

EMIRATES CANADIAN UNIVERSITY COLLEGE



Catalog
2012-2013

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
2012 - 2013**

Fall Semester 2012
• Start of Fall semester Sun Sept 2, 2012
• Placement Tests Sun Sept 4, 2012
• Classes Begin Fall 2012, Sun 9 Sept, 2012
• Add & Drop begins Sun-Thurs - Sept 9- Sept 13, 2012
• Drop course(s) with "W" begins Sun Sept 16, 2012
• Eid Al Adha , Thurs-Sun October 25 -28, 2012
• Midterm examination period Sun-Thurs Nov 4-8, 2012
• Islamic New Year, Thurs November 15, 2012
• Last day to drop course(s) with "W" Thurs November 22, 2012
• National Day, Sun- Mon December 2-3,2012
• Pre-registration for Spring semester Sun-Thurs Dec 16-20, 2012
• Last Day of Classes Thurs December 20, 2012
• Fall semester break, Sat December 22, 2012 to Thurs Jan 3, 2013
• Final Exams Begin Sun Jan 6, 2013
• Semester Ends Thurs January 10, 2013
• Mid-year break Sun-Thurs Jan 12- 17, 2013
• Grade Publishing Mon Jan 14, 2013
• Appeal and Incomplete Exam Tue- Wed Jan 15-16, 2013
Spring Semester 2013
• Placement Tests Sun Jan 13, 2013
• Classes begin Sun Jan 20, 2013
• Prophet's Birthday, Thurs Jan 24, 2013
• Drop course(s) with "W" begins Sun Jan 27, 2013
• Midterm examination period Sun-Thu Mar 10-14, 2013
• Spring semester Break, Sun - Thurs 31 Mar 31- 6 April 2013
• Last day to drop semester Thurs April 11 , 2013
• Last day to drop semester Thurs April 25 , 2013
• Pre-registration for Summer semester (2012/2013) Sun-Thu Apr 28 -May 2, 2013
• Last day of classes Thurs May 9, 2013
• Final exams Sun-Wed May 12- 16, 2013
• Grade Publishing Mon May 20, 2013
• Appeal and Incomplete Exam Tue- Wed Jan 21-22, 2013

Summer Semester 2013
• Start of Summer semester & classes begin Sun June 2, 2013
• Last day to add & drop course(s) without "W" Tue June 4, 2013
• Al Israa Wal Miraj, Wed June 5, 2013
• Drop course(s) with "W" begins Thurs June 6, 2013
• Midterm examination period Tue-Thu, Jun 18- 20, 2013
• Last day to drop course(s) with "W" Sun June 23, 2013
• Last day to drop semester Sun June 30 2013
• Last day of classes Mon July 8, 2013
• Final exams Tue–Thurs July 09-11, 2013
• Grade Publishing Mon July 15, 2013
• Appeal and Incomplete Exam Tue- Wed July 16-17, 2013
• Eid Al Fitr Thurs-Sat August 8-10, 2013
• Accepting applications for admission for Fall semester (13/2014) Thursday August
• Return of academic staff for Fall Semester 2013-2014, Sun 25 August 2013
• Classes Begin Fall 2013, Sun 1 September 2013
* Summer Semester 6 weeks.
** Total of 40 study days including final exams.

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 Prof. Dr. Mohammed Ahmed Ismail Al-Saeedy and Mr. Wahid Zabara

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 and classes are conducted in English or Arabic according to the needs decided by each Faculty.

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 Middle East and be well recognized worldwide.

Mission 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.

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.

ECUC had signed Memorandum of Understanding (MOU) with SAINT MARY'S UNIVERSITY (SMU), HALIFAX, NOVA SCOTIA, CANADA; to assure the implementation of the Canadian characteristics and the compliance with the UAE Ministry of Higher Education and Scientific Research standards.

