concentration (27 credits)

Course #	Course Title	Cr	Prerequisite
RED 301	Introductions to Real Estate	3	MGT 271
RED 331	Real Estate Development	3	RED 301
RED 335	Real Estate Appraisal & Investments I	3	RED 331
RED 336	Real Estate Finance	3	FIN 331
RED 353	Real Estate Management	3	RED 301
RED 411	Real Estate Law	3	RED 301 & LAW231
RED 415	Introductions to Urban Planning	3	
<b>Select two major electives:</b>			
RED 435	Real Estate Appraisals and Investment II	3	RED 335
	upper-level (300-400) Accounting or Finance courses	3	



**Proposed Course Sequence of Study  
Bachelor of Business Administration  
Concentration in Accounting**

Semester	Code		Subject Title	Type	Prerequisite	Cr
Semester 1	CIT	100	Computer Concepts and Applications	UR/C		3
	ENG	101	Composition and Modern English I	UR/C		3
	GED	100	Islamic Studies	UR/C		3
	GED	110	UAE Society	UR/C		3
	MTH	100	College Algebra	UR/C		3
						<b>15</b>
Semester 2	ACT	191	Principles of Accounting I	CRR		3
	ENG	102	Composition and Modern English II	UR/C	ENG 101	3
	MTH	120	Business Calculus	CRR	MTH 100	3
	GED	120	Communication Skills in Arabic	UR/C		3
			Natural Science	UR/E		3
						<b>15</b>
Semester 3	ACT	292	Principles of Accounting II	CRR	ACT 191	3
	ECO	251	Principles of Microeconomics	CRR		3
	ENG	202	Business Communication	CRR	ENG 102	3
	QM	241	Business Statistics I	CRR	MTH 100	
			Social/Behavioral Sc. Elective (1)	UR/E		3
						<b>15</b>
Semester 4	CIT	200	Introduction to Information Systems	CRR	CIT 100	3
	ECO	252	Macroeconomics	CRR		3
	ENG	210	Speech Communication	CRR		3
	LAW	231	Legal Environment of Business	CRR		3
	MGT	271	Principles of Management	CRR		3
						<b>15</b>
Semester 5	ACT	337	Intermediate Accounting I	CNR	ACT 292	3
	FIN	331	Managerial Finance	CRR	ACT 292	3
	MKT	361	Principles of Marketing	CRR		3
	QM	341	Business Statistics II	CRR	QM 241	3
	IEC	111	Innovation Creativity & Entrepreneurship	UR/C		3
						<b>15</b>
Semester 6	ACT	338	Intermediate Accounting II	CNR	ACT 337	3
	ACT	365	Cost Accounting	CNR	ACT 292	3
	FIN	341	Corporate Finance	CNR	FIN 331	3
	BUS	380	Business Research Methods	CRR	QM 241	3
			Free Elective (1)	FRE		3
						<b>15</b>
Semester 7			Accounting Specialization Elective (1)	CNE		3
	ACT	396	Accounting Information Systems	CNR	ACT 292, CIT	3
	BUS	390	Internship	CRR	Jr. / Sr.	3
	MGT	373	Operations Management	CRR	MGT 271, QM	3
			Free Elective (2)	FRE		3
						<b>15</b>
Semester 8			Accounting Specialization Elective (2)	CNE		3
	ACT	409	International Accounting	CNR	ACT 338	3
	ACT	411	Government and Non-Profit Accounting	CNR	ACT 338	3
	MGT	476	Strategic Management (Capstone)	CRR	Final Sem.	3
			Free Elective (3)	FRE		3
						<b>15</b>

**Abbreviation:** UR/C= University Requirements Compulsory; UR/E = University Requirements Electives; CRR= Core requirements; CNE=Concentration Elective; CNR= Concentration Requirements; FRE=Free Electives



**Proposed Course Sequence of Study  
Bachelor of Business Administration  
Concentration in Finance and Banking**

Semester	Code	Subject Title	Type	Prerequisite	Cr	
Semester 1	CIT	100	Computer Concepts and Applications	UR/C		3
	ENG	101	Composition and Modern English I	UR/C		3
	GED	100	Islamic Studies	UR/C		3
	GED	110	UAE Society	UR/C		3
	MTH	100	College Algebra	UR/C		3
						<b>15</b>
Semester 2	ACT	191	Principles of Accounting I	CRR		3
	ENG	102	Composition and Modern English II	UR/C	ENG 101	3
	MTH	120	Business Calculus	CRR	MTH 100	3
	GED	120	Communication Skills in Arabic	UR/C		
			Natural Science	UR/E		3
					<b>15</b>	
Semester 3	ACT	292	Principles of Accounting II	CRR	ACT 191	3
	ECO	251	Principles of Microeconomics	CRR		3
	ENG	202	Business Communication	CRR	ENG 102	3
	QM	241	Business Statistics I	CRR	MTH 100	3
			Social/Behavioral Sc. Elective (1)	UR/E		3
						<b>15</b>
Semester 4	CIT	200	Introduction to Information Systems	CRR	CIT 100	3
	ECO	252	Macroeconomics	CRR		3
	ENG	210	Speech Communication	CRR	ENG 102	3
	LAW	231	Legal Environment of Business	CRR		3
	MGT	271	Principles of Management	CRR		3
						<b>15</b>
Semester 5			Free Elective (1)	FRE		3
	FIN	331	Managerial Finance	CRR	ACT 292	3
	MKT	361	Principles of Marketing	CRR		3
	QM	341	Business Statistics II	CRR	QM 241	3
	IEC	111	Innovation Creativity & Entrepreneurship	UR/C		3
						<b>15</b>
Semester 6	FIN	341	Corporate Finance	CNR	FIN 331	3
	FIN	345	Bank Management	CNR	FIN 331	3
	FIN	347	Investment Management	CNR	FIN 331	3
	BUS	380	Business Research Methods	CRR	QM 241	3
			Free Elective (2)	FRE		3
						<b>15</b>
Semester 7			Finance Specialization Elective (1)	CNE		3
	FIN	351	Financial Institutions & Markets	CNR	FIN 331	3
	FIN	361	Islamic Finance	CNR	FIN 331	3
	BUS	390	Internship	CRR	Jr. / Sr.	3
	MGT	373	Operations Management	CRR	MGT 271, QM	3
						<b>15</b>
Semester 8			Finance Specialization Elective (2)	CNE		3
	FIN	407	Risk & Insurance Management	CNR	FIN 331	3
	FIN	419	International Financial Management	CNR	FIN 331	3
	MGT	476	Strategic Management (Capstone)	CRR	Final Sem.	3
			Free Elective (3)	FRE		3
						<b>15</b>

**Abbreviation:** UR/C= University Requirements Compulsory; UR/E = University Requirements Electives; CRR= Core requirements; CNE=Concentration Elective; CNR= Concentration Requirements; FRE=Free Electives

**Proposed Course Sequence of Study**  
**Bachelor of Business Administration**  
**Concentration in Real Estate Development and Investment**

Semester	Code	Subject Title	Type	Prerequisite	Cr
<b>Semester 1</b>	CIT 100	Computer Concepts and Applications	UR/C		3
	ENG 101	Composition and Modern English I	UR/C		3
	GED 100	Islamic Studies	UR/C		3
	GED 110	UAE Society	UR/C		3
	MTH 100	College Algebra	UR/C		3
					<b>15</b>
<b>Semester 2</b>	ACT 191	Principles of Accounting I	CRR		3
	ENG 102	Composition and Modern English II	UR/C	ENG 101	3
	MTH 120	Business Calculus	CRR	MTH 100	3
	GED 120	Communication Skills in Arabic	UR/C		3
		Natural Science	UR/E		3
					<b>15</b>
<b>Semester 3</b>	ACT 292	Principles of Accounting II	CRR	ACT 191	3
	ECO 251	Principles of Microeconomics	CRR		3
	ENG 202	Business Communication	CRR	ENG 102	3
	QM 241	Business Statistics I	CRR	MTH 100	3
		Social/Behavioral Sc. Elective (1)	UR/E		3
					<b>15</b>
<b>Semester 4</b>	CIT 200	Introduction to Information Systems	CRR	CIT 100	3
	ECO 252	Macroeconomics	CRR		3
	ENG 210	Speech Communication	CRR	ENG 102	3
	LAW 231	Legal Environment of Business	CRR		3
	MGT 271	Principles of Management	CRR		3
					<b>15</b>
<b>Semester 5</b>	RED 301	Introductions to Real Estate	CNR	MGT 271	3
	FIN 331	Managerial Finance	CRR	ACT 292	3
	MKT 361	Principles of Marketing	CRR		3
	QM 341	Business Statistics II	CRR	QM 241	3
	IEC 111	Innovation Creativity & Entrepreneurship	UR/C		3
					<b>15</b>
<b>Semester 6</b>		Real Estate Elective (1)	CNE		3
	RED 331	Real Estate Development	CNR	RED 301	3
	RED 336	Real Estate Finance	CNR	FIN 331	3
	BUS 380	Business Research Methods	CRR	QM 241	3
		Free Elective (1)	FRE		3
					<b>15</b>
<b>Semester 7</b>	RED 335	Real Estate Appraisal & Investments I	CNR	RED 331	3
	RED 353	Real Estate Management	CNR	RED 301	3
	BUS 390	Internship	CRR	Jr. / Sr.	3
	MGT 373	Operations Management	CRR	MGT 271, QM	3
		Free Elective (2)			3
					<b>15</b>
<b>Semester 8</b>		Real Estate Elective (2)	CNE		3
	RED 411	Real Estate Law	CNR	RED 301	3
	RED 415	Introductions to Urban Planning	CNE		3
	MGT 476	Strategic Management (Capstone)	CRR	Final Sem.	3
		Free Elective (3)	FRE		3
					<b>15</b>

**Abbreviation:** UR/C= University Requirements Compulsory; UR/E = University Requirements Electives; CRR= Core requirements; CNE=Concentration Elective; CNR= Concentration Requirements; FRE=Free Electives

## COURSE DESCRIPTIONS

### Accounting COURSES (ACT)

<b>ACT</b>	<b>191</b>	<b>Principles of Accounting I</b>	<b>3-0-3</b>
<p>This course is intended to introduce the fundamental principles and concepts that are utilized in accounting, specifically, course content will include an examination of balance sheets, income statements, inventory costing methods, statement of cash flows, and specialized books of original entry among other topics that are a central aspect to the development of accounting statements that depict the underlying economic reality of a firm. <i>Prerequisite: None</i></p>			
<b>ACT</b>	<b>292</b>	<b>Principles of Accounting II</b>	<b>3-0-3</b>
<p>This course is a continuation of Principles of Accounting I and is designed to emphasize managerial accounting principles and utilizing accounting information in decision making. The course develops a solid understanding of costs and cost behavior and the use of this information for planning, controlling, and making managerial decisions. It also helps develop an understanding of management accounting systems as well as the interrelationships of management accounting and financial accounting. <i>Prerequisite: ACT 191</i></p>			
<b>ACT</b>	<b>337</b>	<b>Intermediate Accounting I</b>	<b>3-0-3</b>
<p>This course is the first of two intermediate accounting courses and enhances what was learnt in Principles of Accounting I and II. Students will examine in detail how to develop and prepare financial statements, examine financial transactions, understand the proper recording and reporting of assets, liabilities, and equities, and carry out more in-depth study of accounting principles and techniques. <i>Prerequisite: ACT 292</i></p>			
<b>ACT</b>	<b>338</b>	<b>Intermediate Accounting II</b>	<b>3-0-3</b>
<p>This course is the second of two intermediate accounting courses. In ACT 292 we examine in-depth the recording of liabilities and long-term liabilities, examine contingencies and stockholder equity, we analyze investments and earnings per share, as well as look into aspects of the reporting of taxes as tax formation seems to be the future of the UAE, pensions, and other detailed aspects that reinforce what was learnt in ACT 291. <i>Prerequisite: ACT 337</i></p>			
<b>ACT</b>	<b>365</b>	<b>Cost Accounting</b>	<b>3-0-3</b>
<p>This course is a study of the utilization of tools such as standard costing, cost-volume-profit analysis, variance analysis, budgeting, and the use of strategic cost management for decision making. <i>Prerequisite: ACT 292</i></p>			
<b>ACT</b>	<b>373</b>	<b>Special Topics in Accounting</b>	<b>3-0-3</b>
<p>This course is to discuss important issues and roles of accounting in the current and future business world and economy. After completing the course, the students are expected to understand the topics, analyze the implications of business and economic changes to accounting and vice versa; and form opinions and make decisions related to the issues. <i>Prerequisite: ACT 338</i></p>			

