

CUCA

كلية المدينة الجامعية بعجمان
CITY UNIVERSITY
COLLEGE OF AJMAN

COLLEGE CATALOG

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About CUCA

The City University College of Ajman (CUCA), located in the emirate of Ajman, is officially licensed since 1 August 2011, under the name of *City University College of Ajman*, from the Ministry of Education – Higher Education Affairs of the United Arab Emirates, to award degrees in higher education.

CUCA received initial accreditation in January 2012 for a Bachelor of Business Administration (BBA) degree program with two specializations: Finance and Accounting, and Marketing. The semester started with 45 students and 7 faculty members.

Since then, CUCA has expanded rapidly. In Fall 2018, we have 60 full-time faculty members, 2050 students of diverse nationalities enrolled in 5 programs and 17 specializations, and 1010 students graduated in the last 3 years. In addition, in September 2017 the College became a member of AACSB, an international accrediting agency for business schools. This tangible success has been an outcome of the dedication of the management, faculty and staff members.

In 2015, CUCA commenced the construction of its State-of-the-Art new campus in the city of Ajman.

Phase 1 of the campus was completed in November 2017 with a capacity of 3500 students. Phase 2 and 3, when completed, will have a total capacity of 7500 students. In mid-December 2017, CUCA moved to its new campus.

CUCA is strongly committed to offering top quality educational programs that will have significant and positive impact on society. The College strategic plan for 2018-2023 explains how it will continue in its path of success, amid internal and external challenges. The focus of the plan is to build on the previous efforts to enhance student experience and research, improve internationalization strategy and internal processes effectiveness. It defines how CUCA will steadfastly move with continuous improvement for all stakeholders. Delivering this plan will require responsiveness to changes on the part of the Board, faculty, administrative staff, and students in both the internal and external environments.

This document is divided into 4 sections. Section 1 gives an overview of the College. Sections 2 describes the strategic plan and its effectiveness. Sections 3 and 4 describe, respectively, how the College manages operational risk, and the growth projections.

Vision

City University College of Ajman (CUCA) aspires to become a distinguished comprehensive College at the national, regional, and international levels.

Mission

The mission of City University College of Ajman is to offer a competitive fee structure and sustainable top-quality, and market-driven academic programs that foster individual growth. It facilitates a teaching and learning environment centered on critical thinking, innovation, and creativity, while facilitating high level of employability, regionally and globally for its graduates. CUCA provides its students with diverse education programs in the fields of humanities and social sciences, informatics, engineering and health sciences. In addition, CUCA contributes to the development of knowledge economy as it promotes research and scholarly activities and community engagement.

Core Values

Excellence

in all College functions including our academic programs, student support, community engagement, and other services.

Empowerment

by delegating authority and accountability to all faculty and staff members to promote efficiency and problem-solving at all levels.

Motivation

through our recognition and rewards program while ensuring everyone feels that they are an integral part of the CUCA team.

Diversity

in teaching and learning for students from different cultural backgrounds to establish a top-notch learning environment.

Integrity

in any activity within and outside of the College.

Ethics

through honesty and transparency, coupled with trust, responsibility, and honor.

Respect

for all individuals, along with the customs and practices of the UAE.

Teamwork

in all College activities, especially between faculty, staff members, and students.

Preparedness

by anticipating change and responding to the requirements of our stakeholders.

Dedication

to the profession of teaching and improving the total learning experience for our students.

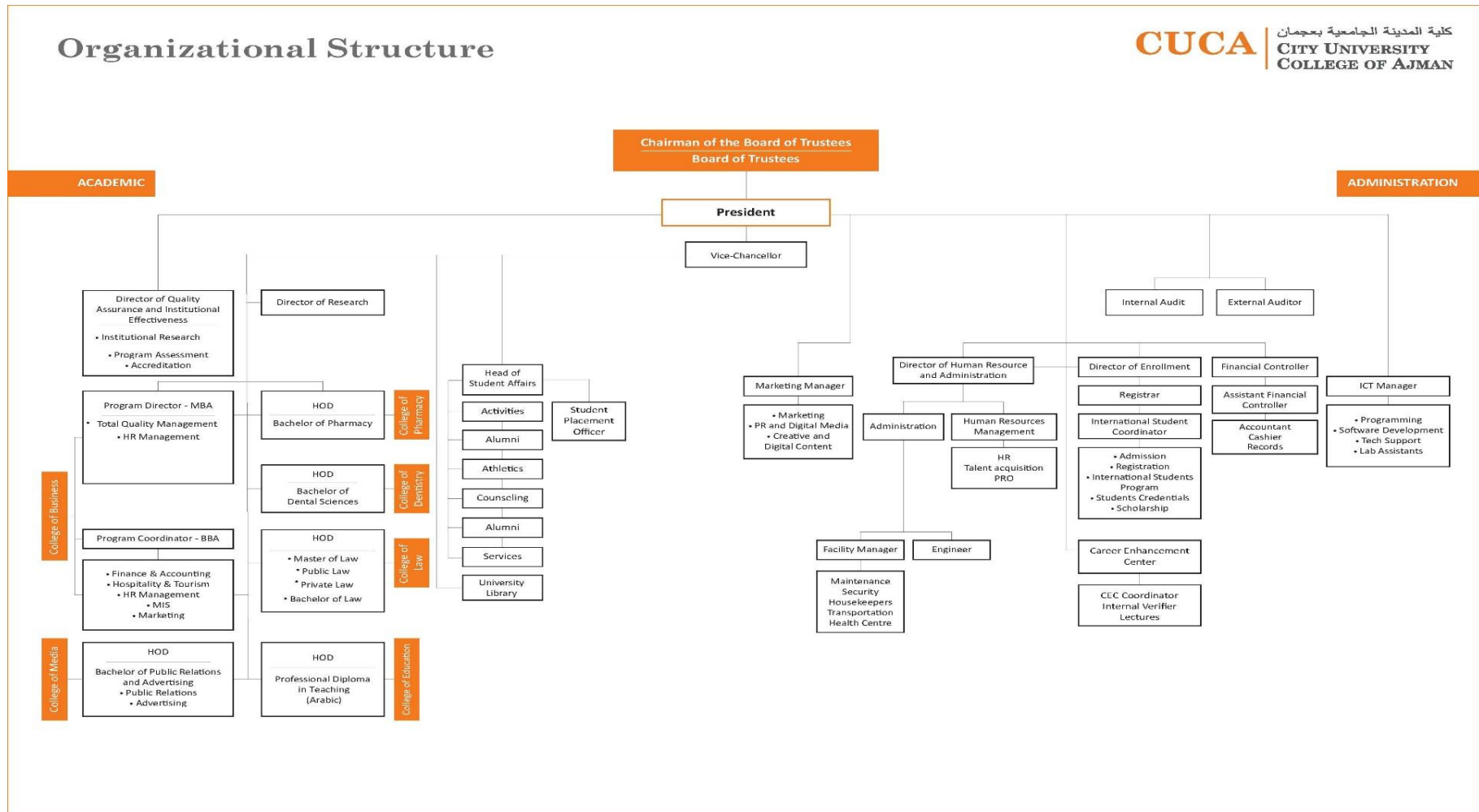
Innovation

By encouraging and supporting innovation, at the academic and administrative levels, to provide solutions for improving teaching and learning, and contributing to the growth of the UAE society.

Leadership

By empowering our students, faculty, and staff to be more aware of their strengths, innovation, and creativity.

Organizational Chart



Current Programs and Accreditation

Business Administration (English and Arabic)

Bachelor of Business Administration (English)	Date of initial Accreditation
Concentrations:	
Accounting and Finance	January 2012
Hospitality and Tourism Management	December 2013
Human Resource Management (English)	July 2012
Management Information System	July 2012
Marketing	January 2012

Master of Business Administration (English)	Date of initial Accreditation
Concentrations:	
Total Quality Management	February 2015
Human Resource Management	February 2015

Program Title	Date of initial Accreditation
Bachelor of Human Resource Management (Arabic)	October 2013

Law (Arabic)

Master of Law	Date of initial Accreditation
Specializations:	
Public Law	January 2015
Private Law	January 2015

Program Title	Date of initial Accreditation
Bachelor of Law	February 2013

Public Relations and Advertising (Arabic)

Bachelor of Public Relations and Advertising (Arabic)	Date of initial Accreditation
Specializations:	
Public Relations	February 2014
Advertising	February 2014

Professional Diploma in Teaching (Arabic)

Program Title	Date of initial Accreditation
Professional Diploma in Teaching	March 2014

Health Sciences

Program Title	Date of initial Accreditation
Bachelor of Pharmacy	December 2018

Program Title	Date of initial Accreditation
Bachelor of Dental Surgery	July 2019

Academic Programs

The General Education

Goals:

1. Develop and continually improve oral and written communication skills.
2. Increase awareness of Islamic culture, ethics, and personal values.
3. Acquire well-rounded general knowledge skills in order to function effectively in modern society.
4. Develop problem-solving skills for use in both academic and professional settings.
5. Acquire and use information literacy skills.
6. Maintain a quest for lifelong learning and personal development.

Program Learning Outcomes

Students who complete the CUCA General Education Program will be able to:

1. Use information technology in business.
2. Solve mathematical and environmental science problems.
3. Think critically, ethically and culturally.
4. Demonstrate English literacy.
5. Study effectively for personal and professional development.

Course Number	Course Name	Credit Hours
CIS 101	Computer Fundamentals	3
ENG 101	English I	3
ENG 102	English II	3
ENV 201	Environmental Science	3
HUM 101	Critical Thinking	3
MTH 101	College Mathematics	3
REL 201	Islamic Studies	3
SOC 101	Introduction to Sociology	3
SSS 101	Study Skills	3
UAE 201	UAE Studies	3
BUS 204	Innovation and Entrepreneurship	3
	TOTAL	33

Course Descriptions

General Education Courses

Computer Applications • CIS 101

This course offers students exposure to basic personal computer operation and commonly-used programs. Included is familiarization with and practical use of word processing, spreadsheet, database, presentation, database, network, and internet software.

Communication Skills in Arabic • ACS 101

يتضمن هذا المساق تدريس المهارات الرئيسية التي يحتاج إليها الطالب في تعليم وتعلم اللغة العربية من الاستماع ، والتحدث ، والقراءة ، والكتابة ، وذلك من خلال التدريب على نصوص مختارة من القرآن الكريم، والسنة النبوية المطهرة، والأدب العربي شعره ونثره، ويهدف هذا المساق إلى إكساب الطالب القدرة على التعبير والاتصال الفعال عن نفسه ، والقدرة على إقناع الآخرين ، واستيعاب معارفهم وخبراتهم ، وكذلك القدرة على حل المشكلات بفاعلية ، من خلال توظيف واستخدام المهارات الرئيسية للغة العربية في المواقف اللغوية المختلفة ، والتي تتطلب منه اتخاذ القرار المناسب ؛ لتحقيق أهدافه.

Communication Skills in Arabic (For non-Arabs)

This course comprises the principal requirements that teach students the basic skills they need for learning Arabic Language such as listening, speaking, reading and writing through shortlisting some texts from the Holy Quran, the honorable Prophetic Sunnah. This course also aims at enabling students to communicate and express their own views and persuade other people and absorb their knowledge and expertise. Furthermore, it aims at qualifying students to solve the problems that require making the right decision to achieve their goals by utilizing the basic skills of Arabic language in different linguistic situations effectively.

Statistics • STE 201

This course is designed to understand common statistical computations and their practical uses in health care settings. Topics explored include the current health care industry, basic math and statistical computations, vital statistics and mortality rates, census and occupancy rates. The course includes theoretical and practical lectures to keep students engaged in the material, while ensuring a practical and discerning knowledge of key data and statistical concepts.

Islamic Studies • REL 201

The Islamic Studies course introduces Islam in a manner that the students can relate it to their life and the society at large. The pillars of Eeman and Islam are taught with a view to explain what Islam stands for as a code of life. The culture of Islam is explained in detail in a comparative way with the other cultures. The course begins with the basics of Islam. The main teachings of Islam are imparted with a modern outlook, relating it to the current world and its challenges. It shows the great role of Islamic civilization on humanity. The course is taught with a view to provide solutions to the existing problems in the light of Islam.

Innovation and Entrepreneurship • BUS 204

In this course, students explore the key theories and research on entrepreneurship and innovation, and then examine their application in the broader and contemporary context. This includes corporate and public services, emerging technologies and economies, sustainability and development, and creating and capturing value from entrepreneurship and innovation. Readings, case studies, and discussions help organize the course material with clear and essential links between entrepreneurship and innovation. Finally, students will develop a comprehensive business plan.

Environmental Science • ENV 201

This interdisciplinary approach to our world emphasizes the history of environmental concerns, species interaction (both with each other and their environment), air, water, soil and biological resources, population dynamics, toxicology, energy sources, waste management, renewable energy, hazardous chemicals and other related topics. Basic principles of science are incorporated throughout the course.

Critical Thinking • HUM 101

This course explores the process of thinking critically and helps students think more clearly, insightfully, and effectively. Relevant examples drawn from student experiences and contemporary situations help students develop the abilities to solve problems, analyze issues, and make informed decisions in their academic, career, and personal lives. The course includes substantive readings, structured writing assignments, and ongoing discussions designed to help students develop language skills while fostering sophisticated thinking abilities.

Research Methods • RME 301

The course is designed to introduce research process where students learn to understand the problems and formulate research questions and hypotheses. Students gain insight into choosing the right research design, construction of research instruments, sampling, both qualitative and quantitative data collection, data analysis and report presentation.

Bachelor of Business Administration

BBA Program Learning Outcomes

Students after graduation students will be able to:

1. Apply appropriate business theories and practices to solve routine and unpredictable problems.
2. Adapt to professional and responsible roles, independently and collectively, to achieve intended outcomes.
3. Practice professional integrity and ethical standards in a socially responsible manner.
4. Communicate effectively, using a variety of tools and methods, as individuals and in teams in professional work-related contexts.

Each specialization has 3 additional program learning outcomes, as follows:

Finance and Accounting

1. Express substantive knowledge in various accounting and finance concepts and theories.
2. Exhibit appropriate competencies and skills to practice various financial and accounting functions.
3. Develop advanced approaches, strategies and practices for improving the financial performance of an organization.

Human Resource Management

1. Demonstrate an understanding of strategic human resource management function to manage a dynamic workforce.
2. Analyze human resources management policies and practices related to labor, employment, safety, health legislation, and other related regulations.
3. Apply advanced practices to achieve global competitive advantage.

Management Information System

1. Design software systems to meet contemporary business needs.
2. Apply MIS skills to solve business problems related to their field of work.

3. Evaluate the effective solutions for real world problems.

Marketing

1. Demonstrate an understanding of marketing concepts to manage customers and marketing activities, across dynamic global contexts.
2. Develop marketing strategies for generating new markets and new business.
3. Relate to the contemporary practices of marketing, by implementing responsibly, individually or in teams.

Hospitality and Tourism Management

Students after graduation students will be able to:

1. Exhibit responsibility and autonomy in managing events.
2. Create hospitality and tourism related programs individually and in collaboration with qualified practitioners.
3. Solve scientific solutions to enterprise challenges

Study Plans

BBA - Finance and Accounting

Year 1 • Semester 1					Year 3 • Semester 5				
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
BUS	101	Introduction to Business	3		BUS	301	Business Research Methods	3	BUS 102; CIS 101
ENG	101	English I	3		ACC	301	Cost Accounting	3	ACC 202
MTH	101	College Mathematics	3		BUS	302	Business Law	3	ECO 201
SOC	101	Introduction to Sociology	3		MKT	302	Principles of Marketing	3	ECO 201
SSS	101	Study Skills	3		MGT	302	Management & Org Behavior	3	ECO 201
Total Credit Hours			15		Total Credit Hours			15	
Year 1 • Semester 2					Year 3 • Semester 6				
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
ACC	101	Accounting I	3		ACC	302	Intermediate Accounting	3	ACC 202
CIS	101	Computer Fundamentals	3		FIN	302	Financial Institutions	3	FIN 301
HUM	101	Critical Thinking	3		MGT	303	MIS	3	CIS 101; ECO 201
BUS	102	Business Statistics	3	MTH 101	MGT	304	International Management	3	ECO 201
ENG	102	English II	3	ENG 101	ACC	304	International Accounting	3	ACC 202
Total Credit Hours			15		Total Credit Hours			15	
Year 2 • Semester 3					Year 4 • Semester 7				
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
ECO	201	Microeconomics	3		ACC	303	Accounting Information Systems	3	ACC 101
UAE	201	UAE Studies	3		FIN	306	Business Finance	3	BUS 102; FIN 301
BUS	201	Business Communication	3		BUS	401	Business Policy & Strategy	3	FIN 301, MGT 302, MKT 302
ACC	202	Managerial Accounting	3	ACC 101	MGT	402	Operations Management	3	BUS 102
BUS	202	Business Ethics	3		ACC	403	Auditing	3	ACC 302
Total Credit Hours			15		Total Credit Hours			15	
Year 2 • Semester 4					Year 4 • Semester 8				
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
ENV	201	Environmental Science	3		FIN	402	Corporate Finance	3	FIN 306
REL	201	Islamic Studies	3		ACC	402	Governmental Accounting ★	3	ACC 302
RELA	201	Islamic Studies (Arabic)			FIN	405	Investment Management ★		FIN 306
ECO	202	Macroeconomics	3	ECO 201	FIN	404	Banking Operations		FIN 302
BUS	204	Innovation & Entrepreneurship	3	BUS 101; ECO 201	FIN	495	Internship	3	90 Credits
FIN	301	Financial Management	3	ACC 101, BUS 102	FIN	499	Financial Statement Analysis (Capstone)	3	ACC 302; FIN 306; BUS 301
Total Credit Hours			15		Total Credit Hours			15	
* Elective Course					Cumulative Credit Hours			120	

NOTES:

- Students can finish the BBA program in less time by completing summer courses.
- Students must complete Islamic Studies in either Arabic or English.
- Students must select specialization courses from their program major.
- The Internship is after year three. Students must successfully complete 90 credit hours to qualify for the Internship.
- The capstone course in all specializations is required for graduation.
- Students choose 1 of 2 elective courses.