The objective of the MOU is to foster collaboration and partnership between both institutions and to encourage direct contact and cooperation between their faculty members, departments, institutes and other research centers subject to the provisions of the MOU to improve the quality of education in both partner institutions. To fulfill the objective; the parties agree to work towards: collaborating on curriculum development initiatives; transferring academic credits; facilitating the enrolment of students and exchange of faculty of each institution; and Joint academic programs.

The general terms of the MOU stipulate that:

- SMU will accept ECUC students who have completed at least 24 semester hours of course work with grade "C" or better.
- SMU will accept ECUC students who have completed the undergraduate program at agreed standard for enrollment in appropriate graduate programs.
- SMU has agreed to develop an Articulation Agreement to run joint academic programs in which instruction will take place at ECUC and on successful completion students will be granted a SMU degree in addition to ECUC degree.

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 college. We are, therefore, pledged to achieving, retaining and ameliorating the standards and rendering the service in the veneer 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 scholarships 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 seize 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 Research Office

The Institutional Research 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 150 for application.
3. Six recent passport-size photographs.
4. Official reports of grading from over the last three secondary school years and again certified.
5. An admission application. This must be fully completed.
6. An overall average of sixty (60) % in the UAE High School Certificate or its equivalent or greater is needed for entry to the program.
7. Copy of a valid passport with residency page for expatriates.
8. Test of English as a Foreign Language (TOEFL) score or equivalent (IELTS Band Score), if obtainable at the time of application.
9. Certificate of good conduct from the police department for UAE Nationals and resident students.
10. 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 eligibility criteria 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 UAE Dirham 150/- to be paid before taking the placement test.
- Registration fee of UAE Dirham 1000 (non-refundable) has to be paid prior to registration of subjects.
- 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 1000, 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 college 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 tests to evaluate a student's competencies in English and Mathematics as sufficient knowledge of these two subjects 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 and Mathematics. 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 in 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 essential subjects such as English and Mathematics. 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 and Mathematics.

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 Chair.

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 2nd and 10th 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 Chair 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 11th 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 11th 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 colleges 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 college 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 Arts and Sciences

- Bachelor of Arts in English Language and Translation

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: *The catalog in hand comprised of the program structure, course offerings and their requirements is not an irreversible document. It also is not a declaration made once for all as it is under continued perusal and revision, and therefore has sufficient room 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 requirements for any major. They assume full responsibility towards the requirements and its adherence under all circumstances.*

Graduation requirements for a student 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 123 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 college. 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

Tuition for full-time undergraduate students is given in the table below.

Tuition Fees	
College of Business	AED 675 per credit
College of Arts & Sciences	AED 675 per credit
Intensive English Program Level I	AED 5,000
Intensive English Program Level II	AED 4,000
Intensive English Program Level III	AED 3,500

Other Fees and Expenses	
Application Fees	AED 150
Admission Fees	AED 1000
Late Registration Penalty	AED 200
Change Major Fee	AED 150
New ID	AED 25
Replacing a lost or spoiled ID	AED 50
Academic Year ID Renewal	AED 10
"To Whom it May Concern" Letter	AED 5
Grades Appeal Request	AED 35
Incomplete Request	AED 50
Returned Cheque	AED 200

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 500 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).

ECUC service charge of AED 100 is added to each installment.

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:

Withdrawal from the University College	
	Refund
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 2nd 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 and Scholarships

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.

Scholarships

At the pronouncement of the UAE higher secondary school results, ECUC shall place advertisements in leading Arabic/English publications inviting applications for scholarship:

- Sheikh Saud Bin Rashid Al Mu'alla award for top Secondary School graduates
- ECUC Merit Scholarship
- Family Tuition Grant

Following the receipt of the applications, the Financial Aid and Scholarship Committee shall review the applications and come to a decision that shall be announced via ECUC

notice-board, University College website, and individually to successful candidates. The scholarships will be awarded to recognize those students who have demonstrated an outstanding record of academic excellence and achievement. The decisions made by the University College's Scholarship Selection Committee are final and there are no provisions or processes for appeal.