<b>ACT</b>	<b>396</b>	<b>Accounting Information Systems</b>	<b>3-0-3</b>
<p>This course overviews the current concepts, developments, technologies, and current technological systems utilized for accounting and auditing purposes. An accounting information system or AIS is an integral part of a corporate enterprise system and critical to the managing, auditing and developing of an organization in today's evolving business environment. Thus the objective is to familiarize the student with accounting information systems and their components; how accounting information systems transform raw financial data into financial information; assuring the accuracy and reliability of accounting data and information by utilizing internal controls; the systems analysis, design, and implementation cycle; and the utilization of a variety of software packages for accounting purposes. <i>Prerequisites: ACT 292, CIT 200</i></p>			
<b>ACT</b>	<b>405</b>	<b>Auditing</b>	<b>3-0-3</b>
<p>This course focuses on the principles and techniques utilized by accountants in auditing financial statements. It introduces the concepts of audit reporting requirements, and tools to utilize analytical skills to study and test internal controls, and the detail testing of statement details. In addition, topics in operational auditing, internal auditing, compliance auditing, and forensic accounting will be discussed. <i>Prerequisite: ACT 338</i></p>			
<b>ACT</b>	<b>407</b>	<b>Advanced Accounting</b>	<b>3-0-3</b>
<p>This course is designed to focus on specific advanced financial accounting topics. Consolidated financial statement, topics in investments, equity securities, business combinations, partnerships, foreign currency transactions, and off-balance-sheet financing are analyzed and discussed and a thorough understanding and application will be expected. <i>Prerequisite: ACT 338</i></p>			
<b>ACT</b>	<b>409</b>	<b>International Accounting</b>	<b>3-0-3</b>
<p>This course aims to provide the student with the understanding that will enable him/her to examine and construe consolidated financial statements by local, multinational, and international corporations using generally accepted accounting principles. This course also aims to familiarize the student with international accounting regulations and certain concepts of worldwide accounting standards. <i>Prerequisite: ACT 338</i></p>			
<b>ACT</b>	<b>411</b>	<b>Government and Non-Profit Accounting</b>	<b>3-0-3</b>
<p>This course looks at accounting from the perspective of government and non-profit bodies and teaches how to apply accounting principles to these entities. The course also examines the differences and similarities between for-profit organizations and non-profit companies as well as government agencies. <i>Prerequisite: ACT 338</i></p>			

### **Business courses (BUS)**

<b>BUS</b>	<b>380</b>	<b>Business Research Methods</b>	<b>3-0-3</b>
<p>This course is intended to provide the students an understanding on the theory and applied techniques needed to conduct an effective research for business decision making in any business establishment. It focuses mainly on the areas such as the role of research in business, types of business research, problem identification techniques, drafting of research objectives, hypothesis, fixing the research methodology, familiarizing the tools for data analysis, report writing and ultimately equipping the students to prepare a research proposal for a particular area of business research. <i>Prerequisite: None</i></p>			

<b>BUS</b>	<b>390</b>	<b>Internship</b>	<b>150 hours of Internship counts for three credit hours</b>
<p>This course offers the student the chance to incorporate the theoretical concepts and principles with practical experience in a business setting, to enable the student to see the reality of the major profession and apply his/her knowledge and skills in a corporate and/or professional environment and utilize this experience for attaining future employment. Prerequisite: Junior or Senior Standing</p>			

### Computer Information Systems Courses (CIT)

<b>CIT</b>	<b>100</b>	<b>Computer Concepts and Applications</b>	<b>2-2-3</b>
<p>This course introduces students to the concept of computers and their utilization in business. Typically the course will focus on Microsoft's Office suite, including how to use Word, Excel, and PowerPoint, databases, and other current software utilized in the business environment. Prerequisite: None</p>			
<b>CIT</b>	<b>200</b>	<b>Introduction to Information Systems</b>	<b>3-0-3</b>
<p>This course is an introduction to the management of computer and information systems and their application in business environments and in solving the challenges faced by management and organizations. Prerequisite: CIT 100</p>			

### Mass Communication (COM)

<b>COM</b>	<b>101</b>	<b>Introduction to Journalism</b>	<b>3-0-3</b>
<p>Introduces journalism as a professional field; press systems in the Arab region and around the world; social, political, cultural and economic functions of the press; news processes and regulations; technological developments in online and citizen journalism; case studies. Pre-requisite None</p>			
<b>COM</b>	<b>102</b>	<b>Introduction to New Media</b>	<b>3-0-3</b>
<p>Introduces new media; comparison with traditional media; new media theories; new media channels and functions; new media and social change; new media and commercial and social marketing; new media as empowerment; social networks; technological components; case studies. Pre-requisite None</p>			
<b>COM</b>	<b>103</b>	<b>Introduction to Public Relations</b>	<b>3-0-3</b>
<p>Introduces public relations as communication management; public relations models and processes; the PR practitioner; PR organizational charts and functions; PR in government and private organizations; relations with publics and media; internal and external communications; case studies. Pre-requisite None</p>			
<b>COM</b>	<b>211</b>	<b>Communication Theories</b>	<b>3-0-3</b>
<p>Media effects models around the world; normative media theories; structural and functional theories in mass communication; cultural studies approaches to media; classical propaganda models; partial effects theories; the captive audience theory. Pre-requisite COM 101</p>			
<b>COM</b>	<b>212</b>	<b>Research Methods</b>	<b>3-0-3</b>
<p>Introduction to social and behavioral science research; media research concepts; content analysis; survey research; public opinion polls; experimental research; focus groups; research methods in public relations and advertising; conceptual and operational procedures. Practical assignments. Pre-requisite COM 101</p>			

<b>COM</b>	<b>223</b>	<b>Media Ethics and Laws</b>	<b>3-0-3</b>
Moral and normative principles of media ethics; global and universal standards in media ethics; media codes of ethics in the UAE and the Arab region; foundations of media ethics; media law concepts; UAE press and publications law; Arab media laws and regulations; case studies. Pre-requisite COM 211			
<b>COM</b>	<b>231</b>	<b>Media Management</b>	<b>3-0-3</b>
Defining management; classical and modern schools of management; features of media structures and functions; elements of media management; human resource development and planning; strategic planning in media organizations; program production management; technology and media management; managing relations with stakeholders; case studies. Pre-requisite COM 211			
<b>COM</b>	<b>232</b>	<b>Intercultural Communication</b>	<b>3-0-3</b>
Defining intercultural communication; human communication across cultures; theories of intercultural communication; functions of intercultural communication; challenges facing intercultural communication; dialogue of civilizations; interfaith dialogue; intercultural communication in the age of globalization and the internet; cases studies. Pre-requisite COM 211			
<b>COM</b>	<b>233</b>	<b>Social Marketing</b>	<b>3-0-3</b>
He concept of social marketing; theories of marketing and social branding; marketing of values and concepts; social marketing campaigns; stages of social marketing; target publics; elements of social marketing; social marketing cases and examples. Pre-requisite COM 101			
<b>COM</b>	<b>332</b>	<b>International Public Relations</b>	<b>3-0-3</b>
Defining international public relations; theories of international public relations; functions of international public relations; cultural and social implications of international public relations; successful international public relations; challenges to international public relations; cases and examples. Pre-requisite COM 102			
<b>COM</b>	<b>237</b>	<b>Introduction to Political Science</b>	<b>3-0-3</b>
Introducing political science across societies and ages; politics in the modern world; theories of political science; politics in the age of globalization; social and economic variables shaping political behavior; case studies. Pre-requisite COM 101			
<b>COM</b>	<b>251</b>	<b>Introduction to Social Psychology</b>	<b>3-0-3</b>
Introducing social psychology in humanities and social sciences; the social mindset; social effects; attitudes and persuasion; interpersonal relations and communities; support behavior; aggressive behavior; groups and group dynamics; case studies. Pre-requisite COM 101			
<b>COM</b>	<b>322</b>	<b>Translation</b>	<b>3-0-3</b>
Arabic and English language style features; common news vocabulary; Arabic and English syntax; political news translation; economic news; cultural news; sports news; accidents and disasters; class assignments. Pre-requisite ENG 120			
<b>COM</b>	<b>323</b>	<b>Digital Photography</b>	<b>3-0-3</b>
Digital versus analog photography; digital camera components; digital photography techniques; digital image processing; Adobe Photoshop image treatment; field practices. Pre-requisite COM 101			



<b>COM</b>	<b>329</b>	<b>Artistic and literary criticism</b>	<b>3-0-3</b>
Introducing criticism in literary and artistic spheres; components and standards in literary criticism; technical and intellectual components of artistic criticism; the critical reporting process; media criticism; case studies and applications. Pre-requisite ARB 120			
<b>COM</b>	<b>334</b>		<b>3-0-3</b>
<b>COM</b>	<b>352</b>	<b>Principle of Economics</b>	<b>3-0-3</b>
Defining economics; world economic systems; macro and micro-economics; supply and demand; theories and models of economics; competition and monopoly; GDP and economic production; economics in the age of globalization and the internet; case studies.			
<b>COM</b>	<b>422</b>	<b>Modern Arab History</b>	<b>3-0-3</b>
Ottoman conquest of Arab lands; nationalist movements in Egypt, Palestine, Libya, Iraq and Tunis; modern European intervention and colonialism; post colonial era; the globalization age; the national state. Pre-requisite: None			
<b>COM</b>	<b>423</b>	<b>Political Geography</b>	<b>3-0-3</b>
Defining international relations in the context of geography; theories of political geography; the impact of geography on conflicts; distribution of resources within nations and regions; the impact of the communications revolution on political geography; political geography in the age of globalization. Pre-requisite: None			
<b>COM</b>	<b>427</b>	<b>Public Opinion</b>	<b>3-0-3</b>
Defining public opinion; public opinion models and theories; historical development of public opinion; types of public opinion; the public opinion formation process; public opinion measurements; media role in public opinion formation; public opinion in the age of the internet and social media; local and global issues in public opinion. Pre-requisite: COM 211			
<b>COM</b>	<b>430</b>	<b>Crisis Management</b>	<b>3-0-3</b>
Crisis formation and development; types of crises facing organizations and nations; elements of crisis management; proactive and reactive response to crises and emergencies; crisis management tools; media role in crisis management; examples and case studies. Pre-requisite: COM 237			

### Economics Courses (ECO)

<b>ECO</b>	<b>251</b>	<b>Principles of Microeconomics</b>	<b>3-0-3</b>
This course seeks to help the student develop the tools necessary to analyze and investigate various microeconomic problems; issues of scarcity and choice, price determination and the elasticity and inelasticity of price, perfect competition, monopolistic competition and oligopoly, factor pricing, factor mobility, labor markets, and the importance and role of economic policy in our everyday lives. <i>Prerequisite: None</i>			
<b>ECO</b>	<b>252</b>	<b>Principles of Macroeconomics</b>	<b>3-0-3</b>
This course is a study of the economy on the aggregate or macro level of economic policy and data, the principles of market economics, the methods and tools in measuring national economic activity, GDP, unemployment and inflation, and how they affect the			

business cycle. The course also looks at economics at the international level and the theories of economic growth and development. Theories of macroeconomics such as the classical-Keynesian debate, the monetary system, the federal reserve system, money markets and fractional reserve banking are also examined. *Prerequisite: None*