BBA – Human Resource Management

Year 1 • Semester 1				Year 3 • Semester 5			
COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE
BUS 101	Introduction to Business	3		BUS 204	Innovation & Entrepreneurship	3	BUS 101; ECO 201
ENG 101	English I	3		BUS 301	Business Research Methods	3	BUS 102; CIS 101
MTH 101	College Mathematics	3		BUS 302	Business Law	3	ECO 201
SOC 101	Introduction to Sociology	3		MGT 302	Management & Organization Behavior	3	ECO 201
SSS 101	Study Skills	3		MGT 303	Management Information System	3	CIS 101, ECO 201
Total Credit Hours		15		Total Credit Hours		15	
Year 1 • Semester 2				Year 3 • Semester 6			
COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE
ACC 101	Accounting I	3		MGT 304	International Management	3	ECO 201
BUS 102	Business Statistics	3	MTH 101	MKT 302	Principles of Marketing	3	ECO 201
CIS 101	Computer Fundamentals	3		HRM 301	Staffing Organizations	3	HRM 201
ENG 102	English II	3	ENG 101	HRM 302	Employee Training and Development	3	HRM 201
HUM 101	Critical Thinking	3		HRM 303	Career Management *	3	HRM 201
Total Credit Hours		15		Total Credit Hours		15	
Year 2 • Semester 3				Year 4 • Semester 7			
COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE
ACC 202	Managerial Accounting	3	ACC 101	HRM 314	Employment Law: Theory	3	HRM 201, BUS 302
BUS 201	Business Communication	3		HRM 350	Performance and Compensation Management	3	HRM 201
BUS 202	Business Ethics	3		HRM 351	Occupational Safety and Health	3	HRM 201
ECO 201	Microeconomics	3		HRM 352	Quality of Work Life *	3	HRM 201
REL 201	Islamic Studies (in English)	3		BUS 401	Business Policy & Strategy	3	FIN 301, MGT 302, MKT 302
RELA 201	Islamic Studies (Arabic)			MGT 402	Operations Management	3	BUS 102
Total Credit Hours		15		Total Credit Hours		15	
Year 2 • Semester 4				Year 4 • Semester 8			
COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE
ECO 201	Macroeconomics	3		HRM 403	Global Workforce Management	3	HRM 201, MGT 304
FIN 301	Financial Management	3	ACC 101, BUS 102	HRM 404	Applying Employment Law	3	HRM 314
HRM 201	Human Resource Management	3	BUS 101	HRM 410	Leadership and Organization Development	3	HRM 350
ENV 201	Environmental Science	3		HRM 411	Special Topics in HRM *	3	HRM 302
UAE 201	UAE Studies (in English)	3		HRM 495	Internship (HRM)	3	90 Credit Hours of course work
UAEA 201	UAE Studies (in Arabic)			HRM 499	Strategic HRM (Capstone)	3	HRM 301, HRM 302, HRM 350, HRM 351
Total Credit Hours		15		Total Credit Hours		15	
* Elective Course				Cumulative Credit Hours		120	

NOTES:

- Students can finish the BBA program in less time by completing summer courses.
- Students must complete Islamic Studies and UAE Studies in either Arabic or English.
- Students must select specialization courses from their program major.
- The Internship is after year three. Students must successfully complete 90 credit hours to qualify for the Internship.
- The capstone course in all specializations is required for graduation.
- Students choose 1 of 3 elective courses.

BBA - Marketing

Year 1 • Semester 1				Year 3 • Semester 5			
COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE
BUS 101	Introduction to Business	3		BUS 301	Business Research Methods	3	ECO 201
ENG 101	English I	3		MGT 302	Mgt and Organizational Behavior	3	ECO 201
MTH 101	College Mathematics	3		MGT 303	Management Information Systems	3	CIS 101; ECO 201
SOC 101	Introduction to Sociology	3		FIN 301	Financial Management	3	ACC 101
SSS 101	Study Skills	3		MKT 303	Consumer Behavior	3	MKT 302
Total Credit Hours		15		Total Credit Hours		15	
Year 1 • Semester 2				Year 3 • Semester 6			
COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE
ACC 101	Accounting I	3		BUS 302	Business Law	3	ECO 201
BUS 102	Business Statistics	3	MTH 101	MGT 304	International Management	3	ECO 201
CIS 101	Computer Fundamentals	3		MKT 304	Supply Chain Management	3	MKT 302
ENG 102	English II	3	ENG 101	MKT 305	Integrated Marketing Communications	3	MKT 302
HUM 101	Critical Thinking	3		MKT 306	Retail Management*	3	MKT 302
Total Credit Hours		15		Total Credit Hours		15	
Year 2 • Semester 3				Year 4 • Semester 7			
COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE
ACC 202	Managerial Accounting	3	ACC 101	MGT 402	Operations Management	3	BUS 301
BUS 201	Business Communication	3		BUS 401	Business Policy and Strategy	3	FIN 301, MGT 302, MKT 302
BUS 202	Business Ethics	3		MKT 307	Sales Management*	3	MKT 302
ECO 201	Microeconomics	3		MKT 308	Business-to-Business Marketing*	3	MKT 302
REL 201	Islamic Studies	3		MKT 309	Marketing Research	3	MKT 302; BUS 301
RELA 210	Islamic Studies	3		MKT 310	Marketing Strategy	3	MKT 302
Total Credit Hours		15		Total Credit Hours		15	
Year 2 • Semester 4				Year 4 • Semester 8			
COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE
BUS 204	Innovation and Entrepreneurship	3	BUS 101; ECO 201	MKT 402	Brand Marketing	3	MKT 302
ECO 202	Macroeconomics	3	ECO 201	MKT 403	Services Marketing	3	MKT 302
MKT 302	Principles of Marketing	3	ECO 201	MKT 404	International Marketing	3	MKT 302
ENV 201	Environmental Science	3		MIS 495	Internship - Marketing	3	90 Cr. Hrs.; MKT 309
UAE 201	UAE Studies	3		MIS 499	Capstone - Marketing Management	3	90 Cr. Hrs.; MKT 309
Total Credit Hours		15		Total Credit Hours		15	
* Elective Course (Student should select 3 courses from 4 listed)				Cumulative Credit Hours		120	

BBA – Management Information System

Year 1 • Semester 1				Year 3 • Semester 5					
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
BUS	101	Introduction to Business	3		BUS	301	Business Research Methods	3	ECO 201
ENG	101	English I	3		MGT	302	Mgt and Organizational Behavior	3	ECO 201
MTH	101	College Mathematics	3		MGT	303	Management Information Systems	3	CIS 101; ECO 201
SOC	101	Introduction to Sociology	3		MIS	201	Discrete Mathematics	3	MTH 101
SSS	101	Study Skills	3		MKT	302	Principles of Marketing	3	ECO 201
Total Credit Hours			15		Total Credit Hours			15	
Year 1 • Semester 2				Year 3 • Semester 6					
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
ACC	101	Accounting I	3		BUS	302	Business Law	3	ECO 201
BUS	102	Business Statistics	3	MTH 101	MGT	304	International Management	3	ECO 201
CIS	101	Computer Fundamentals	3		MGT	402	Operations Management	3	BUS 102
ENG	102	English II	3	ENG 101	MIS	301	Foundations of Databases	3	CIS 101 MGT 303
HUM	101	Critical Thinking	3		MIS	302	Foundations of Programming	3	MIS 201
Total Credit Hours			15		Total Credit Hours			15	
Year 2 • Semester 3				Year 4 • Semester 7					
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
ACC	202	Managerial Accounting	3	ACC 101	MIS	303	Data Communication for Business	3	MGT 303
BUS	201	Business Communication	3		MIS	304	Advanced Databases Systems	3	MIS 301
BUS	202	Business Ethics	3		MIS	305	Advanced Programming	3	MIS 302
ECO	201	Microeconomics	3		MIS	306	Structured System Analysis & Design	3	MIS 301
REL	201	Islamic Studies	3		MIS	401	Information Systems Project Mgt	3	MIS 301 MIS 302
RELA	201	Islamic Studies (Arabic)			Total Credit Hours			15	
Total Credit Hours			15		Total Credit Hours			15	
Year 2 • Semester 4				Year 4 • Semester 8					
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
BUS	204	Innovation and Entrepreneurship	3	BUS 101;ECO 201	BUS	401	Business Policy and Strategy	3	FIN 301, MGT 302, MKT 302
ECO	202	Macroeconomics	3		MIS	402	Innovation & Emerging Technologies	3	MIS 304
FIN	301	Financial Management	3	ACC 101	MIS	403	Web Programming for Business ★	3	MIS 304
ENV	201	Environmental Science	3		MIS	404	Principles of Information and Cybersecurity ★		MIS 304
UAE	201	UAE Studies	3		MIS	407	Object Oriented Sys Analysis & Design ★		MIS 305
Total Credit Hours			15		MIS	495	MIS Internship	3	90 CR; MIS 304 MIS 305
Total Credit Hours			15		MIS	499	MIS Capstone	3	90 CR; MIS 304 MIS 305
Total Credit Hours			15		Total Credit Hours			15	
Total Credit Hours			15		Cumulative Credit Hours			120	

★ Elective Course

BBA - Hospitality and Tourism Management

Year 1 • Semester 1				Year 3 • Semester 5			
COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE
BUS 101	Introduction to Business	3		BUS 301	Business Research Methods	3	BUS 102; CIS 101
ENG 101	English I	3		ACC 301	Cost Accounting	3	ACC 202
MTH 101	College Mathematics	3		BUS 302	Business Law	3	ECO 201
SOC 101	Introduction to Sociology	3		MKT 302	Principles of Marketing	3	ECO 201
SSS 101	Study Skills	3		MGT 302	Management & Org Behavior	3	ECO 201
Total Credit Hours		15		Total Credit Hours		15	
Year 1 • Semester 2				Year 3 • Semester 6			
COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE
ACC 101	Accounting I	3		ACC 302	Intermediate Accounting	3	ACC 202
CIS 101	Computer Fundamentals	3		FIN 302	Financial Institutions	3	FIN 301
HUM 101	Critical Thinking	3		MGT 303	M I S	3	CIS 101; ECO 201
BUS 102	Business Statistics	3	MTH 101	HTM 301	Introduction to Food Production (with Lab)	3	HTM 201
ENG 102	English II	3	ENG 101	HTM 302	Financial Accounting for the Hospitality Industry*	3	ACC 202
Total Credit Hours		15		Total Credit Hours		15	
Year 2 • Semester 3				Year 4 • Semester 7			
COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE
ECO 201	Microeconomics	3		HTM 310	Tourism Management and Development	3	HTM 201
UAE 201	UAE Studies	3		HTM 351	Introduction to Event Management	3	MGT 302
BUS 201	Business Communication	3		HTM 353	Meeting and Event Management	3	MGT 302
ACC 202	Managerial Accounting	3	ACC 101	HTM 410	Tour Guide Principles	3	HTM 301 HTM 310
BUS 202	Business Ethics	3		HTM 303	Hospitality Facilities Management *	3	MGT 302
				HTM 311	Food and Beverage Management (Elective)*	3	
				HTM 401	Lodging Management *	3	MGT 302
				HTM 411	Special Topics in Hospitality and Tourism*	3	HTM 310
Total Credit Hours		15		Total Credit Hours		15	
Year 2 • Semester 4				Year 4 • Semester 8			
COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE	COURSE CODE	COURSE NAME	CREDIT HOURS	PREREQUISITE
ENV 201	Environmental Science	3		HTM 350	Hospitality and Tourism Law and Ethics	3	BUS 302
REL 201	Islamic Studies	3		HTM 400	Hospitality Human Resource Management		HTM 201
RELA 201	Islamic Studies (Arabic)			HTM 354	Hospitality and Tourism Marketing		HTM 310 MKT 302
ECO 202	Macroeconomics	3	ECO 201	INT 495	Internship (HTM)		90 CR
BUS 204	Innovation & Entrepreneurship	3	BUS 101; ECO 201	HTM 499	Strategic Management for HTM (Capstone)	3	HTM 310
HTM 201	Introduction to the Hospitality and Tourism Industry	3		Total Credit Hours		15	
Total Credit Hours		15		Cumulative Credit Hours		120	

NOTES:

- Students can finish the BBA program in less time by completing summer courses.
- Students must complete Islamic Studies in either Arabic or English.
- Students must select specialization courses from their program major.
- The Internship is after year three. Students must successfully complete 90 credit hours to qualify for the Internship.
- The capstone course in all specializations is required for graduation.

Students choose 2 of 5 elective courses.

Course Descriptions

BBA Core Courses

Accounting 1 • ACC 1010

The significance of accounting and the challenges it presents. Extensive coverage and review of major concepts followed by practical exercises.

Managerial Accounting • ACC 202

The course will provide a study of the role of the management accountant in the preparation, analysis, and interpretation of accounting and financial data for business management purposes.

Introduction to Business • BUS 101

This course provides first-year students with an understanding of business systems and guides them to the field of business organizations. It intends to familiarize students with the basic concepts of business and introduce them to the terms used in business processes, operations, and organizations. The course emphasizes the importance of today's dynamic business environment, globalization, social responsibility, forms of ownership, human dimension, essentials of marketing and financial management.

Business Statistics • BUS 102

This course introduces students to statistical analysis and how it relates to business decision making. Students will learn how to apply statistical tools for the collection, presentation, description, analysis and interpretation of data in business contexts. Topics covered include variables, levels of measurements, basic survey design, descriptive measures, probability analysis, sampling and hypothesis testing, correlation, regression analysis, and time-series forecasting. The course includes theoretical and practical lectures.

Business Communication • BUS 201

The primary forms of communication used in business organizations today. A variety of strategies along with some of the technologies which support effective business communication.

Business Ethics • BUS 202

Traditional ethical theories and how they apply to business. The course provides an understanding of how ethical issues in business arise and some strategies to control or resolve them.

Innovation and Entrepreneurship • BUS 204

In this course, students explore the key theories and research on entrepreneurship and innovation, and then examine their application in the broader and contemporary context. This includes corporate and public services, emerging technologies and economies, sustainability and development, and creating and capturing value from entrepreneurship and innovation. Readings, case studies, and discussions help organize the course material with clear and essential links between entrepreneurship and innovation. Finally, students will develop a comprehensive business plan.

Business Research Methods • BUS 301

The course is designed to introduce the business research process where students learn to understand the managerial problems and formulate research questions and hypotheses. Students gain insight into choosing the right research design, construction of research instruments, sampling, both qualitative and quantitative data collection, data analysis and report presentation.

Business Law • BUS 302

This course introduces the legal framework of business and application of laws in business world. Emphasis is placed on contracts, negotiable instruments, and how court systems operate. Students learn ways to apply ethical issues and laws covered to selected business decision-making situations.

Business Policy and Strategy • BUS 401

The course offers the most recent theories and current practices in strategic management. The development and implementation of corporate strategies as well as functional strategies in various areas of business activity such as finance, sourcing, production, human resource management, marketing, and international business.

Microeconomics • ECO 201

An introduction to the analysis of the principles and problems at the microeconomic level. This course elaborates on the theories of demand and supply along with the various types of elasticity. It discusses the costs of production and the profit maximization for an individual firm under varying degrees of competition, pricing, and the deployment of resources.

Macroeconomics • ECO 202

Students will gain an understanding of the analysis of principles and problems at the macroeconomic level. The course examines the public and private sectors, national income, unemployment, inflation, income distribution, and fiscal and monetary policies as they relate to the economy.

Financial Management • FIN 301

The course gives an understanding and perspective on the financial management functions in an organization. It provides the ability to use tools like financial statement analysis, financial planning and working capital management. It enhances long term investment decisions through the use of valuation principles and equips students with the ability and confidence to tackle common financial problems in practice.

Principles of Marketing • MKT 302

This course describes the relationship between the firm and its customers, market opportunities and customer value. It analyzes the marketing environment and ways to manage marketing information. It helps the students to explain product, product life cycle, customer-driven marketing strategy, product decisions, pricing strategies, distribution channels and promotion mix.

Management and Organizational Behavior • MGT 302

This course provides an overview of the major functions of management like planning, organizing, staffing, leading, and controlling. It also provides a balanced coverage of all the key elements comprising the discipline of Organizational Behavior in a style that students will find both informative and interesting. Students will learn about the relation between structure and culture; leadership, motivation, teamwork, and communication.

Management Information Systems • MGT 303

The course provides an overview of Management Information Systems (MIS) in business. It provides students with the concepts and importance of MIS in creating and managing successful, competitive firms in today's environment. In addition, this course explains the

key concepts related to software, database systems, and systems development and e-Business systems and discusses business problems using information systems and information technology, along with enterprise business systems. Finally, this course compares how organizations, management, and technology are brought together to form networked enterprises and decision support systems.