His Highness Sheikh Saud Bin Rashid Al Mu'alla

The top five Secondary School graduates, as selected by the University, will be awarded full, four-year scholarships including tuition, fees, and books under the following conditions:

1. Applicable to the top five Secondary school graduates admitted to ECUC.
2. Scholarship application must be submitted to the Office of Admissions and Registration by the deadlines.

His Highness Sheikh Abdulla Bin Rashid Al Mu'alla scholarship is granted contingent upon the approval of the Financial Aid and Scholarship Committee. This Scholarship is granted to a maximum of 5 students per year.

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 1st child will pay full tuition fee.
 - > The 2nd child will pay 80% of tuition fee.
 - > The 3rd child will pay 70% of tuition fee.
 - > The 4th 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)

For His Highness Sheikh Saud Bin Rashid Al Mu'alla's Scholars & Merit Scholarship

- Semester GPA of 3.0 or better
- CGPA of 3.3 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 employer'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 also caters to their special needs.

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	Good

B	84-86	3.0	Satisfactory
B-	80-83	2.7	
C+	77-79	2.3	
C	74-76	2.0	
C-	70-73	1.7	
D	60-69	1.00	Poor
F	<60	0.0	Fail
FA		0.0	Failure due to excessive absences
WF		00	Administrative Withdrawal Fail

Grades not calculated in the grade point average are:

IP	In Progress
AU	Audit
I	Incomplete
TR	Transfer; credit counted
WD	Withdrawal
WP	Withdrawal passing
N	No Grade
P	Pass

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 college 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 Dean'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 Dean's List.

To be placed on the dean'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 college
- 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-College 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 equipments 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 ARTS AND SCIENCES

Innovation, comprehension and inquiry are crucial facets of not just the learning process; their significance transcends into the entire human experience. In firm recognition of this, the Department of Arts and Sciences strives for the propagation of knowledge by creating quality undergraduate programs that essentially serve to enrich the minds of its students. It also aims to provide programs and services that increase their productivity and proficiency resulting in an improved quality of life. To attain these goals, the Department has dedicated itself to independent study and creativity based on methods and principles of objective learning. It is ensured that the essence of liberal arts and sciences, which are subtly reflected in the educational goals of all the programs of the University College, are well channeled and promoted. The Department of Arts and Sciences aspires to deliver a holistic educational experience – one that is enriched through diversity and strengthened through erudition.

Mission

The mission of the Department of Arts and Sciences is to provide students with the intellectual, cultural and scientific foundation for academic and professional pre-service education and training. Its programs, including the general education program, cater to students' needs; they are designed to inspire and invigorate the intellectual and creative potential of students and to encourage them to conceptualize, reflect and act. Through the University College's graduation requirements, including the general education program provided by the department, students learn to examine the varied aspects of Arab, Islamic, Western and other cultures. They also master written and oral expression in English, learn to appreciate quantitative reasoning, scientific inquiry and method, and to develop the critical ability to analyze and synthesize data and information. Finally, they build an understanding of moral and ethical dimensions that create a foundation for individual and collective lifelong learning, and decision-making.

Graduates of the Department of Arts and Sciences will be prepared to achieve their personal and professional aspirations as well as be in a position to meet labor market needs. They will also be prepared to pursue their studies and professional training toward graduate degrees in their chosen fields.

The Department prepares students to:

- master written and oral expression in English,
- master quantitative reasoning, scientific inquiry and method,
- develop the critical ability to analyze and synthesize data and information,
- examine the many varied aspects of Islamic, Western and other cultures and
- build an understanding of moral and ethical dimensions.

These skills and knowledge are the foundation for individual and collective life-long learning and decision-making. Graduates of the Department of Arts and Sciences will be prepared to achieve their personal and professional aspirations and be qualified to pursue graduate studies.