### English Courses (ENG)

<b>ENG</b>	<b>001</b>	<b>Elementary level</b>	<b>None</b>
<p>The aim of this level is to improve the four skill areas: reading, writing, speaking and listening. The course will focus on introducing vocabulary, developing basic reading skills of simplified texts, improving listening and conversation skills, and introducing the mechanics of writing to develop writing accuracy at the sentence level. <i>Prerequisite: None</i></p>			
<b>ENG</b>	<b>002</b>	<b>Intermediate level</b>	<b>None</b>
<p>This level focuses on academic preparation in a combined reading/writing course, oral communication, and grammar. It also expands the existing proficiency in speaking, writing, reading and listening. Students will build their vocabulary, acquire academic reading strategies, and write organized paragraphs with grammatically correct sentences. <i>Prerequisite: English Placement Test Score – English 001</i></p>			
<b>ENG</b>	<b>003</b>	<b>Advanced Level</b>	<b>None</b>
<p>This course will improve the four skill areas with emphasis on reading and writing short essays to prepare students for the TOEFL/ IELTS exams quickly and efficiently. It will also prepare students to join and succeed in major university courses by developing university level vocabulary and using various reading strategies through authentic texts to increase reading speed and comprehension. <i>Prerequisite: English Placement Test Score equivalent to ENG 003 or passing grade in ENG 002</i></p>			
<b>ENG</b>	<b>101</b>	<b>Composition And Modern English I</b>	<b>(3-0-3)</b>
<p>This course provides the students experience in process writing. It stresses organization of ideas. It offers opportunities for essay writing which develops and improves expository and argumentative writing assisting as well as vocabulary building.</p>			
<b>ENG</b>	<b>102</b>	<b>Composition and Modern English II</b>	<b>(3-0-3)</b>
<p>ENG 102 continues the study of the writing skills students began learning in ENG 101, but it will place more emphasis on library research and argumentation. In this course, students will practice organizing arguments, developing well-supported paragraphs, and incorporating logical and critical thought into a series of essays that demonstrate a minimum of mechanical problems. <i>Prerequisite: ENG 101</i></p>			
<b>ENG</b>	<b>112</b>	<b>Reading Skills</b>	<b>(3-0-3)</b>
<p>This course is about broadening the students' reading skills by making them become active readers. It includes 20 clear, concise lessons with detailed explanations that will increase the students' reading comprehension skills in t 20 minutes a day. It includes examples from literature, essays, technical writing, and articles. It focuses on Finding the Main Idea, Determining Essential Information, Chronological Order, Defining Vocabulary in Context, Difference between Fact and Opinion, Similarities and Differences, Point of View, Diction Style, Word Power, Finding the Implied Main Idea, Assuming Causes and Predicting Effects, Finding Meaning in Literature, and Drawing Conclusions. The course provides extensive practice exercises. The course also offers additional on line practice.</p>			

It includes: A Pretest to pinpoint the students' strengths and weaknesses and A Posttest to show the progress made, which the students score using answer keys. Prerequisite: ENG 101

<b>ENG</b>	<b>114</b>	<b>English Grammar</b>	<b>(3-0-3)</b>
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The course focuses on the complexities of grammatical choices for students with prior grammatical knowledge. It includes a comprehensive basic grammar reference so students can revise their understanding of English language areas they have previously studied. In addition to class activities, it is a self-study course, where the students can work on all or any language area of their choice at their own pace, choice of time and place. Prerequisite: ENG 101

<b>ENG</b>	<b>202</b>	<b>Business Communication</b>	<b>(3-0-3)</b>
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This course focuses on developing the student's ability to utilize communication and research in a professional manner that is applicable to industry, business, and corporate environments. Students will learn to develop various types of written business correspondence, analyze and interpret business problems and communicate them in a business manner, utilizing, memos, forms and other forms of business communication techniques. The students will also learn basic writing, editing, and presentation skills and utilize interpersonal communication. Prerequisite: ENG 102

<b>ENG</b>	<b>205</b>	<b>Advanced English Writing Skills</b>	<b>(3-0-3)</b>
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The course aims at excellent writing skills to get high marks on course and standardized tests, and effectively communicate in writing. It focuses on capitalization, commas and sentence parts, semicolons and colons, apostrophes and dashes, quotation marks, verb tenses, using verbs to create strong writing subject-verb agreement, using pronouns, problem verbs and pronouns, modifiers, easily confused word pairs, diction, and communicating ideas. The course provides extensive practice exercises to achieve optimal success. It also offers additional on line practice. It includes: a Pretest to pinpoint the students' strengths and weaknesses and a Posttest to show the progress made, which the students score using answer keys. Prerequisite: ENG 102

<b>ENG</b>	<b>210</b>	<b>Speech Communication</b>	<b>(3-0-3)</b>
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This course develops the skills used and needed in written and oral communication that students will need in their professional lives. This course emphasizes the strategies and formats that lead to effective communication through the development of various communication formats including the creation of clear and concise correspondence letters, memoranda and reports. Strong emphasis is also placed in developing the student's skills in informal and formal public speaking. Prerequisite: ENG 102

<b>ENG</b>	<b>220</b>	<b>Literature in the Modern World</b>	<b>(3-0-3)</b>
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This course deals with texts representing three kinds of writing – prose fiction, poetry and drama – beginning in the 1920s and ending in the 1990s. It is partly chronological and partly thematic. Upon completing this course, students are expected to identify, analyze and compare narrative and thematic issues in texts as well as to engage critically with a range of theoretical studies and to apply these to readings of the literary texts. Prerequisite: ENG 102

<b>ENG</b>	<b>225</b>	<b>Language and Linguistics</b>	<b>(3-0-3)</b>
<p>The course introduces linguistics. It presents the fundamental building blocks of language and explains how these function. It focuses on words, grammar, interlinguistic diversities and diversity within the language. Prerequisite: ENG 102</p>			
<b>ENG</b>	<b>231</b>	<b>Syntax I</b>	<b>(3-0-3)</b>
<p>It presents practical ways of analyzing syntax. It discusses preliminaries including generative grammar; parts of speech; constituency, trees, and Rules; structural relations, Binding Theory. It offers the base including X-bar Theory; extending X-bar Theory to functional categories. It discusses movement including head-to-head movement; DP movement; Wh-movement. It proceeds to advanced topics including expanded VPs; raising, control, and empty categories. The course also gives a brief idea about alternatives including lexical-functional grammar, and head-driven phrase structure grammar. In addition, it gives the students training through problem sets. Prerequisite ENG 225</p>			
<b>ENG</b>	<b>232</b>	<b>Phonetics and Phonology</b>	<b>(3-0-3)</b>
<p>This course raises the students' awareness to phonetics and phonology. It explains how English is pronounced. It presents this information in the context of general theory about speech sounds and how they are used in English. It includes topics such as international phonetic alphabet, speech sounds, phonemes, syllable, stress, intonation and varieties of English pronunciation. The course provides the examination of the theoretical matters with extensive practical material; audio and written. Prerequisite ENG 102, 112</p>			
<b>ENG</b>	<b>233</b>	<b>Morphology and Lexical Studies</b>	<b>(3-0-3)</b>
<p>This course explores the meanings of morphemes and how they combine to form the meanings of complex words. It focuses on features, co-indexation, the semantics of verb formation, extending the system; location and quantity, combinability and the correspondence between form and meaning. Prerequisite ENG 225</p>			
<b>ENG</b>	<b>234</b>	<b>Discourse Analysis</b>	<b>(3-0-3)</b>
<p>The course introduces the student to discourse Analysis. S/He is not required to have prior knowledge and training in linguistics or social theory. It offers: Building Tasks, Tools of Inquiry and Discourses, Form-Function correlation, Situated Meaning and Figured Worlds, Context, Discourse Analysis, Processing and Organizing Language. It provides samples of discourse and examples to practice discourse analysis. Prerequisite ENG 114</p>			
<b>ENG</b>	<b>310</b>	<b>Advanced English Grammar</b>	<b>(3-0-3)</b>
<p>The course assists students to improve their ability to follow the rules and conventions of formal English. It starts by revising grammatical terminology used to describe language; its technical aspect then goes further to prescribe for proper language; its use. It helps understanding common mistakes and why they occur. The course will help students identify their weaknesses when trying to use English structures and work on solving them through analyzing, providing tips and offering memory aids for writing correctly. Prerequisite ENG 114</p>			
<b>ENG</b>	<b>325</b>	<b>Sociolinguistics</b>	<b>(3-0-3)</b>
<p>The course introduces sociolinguistics addressing multilingual speech communities. It provides discussion on language variation focusing on the user. It offers topics such as, language choice in multilingual communities, linguistic variations and multilingual notions; national languages and language planning; regional and social dialects;</p>			

language change; style, context and register; language, cognition and culture etc. The course also gives practice through exercises. Prerequisite ENG 225

**ENG 330 History of the English Language (3-0-3)**

The course investigates the phonological, morphological, syntactic, and lexical development of the English language from the Old English period to the present era. The course focuses on Indo-European family of languages, Old English, the foreign influences, the reestablishment of English, Middle English, the Renaissance as well as the nineteenth century and after. Prerequisite ENG 225

**ENG 331 Syntax II (3-0-3)**

The course extends students' knowledge from Syntax I. They examine syntactic processes like coordination and subordination, complexity and related logical connectors, and ambiguity. This course aims at introducing students to syntactic theory within the generative tradition, with an emphasis on Minimalism as outlined by Noam Chomsky (1993 and subsequent work). They will be looking at the generative theory of the grammar in terms of its treatment and analysis of different aspects of the structure of human language (with emphasis on different varieties of English). Prerequisite ENG 231

**ENG 332 Linguistics II (3-0-3)**

This course is an extension of Language and Linguistics. It develops a deeper understanding of the language system and subsidiary language disciplines in language study. The course focuses on morphology and syntax. It handles the professionalizing of applied linguistics in Morphological and syntactical levels. Besides, discourse analysis, pragmatics and sociolinguistics as a sub-area of applied linguistics are considered. Prerequisite ENG 225

**ENG 333 Error Analysis (3-0-3)**

The course introduces the study of language errors. It focuses on significance of learners' Errors, idiosyncratic dialects and error analysis, describing the language learners' language, interpretation in the study of learners' errors, inter Language, and strategies of communication. Prerequisite: ENG 114

**ENG 335 Advanced English Vocabulary (3-0-3)**

This course is about broadening the students' vocabulary span. It offers enough vocabulary to enable them communicate fluently in various situations. Students will also learn correct usage of phrases, expressions, and collocations. The course provides extensive practice exercises. In addition, it assists students to find equivalence from Arabic as a foundation for future translation practice. The course can be used as self study. Prerequisite ENG 102

**ENG 340 English-Arabic Translation (3-0-3)**

This course is designed to equip students with the basic skills to translate from English into Arabic. Enables the students to analyse vocabulary and structure and practice translating from English into Arabic different text genres like legal, literary, technical, and other genres as well as revising and editing. Prerequisites: ENG 102, GED 120

**ENG 341 Arabic - English Translation (3-0-3)**

This course is designed to equip students with the basic skills to translate from Arabic into English. Enables the students to analyse vocabulary and structure, and practice translating from Arabic into English different text genres like narrative, expository, descriptive and other genres. Prerequisites: ENG 102, GED 120

<b>ENG</b>	<b>342</b>	<b>Translation Theory and Practice</b>	<b>(3-0-3)</b>
<p>This course includes theoretical and practical aspects of translation. It provides enough theoretical background that would enable students to dig into the context of translating into English from Arabic and into Arabic from English. Lexical, semantic, stylistic and communicative problems are discussed. Basic techniques, fundamentals, and approaches are introduced.</p> <p>The practical aspect gives the students the chance to move backward and forward among major particularities that range from the word as a translation unit to a whole text stressing what is meant by context, register, equivalence, synonymy, etc.</p> <p>Prerequisite ENG 340</p>			
<b>ENG</b>	<b>344</b>	<b>Introduction to Consecutive Interpreting</b>	<b>(3-0-3)</b>
<p>The course raises the students' awareness to consecutive interpreting. It introduces them to speaking, the speaker and anticipating. It offers complex syntax and compression, word order, clusters, and adverbial clauses. It provides the concept of untranslatability, figures of speech and argumentation also guiding their note taking. In addition, students will be practicing interpreting short speeches of about 5 to 10 minutes from Arabic to English and from English to Arabic. Prerequisites: ENG 102, GED 120</p>			
<b>ENG</b>	<b>401</b>	<b>Business and Legal Translation</b>	<b>(3-0-3)</b>
<p>This course focuses on developing the student's ability to utilize communication and research in a professional manner that is applicable to business and law. Students will learn to analyse and translate different types of business and legal documents and forms. They will also learn major terminological issues of both English and Arabic languages. They will translate from English to Arabic and from Arabic to English.</p> <p>Prerequisite ENG 340</p>			
<b>ENG</b>	<b>420</b>	<b>Creative Writing</b>	<b>(3-0-3)</b>
<p>This course is primarily planned to instill the love of writing and the appreciation of reading literary works in students to help them get over writer's block, and to write imaginatively and creatively in different literary genres, away from the constraints of academic writing format. Hence reading for pleasure and experimenting with form and content are two strong elements in this course. It assists students to 'learn by doing'.</p> <p>Prerequisite ENG 205</p>			
<b>ENG</b>	<b>433</b>	<b>Computer-Assisted Language Learning</b>	<b>(3-0-3)</b>
<p>This course aims at developing students' computer enhanced language learning and teaching. The course helps students apply computer technology in learning language and practicing computer assisted exercises. It provides opportunities for students to collaborate and learn from peers. Prerequisite None</p>			
<b>ENG</b>	<b>434</b>	<b>Contrastive Linguistics</b>	<b>(3-0-3)</b>
<p>This course introduces the students to contrasting languages. It provides an answer to the question, "What is contrastive linguistics?", then offers chapter after chapter: Towards a classification of contrastive studies, Three steps in "classical" contrastive studies, Contrastive studies at various levels of linguistic analysis, Linguistic models and contrastive studies, Towards a theory of semanto-syntactic equivalent, Contrastive generative grammar, Error analysis, interlanguage and contrastive generative grammar, Quantitative contrastive studies, Cognitive linguistics and contrastive studies, "Theoretical" and "applied" contrastive studies. It assists students to try to investigate differences between English and Arabic. Prerequisite ENG 225</p>			