International Management • MGT 304

The activities of globalizing companies, including resource development, overseas operations and management, international management styles, and global strategies. There is strong emphasis on theoretical analysis, with particular focus given to in-depth case study analyses of international strategies.

Operations Management • MGT 402

This course Introduces students to the dynamic field of Operations Management: converting inputs into outputs through established processes. This course focuses on the strategic decisions that operations managers have to make along with concepts of distribution, project management, quality assurance, and lean manufacturing. Students engage in several practical exercises to enhance skills related to operational planning and execution.

Specialization Courses

Finance and Accounting

Cost Accounting • ACC 301

This course will cover the procedures and principles of cost accounting with emphasis on gathering and reporting cost accounting information for purposes of accurate financial reporting. Students will analyze cost accounting information to aid in managerial decision making.

Intermediate Accounting • ACC 302

One of the goals of the intermediate accounting course is to orient students to the application of accounting principles and techniques in practice. It provides coverage of the principles and structure of financial accounting statements and financial disclosures. Topics include cash, receivables, inventory, property, depreciation, intangible assets, and long-term liabilities.

Accounting Information Systems • ACC 303

Many traditional accounting functions are now embodied in systems that require a different combination of technical and financial knowledge. The AIS course is designed to provide this combination of knowledge and skill sets to meet the new challenges and opportunities of the information technology world. This course explains the application of computer technology in the design, implementation and operation of accounting tools, the actual processing of accounting transactions, and the application of these systems to the accounting cycle.

International Accounting • ACC 304

This course discusses the international dimensions of accounting vital for anyone doing business or investing internationally. Topics such as comparative accounting, foreign currency translation, accounting for inflation, and international financial reporting standards are discussed.

Governmental Accounting • ACC 402

The goal of this course is to provide a broad range of information about governmental accounting and financial reporting that is used. The course deals with fund accounting which is the basic model used for internal accounting and for part of the external reporting for governments.

Auditing • ACC 403

This course presents auditing concepts and procedures. It provides students with a clear perspective of the current auditing environment and discusses the challenges inherent in the auditing practice, and how the auditor can live up to the expectations of the profession.

Financial Institutions • FIN 302

This course will examine the theory of financial intermediation in the context of banks, savings and loans, public and private insurance companies, and investment banking.

Business Finance • FIN 306

This course provides an overview of the business finance field, financial environment, analysis of financial statements and financial planning. Time value of money concepts and calculations would be used to value financial instruments like bonds and stocks. Capital appraisal techniques would be applied to make long term investment decisions.

Corporate Finance • FIN 402

This course will offer students the opportunity to analyze the financing decisions of a firm. Students will explore the process of issuing securities and evaluate various payout and debt policies. They will also examine the internal and external sources for long-term funding.

Banking Operations • FIN 404

This course explores a multitude of aspects in banking operations and includes detailed coverage of organizations, structures, transactions, funds management, banking services, and loan processes.

Investment Management • FIN 405

The course will emphasize risks, returns, and the investment process. Students will evaluate alternative investment instruments, investment environments, introduction to analysis and valuation techniques, and an introduction to portfolio management.

Internship • FIN 495

This course offers students the chance to gain first-hand experience in an actual workplace environment. It also provides students with the opportunity to apply their academic knowledge to practical work situations. It introduces and exposes students to the differences between obligations and responsibilities in their personal lives and those found in the working world.

Financial Statement Analysis • FIN 499

This is a capstone course. It will provide students with a fundamental understanding of how to interpret accounting data presented in financial statements. It will demonstrate popular tools and techniques in analyzing and interpreting financial statements. Moreover, basic concepts and conventions on the construction of financial statements will be briefly viewed. Students are expected to complete a capstone paper that covers most accounting and finance concepts.

Human Resource Management

Human Resource Management • HRM 201

This course focuses on the structures and processes of human resource management from the point of views of employers, employees, government, and other stakeholders. It adopts a strategic approach to HRM and provides the learners with the basic concepts and framework for understanding organization functions, process and strategies. A strong emphasis will be laid upon contemporary issues of HRM and their impact on the functioning of modern organizations in the global context.

Staffing Organizations • HRM 301

This course provides an understanding of comprehensive staffing models focuses on learning, staffing policies and programs involving core and support staffing activities. It deals with recruitments, selection and employment decision making along with legal

compliance planning, and job analysis, enabling students to understand and practice effective staffing system and retention management system.

Employee Training and Development • HRM 302

This course focuses on providing an insight to students on fundamentals of training and employee development. It focuses on designing training, including needs assessment, training methods and special issues in training and employee development. It also focuses on career and career management by highlighting the future of training and development.

Career Management • HRM 303

This course focuses on the essential views of careers and career development. The model of career management presents the active problem-solving approach to work life and how people can collect information, gain insights into themselves and their environment. It enables them to develop appropriate goals and strategies to obtain useful feedback regarding their efforts. The career path is explained by understanding the relationship between job analysis and description which helps in averting career plateauing and obsolescence. Topics in this course include career context and stages, models, applications, occupations, job analysis and description, job stress, and career strategic planning.

Employment Law: Theory • HRM 314

This course focuses on the laws that govern the employer-employee relationship in the workplace. Students will learn how the status of an employer or employee influences the rights and obligations of each other. Students will also analyze law, legislation, and legal systems that have evolved to combat social injustice in the workplace.

Performance and Compensation Management • HRM 350

This course introduces a comprehensive approach to performance management and total rewards. Students learn performance management process step-by-step including the design, development, and implementing the process and linking it to total rewards and benefits. It includes the understanding of performance systems in UAE while focusing on the retirement and health plans.

Occupational Safety and Health • HRM 351

This course provides practical information regarding technology, management, and regulatory compliance issues, covering crucial topics like organizing, staffing, directing, and evaluating occupational safety programs and procedures. Students will learn how to comply with safety-related laws, according to the UAE Civil Defense policies and procedures. Finally, students learn the risk factors that contribute to workplace violence, hazardous materials, construction, and transportation safety.

Quality of Work Life • HRM 352

This course focuses on the factors of work environment that are important to businesses. The expectation of management for high quality and productivity is directly related to work environment which is one of the dimensions of work life quality that affects the quality of human capital. This course emphasizes on the overall wellbeing of employees for holistic wellbeing of society and profitable business endeavors.

Global Workforce Management • HRM 403

This course provides the concepts, tools, and techniques that are needed to effectively manage an internationally diverse workforce. It emphasizes on cross-cultural management, examining human behavior within the organizations from a global perspective. It describes, compare and analyze HRM systems in various countries and also focuses on the major HRM functions within the context of a global environment. The course provides an insight into HRM practices and challenges of cultural diversity in a global context.

Applying Employment Law • HRM 404

This course focuses on the laws that govern the relationship between employers and employees in the UAE. Students will be introduced to employment and labor laws in the UAE. Students will also develop the skills to analyze law and legal systems in the workplace. It deals with updated laws and regulations in workplace with changing dimensions of workforce.

Leadership and Organization Development • HRM 410

This course focuses on leadership approaches to the change process and different perspectives of organization development to enhance managerial effectiveness in formal

organizations. It enables students to understand different leadership styles and learn a variety of organization development (OD) interventions for the development of effective leadership roles in a changing business environment.

Special Topics in Human Resource Management • HRM 411

This course includes special topics in current developments within the field of human resource management, namely assessing and managing conflict, and negotiation. Students will explore assessing and managing conflict in the workplace. This course will also cover various methods for handling conflict and consider how students might apply them to both hypothetical and real-life conflicts.

Internship • HRM 495

This course offers students the chance to gain first-hand experience in an actual Human Resource Management workplace environment. It also provides students with the opportunity to apply their academic knowledge to practical work situations. It introduces and exposes students to the differences between the routines of college life and life in the working world.

Strategic Human Resource Management • HRM 499

This course being a capstone course is a comprehensive course for BBA-HRM. It provides students with a revision of knowledge and skill that they acquired during their study in the major. It enhances the application and decision making abilities of topics and issues that they mastered in their prerequisites. This course is a summation of the knowledge, skills and abilities of the HRM specialization, which prepares and transforms the students into successful managers. Students will explore concepts, approaches, tools, models, and techniques used to develop effective strategic plans, analyze situations and use effective decision-making competencies.

Marketing

Consumer Behavior • MKT 303

Students in this course look at the consumer functions of decision-making, attitude formation and change, cognition, perception, and learning. The marketing concepts of product positioning, segmentation, brand loyalty, shopping preference and diffusion of

innovations are considered in context with the environmental, ethical, multicultural and social influences on an increasingly diverse global consumer.

Supply Chain Management • MKT 304

The goal of this course is not only to cover high-level supply chain strategy and concepts, but also to give students a solid understanding of the analytical tools necessary to solve supply chain problems. It also develops an understanding of key areas and their interrelationships, namely the strategic role of the supply chain, key strategic drivers of supply chain performance, and methodologies used to analyze supply chains.

Integrated Marketing Communications • MKT 305

This course aims to equip students to understand the important tools of the promotional mix such as advertising, direct marketing, sales promotion, publicity and public relations, personal selling, and interactive internet marketing. It also helps them see why organizations try to position their brand firmly in the minds of the target market to achieve desired results.

Retail Management • MKT 306

In this era of multi-product super markets, learning the principles of retailing and effectively utilizing them has become imperative. The spirit behind the course is to make the student understand this important element in the overall marketing mix of mass distributed products. Again this course will highlight the importance of administration and strategic planning in both large and small retail firms. It concentrates on the management of retail functions to include stock planning, inventory control, markup and pricing, retail accounting, merchandising, retail promotion, human resources management, store location, design and layout, legal and ethical issues, and the use of information systems.

Sales Management • MKT 307

This course examines the elements of an effective sales force as a key component of an organization's total marketing effort. Course objectives include understanding the sales process, the relationship between sales and marketing, sales force structure, customer relationship management (CRM), and issues in recruiting, selecting, training, motivating, compensating and retaining the best sales people.

Business-to-Business Marketing • MKT 308

An overview of business-to-business marketing with emphasis on marketplace dynamics. Students explore concepts and issues that are common in the present-day marketing environment. Topics include organizational buying behavior, legal and regulatory concerns, target markets, positioning, branding, supply chains, communication, and ethics.

Marketing Research • MKT 309

The primary objective of this course is to provide students with tools to undertake and critically evaluate marketing research projects. Students use a hands-on approach to explore both qualitative and quantitative marketing-research tools, and evaluate the results obtained.

Marketing Strategy • MKT 310

This course aims to teach students how to design a marketing strategy by understanding the nature and structure of the market, analyzing the internal and external environmental factors and by applying SWOT analysis. This course also focuses on the importance of marketing mixes, the product life cycle, and its role in formulating and designing an accurate marketing strategy.

Brand Marketing • MKT 402

Students learn how marketing professionals use brand names, identities, and recognition to result in sales. The course includes historical and regional examples of brand marketing.

MKT 402 Services Marketing • MKT 402

Unique challenges are associated with marketing services to develop management-level skills for marketing a service business including marketing research applications, marketing planning and customer satisfaction. Service industries contribute to the GDPs of many countries and provide career opportunities for people around the world. This course enables students to understand how marketing services is different from marketing goods. It helps them make decisions about positioning, distribution, pricing, and promoting different services with the help of the marketing mix in a growing

competitive service industry. It covers service organizations like banking, transportation, airlines, hotels, insurance, and other government and non-government service organizations.

International Marketing • MKT 404

This course dwells on the applications of marketing theory in the field of international market context. The emergence of global markets requires students to understand factors influencing marketing strategies in global markets. This course aims at empowering students to understand and analyze international marketing contexts in a rational manner and help them make decisions to tap into international market opportunities

Internship Marketing • MKT 495

This course offers students the chance to gain first-hand experience in an actual workplace environment. It also provides students with the opportunity to apply their academic knowledge to practical work situations. It introduces and exposes students to the differences between obligations and responsibilities in their personal lives and those found in the working world.

Marketing Management (Capstone) • MKT 499

This is a capstone course. Students will use a practical, systematic approach to developing a sound marketing plan as they consider the business mission, situation analysis, strategy formulation, the development and implementation of product, pricing, communication, and distribution policies. At the end of this course, students are expected to prepare a research project applying scientific research methodology.

Management Information System

Discrete Mathematics • MIS 201

This course introduces the foundations of discrete mathematics as they apply to computer science, focusing on providing a solid theoretical foundation for further work. Topics include functions, relations, sets, simple proof techniques, Boolean algebra, propositional logic, digital logic, elementary number theory, and the fundamentals of counting.

Foundations of Databases • MIS 301

This course provides an understanding of the functionality of databases and their role in modern business environments. It covers the fundamentals of database architecture, database systems, principles and methodologies of database design, and techniques for database application development. The course also develops an understanding of the processes used to normalize relational databases and the role of the Structured Query Language (SQL) standards in the current and future development of DBMS. Fundamental knowledge of these concepts equips students to effectively deploy a commercial database management system in response to the needs of a business organization.

Foundations of Programming • MIS 302

This course covers the fundamental concepts of procedural programming using C++ programming language. Topics include data types, control structures, functions, arrays, files, and the mechanics of running, testing, and debugging. The course also offers an introduction to the historical and social context of computing and a snapshot of computer science as a discipline. The course assumes students have no programming background and provides an overview of the program development process in addition to introducing important programming constructs and methodologies.

Data Communication for Business • MIS 303

This course provides in-depth knowledge of data communication and networking by discussing both theoretical concepts and practical applications. It introduces students to the concepts and terminology of data communications and networking. It includes topics on communication models, network protocols, standards, local area networks (LANs), wide area networks (WANs), the transport communication protocol/Internet protocol (TCP/IP), Internet, intranet, and networking applications. Emphasis is on the analysis and design of networking applications in business.

Advanced Database Systems • MIS 304

This is an advanced course in database management systems emphasizing both the theoretical knowledge and practical skills of database design, database languages, and database implementation. The purpose of this course is to deepen and expand the concepts presented in the Fundamentals of Databases course. In particular, the course focuses on data modeling tools and techniques, advanced database design, complex uses of Structured Query Language (SQL), and database administration. Topics include

modern database systems, including object-oriented databases, XML databases, distributed databases, and on-line analytical processing.

Advanced Programming • MIS 305

This course covers the fundamental concepts of object-oriented (OO) programming using the C++ language and emphasizes basic programming skills using hands-on practices for developing business applications. Contents include C++ applications, data types, variables, overloading methods, constructors, access control, inheritance, polymorphism, exception handling, use of try-and-catch, multithreaded programming, thread model, C++ library, and exploring C++ input-output streams.

Structured Systems Analysis and Design • MIS 306

This course introduces information system concepts and the system development process. It emphasizes the development phase of analysis, the application of structured methods, and the use of tools. Analysis, modeling, and design provide an understanding and application of system analysis and design processes. Coverage includes structured systems analysis and design methodologies, functional decomposition, data flow diagram (DFD) approaches, and information modeling. Rapid application development (RAD), prototyping, and visual development tools are also introduced.

Information Systems Project Management • MIS 401

Project management skills are essential for Management Information Systems (MIS) practitioners who want to be leaders. This is a comprehensive course in project management for anyone who is serious about planning and managing successful MIS projects. This course combines the knowledge, tools and techniques common to managing successful projects in any field with insight into the special challenges of managing projects in the MIS field. General project management subjects covered include a framework for project management, as well as the key project management knowledge areas: integration, scope, time, cost, quality, human resources, communication, risk, and procurement. The subject provides an overview of the activities involved in an MIS project.

Innovation and Emerging Technologies • MIS 402

This course explores the impact of emerging, interactive technologies on business and society from social, technical, legal, creative, and entrepreneurial perspectives. The

purpose of this course is to enable students to investigate the technologies, methods, and practices of using new innovations for the enterprise. The course introduces students to new technologies and examines how these powerful systems are fundamentally reshaping modern enterprises along with our society. It also provides an overview of the myriad of issues surrounding the introduction of new mobile, collaborative, social networking technologies, and their assimilation into society and commerce.

Web Programming for Business • MIS 403

The Web is currently one of the most popular and useful applications built on top of the Internet using Internet technologies. This course stresses development strategies for managing the rapidly changing information of corporations and organizations for just-in-time distribution. This course gives an overview of technical aspects of Web Programming. Students will receive a background on the current basic concepts needed for building a website using CSS concepts. Students will learn how to integrate HTML elements to develop Web applications. Students will also explore how to implement navigation techniques and use images, audio files and video files. Student will evaluate web application development tools to develop web applications.

Principles of Information and Cybersecurity •MIS 404

This course introduces key concepts related to information and cybersecurity assets. The course focuses on information risks, security frameworks & controls, and relevant legal, ethical, and professional issues. It discusses security-related activities, such as inspection and protection of information assets, detection of and reaction to threats, and examines pre- and post-incident procedures. Students will design and implement an information and cybersecurity plan to protect an organization's information.

Object-Oriented System Analysis and Design • MIS 407

Object-Orientation (OO) is one of the most successful paradigms for the design and implementation of information systems. This course introduces and clarifies the fundamental ideas in and basic concepts associated with OO. This subject describes in detail the processes and related workflow, as well as the people and artifacts involved in the analysis and design of an MIS. Domain modeling and analysis modeling are discussed in conjunction with the OO paradigm and the industry-standard Unified Modeling Language (UML).

Internship • MIS 495

This course offers students the chance to gain first-hand experience in an actual workplace environment. It also provides students with the opportunity to apply their academic knowledge to practical work situations. It introduces and exposes students to the differences between obligations and responsibilities in their personal lives and those found in the working world.