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 (9 credits)

Islamic Culture (One course)

The Islamic Culture requirement is designed to deepen the students' awareness of the Qur'anic methods for the knowledge of God, His Existence, the fundamentals of faith and the source of legislation. ISM 101 should be completed to fulfill this requirement.

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. Completion of ARA100 is compulsory for satisfying this requirement.

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 college level mathematical skills. Students are urged to satisfy this requirement by the end of the second year (sophomore). Course satisfying the mathematics or statistics requirement include MTH 110 or MTH 112 or QM 100

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 (Three 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)

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 21 credits are 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. The requirements are:

Course Code	Course Title	Cr	Prerequisite
English language, Mathematics and Use of Computers			
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	
Islamic Studies, History, or Culture			
GED 100	Islamic Studies	3	
Humanities or Arts			
GED 110	UAE Society	3	
English, Arabic, or other languages			
GED 120	Communications Skills in Arabic	3	
Natural or Physical Sciences Requirement (3 credits)			
GED 130	Introduction to GIS	3	
GED 140	Conceptual Physics	3	
Social or Behavioral Sciences Requirement (6 credits)			
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.

CORE COURSES			
Course #	Course Title	45 CR	Prerequisite
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

CORE REQUIREMENTS / ELECTIVES (15 CREDITS)

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

CONCENTRATION COURSES			
Course #	Course Title	21 CR	Prerequisite
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
Semester 1 (Level 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
					15
Semester 2 (Level 2)	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
					15
Semester 3 (Level 3)	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
					18
Semester 4 (Level 4)	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
					15
Semester 5 (Level 5)	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
					15
Semester 6 (Level 6)	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
	ENG	Major Elective (2)	CRE		3
		Social or behavioral Sciences (2)	UR/E		3
					15
Semester 7 (Level 7)	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
					15
Semester 8 (Level 8)	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
					15

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 ECU and who otherwise qualify for admission to ECU 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 college 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.

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 College 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 college 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
English language, mathematics and use of computers			
ENG 101	Composition and Modern English I	3	
ENG 102	Composition and Modern English	3	ENG 101
MTH 100	College Algebra	3	
CIT 100	Computer Concepts and	3	
Islamic studies, history, or culture			
GED 100	Islamic Studies	3	
Humanities or arts			
GED 110	UAE Society	3	
English, Arabic, or other languages			
GED 120	Communication Skills in Arabic	3	
Natural or physical sciences requirement (3 credits)			
GED 130	Introduction to GIS	3	
GED 140	Conceptual Physics	3	
Social or behavioral Sciences requirement (6 credits)			
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
ACC 191	Principles of Accounting I	3	
ACC 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
Select two additional courses from the following:			
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.

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

- b. 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.
- c. 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
Select two major electives:			
	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

- To develop students' writing, oral and listening skills to enable them to effectively communicate and interact with peers in organizational and professional levels.
- 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

- 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

- 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

- 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	
Select two major electives:			
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
					15
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
					15
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
					15
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
					15
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
		Social/Behavioral Sc. Elective (2)	UR/E		3
					15
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
					15
Semester 7		Accounting Specialization Elective (1)	CNE		3
	ACT 396	Accounting Information Systems	CNR	ACT 292, CIT 200	3
	BUS 390	Internship	CRR	Jr. / Sr. standing	3
	MGT 373	Operations Management	CRR	MGT 271, QM 241	3
		Free Elective (2)	FRE		3
					15
Semester 8		Accounting Specialization Elective (2)	CNE		3
	ACT 409	International Accounting	CNR	ACT 338	3
	ACT 411	Government and Non-Profit	CNR	ACT 338	3
	MGT 476	Strategic Management (Capstone)	CRR	Final Sem.	3
		Free Elective (3)	FRE		3
					15

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
					15
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
					15
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
					15
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
					15
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
		Social/Behavioral Sc. Elective (2)	UR/E		3
					15
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
					15
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. standing	3
	MGT 373	Operations Management	CRR	MGT 271, QM 241	3
					15
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
					15