<b>ENG</b>	<b>441</b>	<b>Translation of Literary Texts</b>	<b>(3-0-3)</b>
<p>The course provides the fundamentals of literary translation such as why literary translation, its uniqueness, and starting its translation. It provides techniques and how to deal with problems of literary translation. It also prepares the student to be a working translator. The course provides English and Arabic language activities and requires students to translate in both languages, to and from equally. Excerpts from selected English and Arabic literary text such as poetry, prose and dramatic texts will be provided as translation activities to analyze, overcome problems and practice translation. Prerequisite ENG 340</p>			
<b>ENG</b>	<b>442</b>	<b>Multimedia Translation</b>	<b>(3-0-3)</b>
<p>This course provides thoughts to clarify some terminological issues such as 'media' and 'multimedia'. The brackets around (multi) indicate the absence at times and presence at others. The course emphasizes language and its transfer effect. Discussions also include news, radio, TV, and Internet. The course provides translation practice of authentic material on current issues and events from English to Arabic and from Arabic to English. Prerequisite ENG 340</p>			
<b>ENG</b>	<b>471</b>	<b>Consecutive Interpreting I</b>	<b>(3-0-3)</b>
<p>This course is an extension of Introduction to Consecutive Interpreting. It provides information and skills to deal with diction, register, formal style, policy address, quotations, allusions and transpositions. It offers different types of discourse, such as political and economic, as well as humor, Latinism and numbers. . In addition, students will be practicing interpreting speeches of about 30 minutes from Arabic to English and from English to Arabic. Prerequisite ENG 344</p>			
<b>ENG</b>	<b>472</b>	<b>Consecutive Interpreting II</b>	<b>(3-0-3)</b>
<p>The course gives a theoretical terrain; concepts, developments, approaches, paradigms and models. It provides analytic presentation through process, product and performance. Major trends and future perspectives are also offered. In addition students will be trained in interpreting long speeches from English to Arabic and from Arabic to English. Prerequisite ENG 471</p>			
<b>ENG</b>	<b>490</b>	<b>Practicum/Training</b>	<b>150 hours of Internship counts for three credit</b>
<p>This course is designed to give students the opportunity to put into practice their theoretical back ground. It gives the students a chance to experience the area of their prospective career. The students are prepared to work as professionals and capable translators. They would practice interpreting and translation of different kinds.</p>			

### Finance Courses (FIN)

<b>FIN</b>	<b>331</b>	<b>Managerial Finance</b>	<b>3-0-3</b>
<p>This course is an introduction to financial management that develops an understanding of the analysis, planning and control of internal and external financial decisions of a corporate entity. <i>Prerequisite: ACT 292</i></p>			
<b>FIN</b>	<b>341</b>	<b>Corporate Finance</b>	<b>3-0-3</b>
<p>This course examines the financial tools, theories, and applications utilized in comprehending, examining, and integrating financial information to aid financial decision making in a corporate environment. Interest rates, cash flows, dividends, taxation, and</p>			

other aspects of finance and accounting are discussed in relation to corporate decision making. *Prerequisite: FIN 331*

<b>FIN</b>	<b>345</b>	<b>Bank Management</b>	<b>3-0-3</b>
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The course examines the requirements of managing the daily routines and operations, financial structure, types of investments, and resource allocations of various types of banks, including commercial banks, investment banks, and savings banks. *Prerequisite: FIN 331*

<b>FIN</b>	<b>347</b>	<b>Investment Management</b>	<b>3-0-3</b>
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This course main objective is to provide the student with a theoretical and practical understanding in the field of investments, with topics in the study of financial markets, understanding performance evaluation and derivatives, equity and fixed-income security valuation, a comprehension of capital market equilibrium and risk-return trade-off, as well as portfolio theory, utilizing real-world examples to connect with the theoretical framework. *Prerequisites: FIN 331, QM 341*

<b>FIN</b>	<b>351</b>	<b>Financial Institutions &amp; Markets</b>	<b>3-0-3</b>
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This course examines financial markets and institutions in the UAE as well as the United States, as the US is the largest financial market in the world. Some topics covered include an examination of interest rates and their determination by market forces, the financial markets, including examining stocks, bonds, money markets, and derivatives, and other traded assets, as well as examining how financial institutions operate, investment banks, brokers, venture capital, and mutual funds. *Prerequisite: FIN 331*

<b>FIN</b>	<b>361</b>	<b>Islamic Finance</b>	<b>3-0-3</b>
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This course is designed to provide students with a thorough understanding of finance from the point of view of an Islamic nature, where no interest is allowed. An understanding of Shariah law and how it applies to lending and banking, laws governing buying through murabah and others forms of Islamic finance is delved into and presented as an alternative financial means to commercial banking. *Prerequisite: FIN 331*

<b>FIN</b>	<b>373</b>	<b>Special Topics in Finance and Banking</b>	<b>3-0-3</b>
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This course discusses important issues and roles of finance and banking in the current and future business world and economy. Upon completion, students will understand the topics, analyze the implications of business and economic changes to finance and banking and vice versa; and give opinion and make decisions related to the issues. *Prerequisite: FIN 341*

<b>FIN</b>	<b>407</b>	<b>Risk &amp; Insurance Management</b>	<b>3-0-3</b>
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This course is study of the tools and techniques managing risk through the strategic attainment of insurance on behalf of corporation needs and assessments. Risk management also refers to the management of risk for associated with financial engineering and derivatives in the financial markets, as the past two decades have seen increased spectacular failures by firms and individuals using derivatives, there has been a renewed focus on risk management as a corporate decision making process. *Prerequisite: FIN 331*

<b>FIN</b>	<b>419</b>	<b>International Financial Management</b>	<b>3-0-3</b>
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This course delves into the vast foray of international finance and the aspects and issues that affect a firm financially when doing business on an international basis. It provides



students with an understanding of the financial tools as well as skills needed by organizations in international markets. *Prerequisite: FIN 341*

<b>FIN</b>	<b>436</b>	<b>Financial Derivatives</b>	<b>3-0-3</b>
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This course is a study of the major types of derivatives, from swaps and options to forward and futures, we look at using derivatives in various hedging and speculation trading, derivative pricing techniques. We also look at various market and credit issuer risks in derivatives, what are called "exotic derivatives, and other important aspects of derivatives. *Prerequisite: FIN 341*

### General Education Courses (GED)

<b>GED</b>	<b>100</b>	<b>Islamic Studies</b>	<b>3-0-3</b>
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This course introduces students to the rich culture and history of Islam through the understanding and examination of its development and meaning and examining it in relation to other existing cultures and believes. *Prerequisite: None*

<b>GED</b>	<b>110</b>	<b>UAE Society</b>	<b>3-0-3</b>
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This course focuses on allowing students to enrich themselves in the understanding and cultural, historical, political, geographic, and social aspects of the nation they live in, the United Arab Emirates. The course highlights the vast changes that has occurred to the nation and gives the student a thorough perspective of how these changes have affected the nation and its society has a whole. *Prerequisite: none*

<b>GED</b>	<b>120</b>	<b>Communications Skills in Arabic</b>	<b>3-0-3</b>
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This course develops the students understanding of the Arabic language, the basic skills in utilizing the language in different settings and environments, and the ability in understanding the fundamental procedural techniques regarding the text structure either in Classical or in Standard Arabic. *Prerequisite: none*

<b>IEC</b>	<b>111</b>	<b>Innovation Creativity &amp; Entrepreneurship</b>	<b>3-0-3</b>
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Creativity, innovation and entrepreneurship are essentials tools for the global society including the Gulf region, which require the acquisition of new skills and abilities to take advantage of opportunities in different fields such as social, economic and cultural. Therefore, this course is designed to provide students with an understanding and recognition of creativity, innovation, and entrepreneurship. Students will be able to gain acknowledge of the theoretical framework and utilized its application in the real world.

<b>GED</b>	<b>130</b>	<b>Introduction to Geographic Information Systems</b>	<b>1-4-3</b>
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This course is an overview and introduction to Geographic Information Systems, what they are, their uses, and application. Some topics covered will be site selection, cartographic communications and a broad range of spatial data interrelationships. *Prerequisite: None*

<b>GED</b>	<b>140</b>	<b>Conceptual Physics</b>	<b>3-0-3</b>
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This course examines the concepts and theories of physics in understanding the physical world as we understand it; focusing on aspects of Newton's laws, how gravity works, the

functions of heat, sound, and light, the process of electricity, concepts of relativity and quantum theory, and other topics. *Prerequisite: None*

<b>GED</b>	<b>150</b>	<b>Critical Thinking</b>	<b>3-0-3</b>
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This course is an overview of the techniques and skills utilized in analyzing and evaluating arguments and assertions, problems, and everyday situations through formal logical reasoning. *Prerequisite: None*

<b>GED</b>	<b>160</b>	<b>Psychology in Everyday Life</b>	<b>3-0-3</b>
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This course is an exploration of the principles and concepts and a basic overview of the field of psychology and how these concepts are applied in everyday living. Students study specific topics and then apply their understanding through exercises and activities. *Prerequisite: None*

<b>GED</b>	<b>170</b>	<b>Ethics and the Modern World</b>	<b>3-0-3</b>
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This course discusses and describes influential approaches to morality, character ethics, consequences-based ethics, and principle-based ethics. The students identify, critique, and review their preferred ethical orientation in relation to these moral bases and recognize these bases in personal and public discourse, and adapt to frameworks other than their own by applying this knowledge. *Prerequisite: None*

<b>GED</b>	<b>180</b>	<b>Human Behavior and Socialization</b>	<b>3-0-3</b>
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This course is an introduction and broad overview of the concepts and principles of sociology, with an emphasis on the social natures of human behavior, including an understanding of the makeup and definitions of culture, the development of social structures and socialization, the formations of a family structure, issues of gender and religion, and other topics specific to human behavior and socialization. *Prerequisite: None*

### Journalism Courses (JOU)

<b>JOU</b>	<b>232</b>	<b>News Editing (1)</b>	<b>3-2-2</b>
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News writing style; news formats and genres; news story; column, report, investigative report; sources; news story structure; leads; headlines; class assignments. Pre-requisite COM101

<b>JOU</b>	<b>333</b>	<b>Online Journalism</b>	<b>3-2-2</b>
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Definition of online journalism; comparing conventional and online journalism; online journalism tools; online media laws and ethics; technical features; work practices; lab assignments. Pre-requisite COM101

<b>JOU</b>	<b>334</b>	<b>News Editing (2)</b>	<b>3-2-2</b>
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Builds on New Editing (1); editorials' magazine editing; investigative reports; columns and feature stories; lab-based assignments. Pre-requisite JOU332

<b>JOU</b>	<b>335</b>	<b>Citizen Journalism</b>	<b>3-2-2</b>
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Defining citizen journalism; elements of citizen journalism; citizen journalism tools; online journalism formats; online journalism functions and processes; online journalism regulations; examples and case studies. Pre-requisite JOU333

<b>JOU</b>	<b>431</b>	<b>Photojournalism</b>	<b>3-2-2</b>
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Defining photojournalism; technical components of the camera; technical principles of photojournalism; editorial principles of photojournalism; the photojournalism process; digital photography; photojournalism ethics; samples and applications. Pre-requisite COM323