Management Information Systems (Capstone) • MIS 499

This course is the capstone for the Bachelor of Business Administration specialization in MIS. In this course, students integrate what they learned in previous courses and get ready for the workplace. The capstone course encompasses and consolidates all of the concepts covered in the MIS curriculum. Students work in teams (under the guidance of an instructor) and are expected to bring knowledge from the BBA/MIS core courses, chosen electives, and their own experience into this course. Students are also expected to apply their knowledge, practice with different tools and use several different techniques to examine a variety of viewpoints, critique readings and each other's' views, to stretch their thinking, and ultimately to learn how to be effective MIS professionals. Oral and written reports are evaluated during and at the completion of the proposal. Teams, with contributions by each individual, present final written reports and final presentations in presence of undergraduate students and faculty.

Hospitality and Tourism Management

Introduction to the Hospitality and Tourism Industry • HTM 201

This course focuses on hospitality operations while offering a broad, comprehensive foundation of current knowledge about the world's largest industry. Topics include; the hospitality industry and tourism; lodging; restaurants, managed services, and beverages; recreation, theme parks, clubs, and gaming entertainment and assemblies and event management.

Introduction to Food Production (with Lab) • HTM 301

This course introduces the contemporary introduction to cooking and food preparation. This course explores the preparation of fresh ingredients and provides information on other relevant topics, such as food history and food science, food safety and sanitation, nutrition, recipes and menus, tools and equipment, knife skills, kitchen staples, dairy products, principles of meat, fish, and vegetable cookery. Students will learn through laboratory-related activities.

Financial Accounting for the Hospitality Industry • HTM 302

This course focuses on financial accounting in the hospitality industry. Students will learn how to apply financial accounting concepts to hospitality businesses. Topics will include; branches of accounting, the accounting cycle, financial statements, merchandising, cash control, payroll, receivables, assets, and forms of business organization. Computer software is used to illustrate concepts and provide hands-on experience.

Hospitality Facilities Management • HTM 303

This course focuses on operations of hospitality facilities, including operating costs, characteristics of major building systems, and the role and responsibilities of staff and managers and how to work effectively with maintenance department. Topics include: hospitality facilities, specific facility systems, and lodging design.

Tourism Management and Development • HTM 310

This course explores the major concepts in tourism, what makes tourism possible, and how tourism can become an important factor in the wealth of any nation. Students will learn the evolution and future development of tourism, in addition to the challenges facing tourism managers in this changing environment. Topics will include; tourism today, future of tourism, demand for tourism, transporting the tourism, accommodation and hospitality services, governments and tourism and managing tourism industry.

Food and Beverage Management • HTM 311

This course focuses on the functions of food and beverage management and managing quality. Students will learn the role of food and beverage management in the context of overall catering operations. Topics include: fast food and popular catering, hotels and quality restaurants, and functional, industrial, welfare catering and contemporary environmental concerns, such as sourcing, sustainability, and responsible farming. Students will use industry standard software solutions for foodservice operations in this course.

Hospitality and Tourism Law and Ethics • HTM 350

This course introduces students to the laws, ethics and regulations that govern businesses and management decisions in the hospitality industry. Students will understand how contracts are made and how hospitality businesses can be effectively managed, taking into consideration the guest's legal rights. Topics covered in this course include; contracts, operations, property management, employee management, insurance, product liability, safety and security.

Introduction to Event Management • HTM 351

This course provides students with an introductory perspective on the nature of events management. Students will learn the necessary skills and professional knowledge needed to succeed in the event industry. Topics will include sports, music, the arts, corporate events, tourism, and other activities found in the public and private sectors.

Hospitality Human Resource Management • HTM 352

This course provides students with the systematic approach to human resource management in the hospitality industry. Students will discuss and analyze contemporary issues related to human resources in the field of hospitality businesses, in addition to related laws, regulations and policies affecting the workforce in the hospitality industry.

Meeting and Event Management • HTM 353

This course presents the elements of business event management and the tools needed to plan, develop, organize, and implement planning meetings and events. Students will develop the skills needed for effective event management. Topics will include: organizers and sponsors of meetings, events, expositions, and conventions, Destination Marketing Organizations, Destination Management Companies, service contractors and international events.

Hospitality and Tourism Marketing • HTM 354

This course will introduce to some fundamental principles of marketing and it reviews some of the definitions which clarifies precisely what we mean by 'marketing'. It also describes the macro- and micro- environments in which hospitality and tourism companies operate, the special attributes of services and 'hospitality marketing mix'.

Lodging Management • HTM 401

This course explores how the lodging industry and hotels within the industry operate. It covers both small and large hotels and addresses each department, including the front office, sales and marketing, housekeeping, maintenance, and revenue optimization. Students will learn how to manage a hotel front office and better understand the complexity of the entire property.

Tour Guide Principles • HTM 410

This course aims to equip students in hospitality and tourism management with the necessary knowledge and skills to make the experiences of their guests a memorable one. Students will learn the economy, religion, culture and the geography of the UAE. In addition, students will learn how to develop their interpersonal skills as well as the guiding techniques to get their license of tourism and hospitality.

Special Topics in Hospitality and Tourism • HTM 411

This course includes special topics in current developments within the field of the hospitality and tourism industry, namely the future trends in tourism and hospitality, and corporate social responsibility (CSR) in the travel and tourism industry. Students will learn the roles played by marketing, social media, and technology in emerging consumer markets and tourism destination. Also students will discuss issues and challenges of implementing CSR and sustainable mobility in tourism destinations, in addition to hospitality information technology.

Internship • HTM 495

This course offers students the chance to gain first-hand experience in an actual hospitality workplace. The internship work experience will normally be conducted in one of the R Hotel properties as listed in the *Internship Agreement*. It also provides students with the opportunity to apply their academic knowledge to practical work situations. It introduces and exposes students to the differences between obligations and responsibilities in their personal lives and those found in the working world.

Strategic Management for Hospitality and Tourism • HTM 499

This is a capstone course. Students will be equipped with the skills needed to analyze, develop, implement and evaluate hospitality and tourism strategic activities to senior management. Students will explore concepts, approaches, tools, models, and techniques used to develop effective strategic plans. Topics include: understanding strategy, strategic management in the hospitality and tourism sector, internal and external analysis, strategy context and content, strategy formulation, implementation and evaluation.

Master of Business Administration

Program Learning Outcomes

Students who successfully complete the MBA program should be able to:

1. Develop highly specialized knowledge of current and emerging management concepts, research methodologies and technology.
2. Apply advanced problem solving skills to analyze and solve highly complex business problems.
3. Make ethical strategic decisions in a variety of managerial and business contexts to demonstrate responsibility
4. Demonstrate the ability to manage professional activities both individually and in teams.

Human Resource Management

1. Apply ethical HR international best practices sensitively to drive business performance.
2. Develop HR policies and governance systems, and set performance standards for organizational development.

Total Quality Management

1. Design TQM programs for individuals and teams using appropriate internationally recognized quality management systems.
2. Evaluate the effectiveness of total quality management systems and recommend feasible and innovative improvements.

MBA - Total Quality Management

COURSE NUMBER	COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 1			
	Core Course 1	3	
	Core Course 2	3	
Total Credit Hours		6	

COURSE NUMBER	COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 2			
	Core Course 3	3	
	Core Course 4	3	
Total Credit Hours		6	

COURSE NUMBER	COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 3			
	Core Course 5	3	
	Core Course 6	3	
Total Credit Hours		6	

COURSE NUMBER	COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 4			
	Core Course 7	3	
TQM	600	Designing Organizations for Quality	3
Total Credit Hours		6	

COURSE NUMBER		COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 5				
TQM	601	Planning and Continuous Improvement	3	TQM 600
TQM	602	Strategic Performance Measurement Systems	3	BUS 502; TQM 600
Total Credit Hours			6	

COURSE NUMBER		COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 6				
TQM	603	Statistical Quality Control	3	MGT 505; MGT 550
		TQM Elective	3	
Total Credit Hours			6	
Cumulative Credit Hours			36	

COURSE NUMBER		COURSE NAME	CREDIT HOURS	PREREQUISITE
TQM Electives (Students select one course):				
TQM	604	Service Quality Management	3	TQM 601
TQM	605	Balanced Scorecards	3	TQM 600
TQM	606	Leadership for Performance Excellence	3	MGT 565

COURSE NUMBER		COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 1				
MIS	501	Advanced Management Information Systems	3	
MGT	550	Management Research Methods	3	
Total Credit Hours			6	

COURSE NUMBER		COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 2				
MKT	570	Advanced Marketing Management	3	
FIN	505	Managerial Finance	3	
Total Credit Hours			6	

COURSE NUMBER		COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 3				
MGT	505	Advanced Operations Management	3	MGT 550
MGT	565	Organizational Behavior and Leadership	3	
Total Credit Hours			6	

COURSE NUMBER		COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 4				
BUS	502	Business Strategy and Ethics (Capstone)	3	FIN 505; MGT 505; MKT 570
		Specialization 1	3	
Total Credit Hours			6	

COURSE NUMBER		COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 5				
		Specialization 2	3	
		Specialization 3	3	
Total Credit Hours			6	

COURSE NUMBER	COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 6			
	Specialization 4	3	
	Specialization 5	3	
Total Credit Hours		6	
Cumulative Credit Hours		36	

MBA - Human Resource Management

COURSE NUMBER	COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 1			
	Core Course 1	3	
	Core Course 2	3	
Total Credit Hours		6	

COURSE NUMBER	COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 2			
	Core Course 3	3	
	Core Course 4	3	
Total Credit Hours		6	

COURSE NUMBER	COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 3			
	Core Course 5	3	
	Core Course 6	3	
Total Credit Hours		6	

COURSE NUMBER		COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 4				
		Core Course 7	3	
HRM	600	Strategic Human Resource Management	3	
Total Credit Hours			6	
COURSE NUMBER		COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 5				
HRM	601	International Human Resource Management	3	HRM 600
HRM	602	Remuneration and Performance Management	3	HRM 600
Total Credit Hours			6	

COURSE NUMBER		COURSE NAME	CREDIT HOURS	PREREQUISITE
MODULE 6				
HRM	603	Human Resource Development	3	HRM 602
		HRM Elective	3	
Total Credit Hours			6	
Cumulative Credit Hours			36	

COURSE NUMBER		COURSE NAME	CREDIT HOURS	PREREQUISITE
Specialization Electives (Students select one course):				
HRM	604	Negotiation and Conflict Management	3	HRM 600
HRM	605	Applied Human Resource Management	3	HRM 600
HRM	606	Human Resource Information Systems	3	HRM 600

Course Description

MBA Preparatory Courses

Accounting 1 • ACC 101

The significance of accounting and the challenges it presents. Extensive coverage and review of major concepts followed by practical exercises.

Business Statistics • BUS 102

This course introduces students to statistical analysis and how it relates to business decision making. Students will learn how to apply statistical tools for the collection, presentation, description, analysis and interpretation of data in business contexts. Topics covered include variables, levels of measurements, basic survey design, descriptive measures, probability analysis, sampling and hypothesis testing, correlation, regression analysis, and time-series forecasting. The course includes theoretical and practical lectures.

Microeconomics • ECO 201

An introduction to the analysis of the principles and problems at the microeconomic level. This course elaborates on the theories of demand and supply along with the various types of elasticity. It discusses the costs of production and the profit maximization for an individual firm under varying degrees of competition, pricing, and the deployment of resources.

Financial Management • FIN 301

The course gives an understanding and perspective on the financial management functions in an organization. It provides the ability to use tools like financial statement analysis, financial planning and working capital management. It enhances long term investment decisions through the use of valuation principles and equips students with the ability and confidence to tackle common financial problems in practice.

Principles of Marketing • MKT 302

This course describes the relationship between the firm and its customers, market opportunities and customer value. It analyzes the marketing environment and ways to manage marketing information. It helps the students to explain product, product life

cycle, customer-driven marketing strategy, product decisions, pricing strategies, distribution channels and promotion mix.

MBA Core Courses

Advanced Management Information Systems • MIS 501

This course provides students with the latest developments and practices from the Management Information Systems (MIS) field. Students explore several key elements of the information age ranging from online business practice to business intelligence. Topics relate directly to the specialized areas of business and management, and include the practical use of software programs used to manage those areas.

Management Research Methods • MGT 550

This course provides students with the opportunity to identify and apply appropriate research methodologies including quantitative and qualitative methods approaches, in order to design, analyze, interpret, and report research results. The main goal of this course is to enable students to make informed decisions using advanced statistical analysis based on accurate, reliable, and timely information, just like managers in a corporate setting.

Advanced Marketing Management • MKT 570

This course provides an understanding of the application of marketing theories, concepts, and practices as they relate to the management of the marketing function in a complex organization. Emphasis will be on the managerial aspects of marketing plans, including analysis of the external environment. A key element of the course will include the relationship of the "marketing mix" to strategic planning. A clear understanding of the importance of marketing, as well as a grasp of effective marketing practices, will be examined. Students will gain a working knowledge of both marketing theory and the practical application of innovative marketing strategies. They will also come to understand how product, price, place, and promotion contribute to the marketing mix as they explore research-based insights into consumer behavior.

Managerial Finance • FIN 505

This course provides an introduction to managerial finance, financial statements and analysis, cash flow and financial planning. Students will also explore the time value of

money, capital budgeting techniques, the cost of capital, capital structure, and working capital management.

Advanced Operations Management • MGT 505

This course helps students to apply the operations management principles and strategies for improving the service/product innovation. Focus is laid on analyzing the design of operations processes from the product-process matrix view point and developing a global supply chain management strategy through the usage of information technology (IT) and inventory management techniques. By studying this course, students will be able to analyze the improvement processes from various perspectives of lean and six sigma tools and apply them successfully in managing projects.

Organizational Behavior and Leadership • MGT 565

This course focuses on the study of human behavior in organizations. Students will learn various theoretical concepts and practical methods for understanding, analyzing, and predicting individual and group behavior, teamwork, motivation, interpersonal conflict and communication. In addition, students will learn various leadership theories and practices in organizations, and global leadership. Students will also conduct critical analyses of various models and issues related with leadership, analyze cases, and apply theories innovatively and ethically.

Business Strategy and Ethics (Capstone Course) • BUS 502

This is a capstone course and it enables students to learn about the dynamics of strategic management process and strategy formulation an applied manner. It equips students to critically analyze, interpret, and evaluate both internal and external environments in local and global contexts. By studying this course, students will develop hands on skills of strategic decision-making frameworks and approaches and be able to apply them successfully at personal, organizational, and societal levels. Focus will be laid on critically analyzing the corporate ethical principles and ethical issues in the workplace and train them to apply in the dynamic organizational scenarios.

Specialization Courses (Total Quality Management)

Designing Organizations for Quality • TQM 600

This course covers the principles of total quality management and emphasizes the high-performance management practices, such as those reflected in the ISO 9000 and Six Sigma. Topics will include: foundations of quality management, tools and techniques for quality and managing for performance excellence.

Planning and Continuous Improvement • TQM 601

This course covers the necessary tools and techniques for continuous improvement and problem solving. Students will learn how to develop their interpersonal skills and work effectively in teams. In addition, this course helps students and guides them through the effective use of problem-solving tools and helps them apply the quality improvement process in all aspects of their work.

Strategic Performance Measurement Systems • TQM 602

This course focuses on various types of performance indicators for continuous improvements and how to identify indicators that achieve organizations' goals and objectives. Students will learn how to develop and design effective performance measurement systems. Topics will include: quality and process indicators, indicators criticalities and curiosities, performance indicators properties, designing a performance measurement system and indicators, measurement, preferences and evaluation.

Statistical Quality Control • TQM 603

This course introduces students to the modern quality control techniques for statistical process monitoring and control. Students will advance their knowledge of the benefits of process improvement tools and apply statistical process control for continuous quality improvement. Topics will include: quality improvement, DMAIC process (define, measure, analyze, improve and control), control charts for variables and attributes, monitoring and controlling techniques.

Service Quality Management • TQM 604

This course explores the importance of service quality and its role in the organization's overall performance. This course examines the key dimensions of services and how it differs and interacts with tangible products and their role in the economy. Students will

learn various models of service design and service quality management. The course builds on conceptual frameworks and cases from a wide range of service businesses that are selected from different types of fields.

Balanced Scorecards • TQM 605

This course covers step-by-step processes on how to guide managers in creating scorecards and dashboards. It then shows Excel developers how to create those scorecards and dashboards. Students will learn how balanced scorecards help organizations translate strategy into action and how to build, implement and manage with a balanced scorecard performance management system. It also helps students develop the necessary team skills and knowledge to implement a scorecard system in their organizations

Leadership for Performance Excellence • TQM 606

This course provides a broad overview and a thorough understanding of leadership sustainability. Students will learn the essential qualities of leadership, leadership development and effectiveness. In addition, students will examine various ways to initiate, engage, construct and participate in building leadership sustainability. In the process, they will learn how to develop a compelling vision and demonstrate ethical leadership to achieve sustainable performance excellence.

Specialization Courses (Human Resource Management)

Strategic Human Resource Management • HRM 600

This course focuses on the strategic role of human resource management and how it contributes to the organization's success. Students will explore concepts, approaches, tools, models, and techniques used to develop effective strategic plans. Topics include; strategic planning, the strategic staffing, design and redesign of work systems, and other strategic HR activities. Also this course links the most important concepts with case analysis.