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
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
					15
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
					15
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
					15
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
					15
Semester 5	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
		Social/Behavioural Sc. Elective (2)	UR/E		3
					15
Semester 6		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
					15
Semester 7	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. standing	3
	MGT 373	Operations Management	CRR	MGT 271, QM 241	3
		Free Elective (2)			3
					15
Semester 8		Real Estate Elective (2)	CNE		3
	RED 411	Real Estate Law	CNR	RED 301 LAW231	3
	RED 415	Introductions to Urban Planning	CNE		3
	MGT 476	Strategic Management (Capstone)	CRR	Final Sem.	3
		Free Elective (3)	FRE		3
					15

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)

ACT	191	Principles of Accounting I	3-0-3
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>			
ACT	292	Principles of Accounting II	3-0-3
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>			
ACT	337	Intermediate Accounting I	3-0-3
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>			
ACT	338	Intermediate Accounting II	3-0-3
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>			
ACT	365	Cost Accounting	3-0-3
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>			
ACT	373	Special Topics in Accounting	3-0-3
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>			
ACT	396	Accounting Information Systems	3-0-3
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. *Prerequisites: ACT 292, CIT 200*

ACT	405	Auditing	3-0-3
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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. *Prerequisite: ACT 338*

ACT	407	Advanced Accounting	3-0-3
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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. *Prerequisite: ACT 338*

ACT	409	International Accounting	3-0-3
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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. *Prerequisite: ACT 338*

ACT	411	Government and Non-Profit Accounting	3-0-3
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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. *Prerequisite: ACT 338*

Business courses (BUS)

BUS	380	Business Research Methods	3-0-3
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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. *Prerequisite: None*

BUS	390	Internship	150 hours of Internship counts for three credit hours
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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*

Computer Information Systems Courses (CIT)

CIT	100	Computer Concepts and Applications	2-2-3
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. <i>Prerequisite: None</i>			
CIT	200	Introduction to Information Systems	3-0-3
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. <i>Prerequisite: CIT 100</i>			

Economics COURSES (ECO)

ECO	251	Principles of Microeconomics	3-0-3
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>			
ECO	252	Principles of Macroeconomics	3-0-3
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. <i>Prerequisite: None</i>			

English Courses (ENG)

ENG	001	Elementary level	None
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>			
ENG	002	Intermediate level	None
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>			
ENG	003	Advanced Level	None
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. Prerequisite: English Placement Test Score equivalent to ENG 003 or passing grade in ENG 002

ENG	101	Composition And Modern English I	(3-0-3)
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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.

ENG	102	Composition and Modern English II	(3-0-3)
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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. Prerequisite: ENG 101

ENG	112	Reading Skills	(3-0-3)
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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. 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

ENG	114	English Grammar	(3-0-3)
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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

ENG	202	Business Communication	(3-0-3)
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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

ENG	205	Advanced English Writing Skills	(3-0-3)
<p>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</p>			
ENG	210	Speech Communication	(3-0-3)
<p>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</p>			
ENG	220	Literature in the Modern World	(3-0-3)
<p>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</p>			
ENG	225	Language and Linguistics	(3-0-3)
<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>			
ENG	231	Syntax I	(3-0-3)
<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>			
ENG	232	Phonetics and Phonology	(3-0-3)
<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>			

ENG	233	Morphology and Lexical Studies	(3-0-3)
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			
ENG	234	Discourse Analysis	(3-0-3)
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			
ENG	310	Advanced English Grammar	(3-0-3)
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			
ENG	325	Sociolinguistics	(3-0-3)
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; 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)
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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)
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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)
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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)
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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

ENG	342	Translation Theory and Practice	(3-0-3)
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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. 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. Prerequisite ENG 340

ENG	344	Introduction to Consecutive Interpreting	(3-0-3)
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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

ENG	401	Business and Legal Translation	(3-0-3)
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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 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. Prerequisite ENG 340