<b>JOU</b>	<b>432</b>	<b>Layout and Design</b>	<b>3-2-2</b>
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The process of publication layout and design; principles of technical newspaper design; layout and design software; elements of design: graphics; typography; text, colors. Lab-based applications. Pre-requisite JOU 334

<b>JOU</b>	<b>433</b>	<b>Investigative Journalism</b>	<b>3-2-2</b>
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Concept of investigative journalism; functions of investigative journalism; process of investigative journalism; information sources; types of investigative reports; compiling the investigative report; field practices and lab assignments. Pre-requisite JOU334

<b>JOU</b>	<b>434</b>	<b>Specialized Journalism</b>	<b>3-2-2</b>
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Concept of specialized journalism; specialized journalism genres; literary journalism; economic and business journalism; science and technology journalism; political journalism, environmental journalism; examples and lab applications. Pre-requisite JOU334

<b>JOU</b>	<b>435</b>	<b>Graduation Project</b>	<b>3-6-0</b>
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Students carry out a project in their area of journalism interest under the supervision of instructor. The project is evaluated by a specialized faculty committee. Pre-requisite Graduation semester

<b>JOU</b>	<b>437</b>	<b>Journalism Internship</b>	<b>3-6-0</b>
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Students spend no less than 120 hours in field training at press organizations under academic and professional supervision. Pre-requisite 90 credits

### Law Course (LAW)

<b>LAW</b>	<b>231</b>	<b>Legal Environment of Business</b>	<b>3-0-3</b>
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The Course focuses on the study of various laws applicable to business activities, such as contract, agency laws, bailment and formation of various types of Companies, their legal background, basis and application and the business related UAE Laws. *Prerequisite: None*

### Management Courses (MGT)

<b>MGT</b>	<b>271</b>	<b>Principles of Management</b>	<b>3-0-3</b>
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This course is the foundation for the understanding of management theories and issues, organization structures and formations, leadership skills and techniques, and the political, economic, technical, and social implications of managerial decision-making. It focuses on the basic roles, skills and functions of management and managerial responsibility for effective and efficient achievement of goals. *Prerequisite: None*

<b>MGT</b>	<b>373</b>	<b>Operations Management</b>	<b>3-0-3</b>
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This course examines the strategic relationship between operations and production in relation to the functioning organization as a whole and in relation to the other functional departments in an organization. Students are introduced to the concepts of value chain, forecasting models, inventory methods and design, statistical process control, process models and project management and TQM principles and methods, as well as

introducing the student to supply chain and logistical concepts and methods.  
*Prerequisite: MGT 271, QM 241*

<b>MGT</b>	<b>476</b>	<b>Strategic Management</b>	<b>3-0-3</b>
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This course is an examination of the techniques, processes, and methods used by firms in gaining and maintaining a competitive advantage by utilizing and analyzing various situations and challenges faced by organizations and the strategic insight, vision, and decisions to resolve them. *Prerequisite: Senior Standing*

### Marketing Course (MKT)

<b>MKT</b>	<b>361</b>	<b>Principles of Marketing</b>	<b>3-0-3</b>
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This course is an introduction to the concepts of marketing utilized in developing marketing strategies for an organization or firm. Theoretical concepts in marketing will be discussed, including value driven marketing, the marketing plan, marketing research, target markets and segmentation, along with their implications in formulating marketing strategies. *Prerequisite: None*

### Mathematics Courses (MTH)

<b>MTH</b>	<b>100</b>	<b>College Algebra</b>	<b>3-0-3</b>
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This course outlines the concepts and principles of algebra, dealing with equations, graphs, models, functions, and other aspects to develop a strong understanding of algebraic concepts and principles in the student. *Prerequisite: None*

<b>MTH</b>	<b>110</b>	<b>Principles of Statistics</b>	<b>3-0-3</b>
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An introduction to elementary descriptive and inferential statistics. Topics include: descriptive and inferential statistics, describing and organizing data, measures of central tendency and spread, probability, conditional probability, discrete and continuous random variables and their probability distributions, inferential statistics.

<b>MTH</b>	<b>120</b>	<b>Business Calculus</b>	<b>3-0-3</b>
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This course is an introduction to the uses of calculus in business, economics, and the social sciences. Some of the topics covered are curve sketching, exponential growth and anti-derivatives. This course is designed to give students a sound understanding of basic concepts of calculus and to give them the knowledge and skills to apply a variety of techniques to practical situations. *Prerequisite: MTH 100*

### New Media Track Courses (NMD)

<b>NMD</b>	<b>232</b>	<b>Media Convergence</b>	<b>3-0-0</b>
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Defining media convergence; development of telecommunications, media and computing industries; social, economic and political implications of media convergence; media convergence in the United Arab Emirates; media convergence trends; media convergence platforms and applications. Pre-requisite COM211

<b>NMD</b>	<b>333</b>	<b>Writing for New Media</b>	<b>3-2-2</b>
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Technical features of new media; writing style for new media; elements of new media content; interactivity; multimedia. Non-linear access; immediacy; brevity clarity, human interest. Lab-based assignments. Pre-requisite COM102

<b>NMD</b>	<b>334</b>	<b>Introduction to Graphic Design</b>	<b>3-2-2</b>
Technical elements of graphic design; design theories and models; design tools; adobe suite CS 5.0; graphic design and layout process; colors and perspectives in design; examples and lab applications. Pre-requisite COM102			
<b>NMD</b>	<b>335</b>	<b>Social Media and Blogs</b>	<b>3-2-2</b>
Concept of social networks in real community and cyberspace; blogs elements; types of social networks; social networks functions; technical components of social media; blogging processes and technical components; blogging tools; case studies and applications Pre-requisite NMD331			
<b>NMD</b>	<b>333</b>	<b>Writing for New Media</b>	<b>3-2-2</b>
Defining cyberspace and the web; principles of web design; web design tools and software packages; generating content for the web; web design elements; multimedia elements; examples and lab applications. Pre-requisite NMD334			
<b>NMD</b>	<b>432</b>	<b>Infographics</b>	<b>3-2-2</b>
Defining infographics; types of infographics; infographics functions and uses; infographics technical tools; motion graphics and static infographics; infographics applications; examples and lab assignments. Pre-requisite NMD334			
<b>NMD</b>	<b>434</b>	<b>Online Advertising</b>	<b>3-2-2</b>
Defining online advertising; marketing principles and strategies; the web as a marketing tool; elements of online advertising; interactive online advertising; producing online advertising; types of online advertising; audience perceptions; market research trends; examples and applications. Pre-requisite NMD334			
<b>NMD</b>	<b>435</b>	<b>Multimedia</b>	<b>3-2-2</b>
Digital communication developments; defining multimedia; media convergence; multimedia technical elements; video; texts; graphics; audio; images. Planning multimedia production; multimedia production tools and packages. Examples and applications. Pre-requisite NMD336			
<b>NMD</b>	<b>436</b>	<b>New Media Graduation Project</b>	<b>3-6-0</b>
Student produces a multimedia project under academic supervision in relevant area of new media communications. Project is to be evaluated by a specialized committee in the Department. Pre-requisite Graduation Semester			
<b>NMD</b>	<b>437</b>	<b>New Media Internship</b>	<b>3-6-0</b>
Student spends no less than 120 hours in field training at a new media organization under academic and professional supervision, Pre-requisite 90 credits			

### Real Estate Development & Investment Courses (RED)

<b>RED</b>	<b>301</b>	<b>Introduction to Real Estate</b>	<b>3-0-3</b>
This course is the foundation of the Real Estate Development track and develops an outline and understanding of real property markets. It overviews the concepts involved in real estate development at an introductory level and covers such aspects such as real estate concepts, legal provisions, urban economics, real estate markets, valuations, introduction to feasibility studies, zoning issues, types of mortgages and sources of financing, and ethical aspects in real estate transactions. Prerequisite: MGT 271			
<b>RED</b>	<b>331</b>	<b>Real Estate Development</b>	<b>3-0-3</b>

This course looks at the effects of changing economic, environmental, institutional, regulatory, and social aspects on the analysis, risk management, and decision-making in real estate development. *Prerequisite: RED 301*

<b>RED</b>	<b>335</b>	<b>Real Estate Appraisal &amp; Investments I</b>	<b>3-0-3</b>
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This course is designed to make the student analyze and think thoroughly on finance theory to concepts in valuation and the real estate capital markets. Real Estate appraisal and investment is a rigorous course that delves the student in the financial aspects of valuating and appraising real estate as investments and analyzing and forecasting models for such investments. *Prerequisite: RED 331*

<b>PDI</b>	<b>336</b>	<b>Real Estate Finance</b>	<b>3-0-3</b>
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This course examines the major aspects of corporate, private, and public of real estate finance and investment; assessing the fundamentals of income producing real estate the forces that influence the cyclical, fragmented, and inherently local business of real estate investment. *Prerequisite: FIN 331*

<b>RED</b>	<b>353</b>	<b>Real Estate Management</b>	<b>3-0-3</b>
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This course covers the basics and foundations of Real Estate Management, key features of leases, residential and commercial property management, design feasibility, risk, environmental and ethical considerations in management. *Prerequisite: RED 301*

<b>RED</b>	<b>411</b>	<b>Real Estate Law</b>	<b>3-0-3</b>
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This course provides the student with a workable knowledge of the UAE real estate law and of the differences and similarities of these laws from one emirate to another. The aim is to not to make students lawyers but to infill them with enough knowledge of the relevant laws as to make educated decisions in real estate and to know when to consult a lawyer for advice. *Prerequisite: RED 301, LAW 231*

<b>RED</b>	<b>415</b>	<b>Introductions to Urban Planning</b>	<b>3-0-3</b>
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Urban areas do not only vary in their forms , structures , morphology, patterns of land use and historical processes of evolution, but they are driven by a series of interrelated processes of change- economic, political, cultural, demographic, technological, environmental, social and locally contingent forces. These forces operate at a variety of geographical scales ranging from the global to the local. This courses covers areas such as urban planning, urban economics, institutions involved in urban development and various issues related to urban planning and development. *Prerequisite: none*

<b>RED</b>	<b>435</b>	<b>Real Estate Appraisal &amp; Investments II</b>	<b>3-0-3</b>
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This course is an advanced study of the valuation of income producing properties through income capitalization techniques. *Prerequisite: RED 335*

### Public Relations Track Courses (PRN)

<b>PRN</b>	<b>332</b>	<b>Writing for Public Relations</b>	<b>3-2-2</b>
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Writing style for public relations; press releases; public service announcements; memos, speeches, audiovisual scripts and print texts; elements of good PR writing; the PR writing process; examples and lab applications. Pre-requisite COM103

<b>PRN</b>	333	Public Relations Campaigns	<b>3-2-2</b>
Concept of PR campaigns; planning PR campaigns; setting goals; audience analysis; media element selection; production; target audience; launch; monitoring and evaluation; examples and applications. Pre-requisite COM103			
<b>PRN</b>	334	Integrated Marketing Communications	<b>3-2-2</b>
Defining integrated marketing communications; IMC theories and models; planning IMC campaigns; marketing methods; commercial and advertisements; public service announcements; audience analysis; channel selection; managing IMC campaigns; monitoring and evaluation. Examples and applications. <i>Pre-requisite PRN 333</i>			
<b>PRN</b>	335	Media Production for Public Relations	<b>3-2-2</b>
Identifying media needs in public relations; print media needs formats; technical requirements and tools; audio-visual formats: technical requirements and tools; online media needs: formats, technical requirements and tools. Examples and applications. <i>Pre-requisite PRN 333</i>			
<b>PRN</b>	431	Protocol	<b>3-2-2</b>
Concept of protocol; protocol models and functions; impact of culture on protocols; protocol methods and tools; official and unofficial protocol practices; managing protocol functions. Examples and applications. <i>Pre-requisite PRN 331</i>			
<b>PRN</b>	432	Online Public Relations	<b>3-2-2</b>
The web as a communication tool; principles of virtual public relations; public relations tools online; communication channels online; building virtual communities and publics; interactions with publics and stakeholders; strategies and challenges; generating content for online public relations. Examples and applications. <i>Pre-requisite PRN 332</i>			
<b>PRN</b>	433	Media and Community Relations	<b>3-2-2</b>
Defining organizations relations with the media and the community; identifying key media and stakeholders; strategies of building up relations with the community and media; ethical standards in media relations; community outreach and media sponsorship; partnerships and collaborative initiatives. Examples and assignments. <i>Pre-requisite PRN 333</i>			
<b>PRN</b>	434	Public Relations Functions and Events	<b>3-2-2</b>
Types of functions and events; planning functions and events; identifying key functions and relating them to organizational goals; managing functions and events: planning; human resources; implementation; monitoring and evaluation. Examples and assignments. <i>Pre-requisite PRN 333</i>			
<b>PRN</b>	435	PR Graduation Project	<b>3-6-0</b>
Student produces a PR project under academic supervision in relevant area of new media communications. Project is to be evaluated by a specialized committee in the Department. Pre-requisite Graduation Semester			
<b>PRN</b>	437	New Media Internship	<b>PRN</b>
Student spends no less than 120 hours in field training at a PR department or agency under academic and professional supervision. Pre-requisite 90 credits			

**Quantitative Methods Courses (QM)**

QM	241	Business Statistics I	3-0-3
This course introduces the application of statistics in business environments, utilizing statistical techniques, from data analysis and frequency distributions to the use of samplings and correlations, in solving business problems and for making business decisions. <i>Prerequisite: MTH 100</i>			
QM	341	Business Statistics II	3-0-3
This course is a continuation of QM 241 and reinforces and introduces many new concepts in the use of statistics for business and managerial decision making. The course examines inference and hypothesis testing, statistics for quality control, simple and multiple regression, analysis of variance, and time-series techniques as well as their application in business analysis. <i>Prerequisite: QM 241</i>			


**DEPARTMENT OF LAW**
**Mission**

Department of Law seeks to become a competitor to the law schools and legal education institutions in the region of UAE and to pioneer in the field of legal education, legal research and in the field of community legal service.