International Human Resource Management • HRM 601

This course provides students with an opportunity to learn the key role of human resource management in diverse organizational environments. Students will analyze and discuss challenges facing global HR managers in managing employees from diverse backgrounds and working in multinational organizations.

Remuneration and Performance Management • HRM 602

This course focuses on the strategic use of compensation systems to retain, motivate, and reward employee performance. Students explore incentive pay, person-focused pay, benefits, contemporary issues, and challenges facing compensation professionals. Students will have the opportunity to design and develop effective compensation systems.

Human Resource Development • HRM 603

This course examines the primary role of human resource development and training in employee development and high organizational performance. Topics include; strategic issues in HRD, employee behavior, designing and implementing HRD programs, training, career development, remuneration and performance, and organizational culture.

Negotiation and Conflict Management • HRM 604

This course helps students to develop their perceptual, analytical and interpersonal skills in handling the frequent conflicts and negotiation that confront managers and decision-makers in the workplace. The course also aims to equip the students with tools, techniques and strategies to effectively and ethically manage negotiations and conflicts in diverse professional contexts.

Applied Human Resource Management • HRM 605

This course provides students in the HRM specialization with the opportunity to strengthen their learning experiences from previous HRM courses. Students will have the opportunity to simulate the human resource work environment through group discussion and case analysis, identifying and solving human resource problems, and applying human resource management theories.

Talent Management and Retention • HRM 606

This course provides all elements of talent management strategy, from employee recruiting to retention. Students will learn the core elements of talent management and learn how to develop and implement effective talent management systems within your organization. Students will have the opportunity to analyze and evaluate the impact of HRIS on the role of the HR main functions.

Health Sciences

Bachelor of Dental Surgery

Program Goals

The BDS program aims to:

1. Educate and train a new generation of competent dental surgeons, who will be able to provide high quality comprehensive oral healthcare with emphasis on prevention
2. Emphasize on the prevention and early detection of oral and dental diseases as an integral part of the curriculum
3. Provide educational experiences for students using a comprehensive patient care model
4. Provide community dentistry services that meet world-class standards
5. Establish national recognition in term of academia by the concerned authorities and the public

Program Learning Outcomes

Students who successfully complete the BDS program should be able to:

KNOWLEDGE

1. Express coherent knowledge, capabilities and limitations of specialization areas in dentistry.
2. Describe the importance of prevention, treatment and management of oral and dental diseases.
3. Use the factual and theoretical knowledge in basic medical and dental sciences and allied sciences to gather information from patient as part of history taking and patient examination in order to decide appropriate investigation and decide a suitable course of treatment within the scope of a general dental practice.
4. Identify the integration and importance of the basic medical and allied sciences such as psychology and behavioral sciences to dentistry.
5. Demonstrate a broad knowledge of the fundamental concepts, theories and principles in research projects and protocols complying with ethical principles.

SKILL

1. Demonstrate effective technical and analytical skills using evidentiary and procedural based processes to perform appropriate dental procedures independently and safely in a general dental practice setting.
2. Practice promotion of oral health and prevention of related disorders.
3. Demonstrate highly developed communication skills to explain or critique complex and unpredictable matters related to oral health and disease.
4. Demonstrate accurate record keeping and how to source and analyze information relevant to effective clinical practice.
5. Practice ethical, professional and legal responsibilities and display appropriate attitudes and behavior.
6. Evaluate, select and apply appropriate methods of clinical research in relation to oral health and disease.

COMPETENCE

Autonomy and Responsibility

1. Show responsibility and independent technical and clinical decision-making to evaluate and manage complex and unpredictable clinical work appropriate to a primary care practice.
2. Illustrate adherence to current best practice methods in a mature manner.

Role in Context

3. Recognize the importance of appropriate leadership roles, manage and take accountability of the team involved in patient care.
4. Demonstrate responsibility and supervise the professional activity and mentoring of allied dental health personnel.

Self-development

5. Engage in self-evaluation and professional development apt for general dental practice or towards specific specialization.
6. Value professional ethics, positive criticism and feedback, and engage in a life-long learning.

Study Plan

First Year/First Semester					
Course Code	Course Name	L/C	Lb/	Cr/	Prerequisi
<u>ACS 101</u>	<u>Communication Skills in Arabic Language</u>	<u>3</u>	<u>-</u>	<u>3</u>	<u>-----</u>
<u>CIS 101</u>	<u>Computer Applications</u>	<u>3</u>	<u>-</u>	<u>3</u>	<u>-----</u>
DDS 101	Physics (Dentistry) *	2	-	2	-----
DDS 110	English for Special Purposes (Dentistry)	3	-	3	-----
DDS 111	Integrated Biological Sciences I *	2	2	3	-----
DDS 112	Histology & Cell Biology *	2	2	3	-----
DDS 126	General Chemistry (Dentistry) *	1	2	2	-----
Total		16	6	19	

First Year/Second Semester					
Course Code	Course Name	L/C	Lb/ T	Cr/ H	Prerequisi te
<u>REL 201</u>	<u>Islamic Studies</u>	<u>3</u>	<u>-</u>	<u>3</u>	<u>-----</u>
<u>STE 201</u>	<u>Statistics</u>	<u>3</u>	<u>-</u>	<u>3</u>	<u>CIS 101</u>
DDS 119	Biochemistry (Dentistry) *	3	2	4	DDS 126
DDS 121	Integrated Biological Sciences II *	3	2	4	DDS 111
DDS 122	Oral Histology *	3	2	4	DDS 112
DDS 123	Head & Neck Anatomy I *	2	2	3	DDS 111
Total		17	8	21	

*This is a foundational course for the DDS program. Every dental student **must pass** this course (theoretical and practical) before proceeding to the clinical component of the degree program.

Lb/T: 2 practical hours = 1 credit hour

Second Year/First Semester					
Course Code	Course Name	L/C	Lb/T	Cr/H	Prerequisite
<u>HUM 101</u>	<u>Critical Thinking</u>	<u>3</u>	-	<u>3</u>	-----
<u>RME 301</u>	<u>Research Methods</u>	<u>3</u>	-	<u>3</u>	<u>STE 201</u>
DDS 210	Psychology & Behavioral Sciences	2	-	2	-----
DDS 213	Biomaterials *	2	-	2	DDS 101
DDS 214	Microbiology & Immunology *	2	2	3	-----
DDS 215	Pathology *	2	1	2	DDS 112
DDS 223	Head & Neck Anatomy II *	2	2	3	DDS 123
DDS 239	Pharmacology I (Dentistry) *	2	-	2	DDS 121
Total		18	5	20	

Second Year/Second Semester					
Course Code	Course Name	L/C	Lb/T	Cr/H	Prerequisite
DDS 220	Introduction to Oral & Dental Diseases *	2	2	3	DDS 215
DDS 221	Oral Radiology I *	2	2	3	DDS 101, DDS 123

DDS 222	Dental Anatomy & Occlusion *	3	2	4	DDS 123
DDS 226	General Medicine & Infectious Diseases *	3	2	4	DDS 214, DDS 215
DDS 227	General Surgery & ENT *	2	2	3	DDS 123, DDS 215
DDS 228	Infection Control *	1	-	1	DDS 214
DDS 240	Pharmacology II (Dentistry) *	2	-	2	DDS 239
Total		15	10	20	

* This is a foundational course for the DDS program. Every dental student **must pass** this course (theoretical and practical) before proceeding to the clinical component of the degree program.

Lb/T: 2 practical hours = 1 credit hour.

Any course with less than 2 contact (practical) hours, those hours will not be considered in the calculation of the total credit hours of the course.

Third Year/First Semester					
Course Code	Course Name	L/C	Lb/ T	Cr/ H	Prerequisite
DDS 311	Preventive Dentistry & Nutrition	3	2**	4	DDS 226, DDS 221
DDS 312	Pre-Clinical Pediatric Dentistry I *	2	-	2	DDS 221
DDS 313	Pre-Clinical Oral Surgery I & Pain Control *	2	2	2	DDS 240, DDS 214, DDS 227
DDS 314	Oral Pathology I *	2	2**	3	DDS 215, DDS 220
DDS 315	Pre-Clinical Operative Dentistry I *	2	3	3	DDS 213, DDS 222

DDS 316	Pre-Clinical Prosthodontics I *	2	6	4	DDS 213, DDS 222
DDS 317	Pre-Clinical Endodontics I *	1	3	2	DDS 213, DDS 222
DDS 318	Pre-Clinical Periodontics I *	1	1	1	DDS 122
Total		15	19	21	

Third Year/Second Semester					
Course Code	Course Name	L/C	Lb/ T	Cr/ H	Prerequisite
DDS 320	Four Handed Dentistry	1	-	1	DDS 214
DDS 321	Pre-Clinical Orthodontics *	1	3	2	DDS 122, DDS 222
DDS 322	Pre-Clinical Pediatric Dentistry II *	1	3	2	DDS 312
DDS 323	Pre-Clinical Oral Surgery II	3	-	3	DDS 226, DDS 313
DDS 324	Oral Pathology II**	2	2	3	DDS 314
DDS 325	Pre-Clinical Operative Dentistry II *	2	3	3	DDS 315
DDS 326	Pre-Clinical Prosthodontics II *	2	3	3	DDS 315, DDS 316
DDS 327	Pre-Clinical Endodontics II *	1	3	2	DDS 317
DDS 328	Pre-Clinical Periodontics II *	1	3	2	DDS 318
Total		14	20	21	

*This is a foundational course for the DDS program. Every dental student **must pass** this course before proceeding to the clinical component of the degree program.

Lb/T= 3 Pre-Clinical Training Hours = 1 credit hour

Any pre-clinical course with less than 3 contact (practical) hours, those hours will not be considered in the calculation of the total credit hours of the course.

** Two (02) Practical Hours = 1 Credit Hour

Fourth Year/First Semester					
Course Code	Course Name	L/C	Cl/T	Cr/ H	Prerequisite
DDS 410	Oral Diagnosis / Oral Medicine	2	4*	3	All Preclinical Courses and DDS 210
DDS 411	Oral Radiology II	1	2**	2	DDS 221
DDS 412	Clinical Pediatric Dentistry I	1	4*	2	All Preclinical Courses and DDS 210
DDS 413	Clinical Orthodontics I	1	4*	2	All Preclinical Courses and DDS 210
DDS 415	Clinical Operative Dentistry I	1	4*	2	All Preclinical Courses and DDS 210
DDS 416	Clinical Prosthodontics I	1	4*	2	All Preclinical Courses and DDS 210
DDS 417	Clinical Endodontics I	1	4*	2	All Preclinical Courses and DDS 210
DDS 418	Clinical Periodontics I	1	4*	2	All Preclinical Courses and DDS 210

DDS 419	Clinical Oral Surgery I	1	4*	2	All Preclinical Courses and DDS 210
DDS 511	Treatment Planning & Seminars	2	-	2	DDS 324
Total		12	34	21	

Fourth Year/Second Semester					
Course Code	Course Name	L/C	Cl/ T	Cr/ H	Prerequisite
DDS 422	Clinical Pediatric Dentistry II	1	4*	2	DDS 412
DDS 423	Clinical Orthodontics II	1	4*	2	DDS 413
DDS 425	Clinical Operative Dentistry II	1	4*	2	DDS 415
DDS 426	Clinical Prosthodontics II	1	4*	2	DDS 416
DDS 427	Clinical Endodontics II	1	4*	2	DDS 417
DDS 428	Clinical Periodontics II	1	4*	2	DDS 418
DDS 429	Clinical Oral Surgery II	1	4*	2	DDS 419
DDS 512	Applied Biostatistics	2	-	2	STE 201
Total		9	28	16	

*Cl/T: Four (04) Clinical Training Hours=1 Credit Hour

Any clinical course with less than 4 contact (practical) hours, those hours will not be considered in the calculation of the total credit hours of the course.

** Two (02) Practical Hours = 1 Credit Hour

In-Campus Clinical Training Program

Held at the end of the eighth semester.

End of Eight Semester					
Course Code	Course Name	L/C	Cl/T	Cr/H	Prerequisite
DDS 435	Internal Clinical Training Fourth Year	-	20	2	All Clinical Courses
Total			20	2	

Fifth Year/First Semester					
Course Code	Course Name	L/C	Cl/T	Cr/H	Prerequisite
<u>BUS 204</u>	<u>Innovation and Entrepreneurship</u>	<u>3</u>	-	<u>3</u>	<u>60 credit hours of completed coursework</u>
DDS 510	Ethics	1	-	1	-----
DDS 513	Geriatric Dentistry	1	-	1	All Clinical Courses
DDS 515	Emergency Dental Care	1	4*	2	All Clinical Courses
DDS 518	Implantology	1	1*	1	All Clinical Courses

DDS 519	Clinical Dentistry I	-	24*	6	All Clinical Courses
Total		7	29	14	

Fifth Year/Second Semester					
Course Code	Course Name	L/C	Cl/T	Cr/H	Prerequisite
<u>ENV 201</u>	<u>Environmental science</u>	<u>3</u>	-	<u>3</u>	-----
DDS 522	Research Project	1	-	1	DDS 510
DDS 523	Practice Management	1	-	1	-----
DDS 524	Equipment Maintenance	1	1*	1	-----
DDS 526	Hospital Dentistry	-	8*	2	DDS 515
DDS 529	Clinical Dentistry II	2	28*	9	DDS 519, DDS 511
Total		8	37	17	

*Cl/T: Four (04) Clinical Training Hours=1 Credit Hour

Any clinical course with less than 4 contact (practical) hours, those hours will not be considered in the calculation of the total credit hours of the course.

Internal Training Program

Held at the end of the tenth semester.

End of Tenth Semester					
Course Code	Course Name	L/C	Cl/T	Cr/ H	Prerequisite
DDS 535	Internal Clinical Training Fifth Year	-	20	2	All Clinical Courses
Total			20	2	

Course Description

General Education Courses

CIS 101 Computer Fundamentals

This course offers students exposure to basic personal computer operation and commonly-used programs. Included is familiarization with and practical use of word processing, spreadsheet, database, presentation, database, network, and internet software.

ACS 101 Communication Skills in Arabic

يتضمن هذا المساق تدريس المهارات الأساسية التي يحتاج إليها الطالب في اللغة العربية من القراءة والكتابة والتحدث والاستماع، وذلك من خلال التدريب على نصوص مختارة من القرآن الكريم، والسنة النبوية المطهرة، والأدب العربي شعره ونثره، ويهدف هذا المساق إلى تنمية قدرات الطالب المعرفية في مهارات الاتصال المتعلقة بالتحدث والكتابة والاستماع والقراءة، والارتقاء به إلى المستوى الذي يكون فيه قادراً على الاستيعاب والتحدث والكتابة والقراءة، عن طريق الجمع بين المستويين المعجمي والبلاغي، بحيث تشمل مجموعة النصوص المختارة مفردات متنوعة، وتغطي في الوقت نفسه بعض القضايا النحوية والصرفية المبسطة، وأخرى تتعلق بمهارة الكتابة مثل قضايا في الإملاء والترقيم واستعمال المعجم، وبعض الأخطاء الشائعة في اللغة والنحو والصرف، والأساليب.

Communication Skills in Arabic (For non-Arabs)

The course discusses fundamentals of communication in Arabic with regard to its significance, components and goals. The course aims at developing the skills of listening; speaking, reading and writing which students need for their professional and social life. Throughout the course, participants discuss and analyze a variety of literary and scientific texts.

STE 201 Statistics

This course introduces students to the fundamental concepts of statistical analysis. Students will learn how to apply statistical tools for the collection, presentation, description, analysis and interpretation. Topics covered include variables, levels of measurements, basic survey design, descriptive measures, probability analysis, sampling, correlation, and regression analysis. The course includes theoretical and practical lectures.

REL 201 Islamic Studies

The Islamic Studies course introduces Islam in a manner that the students can relate it to their life and the society at large. The pillars of Eeman and Islam are taught with a view to explain what Islam stands for as a code of life. The culture of Islam is explained in detail in a comparative way with the other cultures. The course begins with the basics of Islam. The main teachings of Islam are imparted with a modern outlook, relating it to the current world and its challenges. It shows the great role of Islamic civilization on humanity. The course is taught with a view to provide solutions to the existing problems in the light of Islam.

BUS 204 Innovation and Entrepreneurship

In this course, students explore the key theories and research on entrepreneurship and innovation, and then examine their application in the broader and contemporary context. This includes corporate and public services, emerging technologies and economies, sustainability and development, and creating and capturing value from entrepreneurship and innovation. Readings, case studies, and discussions help organize the course material with clear and essential links between entrepreneurship and innovation. Finally, students will develop a comprehensive business plan.

ENV 201 Environmental Science

This interdisciplinary approach to our world emphasizes the history of environmental concerns, species interaction (both with each other and their environment), air, water, soil and biological resources, population dynamics, toxicology, energy sources, land use management, and other

related topics. Basic principles of science are incorporated throughout the course.

HUM 101 Critical Thinking

This course explores the process of thinking critically and helps students think more clearly, insightfully, and effectively. Relevant examples drawn from student experiences and contemporary situations help students develop the abilities to solve problems, analyze issues, and make informed decisions in their academic, career, and personal lives. The course includes substantive readings, structured writing assignments, and ongoing discussions designed to help students develop language skills while fostering sophisticated thinking abilities.

RME 301 Research Methods

The course is designed to introduce research process where students learn to understand the problems and formulate research questions and hypotheses. Students gain insight into choosing the right research design, construction of research instruments, sampling, both qualitative and quantitative data collection, data analysis and report presentation.