ENG	420	Creative Writing	(3-0-3)
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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'. Prerequisite ENG 205

ENG	433	Computer-Assisted Language Learning	(3-0-3)
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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

ENG	434	Contrastive Linguistics	(3-0-3)
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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

ENG	441	Translation of Literary Texts	(3-0-3)
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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

ENG	442	Multimedia Translation	(3-0-3)
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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

ENG	471	Consecutive Interpreting I	(3-0-3)
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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

ENG	472	Consecutive Interpreting II	(3-0-3)
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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

ENG	490	Practicum/Training	150 hours of Internship counts for three credit
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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.

Finance Courses (FIN)

FIN	331	Managerial Finance	3-0-3
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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. *Prerequisite: ACT 292*

FIN	341	Corporate Finance	3-0-3
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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 other aspects of finance and accounting are discussed in relation to corporate decision making. *Prerequisite: FIN 331*

FIN	345	Bank Management	3-0-3
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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*

FIN	347	Investment Management	3-0-3
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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*

FIN	351	Financial Institutions & Markets	3-0-3
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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*

FIN	361	Islamic Finance	3-0-3
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. <i>Prerequisite: FIN 331</i>			
FIN	373	Special Topics in Finance and Banking	3-0-3
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. <i>Prerequisite: FIN 341</i>			
FIN	407	Risk & Insurance Management	3-0-3
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. <i>Prerequisite: FIN 331</i>			
FIN	419	International Financial Management	3-0-3
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. <i>Prerequisite: FIN 341</i>			
FIN	436	Financial Derivatives	3-0-3
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. <i>Prerequisite: FIN 341</i>			

General Education Courses (GED)

GED	100	Islamic Studies	3-0-3
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 beliefs. <i>Prerequisite: None</i>			
GED	110	UAE Society	3-0-3
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 as a whole. <i>Prerequisite: none</i>			

GED	120	Communications Skills in Arabic	3-0-3
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. <i>Prerequisite: none</i>			
GED	130	Introduction to Geographic Information Systems	1-4-3
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. <i>Prerequisite: None</i>			
GED	140	Conceptual Physics	3-0-3
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. <i>Prerequisite: None</i>			
GED	150	Critical Thinking	3-0-3
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. <i>Prerequisite: None</i>			
GED	160	Psychology in Everyday Life	3-0-3
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. <i>Prerequisite: None</i>			
GED	170	Ethics and the Modern World	3-0-3
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. <i>Prerequisite: None</i>			
GED	180	Human Behavior and Socialization	3-0-3
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. <i>Prerequisite: None</i>			

Law Course (LAW)

LAW	231	Legal Environment of Business	3-0-3
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. <i>Prerequisite: None</i>			

Management Courses (MGT)

MGT	271	Principles of Management	3-0-3
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. <i>Prerequisite: None</i>			
MGT	373	Operations Management	3-0-3
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. <i>Prerequisite: MGT 271, QM 241</i>			
MGT	476	Strategic Management	3-0-3
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. <i>Prerequisite: Senior Standing</i>			

Marketing Course (MKT)

MKT	361	Principles of Marketing	3-0-3
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. <i>Prerequisite: None</i>			

Mathematics Courses (MTH)

MTH	100	College Algebra	3-0-3
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. <i>Prerequisite: None</i>			
MTH	120	Business Calculus	3-0-3
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. <i>Prerequisite: MTH 100</i>			

Real Estate Development & Investment Courses (RED)

RED	301	Introduction to Real Estate	3-0-3
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*

RED	331	Real Estate Development	3-0-3
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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*

RED	335	Real Estate Appraisal & Investments I	3-0-3
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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*

PDI	336	Real Estate Finance	3-0-3
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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*

RED	353	Real Estate Management	3-0-3
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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*

RED	411	Real Estate Law	3-0-3
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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*

RED	415	Introductions to Urban Planning	3-0-3
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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*

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

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>			