Law Department aims to prepare/develop cadres that has legal skills & knowledge theoretical and practical, and provide the labor legal market with the former mentioned type of graduates, and thus contributing to fill the needs of the development plans, and contribute effectively to expand the areas of legal scientific research and development, and the provision of various types of legal services to individuals and institutions of the local community through legal advice, workshops, training sessions and participate in the preparation of draft laws.

**Objectives of the Law Department:**

1. Activation of the science knowledge base in the science of law, branches and rights, and work on developing it, and linking it to the legislative school adopted by the UAE legislator.
2. Provide the environment of scientific and practical measures to ensure the quality of teaching and learning, research and training by all members of the community section.
3. Building balanced scientific character for law student in its three dimensions; knowledge, Applied skill and Ethics.
4. Support and dissemination of legal culture and the values of Arab-Islamic civilization justice through the promotion of scientific research and holding conferences and public seminars.
5. Participation in the coverage of the developmental needs of the Republic of UAE and the region through the provision of qualified legal staff to meet the requirements of the labour market of this specialty.
6. Support for continuing education to serve the society through the development and implementation of training programs and workshops, and providing legal advice.
7. Communicate with community organizations and various business sectors to



determine changes in the path of labour market needs, and the development of academic programs in the department to meet the new changes.

### Objectives of the Academic Program

The program is designed to achieve the following objectives:

1. Build a solid scientific law base for law students in law basics, purposes and branches.
2. Establishment and strengthening the applied professional side of legal theories science for the student.
3. Development of capabilities and mental skills for law student.
4. Enable the student to legal research (bachelor's level), according to the methodology of scientific research.
5. Instill the spirit of continuous and renewed learning for law student.
6. Enable the student to acquire various job skills and proficiency in use to raise the efficiency of his personal performance along with the institution.

### Program Outputs

When you complete the program successfully student becomes able to:

1. Knows precisely the concepts and the basic rules of law and specially the UAE law.
2. Compares the different legislative solutions, jurisprudence and judicial.
3. Apply the rules of law correctly on the incidents.
4. Analyzes the legal issues in depth.
5. Explains the legal texts according to the adopted rules of interpretation.
6. Enhance in scientific manner the different legal texts.
7. Develops solutions for UAE law to deal with legal problems.
8. Perform scientific research in accordance with the curriculum of legal research.
9. Fluent in the use of various sources of knowledge.
10. Formulates notes, suit papers and legal judgments in a proper legal language.
11. Fluent in use of information technology (hardware and software) in the completion of various business.
12. Works smoothly and efficiently in the framework of the team.

### The University College Requirements

University Requirements are 30 credits out of which 24 credits are for Compulsory Courses. Every student is required to take the mandatory credit hours that cover Islamic culture, English Language, Arabic, Statistics, Introduction to Information Technology, and humanities.

#### Mandatory University Requirements (24 Hours)

Course Code #		Course Title	Course Release Date		Cr	Prerequisite	Academic Level
			P1	P2			
<b>English language, mathematics and use of computers</b>							
ENG	110	English I	✓	✓	3	-	I
ENG	120	English II	✓	✓	3	ENG 110	I
MAT	100	Principle of Statistics	✓	✓	3	-	I

CIT	100	Introduction to Information Technology	✓	✓	3	-	I
<b>Islamic studies, history, or culture</b>							
GED	100	Islamic Studies	✓	✓	3	-	I
<b>Arabic</b>							
ARB	110	Arabic I	✓	✓	3		
ARB	120	Arabic II	✓	✓	3	ARB 110	I
IEC	112	Innovation Creativity & Entrepreneurship	✓	✓	3		I

### Electives- University Requirements (6 Hours)

Students should select three courses from the following courses provided that they are not from only one group:

#### Group (1) Islamic & Social Sciences

Course Code #	Course Title	Course Release Date		Cr	Prerequisite	Academic Level	
		P1	P2				
<b>Islamic &amp; Social Sciences</b>							
GED	110	Law & Society	✓	✓	3	-	I
GED	132	Introduction to science of the Qur'an and Sunnah	✓	✓	3	-	I
GED	191	Human rights in Islam and international conventions	✓	✓	3	-	I

#### Group 2 Science

Course Code #	Course Title	Course Release Date		Cr	Prerequisite	Academic Level	
		P1	P2				
<b>Science</b>							
GED	230	Introduction to economics		✓	3	-	II

GED	231	Man and the Environment	✓		3	-	II
GED	232	Introduction to Chemistry		✓	3	-	II

### Mandatory Courses (87) credit hours

Course Code #	Course Title	Course Release Date		Cr	Prerequisite	Academic Level	
		P1	P2				
PRIV	111	Introduction to law	✓	✓	3	-	I
PRIV	113	Sources Obligations		✓	3	PRIV 111	I
PRIV	121	Principles of commercial law		✓	3	PRIV 111	I
PRIV	133	Introduction to Islamic jurisprudence	✓	✓	3	-	I
PUBL	161	Constitutional law and political systems	✓	✓	3		I
PUBL	171	Principles of administrative law	✓	✓	3		I
PRIV	114	Involuntary sources of obligations		✓	3	PRIV 113	II
PRIV	222	Company Law	✓		3	PRIV 121	II
PRIV	241	Law of evidence and implementation	✓	✓	3	PRIV 113	II
PRIV	252	Fundamentals of legal research	✓	✓	3	PRIV 234	II
PRIV	215	Rules of Obligations	✓	✓	3	PRIV 114	II
PUBL	282	Penal law/General Part	✓		3	PRIV 111	II
PUBL	283	Penal Law / Private Part (1)		✓	3	PUBL 282	II
ENG	292	Legal studies in English	✓	✓	3	PRIV + ENG 111 + 120	II
PRIV	316	Labor law and social security	✓		3	PRIV 114	III
PRIV	317	Nominate Contracts	✓	✓	3	PRIV 215	III
PRIV	318	Private international law		✓	3	PRIV 317	III
PRIV	325	Intellectual property	✓		3	PRIV 121 + 113	III
PRIV	335	Personal status Law (1)	✓	✓	3	PRIV 133	III
PRIV	342	Law of civil procedure	✓		3	PRIV 215	III
PUBL	374	Environment protection Law	✓		3	PUBL 273	III
PUBL	393	Public international law(In English)		✓	3	ENGL 292	III

PRIV	419	Real Rights (Rights in Rem)		✓	3	PRIV	317	IV
PRIV	427	Banking Transactions	✓		3	PRIV	121 + 113	IV
PRIV	428	Maritime law		✓	3	PRIV	121 + 113	IV
PRIV	436	Personal status law(2)	✓		3	PRIV	335	IV
PRIV	451	Internal practical training*	✓	✓	3	PRIV and PUBL	342 (and) 485	IV
PRIV	453	External Practical training*	✓	✓	0	PRIV	451	IV
PRIV	454	Graduation Research		✓	3	Completion of (105) credit hours at least		IV
PUBL	450	Law of criminal procedures		✓	3	PUBL	283	IV

\* Practical training is divided into:

- 1- External practical training is offered during the mid-year vacation and students who completed the course of Law of civil procedure and Law of Criminal Procedure are only allowed to register (0 Credit)
- 2- Internal practical training is offered over two semesters with two hours a week and students who completed all of the courses in the first and second levels are only allowed to register. We will address the subject of training in the next point. (3 Credits)

### **Core Requirements**

#### Elective Courses (12) credit hours

Students should select (4) courses from the following:

Course Code #		Course Title	Course Release Date		Cr	Prerequisite		Academic Level
			P1	P2				
PRIV	112	History of law	✓		3	PRIV	111	I
PRIV	214	Legal protection of intellectual property		✓	3	PRIV	241	II
PRIV	223	Commercial Bankruptcy	✓		3	PRIV	222	II
PUBL	262	The nationality law and the status of aliens	✓		3	PUBL	161	II
PUBL	272	Fiscal and financial legislation		✓	3	PUBL	171	II
PUBL	281	Criminology		✓	3	PRIV	111	II
PRIV	324	Negotiable Instruments	✓		3	PRIV	121 + 113	III
PRIV	356	International Commercial Arbitration	✓		3	PRIV	342	III
PUBL	384	Penal Law (2)			3	PUBL	282	III
PUBL	394	International organizations		✓	3	PUBL	393	III
PRIV	429	Legal Regulation of Electronic Commerce	✓		3	PRIV	317	IV

PUBL	495	International human rights law		✓	3	PUBL	393	IV
PUBL	496	International humanitarian law		✓	3	PUBL	393	IV

Free courses (3) credit hours

Students should select one of the courses offered by any other department of the College other than the course offered by the Law Department.

**Proposed Course Sequence of Study  
Bachelor of Law**

Semester	Code		Subject Title	Prerequisite	Cr
<b>Semester 1 (Level 1)</b>	ARB	110	Arabic-language communication skills (1)	-	3
	ENG	110	Communication skills in English (1)	-	3
	PRIV	111	Introduction to law	-	3
	PRIV	133	Introduction to Islamic jurisprudence	-	3
	PUBL	161	Constitutional law and political systems	-	3
	PUBL	171	Principles of administrative law	-	3
	<b>Total</b>				
<b>Semester 2 (Level 2)</b>	ARB	120	Arabic-language communication skills (2)	ARB 110	3
	ENG	120	Communication skills in English (2)	ENG 110	3
	PRIV	113	Sources Obligations	PRIV111	3
	PRIV	121	Principles of commercial law	PRIV111	3
	GED	100	Islamic culture	-	3
	<b>Total</b>				
<b>Semester 3 (Level 3)</b>	MAT	100	Principles of statistics	-	3
	CIT	100	Introduction to information technology	-	3
	PRIV	114	Involuntary Sources of Obligations	PRIV113	3
	PRIV	222	Companies Law	PRIV121	3
	PRIV	234	Rules of fundamentalism in the interpretation of texts	PRIV 133	3
	PUBL	282	The Penal Law (public part)	PRIV111	3
	<b>Total</b>				
<b>Semester 4 (Level 4)</b>	PRIV	241	Law of Evidence and Implementation	PRIV114	3
	PRIV	252	Fundamentals of legal research	PRIV234	3
	PRIV	215	Rules of Obligations	PRIV114	3
	PUBL	283	Penal Law / Private part (1)	PUBL 282	3
	ENG	292	Legal studies in English	ENG 120	3
			University elective course (1)	-	3
	<b>Total</b>				
<b>Semester 5 (Level 5)</b>	PRIV	317	Contracts	PRIV215	3
	PRIV	325	Intellectual property	PRIV 113, 121	3
	PRIV	342	Law of civil procedure	PRIV215	3
	PUBL	374	Environmental protection Law	PUBL171	3
			Department elective courses (1)	-	3
	IEC	112	Innovation Creativity & Entrepreneurship	-	3
	<b>Total</b>				
<b>Semester 6 (Level 6)</b>	PRIV	316	Labor law and social security	PRIV 114	3
	PRIV	318	Private international Law	PRIV317	3
	PRIV	335	Personal status Law (1)	PRIV133	3
	PUBL	393	Public international law (in English)	ENGL292	3
			Department elective courses (2)	-	3
			University elective (3)	-	3
	<b>Total</b>				
<b>Semester 7 (Level 7)</b>	PRIV	427	Banking Transactions	PRIV 113, 121	3
	PRIV	436	Personal Status Law (2)	PRIV335	3
	PUBL	450	Law of criminal procedure	PUBL283	3
			Department elective courses (3)	-	3
			Free Course (1)	-	3
	<b>Total</b>				
<b>Semester 8 (Level 8)</b>	PRIV	419	Real rights (Rights in Rem)	PRIV317	3
	PRIV	428	Maritime law	PRIV 113, 121	3
	PRIV	451	Internal Practical training	PRIV 342 and PUBL 485	3
	PRIV	453	External Practical training	PRIV 451	0
	PRIV	454	Graduation Research	Completion of (105) credit hours at least	3