BDS Courses

DDS 101 Physics (Dentistry)

The course is designed to cover the basic concepts in most branches of classical mechanics, electricity and thermodynamics as well as some of modern physics concepts applicable to x-ray, lasers and radioactivity. Finally, x-ray, lasers, radioactivity and applications of these concepts in dentistry will also be covered.

DDS 110 English for Special Purposes (Dentistry)

This course aims at preparing students of the Dentistry School to cope with the kind of English needed in the real life situations and field of specializations in the future. It enables the students to practice the four skills. The course develops the students' competence through using the language resource room, CD ROMs, the internet and some other audio-visual facilities.

DDS 111 Integrated Biological Sciences I

This course deals with the study of two complementary branches of biology, human anatomy and human physiology which provide the basic concepts helping dental students understand how the human body is developed, the way it is built up and how it works. Objectives of this course are to develop the foundational knowledge and basic concepts necessary to independently perform the diagnostic and clinical skills.

DDS 112 Histology & Cell Biology

This course provides students with general knowledge about the cell and various cellular organelles, and the characteristic structure of each organelle that enable it to perform essential functions within the cell. The students are also provided with wide knowledge concerning the morphological features of the four primary tissues and recognize their roles in forming organs. A basic knowledge of cell division, general embryology and genetics integrates the above information.

DDS 126 General Chemistry (Dentistry)

This course presents the fundamentals of certain topics in general chemistry. It includes two major parts: Part I is the general part, and Part II is the organic part.

The general part will introduce the student to basic aspects of general chemistry, i.e. the atomic structures, electronic configuration, periodic table of elements, chemistry of metals, and the fundamentals of chemical bonds and chemical reactions.

DDS 119 Biochemistry (Dentistry)

The course is designed to provide a comprehensive survey of the major topics in biochemistry. It explores how the structure of proteins, carbohydrates, lipids, nucleic acids, and vitamins relates to their function. Metabolism and energy production as well as biosynthesis of small and macromolecules are discussed. Special topics such as Calcium metabolism, bone mineralization, and Dental caries are included.

DDS 121 Integrated Biological Sciences II

This course is intended to help the dental students to understand the basic concepts of Anatomy & Physiology simultaneously, with emphasis on topics related to the dental practice. The course covers the study of the main body systems with great emphasis on the applied & the practical

aspects. The teaching tools include CD presentations, Power points presentations, videotapes & Internet explorations.

DDS 122 Oral Histology

This course describes in details the development and structure of the oral cavity and teeth. Students are provided with the basic concepts of orofacial development and structures. The microscopic, histological and ultra-structural organizations of soft and hard oral tissues are studied in details. A considerable knowledge of functional and clinical correlation is also stressed.

DDS 123 Head & Neck Anatomy I

The course is intended to help the dental student to study & understand the basic terms & facts about the gross anatomy of the head region of human body. The course includes the study of the detailed structures of the skull, the head its nerve and blood supply. Also, the course includes full descriptions of the various muscles & glands of the face, orbit, nasal cavity, oral cavity, floor of the mouth, palate & tongue. In general, the course will provide the dental student with the fundamental detailed structures of the skull & head as related to dental practice.

DDS 210 Psychology & Behavioral Sciences

This course aims at providing dentistry students with an insight of psychology, and helps them to observe, evaluate and explain the behavior of people in relation to oral/dental health care in particular. The students are provided with information regarding basic psychological concepts, psychological disturbances and disorders, management techniques and their application specifically in the field of dentistry and healthcare. It is designed to be helpful to dental students by providing them an understanding of the people (patients and dental team members) they will come across in their dental practice/career. This will allow them to better understand the feelings and thoughts of their patients and help them relax and be comfortable during dental treatments.

DDS 213 Biomaterials

The course is designed to introduce students to the different types and classification of materials used in dentistry, and provide students with knowledge of their physical, chemical, and biological properties. It emphasizes on employment of concepts in modern materials science to solve dental problems.

DDS 214 Microbiology & Immunology

Oral microbiological environment is a key determinant in caries formation, periodontal diseases and other oral health issues. Microbiology is the study of microorganisms including bacteria, fungi and viruses, with emphasis on applications relevant to the study of dentistry.

This course is designed to introduce the students to the world of microbes exemplified by prokaryotes, eukaryotes and the unique properties of the viruses. The course covers aspects of medical organisms that can inflict damages to human health in general, with a focus on Dental caries, Periodontal diseases and salivary gland infections. It also covers the basic concepts of immunology.

The above mentioned topics gives the students enough background of microbiology to prepare them with other disciplines to become professional dentists competent to work in hospitals and private clinics.

DDS 215 Pathology

This course covers the fundamentals of the basic disease process in the body. Students are provided with gross, microscopic & biochemical features of different pathological conditions. Objectives of this course are to study and understand different pathogenic processes in details in order to establish a sound foundation for clinical practice in dentistry. Teaching tools include power point plus projection, practical lessons with CD presentations & internet explorations.

DDS 223 Head & Neck Anatomy II

The course deals with the description of the neck region and also includes brain & spinal cord. The main elements are the nerves & vessels, lymphatic drainage, fascial spaces and muscles of neck, the pharynx and larynx with special reference to the anatomical basis of the management of upper airway obstruction and related radiology. Further it provides the relevant details of pain physiology, brain, spinal cord their development and cranial nerves function and test. In general the course will provide the basis to the dental practice involving the anatomical structures.

DDS 239 Pharmacology I (Dentistry)

This course will introduce the general aspects of pharmacokinetics and pharmacodynamics. Students will also learn basic pharmacotherapy for relevant disorders of cardiovascular system, CNS, endocrine system,

gastrointestinal system, including asthma and drugs of abuse that are pertinent to practice of dentistry.

DDS 220 Introduction to Oral & Dental Diseases

This is an introduction to profession of dentistry. This course provides students with knowledge and understanding of oral and dental diseases, their etiology, pathogenesis and different stages of these lesions and their clinical manifestations.

DDS 221 Oral Radiology I

This course discusses the basic principles of X-ray production, the biological effects of ionizing radiation and radiation safety. This course demonstrates the intraoral radiographic techniques and prepare the students learn to take intraoral radiographs. Objectives of this course are to develop the fundamental knowledge of x ray production and skill to independently perform the radiographs and interpretation of normal intraoral radiographic anatomy.

DDS 222 Dental Anatomy & Occlusion

This course deals with nomenclature as related to the morphology of the natural dentition. It includes theory related to the morphology of the deciduous & permanent teeth in the human dentition & features related to the normal occlusion. Laboratory exercises include wax-adding & carving to build up the crowns of permanent teeth, analyze occlusal patterns and correct occlusal disharmonies. Its significance is integrated with dental treatment in Operative Dentistry, Endodontics, Prosthodontics, Periodontics and Orthodontics.

The study of occlusion as part of this course involves the whole masticatory system. It also includes the static relationship of teeth as well as the functional inter-relationship between teeth, periodontal tissues, jaws, temporomandibular joints (TMJ) muscles and nervous system. It also discusses the classification of the types of TMD and provides examples of Para functional movements.

DDS 226 General Medicine & Infectious Diseases

This comprehensive course covers topics specific to the medical field, with interest to medically compromised patient as related to dental care. Students are provided with basic concept of general medical & infectious diseases. Teaching tools include: power point plus projection, practical lessons with CD presentations & internet explorations.

DDS 227 General Surgery & ENT

The course is intended to help dental students to study & understand the basic principles of surgery & ENT in relation to Dentistry and Oral and maxillofacial Surgery. The course

includes the knowledge of the theoretical & practical approaches to the assessment of surgical and how to perform an effective risk assessment preoperatively based on the information obtained from case history, clinical examination, investigations in relation to the anesthetic potential risks and also the invasiveness of the planned surgery. Also, the student will identify the pathology of tumors, cysts, fistulae, sinuses & ulcer in head and neck region. Information about trauma, tissue repairs & preoperative management of inpatients like administered fluids, water balance monitoring and indications and possible complications of blood transfusion are also included within the course. In addition, the student will study the various common diseases of the ear, nose, Para nasal sinuses & pharynx. Finally, the students will learn the common postoperative complications seen in surgical patient wither due to anesthesia, the surgical intervention or those initiated or aggravated by the existing morbid conditions of surgical patients.

DDS 228 Infection Control

This course explains the different ways of transmission of infectious diseases and emphasis on the immunization of all oral health care providers. The course describes the sterilization methods in dental practice, application of protective barriers, personal protective equipment and infection control during all clinical dental procedures.

DDS 240 Pharmacology II (Dentistry)

This course is designed to teach the students the various drugs used to control the pain and anxiety of dental patients as well as those used for treatment of different oral conditions. A special emphasis is made on the clinical indications, dosage, potential side effects and drug-interactions. The course will also highlight the importance of standard practice in prescription writing to ensure both effectiveness of the treatment and patient safety.

DDS 311 Preventive Dentistry & Nutrition

The preventive dentistry course introduces the student to the principles and methods of prevention including information on etiology of dental caries, periodontal diseases and methods of preventing and controlling

dental diseases through a preventive treatment plan and health education programs. In addition, this course provides the students with a basic knowledge of the essential nutrient materials in both health and disease, and discuss the role of the nutrition on the development, prevention and treatment of the oral and dental diseases.

DDS 312 Pre-Clinical Pediatric Dentistry I

This course introduces pediatric dentistry as an essential branch of dentistry related to child patients mainly focusing on the development and growth of oral/facial structures of children and recognizing the chronology of primary and permanent dentition. Different types of dental anomalies have been described with their genetic aspects. Child abuse and neglect are discussed in relation to pediatric dentistry. Psychological management, examination, diagnosis and treatment planning of child patient are introduced.

DDS 313 Pre-Clinical Oral Surgery I & Pain Control

This preclinical course introduces the student to oral surgery and prepares him/her for clinical experience with dentoalveolar surgery. The student will learn to assess the patient, diagnose and treat basic oral surgical problems encountered in general practice. In addition to this, the goal of this course is to learn the pharmacology and toxicology of dental local anesthetic drugs and the proper techniques for their administration during dental extraction and related procedures.

DDS 314 Oral Pathology I

This course deals with the understanding of the basic disease processes affecting the head & neck regions. The etio-pathogenesis, clinical features & histopathologic features of developmental disorders, non-odontogenic & odontogenic lesions, cysts & infections related to the teeth, their supporting structures, jaw bones & soft tissues in & around the oral cavity will be dealt with. It also includes the oral manifestations of systemic diseases, the differential diagnosis & prognosis of various pathologies.

DDS 315 Pre-Clinical Operative Dentistry I

The main components of this course are the principles of cavity preparation for the currently available restorations according to their physical and manipulative characteristics and the steps of cavity restorations. Amalgam restorative materials is the main emphasis in the practical part of this semester.

DDS 316 Pre-Clinical Prosthodontics I

This is a dental technology course consist of lectures and pre-clinical laboratory practical sessions. Terminology, nomenclature, theories, principles, concepts and basic techniques necessary for the construction of complete denture service will be presented. The course is designed to prepare the student to understand the biological, esthetic and mechanical aspects of complete dentures treatments.

Correlation of basic science concepts as related to mechanical and clinical conditions will be stressed.

DDS 317 Pre-Clinical Endodontics I

The theoretical part covers topics which include an introduction to the subject, anatomy and morphology of the root canal system, access cavity preparation, cleaning and shaping of the root canal systems and it lays emphasis on possessing thorough knowledge of the various endodontic instruments. The pre-clinical practical component focuses on the treatment of anterior and premolar teeth. This prepares and enables students to be competent in treatment of clinical endodontic cases in the next year.

DDS 318 Pre-Clinical Periodontics I

This course describes in details the anatomy of periodontium and associated structures. Students are provided with the basic concepts of periodontal health. The microscopic, histological and ultra-structural organizations of soft and hard oral tissues are studied in detail. Basic knowledge of functional and clinical correlation is also stressed.

DDS 320 Four Handed Dentistry

This course describes the concept and advantages of four handed dentistry. It describes the ergonomic position for the patient, dental assistant and doctor and explains the responsibilities of the dental assistant during clinical dental work. The course also describes the ergonomic arrangement of dental clinic.

DDS 321 Pre-Clinical Orthodontics

The course will introduce the third-year dental student to the fundamentals of orthodontics, including topics on the concepts of growth and development of the craniofacial structures, etiology of orthodontic

problems, biological basis of orthodontic therapy, and clinical features of different malocclusions.

This course is also designed to give the student a basic understanding of the skills required to fabricate removable orthodontic appliances that are typically indicated for limited tooth movement and retention in interceptive orthodontics.

DDS 322 Pre-Clinical Pediatric Dentistry II

This course discusses radiographic as well as local anesthetic techniques used for child patient which needs specific modifications. Management and treatment of dental caries with different types of cavity preparations have been discussed. Also it describes vital and non-vital pulp therapy for primary teeth which considered an important issue in restoration and prevention of primary teeth extraction, on the other hand in case of losing the primary teeth it is necessary to plan arch space analysis and construction of space maintainer to prevent space loss.

DDS 323 Pre-Clinical Oral Surgery II

The purpose of this course is to prepare the student to recognize advanced oral and maxillofacial surgery problems. Upon the completion of this course, the student will be able to formulate diagnosis and treatment plans in order to provide surgical care within the context of a patient-centered system of care delivery. In addition, this course will promote surgical principles and techniques to correct the pathologic conditions mentioned here.

DDS 324 Oral Pathology II

This course is a continuation of Oral Pathology I. Students will continue learning the etio-pathogenesis, histopathologic features of benign and malignant pathological lesions related to the oral cavity. The oral manifestations of physical & chemical injuries to the oral tissues will also be detailed.

DDS 325 Pre-Clinical Operative Dentistry II

This course consists of two main components, the principle of cavity preparations for the currently available restorations and their physical and manipulative characteristics and cavity restorations. Composite restorative materials is the main emphasis in the practical part of this semester, in addition to indirect restorations The restorative department during the two semesters of the third year provides them.

DDS 326 Pre-Clinical Prosthodontics II

This course provides both didactic and practical sessions in fixed partial prosthodontics. Students will be introduced to the dental skills laboratory (Phantom head or the simulator). Lectures cover all the procedures of teeth preparation for fixed restorations, and the use of equipment and instrument needed for the construction of all types of fixed prosthodontics. More emphasis will be directed to the principles of tooth preparation.

DDS 327 Pre-Clinical Endodontics II

The theoretical part covers topics which include root canal obturation, endodontic microbiology, endodontic mishaps management, pulp and periapical pathology, diagnosis and diagnostic procedures. The pre-clinical lab/practical component focuses on performing endodontic procedures on molars. This prepares the students to perform basic endodontic procedures prior to entering the clinics in next year.

DDS 328 Pre-Clinical Periodontics II

In this course lectures and practical training are given to students to expose them to immune response (host response) and periodontal pathogenesis. A complete spectrum of periodontal lesions and their pathogenicity, plaque control, trauma from occlusion, food impaction and halitosis are to be stressed.

DDS 410 Oral Diagnosis / Oral Medicine

This course describes in details the art of history taking, examination, investigation of oro-facial lesions and interpretation of the results of investigations. The course also will help the students to learn etiopathogenesis of local disease processes in oro-facial area along with oral manifestation of systemic diseases affecting the oral mucosa. Students are provided with the basic concept of oral manifestation of psychiatric diseases and their management.

DDS 411 Oral Radiology II

The course deals with the acquisition and interpretation of radiographic imaging studies performed for diagnosis of conditions affecting the oral and maxillofacial region and assist in treatment planning.

DDS 412 Clinical Pediatric Dentistry I

This course will reinforce basic knowledge developed during third year preclinical course, and facilitate continued development as the student performs routine pediatric dentistry procedures commonly employed in general dental practice. This course will also provide the fourth year dental student with a defining clinical experience that will include: diagnosis, prevention and treatment of the different pathological conditions in pediatric patients; classification, diagnosis and management of different traumatic injuries of oral & dental structures in primary and permanent teeth. Objectives of this course are to develop the foundational knowledge, skills and values necessary to independently perform diagnostic and clinical skills and participate safely in the care of pediatric patients.

DDS 413 Clinical Orthodontics I

This course introduces the dental student to the practice of orthodontics. The primary goal of this experience is to reinforce didactic concepts taught in the third year and build upon them in a manner that will better prepare the student to recognize, communicate and manage orthodontic problems in the general dentistry setting. In this manner, the student will be able to make proper diagnosis and differential diagnosis of patients of all ages, plan and execute the treatment of selected uncomplicated malocclusion cases.

DDS 415 Clinical Operative Dentistry I

The course of operative dentistry consists of the diagnosis, prevention, treatment, and prognosis of the diseases and injuries inflicted upon the teeth. Also includes the study of basic concepts of restoration relation to oral and dental tissues and the various restorative materials. The curriculum includes both didactic and clinical components over a period of two semesters, and involves a clinical training program. The clinical training program for two semesters involves a clinical application of principles and skills acquired, based on a comprehensive approach in the oral health care.

DDS 416 Clinical Prosthodontics I

This course consists of two main components, complete denture, and removable partial denture prosthodontics. Prosthodontic treatment planning principles are provided in lectures and the group seminars. The didactic component focuses on planning and integrating removable prosthodontic interventions within a continuum of comprehensive

patient care. The clinical instructors will ensure that the knowledge acquired in the preclinical years of studying is towards evidence-based decision making regarding prosthodontic management of patients partially and completely edentulous jaws.