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		Department elective courses (4)		3
		<b>Total</b>		<b>15</b>

## Curriculum of Law Program

Hours of study plan (132 credit hours) = 44 course					
Department requirements (99) Hour = 33 course			University requirements (30) hour = 10 courses		
Compulsory requirements (90) hour = 30 course			Compulsory Requirements (24) Hour =8 courses		
Course number	Course name	Prerequisite	Course number	Course name	Prerequisite
PRIV 111	Introduction to Law	-	GED 100	Islamic culture	-
PRIV 113	Sources Obligation	PRIV 111	ARB 110	Communication skills in Arabic (1)	-
PRIV 121	Principles of commercial law	PRIV 111	ARB 120	Communication skills in Arabic (2)	ARB 110
PRIV 133	Introduction to Islamic jurisprudence	-	ENG 110	Communication skills in English (1)	-
PUBL 161	Constitutional law and political systems		ENG 120	Communication skills in English (2)	ENG 110
PUBL 171	Principles of administrative law		CIT 100	Introduction to information Technology	-
PRIV 114	Involuntary Sources of Obligations	PRIV 113	MAT 100	Principles of statistics	-
			IEC 112	Innovation, Creativity, and Entrepreneurship	-
PRIV 222	Company law and bankruptcy	PRIV 121	<b>Electives (6) hours = 2 courses</b>		
PRIV 241	Law of Evidence and Implementation	PRIV 114	<b>Course number</b>	<b>Course name</b>	<b>Prerequisite</b>
PRIV 252	Fundamentals of legal research				
PRIV 215	Rules of Obligations	PRIV 114	<b>Students should select two courses from the following courses provided that they are not from one group</b>		
PUBL 282	Penal Law / General Part	PRIV 111	<b>Group (1) Islamic and social sciences</b>		
PUBL 283	Penal Law (Private Part)	PUBL 282	GED 110	Law and society	-
ENG 290	Legal terms in English	ENG120	GED 132	Introduction to Qur'an and Sunnah Sciences	-
ENG 292	Legal studies in English	PRIV111+ ENG 120	GED 191	Human rights in Islam and international conventions	-
PRIV 316	Labour law and social security	PRIV 114	<b>Group (2) Science</b>		
PRIV 317	Nominate Contracts	PRIV 215	GED 230	Introduction to economics (compulsory requirement by law)	-
PRIV 318	Private international law	PRIV 317			



PRIV 335	Personal status (Jurisprudence of Marriage and Divorce)	PRIV 133			
PRIV 342	Law of Civil Procedure	PRIV 215	Department Elective courses (9 hours) = 3 courses		
PRIV 356	Commercial arbitration	PRIV 342	<b>Course number</b>	<b>Course name</b>	<b>Prerequisite</b>
PUBL 393	Public international law	PRIV 111	PUBL 272	Public finance and Financial legislation	PUBL 171
PRIV 419	Real Rights (Rights in Rem)	PRIV 317	PUBL 281	Anatomy of crime and punishment	PRIV 111
PRIV 427	Banking Transactions & Negotiable Instruments	PRIV 113 + 121	PRIV 325	Intellectual property law	PRIV 121
PRIV 428	Maritime Law	PRIV 113 + 121	PUBL 374	Environmental protection Law	PUBL 171
PRIV 434	Fundamental jurisprudence	PRIV 133	PUBL 384	Private penal legislation	PUBL 282
PRIV 436	Inheritances, bequests and Waqf	PRIV 335	PUBL 394	International organizations	PUBL 393
PUBL 450	Law of criminal procedure	PUBL 283	PRIV 429	Legal regulation of the electronic commerce	PRIV 317
PRIV 451	Internal practical training	PRIV 342 and PUBL 450	PRIV 490	Consumer protection law	GED 230
PRIV 453	External practical training	PRIV 451	PUBL 496	International humanitarian law	PUBL 393
PRIV 454	Graduation Research	Completion of (105) credit hours at least	<b>Free courses (3) credit hours</b> : The student selects course one of the courses offered by any Faculty except law		

## Course Description

### Mandatory Courses:

<b>PRIV</b>	<b>111</b>	<b>Introduction to Law</b>	<b>3-0-3</b>
<p>Commitment to sources, Principles of Commercial Law, Constitutional Law and Political Systems, Administrative Law 1, Penal Code - General Section, Legal Studies in English, History of Law, Criminology and Penology.</p> <p><u>Study of this course is divided into two parts:</u></p> <p>1- Theory of law: this part covers the definition of legal rule, its necessity, characteristics and its kinds and sources. It also covers the divisions of law and its sphere of application.</p> <p>2- Theory of right: this part covers the definition of right, its kinds, sources, subject, protection and means of its proof.</p>			
<b>PRIV</b>	<b>113</b>	<b>Sources of Obligation</b>	<b>3-0-3</b>
<p>This course concentrates on definition of obligation and its voluntary sources, which are two in number:</p> <p>1) Contract: this course covers definition of contract, its pillars, effects, and means of its discharge.</p> <p>2) Unilateral undertaking: this covers a study to general rules of unilateral undertaking and its applications.</p> <p>Prerequisite: PRIV111</p>			
<b>PRIV</b>	<b>121</b>	<b>Principles of Commercial Law</b>	<b>3-0-3</b>
<p>The course requirement for: Corporate Law, Intellectual Property Law, Banking and Banking operations, Maritime Law, Commercial papers.</p> <p>This course covers the four main branches of the course material, with a number of topics under each section. The study begins with an introductory course on Commercial Law and includes: The definition of Commercial Law and its origins and its scope of application. This is followed by the study of the Theory of Business and includes the study of the importance of distinguishing between business, labor and civil standards to distinguish between company and civilian work and business and individual business professionals. The third section deals with the merchant, the definition and conditions for acquiring merchant status, the legal duties that are required by merchants. The fourth section relates to the business premises and addresses the definition and characteristics of the elements that make up the legal means to protect and some legal actions that respond to it, such as sales and foreclosure.</p> <p>Prerequisite: PRIV111</p>			
<b>PRIV</b>	<b>133</b>	<b>Introduction to Islamic Jurisprudence</b>	<b>3-0-3</b>
<p>Rules of Fundamentalism in the interpretation of texts, and the Personal Status Law (1)</p> <p>This course deals with the definition of Shari'a and jurisprudence, the needs of the legislation, characteristic of jurisprudence and shari'a, basic principles of Islamic jurisprudence, the relationship of shari'a law with other laws. Historical study of Islamic jurisprudence, its evolution since the beginning of the message to the present time. The suspicions about Islamic jurisprudence, the theory of legal capacity and its rules. The model to one of the general theory in Islamic jurisprudence.</p> <p>Prerequisite: None</p>			

<b>PUBL</b>	<b>161</b>	<b>Constitutional Law and Political Systems</b>	<b>3-0-3</b>
<p>Law and the Centre for Foreigners  This course covers the following issues: definition of constitutional law, its relationship with other branches of law, sources of constitutional rules, kinds of constitutions, and judicial control over the constitutionality of laws. This course examines also the state, its systems of government and lastly examines the constitutional system of the UAE.  Prerequisite: None</p>			
<b>PUBL</b>	<b>171</b>	<b>Principles of Administrative law</b>	<b>3-0-3</b>
<p>Definition of administrative law, its origin and development, its sources, relationship with other branches of law, administrative organization, administrative control in terms of its types and objectives, administrative decisions in terms of its elements and types, public utilities, and public funds.  Prerequisite: None</p>			
<b>PRIV</b>	<b>114</b>	<b>Involuntary sources of obligations</b>	<b>3-0-3</b>
<p>The provisions of the obligation, the Law of Evidence and Execution, Labour Law, Social Security, Intellectual Property, Banking and Banking operations, Maritime Law, Commercial papers.  This course covers the following sources of obligations and its applications: tort, enrichment without just cause, and law provision. and the implications of the convening of Tort Liability and responsibility for the actions of another, animals and non-living things, and the distinction between them and the responsibility of Streptococcus. It also includes beneficial acts, and the law with a statement of what every reason, and his staff, and the conditions, and the validity of its effects, and ways to finish.  Prerequisite: PRIV113</p>			
<b>PRIV</b>	<b>222</b>	<b>Principles of Commercial Law</b>	<b>3-0-3</b>
<p>Commercial Bankruptcy  This course includes the study of the provisions of Commercial Companies according to the Federal Commercial Companies Law No. 8 of 1984. It includes the introduction of this study and the emergence of the concept of the company and the development and definition of the company and its legal nature as well as types of companies. This is followed by provisions that apply to businesses of various kinds' provisions which termed the general theory of the company and includes formation of the company and her personal moral and expires. Includes provisions for companies according to their different kinds of solidarity as well as company limited partnerships; joint venture Company limited by shares; limited liability company and joint-stock company both public and private.  Prerequisite: PRIV121</p>			
<b>PRIV</b>	<b>234</b>	<b>Rules of fundamentalism in the interpretation of texts</b>	<b>3-0-3</b>
<p>Basics of Scientific Research.  This course includes the definition of the rules of the principles of jurisprudence which is legal legislator and must at the beginning of the Civil Transactions Act to understand the text they shall be interpreted and construed and statement of significance, and how to use those rules widely used for the detection of sound judgment and Murad legislator. And required that definition in the sense of governance and its elements, and the types of connotations and meanings to the word sentences, and less the same as clarity and secret or mystery.  Prerequisite: PRIV133</p>			

<b>PRIV</b>	<b>241</b>	<b>Law of Evidence and implementation</b>	<b>3-0-3</b>
<p>Legal protection of Intellectual Property  This course includes the definition and the rules of compulsory execution, and a statement by the competent authority outlining procedures for their implementation, in terms of competence and those who, the litigation in the implementation, and the implementation methods of forced, and how to distribute the proceeds of implementation, and the problematic implementation.  Prerequisite: PRIV114</p>			
<b>PRIV</b>	<b>252</b>	<b>Fundamentals of Legal Research</b>	<b>1-0-1</b>
<p>This course deals with methods and kinds of scientific research. It is also dedicated to teach students the importance of legal research, elements of introduction and conclusion, how to use books, articles and decisions of courts during writing his/her research, how to prepare a plan of research, collection of sources and references, and how to provide suggestions and recommendations.  Prerequisite: PRIV234</p>			
<b>PRIV</b>	<b>215</b>	<b>Rules of Obligations</b>	<b>3-0-3</b>
<p>Nominate Contracts and law of Civil Procedures  This is a course which deals mainly with effects of obligation which involves: optional and forced performance of obligation, means of securing the right of creditor with regard to debtors assets, modalities of obligation, its transmission (right and debt assignment), and its extinction.  Prerequisite: PRIV114</p>			
<b>PUBL</b>	<b>282</b>	<b>General Part</b>	<b>3-0-3</b>
<p>Penal Law: (Private Part 1 &amp; 2)  This course deals with the general theory of crime in terms of: definition of criminal law, relationship with other criminal and legal sciences, scope of its application, principle of legality of crimes and penalties, the general theory of permissibility, material and mental elements of crime and criminal responsibility.  Prerequisite: PRIV111</p>			
<b>PUBL</b>	<b>283</b>	<b>(Private Part 1) crimes against people and properties</b>	<b>3-0-3</b>
<p>Law of Criminal Procedures  This course examines definition of special parts of criminal law, and it also deals with crime against people and properties which are: homicide, body assault, theft, abuse of credit (intentional and unintentional) and aggravating and extenuating circumstances.  Prerequisite: PUBL282</p>			
<b>PUBL</b>	<b>292</b>	<b>Legal Studies in English</b>	<b>3-0-3</b>
<p>Public International Law  This course covers legal terminology in English through examining different legal concepts and judicial principles.  Prerequisite: PRIV111</p>			

<b>PRIV</b>	<b>316</b>	<b>Labor Law and Social Security</b>	<b>3-0-3</b>
<p>This course contains two parts:</p> <p>1- Labor law: the course covers the definition of labor law, its characteristics, legal regulations of individual and collective labor contracts, wages, leaves, worker safety, rights of a worker such as compensation of arbitrary dismissal, compensation for end of service, and termination of contract.</p> <p>2- Social security: this deals with rights of workers to social security in case of occupational diseases and old age disability.</p> <p>Prerequisite: PRIV114</p>			
<b>PRIV</b>	<b>317</b>	<b>Nominate contract</b>	<b>3-0-3</b>
<p>This course concentrates on the definition of nominate contract and examines three sorts of contracts: sale, insurance and undertaking contract (its definition, conclusion, effects and extinction.)</p> <p>Prerequisite: PRIV215</p>			
<b>PRIV</b>	<b>318</b>	<b>Private International Law</b>	<b>3-0-3</b>
<p>This course covers legal terminology in English through examining different legal concepts and judicial principles.</p> <p>PRIV317 Nominate contract</p>			
<b>PRIV</b>	<b>325</b>	<b>Intellectual Property</b>	<b>3-0-3</b>
<p>This course covers the following topics: definition of intellectual property and its increasing importance, copyright and related rights, patents, trademarks, industrial designs, trade names, and their means of protection in accordance with international conventions and national legislations.</p> <p>Prerequisite: PRIV121</p>			
<b>PRIV</b>	<b>335</b>	<b>Personal status Law (1)</b>	<b>3-0-3</b>
<p>This course includes the definition of marriage, and his staff, and conditions, and its effects, to publicize ways of expiry; whether the will of the spouse (divorce) or khul or for differentiating the judicial rulings of Islam or the band. The definition of human proportions of boys and alimony and custody.</p> <p>Prerequisite: PRIV133</p>			
<b>PRIV</b>	<b>342</b>	<b>Law of Civil Procedures</b>	<b>3-0-3</b>
<p>Practical Training and International Commercial Arbitration</p> <p>This course explores the following subjects: definition of civil procedures law, judicial organization in terms of formation of courts, their layers, judges and their assistants, rules of jurisdiction, theory of lawsuit, theory of judicial decisions and ways of appeal.</p> <p>Prerequisite: PRIV215</p>			
<b>PUBL</b>	<b>374</b>	<b>Environment Protection Law</b>	<b>3-0-3</b>
<p>This course deals with the definition of environment and pollution, law and environment protection, legal protection of environment's elements from different environmental damages, criminal, civil and administrative legal remedies that result from environmental pollution.</p> <p>Prerequisite: Administrative Law</p>			

<b>PUBL</b>	<b>393</b>	<b>Law of Civil Procedures</b>	<b>3-0-3</b>
<p>This course deals with the definition of international law, its historical development, differences between its rules and other rules, its characteristics and branches, nature of its rules, its relationship to national law, its various sources with a focus on international treaties, nature of international legal personality with a focus on the concept of state in terms of its elements, recognition and succession. The course examines also theory of international responsibility, peaceful means to settle international disputes and positions of individuals in international law. Prerequisite: ENGL292</p>			
<b>PRIV</b>	<b>419</b>	<b>Real Rights (Right in Rem)</b>	<b>3-0-3</b>
<p>This course is divided into two sections: 1- Principal real rights: this examines right of ownership (its definition, characteristics, sphere, means of protection, its limits and the means by which it can be acquired. This course also covers the remaining principal real rights which are: usufruct, usage, habitation, servitude ad ground quitrent (hekr) 2- Accessory real rights: this section examines the accessory real right which are three in number: security mortgage, possessive mortgage, rights of privilege. Prerequisite: PRIV317</p>			
<b>PRIV</b>	<b>427</b>	<b>Banking Transactions</b>	<b>3-0-3</b>
<p>This course covers the following topics: the study of deposits and bank accounts, deposit account, banking transfer, securities' deposit, safes' rent, current account, bank credit operations, bank loan and opening simple credit, documentary credit, credit by guarantee, and the letter of guarantee. All these topics will be dealt with according to UAE commercial transaction law. Prerequisite: PRIV121</p>			
<b>PRIV</b>	<b>428</b>	<b>Maritime Law</b>	<b>3-0-3</b>
<p>This course covers definition of maritime law, maritime navigation and its types, ships' element and rules, parties to maritime navigation, maritime exploitation contracts, focusing upon maritime contract and liability of carriers. The course also covers marine accidents, assistance and rescue and maritime loss. Prerequisite: PRIV121</p>			
<b>PRIV</b>	<b>436</b>	<b>Personal status Law (2)</b>	<b>3-0-3</b>
<p>This course focuses on the jurisprudence concerning the commandments in terms of: the conditions, staff, and almobtelat. It also focuses on: clarify the issues in terms of inheritance: a statement eligible for inheritance, the assortment of, grades, and apply them to the other, and their rights, and methods of division of the estate to the beneficiaries. Prerequisite: PRIV335</p>			
<b>PRIV</b>	<b>453</b>	<b>Practical training</b>	<b>2-0-2</b>
<p>This course contains two parts:  Internal Practical training: This course is dedicated to teach students how to raise civil and criminal cases, and the steps of trial by using moot court room of the college. This course is offered over the entire semester. External Practical training: This course includes students' visitation to different federal courts, general prosecution, criminal labs, forensic and prisons. This course is only offered during summer semester for a period of 6 weeks. Prerequisite: PRIV342</p>			

<b>PRIV</b>	<b>454</b>	<b>Graduation Research</b>	<b>3-0-3</b>
<p>Graduation research is a prerequisite to obtaining a bachelor's degree in law. The research paper should be prepared by the student during the fourth year of study. The student selects the subject of his/her research in the areas of law as ratified by the council of department and then works under the supervision of one of the faculty members. After completion of writing, the research is presented to the supervisor three weeks before the beginning of the period for final examinations. Finally, the student is orally examined on what he/she has written by a committee consisting of the supervisor and one specialized faculty members. At the end, the committee will allocate a mark out of hundred.</p> <p>Prerequisite: completion of 105 credit hours</p>			
<b>PRIV</b>	<b>485</b>	<b>Law of Criminal Procedures</b>	<b>3-0-3</b>
<p>This course deals with the definition of law of criminal procedures, purposes, relationships with branch of law, application of procedural rules in terms of time, cases heard by criminal courts and stages of criminal case.</p> <p>Prerequisite: PUBL283</p>			

### Section Two: Elective Courses

<b>PRIV</b>	<b>112</b>	<b>History of Law</b>	<b>3-0-3</b>
<p>This course includes the statement of the importance of studying the history of the law and the canons of old legal, such as: legislation in Mesopotamia, Egypt, Roman law. The stages in the evolution of law; private law and public law. And the definition of Islamic law and the provisions of the college organized in a systematic human reality, and status of many of the legislation, in terms of being a source and a source historically has officially, as well as the text on many of the provisions in that legislation.</p> <p>Prerequisite: PRIV111</p>			
<b>PRIV</b>	<b>214</b>	<b>Legal protection of intellectual property</b>	<b>3-0-3</b>
<p>This course covers the following topics: definition of intellectual property and its increasing importance, copyright and related rights, patents, trademarks, industrial designs, trade names, and their means of protection in accordance with international conventions and national legislations, and the statement of the direction of Islamic jurisprudence in the advanced topics and methods of copyright infringement, and the means to protect this right. The civil and criminal penalty if they are found in the assault.</p> <p>Prerequisite: PRIV141</p>			
<b>PRIV</b>	<b>223</b>	<b>Commercial Bankruptcy</b>	<b>3-0-3</b>
<p>This course includes definition of bankruptcy, its distinction from other similar legal systems. It also examines the conditions, declarations, administration, effects and termination of bankruptcy procedures. The course examines the above notions according to the commercial transactions law of the U.A.E.</p> <p>Prerequisite: PRIV222</p>			

<b>PUBL</b>	<b>262</b>	<b>Nationality Law and the status of foreigners</b>	<b>3-0-3</b>
<p>This course includes the definition of citizenship, and domicile, and asset-historical genesis of citizenship, and the legal nature of the Association of nationality, and methods of acquisition, the provisions of the original nationality, and emergency, and the causes of loss of nationality, and meant the foreigner, and the status of foreigners, the rights enjoyed foreign (natural person and legal person or estoppel or legal), and the obligations that are set for them. Prerequisite: PUBL161</p>			
<b>PUBL</b>	<b>272</b>	<b>Fiscal and financial legislation</b>	<b>3-0-3</b>
<p>This course includes the study of the general budget, public expenditure, public revenue, such as fees, loans and taxes, legislation governing the banking business in the state, legislation governing investment and legislation governing customs. Prerequisite: PUBL171</p>			
<b>PUBL</b>	<b>281</b>	<b>Nationality Law and the status of foreigners</b>	<b>3-0-3</b>
<p>This course deals with the definition of criminology science in terms of phenomenon of crime and internal and external criminal factors. In addition the course deal with penology science in terms of the basis of state's right to punish, penal institution, and methods of penal treatment inside prisons. Prerequisite: PRIV111</p>			
<b>PRIV</b>	<b>324</b>	<b>Negotiable Instruments</b>	<b>3-0-3</b>
<p>This course deals with the definition of negotiable instruments, their types: namely bill of exchange, promissory note and cheque. It deals also with the establishment of commercial paper, obligation of its signatories and fulfillment of its value, how the holder can sue the obligators, and prescription of actions arising from it. Prerequisite: PRIV121</p>			
<b>PRIV</b>	<b>356</b>	<b>International Commercial Arbitration</b>	<b>3-0-3</b>
<p>This course examines arbitration as to its definition, its important in solving commercial disputes, its types, procedures, and how to execute arbitration decisions. with reference to the international efforts to create uniform rules such as rules of UNCITRAL, the Model Law on Arbitration, and Arab and international agreements. Prerequisite: PRIV342</p>			
<b>PUBL</b>	<b>384</b>	<b>Penal law: (Private part 2)</b>	<b>3-0-3</b>
<p>This course deals with certain kinds of crimes: crimes affecting public interest, Information Technology crimes, drug crimes, and terrorism crimes. Prerequisite: PUBL282</p>			
<b>PUBL</b>	<b>394</b>	<b>Nationality Law and the status of foreigners</b>	<b>3-0-3</b>
<p>This course deals with the definition of international organizations, historical development of international regulation, legal personality of international organization and its effects in case of recognition. The course also deals with the legal status of workers in an international organization with a focus on the United Nations and its subsidiaries, and regional and Arab organizations Prerequisite: PUBL393</p>			



<b>PRIV</b>	<b>429</b>	<b>Legal regulation of electronic commerce</b>	<b>3-0-3</b>
<p>This course covers the following topics: definition of electronic commerce and its increasing importance, electronic contracts, electronic signature, electronic evidence, electronic payment, and lastly guarantees of confidentiality and privacy in electronic transactions.</p> <p>Prerequisite: PRIV317</p>			
<b>PUBL</b>	<b>495</b>	<b>International human rights law</b>	<b>3-0-3</b>
<p>This course deals with the definition of right and its divisions. Then it focuses on human rights, its place among other rights, stages of development and methods of its protection in international conventions, Islamic law and in the UAE constitution.</p> <p>Prerequisite: PUBL393</p>			
<b>PUBL</b>	<b>296</b>	<b>International humanitarian law</b>	<b>3-0-3</b>
<p>This course includes the definition of international humanitarian law, and the study of the theory of war in customary international law, and the principle of the prohibition of the use of armed force in contemporary international relations, with reference to the evolution of the concept of international armed conflict and international efforts exerted to contain the various forms of the use of armed force. It also includes a statement of the rules of international law relating to the protection war has also been developed and codified in the four Geneva Conventions of 1949, the evolution of the idea of international armed conflict, crime, war.</p> <p>Prerequisite: PUBL393</p>			



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