The course will be presented in lectures and clinical sessions, the lectures cover various clinical techniques, the manipulation of dental materials, and how to use dental instruments and equipment.

DDS 417 Clinical Endodontics I

This Course aims to enable the students to diagnose the need for endodontic therapy. Previous endodontic courses presented a biologic foundation relating to endodontic clinical diagnosis. Students are provided with the basic concepts of diagnosis and treatment planning including medically compromised patients. Advanced endodontic techniques and/ or treatment modalities for the following conditions are also discussed: Endodontic retreatment, Apexification and apexogenesis, Internal and external resorption, traumatic injuries to teeth.

DDS 418 Clinical Periodontics I

This Course aims to enable the students to gain knowledge and experience in endodontic treatment. Students are provided with the techniques used to determine success or failure of Endodontic treatment and the indication and contraindication of endodontic surgery, describing procedures and materials. Advanced endodontic techniques and/ or treatment modalities for the following conditions are also discussed: single visit root canal therapy, bleaching of discolored teeth, restoring endodontically treated teeth and relationship of orthodontic treatment, periodontal lesion to endodontic treatment.

DDS 419 Clinical Oral Surgery I

This course will reinforce basic knowledge developed during third year preclinical course, and facilitate continued development as the student performs routine oral surgery procedures commonly employed in general dental practice. This course serves as a defining clinical experience for the dental students by providing them with the opportunity to participate in the evaluation and management of surgical patients such as with intraoral lesions, maxillary sinus and salivary gland pathologies to name a few. Objectives of this course are to develop the foundational knowledge, skills and values necessary to independently perform diagnostic and clinical skills and participate safely in the care of surgical patients.

DDS 511 Treatment Planning & Seminars

Problem Oriented Learning (POL) is an instructional strategy to help students acquire and integrate basic science, behavioral, and clinical knowledge in the context of solving a patient problem. POL is one of many instructional techniques used to teach problem solving.

Problem Oriented Learning course is designed to give the students the experience to apply lecture materials to life-like situations and allows the student to experience the process as seen in daily clinical practice.

The POL patient case serves as a framework for a discussion, which allows students to:

- Recall what they already know ("brainstorming/hypothesizing"),
- Explain their reasoning,
- Identify the limit of their knowledge,
- Formulate specific questions to address that limit,
- Gather information, and

Incorporate that information into their thinking.

DDS 422 Clinical Pediatric Dentistry II

This course intends to inform and provide the dental student with sufficient knowledge on indications, techniques used in pharmacological methods of child's management including sedation and GA in management of anxious children. This course will also provide the fourth year dental student the team approach for the management of cleft lip & palate child at the level of the undergraduate students, dental management of special health care need children. They are also taught interceptive orthodontic methods in a growing child. Child abuse and neglect are discussed in relation to pediatric dentistry.

DDS 423 Clinical Orthodontics II

This course is intended to complement the orthodontic lectures and the pre-doctoral orthodontic experience; it will provide for each student to briefly present a clinical case and to view a large number of clinical orthodontic cases and establish combination between orthodontic treatment and the other four dental specialities pedodontics, periodontics, prosthodontics and surgery.

Multidisciplinary treatment approaches will be discussed in the lectures. Clinically, they will be discussed in the patient examination and diagnosis sessions.

DDS 425 Clinical Operative Dentistry II

The course of operative dentistry consists of the prevention, diagnosis, treatment, and prognosis of the diseases and injuries inflicted upon the teeth. It serves as a defining clinical experience for the dental students by providing them with the opportunity to participate in the evaluation and management of discolored, fractured and endodontically treated teeth. The curriculum includes both didactic and clinical components, and involves a clinical training program.

The clinical training program involves a clinical application of principles and skills acquired, based on a comprehensive approach in the oral health care.

DDS 426 Clinical Prosthodontics II

The clinical fixed partial denture prosthodontics course consists of the theoretical part and the clinical training. The students should know how to do clinical examination, proper diagnosis and sound treatment plan. At the end of this course all students will be familiar with the best techniques of fixed partial dentures treatment, and will develop their manual dexterity in all clinical aspects for the construction of this type of prosthesis. Every student should complete all the requirements needed, recognize the importance of the preservation of the prepared teeth, periodontal tissues, and other soft tissues of the oral cavity while performing all types of restorations.

DDS 427 Clinical Endodontics II

This Course aims to enable the students to gain knowledge and experience in endodontic treatment. Students are provided with the techniques used to determine success or failure of Endodontic treatment and the indication and contraindication of endodontic surgery, describing procedures and materials. Advanced endodontic techniques and/ or treatment modalities for the following conditions are also discussed: single visit root canal therapy, bleaching of discolored teeth, restoring endodontically treated teeth and relationship of orthodontic treatment, periodontal lesion to endodontic treatment.

DDS 428 Clinical Periodontics II

This course consists of a didactic and clinical component. It will cover:

The treatment of different types of periodontal diseases.

The interrelation between periodontics and related dental specialties.

Introduction to the surgical approaches in the management of moderate to advanced periodontal diseases.

To distinguish acute and chronic (mild, moderate and advanced) form of periodontal diseases and management by non-surgical and surgical treatment.

To expose the students to focus on objectives of periodontal therapy, treatment planning and techniques including pre-prosthetic, pre restorative, reconstructive surgery and knowledge necessary for advanced periodontal regeneration procedures.

DDS 429 Clinical Oral Surgery II

The purpose of Clinical Oral Surgery II is to prepare the student to recognize advanced oral and maxillofacial surgery problems that in most cases will require referral to an oral and maxillofacial surgeon. Discussions will include diagnostic and treatment considerations relative to cases that require referral to an oral and maxillofacial surgeon as well as those that may be treated by the general dentist.

The course will also describe the characteristics and surgical management of the more common trauma, anomalies and malignancies of the oral & maxillofacial region.

DDS 512 Applied Biostatistics

This course provides the dental students with the necessary background of specific statistics relevant to the medical / dental fields in addition to adequate knowledge of study design in medical & dental research, enabling the dental student to critically evaluate and apply the appropriate statistics to dental and medical research.

DDS 435 Internal Clinical Training Fourth Year

This clinical course is in the summer semester of the fourth year of the dental curriculum. It is designed to provide students with clinical experience in the care of patients in the areas of Periodontics, Operative Dentistry, Endodontics, Pediatric Dentistry and Oral Surgery with a focus on comprehensive care and treatment planning. There is no theoretical component to this course. Students are assigned patients having various dental problems, and they have to formulate a comprehensive diagnosis and treatment planning, including patient and clinical management.

DDS 510 Ethics

Dental ethics is the systematic and critical study of morality as it pertains to the practice of dentistry. The course consists of 16 hours of classroom lecture and discussion. It is designed to heighten students' awareness of the importance of ethical issues as they relate to dentistry. The curriculum provides students with an understanding of ethical principles, which have direct relevance to students' training and future practice experience. It focuses on common ethical dilemmas found in the relationships between dentist and patient, between dentists themselves, and between dentist and society.

DDS 513 Geriatric Dentistry

This course focuses on issues and concerns related to the rapidly increasing elderly population. It also provides the student with an understanding of the aging process and the multidisciplinary needs of the older patient. Myths and stereotypes about aging and the aged, which exist and influence the provision of health care to the older population, will be discussed and expelled. It will provide the student with a framework of knowledge about the biological, psychological, sociological, behavioral and general medical aspects of aging from which treatment can be planned and provided appropriately. A multidisciplinary team of speakers will present approaches that will help the student in integrating dental training and practice with the management, diagnosis and treatment of the older patient.

DDS 515 Emergency Dental Care

This course provides a study of dental office emergencies with emphasis on prevention, prompt recognition and effective emergency care. Emphasis is also placed on etiology of common chronic oral diseases, treatment of specific dental emergencies and applicable assessment methods used in the prevention of emergencies related to the particular disease process. The course also deals with the use of emergency drugs and equipment.

DDS 518 Implantology

This course provides a study of dental office emergencies with emphasis on prevention, prompt recognition and effective emergency care. Emphasis is also placed on etiology of common chronic oral diseases, treatment of specific dental emergencies and applicable assessment methods used in the prevention of emergencies related to the particular

disease process. The course also deals with the use of emergency drugs and equipment.

DDS 519 Clinical Dentistry I

The purpose of this course is to reinforce and refine patient management skills that students have been introduced to in the fourth year courses. It is designed to observe, evaluate, and subsequently assist students in understanding and practicing proper comprehensive patient care and management. This course focuses on refinement and integration of clinical skills. It does not contain any formal theoretical lecturing. Students are assigned in clinical blocks for patient care and treatment planning. These treatment plans and completed treatment are discussed, and are evaluated as to the rationale and sequences used. Taught by an interdisciplinary faculty, this course considers strategies and approaches for the integration of isolated dental procedures into an appropriately sequenced treatment plan for comprehensive patient care.

DDS 522 Research Project

The course is designed to enable the student to conduct a research project under the guidance of a teaching faculty. Students learn how to approach a research topic of interest, apply the basic principles of research design and to formulate the appropriate methodology and analysis for the research.

DDS 523 Practice Management

This course is designed to provide the senior dental student with a general introduction to the basic principles of dental practice management. Primary focus will be on developing an understanding of various management concepts, processes & its role in obtaining an effective overall management of dental practice. The topics focussed on include staff management, patient management, legal concepts and terminologies, office design, equipment placement, occupational hazard, appointments management, records management, dental insurance system, inventory and supply management.

DDS 524 Equipment Maintenance

This course focus on basic principles of various dental equipment, their operations and general preventive maintenance procedures. It also covers basic electrical theories and electrical safety precautions while dealing with dental equipment. Additionally, advances in dental equipment technologies will also be covered in this course. This course

helps the students to build the required skills and confidence to perform routine maintenance and minor repairs without the help of Biomedical technicians/Engineers.

DDS 526 Hospital Dentistry

Fifth year students are assigned for six weeks to an affiliated hospital. During these rotations, students are assigned to hospitalized patients to reinforce principles of physical diagnosis for patients with severe medical problems, learn to request and answer consultations.

DDS 529 Clinical Dentistry II

This course is a continuation of Clinical Dentistry I, and does not contain any formal theoretical lecturing. Small group clinical discussions and demonstrations will be taken by the faculty. It is designed to provide students with more clinical experience in the care of patients with a focus on an advanced comprehensive care and treatment planning. Students are assigned in clinical blocks for patient care and treatment planning. All treatment options are discussed so that the student learns the fundamentals of good treatment planning and patient care. Taught by an interdisciplinary faculty, this course considers strategies and approaches for the integration of isolated dental procedures into an appropriately sequenced treatment plan for comprehensive patient care. The course mainly focuses on improving the quality of comprehensive care expected of a graduating student.

DDS 535 Internal Clinical Training Fifth Year

This clinical course is designed to provide students with clinical experience in the care of patients in the areas of Periodontics, Operative Dentistry, Endodontics, Pediatric Dentistry and Oral Surgery with a focus on comprehensive care and treatment planning. There is no theoretical component to this course. It reinforces and refines the student's knowledge and skill required for the graduate level of clinical practice of dentistry. Students are assigned patients having various dental problems, and they have to formulate a comprehensive diagnosis and treatment planning, including patient and clinical management. Students are expected to perform comprehensive care at an advanced level from that of the previous summer semester.

Bachelor of Pharmacy

Program Goals

The bachelor of Pharmacy BSc Program aims to:

1. Offer students with modern pharmacy courses to enrich their knowledge and experiences required for highly qualified pharmacists.
2. Provide multicultural environment by encouraging diversity in students, staff and faculty and observing equal opportunities for all.
3. Encourage and support high standard research activities to serve institutional and community needs.
4. Serve the community by spreading awareness campaigns regarding current health care issues.

Program Learning Outcomes

After successful completion of the program, students should be able to:

KNOWLEDGE

K1. Discuss in detail the principles and concepts of biomedical, pharmaceutical, and clinical sciences.

SKILL

- S1. Develop problem solving, critical thinking, writing, and presentation abilities.
- S2. Apply knowledge in drug design and development, pharmaceutical calculations, drug preparation and analysis, dispensing, and pharmaceutical care.

COMPETE

NCE

- C1. Display leadership and decision-making abilities.
- C2. Contribute effectively as a member and leader in the health care system.
- C3. Demonstrate independent life-long learning and continuous professional development while contributing to and observing ethical standards.

Study Plan

The Bachelor of Pharmacy (BPharm) degree requires the completion of 150 Credit Hours, distributed according to the following plan:

Program Requirements		
Component	Courses	Credit Hours
General Education	8	24
Core Courses	44	124
Elective Courses	1	2
Total Required	53	150

General Education Requirements (24 Credit Hours)				
No.	Course Code	Course Name	Cr/H	Prerequisite
1	ACS 101	Communication Skills in Arabic Language *	3	None
2	CIS 101	Computer Applications	3	None
3	HUM 101	Critical Thinking	3	None
4	REL 201	Islamic Studies	3	None
5	ENV 201	Environmental Sciences	3	None
6	STE 201	Statistics	3	CIS 101
7	RME 301	Research Methods	3	STE 201
8	BUS 204	Innovation and Entrepreneurship	3	60 credit hours of completed coursework
Total				24

* This course is taught in Arabic for Arab students, and in English for non-Arab students.

Program Course Requirements (124 Credit Hours)

No.	Course Code	Course Title	C.H	Contact hours				Prerequisite
				L	T	P	Tot.	
1	PSC 111	Orientation to Pharmacy	3	3	-	-	3	-
2	PSC 112	Pharmaceutical Organic Chemistry I	2	2	-	-	2	-
3	PSC 113	Principles of Human Anatomy and Physiology I	3	2	-	2	4	-
4	PSC 114	Introduction to Pharmaceutical Analysis	2	2	-	-	2	-

No.	Course Code	Course Title	C.H	Contact hours				Prerequisite
				L	T	P	Tot.	
5	PSC 121	Physical Pharmacy I	3	2	-	2	4	PSC 111
6	PSC 122	Pharmaceutical Organic Chemistry II	3	2	-	2	2	PSC 112
7	PSC 123	Principles of Human Anatomy & Physiology II	3	2	-	2	4	PSC 113
8	PSC 124	Pharmaceutical Chemical Analysis I	3	2	-	2	4	PSC 114
9	PSC 125	Pharmacognosy	3	2	-	2	4	PSC 114
10	PSC 126	Pharmaceutical Microbiology	3	2	-	2	4	PSC 113
11	PSC 231	Physical Pharmacy II	3	2	-	2	4	PSC 121
12	PSC 232	Pharmaceutical Dosage Forms I	3	2	-	2	4	PSC 121
13	PSC 233	Biochemistry I	2	2	-	-	2	PSC 122
14	PSC 234	Introduction to Pharmacology	3	2	-	2	4	PSC 123
15	PSC 235	Principles of Pharmaceutical Care	3	-	-	-	3	PSC 111
16	PSC 236	Pharmaceutical Immunology & Infectious Diseases	2	2	-	-	2	PSC 126
17	PSC 241	Pharmaceutical Dosage Forms II	3	2	-	2	4	PSC 231 & PSC
18	PSC 242	Pharmacology & Therapeutics I	3	2	-	2	4	PSC 234
19	PSC 243	Pharmaceutical Chemical Analysis II	3	2	-	2	4	PSC 124
20	PSC 244	Medicinal & Pharmaceutical Chemistry I	3	2	-	2	4	PSC 122 & PSC

21	PSC 245	Pharmacy Legislation & Ethics	2	2	-	-	2	PSC 235
22	PSC 246	Biochemistry II	3	2	-	2	4	PSC 233
23	PSC 351	Biopharmaceutics & Pharmacokinetics I	3	2	-	2	4	PSC 241
24	PSC 352	Medicinal & Pharmaceutical Chemistry II	2	2	-	-	2	PSC 244
25	PSC 353	Pharmacology & Therapeutics II	3	2	-	2	4	PSC 242
26	PSC 354	OTC Drugs & Products	3	2	2	-	4	PSC 235
27	PSC 355	Pharmacology & Therapeutics III	3	2	2	-	4	PSC 242
28	PSC 356	Pharmaceutical Quality Control	3	2	-	2	4	PSC 243
29	PSC 361	Biopharmaceutics & Pharmacokinetics II	3	2	-	2	4	PSC 351
30	PSC 362	Pharmaceutical Technology	3	2	-	2	4	PSC 241

No.	Course Code	Course Title	C.H	Contact hours				Prerequisite
				L	T	P	Tot.	
31	PSC 363	Pharmacology & Therapeutics IV	3	2	2	-	4	PSC 355
32	PSC 364	Antimicrobial Agents & Chemotherapy	3	3	-	-	3	PSC 236
33	PSC 365	Drug Information & Literature Evaluation	3	3	-	-	3	PSC 235
34	PSC 471	Pharmacy Management & Marketing	3	3	-	-	3	PSC 245
35	PSC 472	Principles of Toxicology	2	2	-	-	2	PSC 363 & PSC 245
36	PSC 473	Phytotherapy	3	3	-	-	3	PSC 243
37	PSC 474	Pharmacology & Therapeutics V	3	2	2	-	4	PSC 363
38	PSC 475	Pharmacogenomics in Pharmacy Practice	2	2	-	-	2	PSC 363
39	PSC 481	Professional Community Pharmacy Rotation I	3	120				PSC 354
40	PSC 482	Professional Community Pharmacy Rotation II	3	120				PSC 354
41	PSC 483	Professional Pharmaceutical Technology Rotation	3	120				PSC 356 & PSC
42	PSC 484	Professional Hospital Pharmacy Rotation	3	120				PSC 354 & PSC 474
43	PSC 485	Professional Clinical Pharmacy Rotation	3	120				PSC 354 & PSC 474

44	PSC 500	Graduation Project (After completing 120 C.H.)	3	-	-	-	-	PSC 365, RME 301, and after completing 120 C.H.
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Program Elective Courses

Student must take one of the following elective courses:

Elective Course (2 Credit Hours)				
No.	Course Code	Course Title	Cr/H	Prerequisite
1	PSC 476	Phytochemistry	2	PSC 243
2	PSC 477	Drug Design	2	PSC 352
3	PSC 478	Pharmacoepidemiology & Drug Safety	2	PSC 365, RME 301
4	PSC 479	Cosmetic Science and Technology	2	PSC 354, PSC 241

Suggested Study Plan

Students must complete all courses listed in the following study plan in the sequence shown.

Year 1 / Level 1							
Course Code	Course Title	C.H.	Contact hours				Prerequisite
			L	T	P	Tot.	
PSC 111	Orientation to Pharmacy	3	3	-	-	3	-
PSC 112	Pharmaceutical Organic Chemistry I	2	2	-	-	2	-
PSC 113	Principles of Human Anatomy and Physiology I	3	2	-	2	4	-
PSC 114	Introduction to Pharmaceutical Analysis	2	2	-	-	2	-
ACS/E 101	Communication Skills <i>in Arabic</i>	3	3	-	-	3	-
CIS 101	Computer Applications	3	3	-	-	3	-
HUM 101	Critical Thinking	3	3	-	-	3	-
Total Semester Credit Hours: 19 C.H.							

L: Lecture; T: Tutorial; P: Practical; Tot.: Total; C.H.: Credit hour

P: 2 practical hours = 1 credit hour.

Year 1 / Level 2							
Course Code	Course Title	C.H.	Contact hours				Prerequisite
			L	T	P	Tot.	
PSC 121	Physical Pharmacy I	3	2	-	2	4	PSC 111
PSC 122	Pharmaceutical Organic Chemistry II	3	2	-	2	2	PSC 112
PSC 123	Principles of Human Anatomy & Physiology II	3	2	-	2	4	PSC 113
PSC 124	Pharmaceutical Chemical Analysis I	3	2	-	2	4	PSC 114
PSC 125	Pharmacognosy	3	2	-	2	4	PSC 114
PSC 126	Pharmaceutical Microbiology	3	2	-	2	4	PSC 113
Total Semester Credit Hours: 18 C.H.							

Year 2 / Level 3							
Course Code	Course Title	C.H.	Contact hours				Prerequisite
			L	T	P	Tot.	
PSC 231	Physical Pharmacy II	3	2	-	2	4	PSC 121
PSC 232	Pharmaceutical Dosage Forms I	3	2	-	2	4	PSC 121
PSC 233	Biochemistry I	2	2	-	-	2	PSC 122
PSC 234	Introduction to Pharmacology	3	2	-	2	4	PSC 123
PSC 235	Principles of Pharmaceutical Care	3	-	-	-	3	PSC 111
PSC 236	Pharmaceutical Immunology & Infectious Diseases	2	2	-	-	2	PSC 126
STE 201	Statistics	3	3	-	-	3	CIS 101
Total Semester Credit Hours: 19 C.H.							

Year 2 / Level 4							
Course Code	Course Title	C.H.	Contact hours				Prerequisite
			L	T	P	Tot.	
PSC 241	Pharmaceutical Dosage Forms II	3	2	-	2	4	PSC 231 & PSC 232
PSC 242	Pharmacology & Therapeutics I	3	2	-	2	4	PSC 234
PSC 243	Pharmaceutical Chemical Analysis II	3	2	-	2	4	PSC 124
PSC 244	Medicinal & Pharmaceutical Chemistry I	3	2	-	2	4	PSC 122 & PSC 234
PSC 245	Pharmacy Legislation & Ethics	2	2	-	-	2	PSC 235
PSC 246	Biochemistry II	3	2	-	2	4	PSC 233
REL 201	Islamic Studies	3	3	-	-	3	-
Total Semester Credit Hours: 20 C.H.							

Year 3 / Level 5							
Course Code	Course Title	C.H.	Contact hours				Prerequisite
			L	T	P	Tot.	
PSC 351	Biopharmaceutics & Pharmacokinetics I	3	2	-	2	4	PSC 241
PSC 352	Medicinal & Pharmaceutical Chemistry II	2	2	-	-	2	PSC 244
PSC 353	Pharmacology & Therapeutics II	3	2	-	2	4	PSC 242
PSC 354	OTC Drugs & Products	3	2	2	-	4	PSC 235
PSC 355	Pharmacology & Therapeutics III	3	2	2	-	4	PSC 242
PSC 356	Pharmaceutical Quality Control	3	2	-	2	4	PSC 243
RME 301	Research Methods	3	3	-	-	3	STE 201
Total Semester Credit Hours: 20 C.H.							

Year 3 / Level 6							
Course Code	Course Title	C.H.	Contact hours				Prerequisite
			L	T	P	Tot.	
PSC 361	Biopharmaceutics & Pharmacokinetics II	3	2	-	2	4	PSC 351
PSC 362	Pharmaceutical Technology	3	2	-	2	4	PSC 241
PSC 363	Pharmacology & Therapeutics IV	3	2	2	-	4	PSC 355
PSC 364	Antimicrobial Agents & Chemotherapy	3	3	-	-	3	PSC 236
PSC 365	Drug Information & Literature Evaluation	3	3	-	-	3	PSC 235
ENV 201	Environmental science	3	3	-	-	3	-
Total Semester Credit Hours: 18 C.H.							

Year 4 / Level 7							
Course Code	Course Title	C.H.	Contact hours				Prerequisite
			L	T	P	Tot.	
PSC 471	Pharmacy Management & Marketing	3	3	-	-	3	PSC 245
PSC 472	Principles of Toxicology	2	2	-	-	2	PSC 363 & PSC 245
PSC 473	Phytotherapy	3	3	-	-	3	PSC 343
PSC 474	Pharmacology & Therapeutics V	3	2	2	-	4	PSC 363
PSC 475	Pharmacogenomics in Pharmacy Practice	2	2	-	-	2	PSC 363
-----	Elective (student has to select one of the 4 elective courses)	2	-	-	-	-	Based on selected course
BUS 204	Innovation and Entrepreneurship	3	3	-	-	3	60 credit hours of completed
Total Semester Credit Hours: 18 C.H.							

Year 4 / Level 8							
Course Code	Course Title	C.H.	Contact hours				Prerequisite
			L	T	P	Tot.	
PSC 481	Professional Community Pharmacy Rotation I*	3	120				PSC 354
PSC 482	Professional Community Pharmacy Rotation II*	3	120				PSC 354
PSC 483	Professional Pharmaceutical Technology Rotation	3	120				PSC 356 & PSC 362
PSC 484	Professional Hospital Pharmacy Rotation	3	120				PSC 354 & PSC 474
PSC 485	Professional Clinical Pharmacy Rotation	3	120				PSC 354 & PSC 474
PSC 500	Graduation Project**	3	-	-	-	-	PSC 365, RME 301 (After completing
Total Semester Credit Hours: 18 C.H.							

*Student can register for PSC 481 and PSC 482 during the summer semester (after level 6).

**Student can start his/her graduation project in level 7 and officially register for PSC 500 in level 8.

CourseDescription

PSC Core Courses

PSC 111 Orientation to Pharmacy

This course introduces students to the scope of pharmacy practice and the curriculum that is required in the B.Pharm. program to practice as a pharmacist. Students will be aware of the profession of pharmacy and the role of the pharmacist within health care delivery. With this introduction, pharmacy students should be able to confirm their career choice early in their curriculum. The course also includes an introduction to prescriptions and basic calculations needed for compounding and dispensing of medications.

PSC 112 Pharmaceutical Organic Chemistry I

This course presents the fundamentals of certain topics in organic chemistry. It covers some important areas in organic chemistry, which include aliphatic and aromatic hydrocarbons, alkyl- and aryl halides, alcohols, ethers and epoxides. It emphasizes the pharmaceutical importance of these functional groups.

PSC 113 Principles of Human Anatomy and Physiology I

The course provides basic knowledge of normal human body structure and function necessary for students of College of Pharmacy to be capable of understanding other related pathological and clinical medical courses. It also assists students to properly understand the pharmacology of drugs and its application in clinical pharmacy.

PSC 114 Introduction to Pharmaceutical Analysis

This course introduces student to the field of pharmaceutical analysis by covering the theoretical basis and introductory to quantitative analysis techniques including chemical equilibrium, dissociation of acids and bases, pH calculations, and buffer solutions. It also covers different statistical methods to assess analytical data quality obtained from analytical methods to interpret their significance.

PSC 121 Physical Pharmacy I

The course is designed to acquaint students with physical pharmacy principles in order to for them to have strong foundation in the physical sciences, which apply to pharmaceutical dosage forms and formulations. The course covers states of matter, phase equilibria and phase rule, electrolyte and nonelectrolyte solutions and their colligative properties and solubility and distribution phenomena. This course will be complemented by and is a prerequisite to Physical Pharmacy II.

PSC 122 Pharmaceutical Organic Chemistry II

This course is a continuation of Pharmaceutical Organic Chemistry I. The course includes basic chemical reactions and mechanisms, stereochemistry, phenols, aldehydes, ketones, and carboxylic acid and their derivatives, properties and reactions of dysfunctional compounds, amines, aromatic and heterocyclic compounds, and an introduction to organic natural products.

Laboratory work concerning specific chemical reactions, organic synthesis, and identification of organic compounds is included.

PSC 123 Principles of Human Anatomy and Physiology II

The course provides basic knowledge of normal human body structure and function necessary for students of Faculty of Pharmacy & Medical Sciences to be capable of understanding other related pathological and clinical medical courses. It also assists students to properly understand the pharmacology of drugs and its application in clinical pharmacy.

PSC 124 Pharmaceutical Chemical Analysis I

This course covers the basic principle, practice, methodology, and applications of a several of volumetric quantitative chemical methods based on acid-base in aqueous and non-aqueous media, complex-formation, precipitation, and oxidation-reduction reactions. It also covers the basic fundamentals of gravimetric analysis and their applications in pharmaceutical field.

PSC 125 Pharmacognosy

Pharmacognosy is the subject that deals with the general study of the important medicinal plants. The study includes their origin, morphology, histology, constituents and uses. The drugs are classified into groups according to their main therapeutic values.

PSC 126 Pharmaceutical Microbiology

This course takes in consideration the microbiology as an explosive subjects with many ramification. It is designed to introduce the students to the microbes' world exemplified by Prokaryotes, Eukaryotes and the unique properties of the viruses. Trying to give a brief and up-date presentation of those aspects of medical organisms that can inflict damages to human health.

PSC 231 Physical Pharmacy II

This course aims to provide students with basic physicochemical principles needed to explain characteristics and behavior of pharmaceutical dispersions like colloids, suspensions, emulsions, ointments, creams and aerosols. It also covers rheological properties of both Newtonian and non-Newtonian systems.

PSC 232 Pharmaceutical Dosage Forms I

The course comprised of principles and techniques involved in the formulation, preparation and evaluation of solid dosage forms. It covers physical properties of powders, preparation of bulk and divided powders, as well as effervescent and non-effervescent granules. Capsules and tablets types, methods of production/filling and storage are described. The course also covers rectal drug absorption, formulation and evaluation of suppositories.

PSC 233 Biochemistry I

This course deals with the general aspects of Chemistry of carbohydrates, amino acids polypeptides and proteins, nucleic acids, lipids, vitamins and enzymes. This includes: their classification and biomedical importance.

PSC 234 Introduction to Pharmacology

This course provides students with Basic Pharmacological Concepts and in- depth Pharmacological and Therapeutic knowledge about Autonomic Nervous System related diseases. The course aims to improve students' ability to understand the pharmacodynamics and pharmacokinetic properties of drugs and identify how to assess the relevant factors for the management of patients with various Autonomic systems related conditions. Further, it is designed to help students integrate drug therapy into an overall nervous diseases management plan

PSC 235 Principles of Pharmaceutical Care

The purpose of this course is to provide students a comprehensive overview of pharmaceutical care principles.

PSC 236 Pharmaceutical Immunology and Infectious Diseases

This course discusses the main principles of mycology, bacterial resistance and principles of antimicrobial selection. It also emphasizes on the most common infections including upper and lower respiratory tract and urinary tract infections.

PSC 241 Pharmaceutical Dosage Forms II

This course covers basic principles of drug stability, routes of drug degradation and various means of avoiding them. It also covers sterile products including parenteral and ophthalmic preparations; their advantages & disadvantages, formulations, quality control tests and various sterilization procedures. In addition, aseptic techniques applied during the preparations of sterile products shall be covered. The course also includes an introduction to sustained released products, as well as packaging materials.

PSC 242 Pharmacology and Therapeutics I

This course provides students with in-depth Pharmacological and Therapeutic knowledge on cardiovascular diseases. The course aims to improve students' ability to understand the pharmacodynamics and pharmacokinetic properties of drugs and identify how to assess the relevant factors for the management of patients with various cardiovascular conditions. Further, it is designed to help students integrate drug therapy into an overall Cardiovascular and Respiratory conditions management plan

PSC 243 Pharmaceutical Chemical Analysis II

This course provides students with fundamentals and hands-on practice on essential instrumental techniques used in the pharmaceutical analysis. In the first part of the course, the basics of electrochemical, absorption spectrophotometric, and atomic spectroscopic methods of analysis will be covered. In the second part of the course the theory, instrumentation, and

applications of a number of common chromatographic methods including thin layer liquid chromatography, gas chromatography, and high performance liquid chromatography, as well as common molecular spectroscopic techniques will be discussed.

PSC 244 Medicinal & Pharmaceutical Chemistry I

This course covers the basic principle of medicinal chemistry. It deals with the relationship between chemical structure and biological activity. Topics covered include the effect of physicochemical properties on biological response, the effect of molecular modification on receptor binding and drug metabolism. The second part of the course is devoted to the study of chemotherapeutic agents.

PSC 245 Pharmacy Legislation and Ethics

The purpose of this course is to introduce the students with the principles of law and ethics in pharmacy.

PSC 246 Biochemistry II

The course emphasizes the importance of clinical laboratory investigations in the diagnosis of different diseases. It also discusses the clinical monitoring of certain narrow therapeutic window drugs.

PSC 351 Biopharmaceutics and Pharmacokinetics I

This course focuses on biopharmaceutics aspects of how drugs get to the site of absorption, drug dissolution, membrane permeability, bioavailability and bioequivalence. More specifically, students are introduced to the importance of drug plasma levels, and the physiological and cell biology background related to

gastrointestinal tract drug absorption. The routes of drug administration and formulation factors are covered as they influence its bioavailability. Emphasis is given to discuss bioavailability and bioequivalence along with the new drug development process.

PSC 352 Medicinal & Pharmaceutical Chemistry II

This course covers synthesis, pharmacological mechanism/ classification, structural features and structure activity relationship (SAR) studies and metabolism of major classes of medicinal agents. The detailed knowledge and understanding about targets by various medicinal compounds are discussed with emphasis given on the chemical basis of drug action. The new approaches to tackle the disease/ disorders are looked at briefly. Topics covered include adrenergic and cholinergic drugs, CNS depressants, analgesics, antihistamines, local anesthetics and cardiovascular drugs.

PSC 353 Pharmacology and Therapeutics II

This course provides students with in-depth Pharmacological and Therapeutic knowledge on Central Nervous System Diseases. The course aims to improve students' ability to understand the pharmacodynamics and pharmacokinetic properties of drugs and identify how to assess the relevant factors for the management of patients with various Central Nervous System Diseases. Further, it is designed to help students integrate drug therapy into an overall Central Nervous Diseases management plan.

PSC 354 OTC Drug and Products

This OTC course is designed to establish a strong knowledge of OTC drugs in all of its aspects and making pharmacist's job to be patient oriented and not product oriented. This will include monitoring, screening and evaluating drug treatment regimens either in community or hospital settings. In particular, symptoms associated with: gastrointestinal tract, respiratory, skin, central nerves system, pediatrics, women's health, men's health, eyes and ears, holiday healthcare will be considered with respect to: possible causes; symptoms and signs; treatment available; counseling points; and when to refer to doctors.

PSC 355 Pharmacology and Therapeutics III

This course provides students with in-depth knowledge on pharmacotherapy of Gastrointestinal and Endocrine Diseases. The course aims to improve students' ability to identify and assess the relevant factors for the management of patients with various Gastrointestinal (GIT) and Endocrine Diseases. Further, it is designed to help students integrate drug therapy into an overall Gastrointestinal and Endocrine Diseases management plan.

PSC 356 Pharmaceutical Quality Control

This course provides students with an overview of pharmaceutical quality management system. Regulatory requirements during manufacturing and control of pharmaceuticals including various good practices will be covered. The course also focuses on the selection criteria for suitable methods of drug analysis, the organization of quality control laboratories, and quality control of drug substances and final pharmaceutical products. A selected number of drugs in various dosage forms will be experimentally characterized.

PSC 361 Biopharmaceutics & Pharmacokinetics II

Pharmacokinetic concepts are introduced, including the concepts of pharmacokinetic models, linear and nonlinear pharmacokinetics, clearance and volume of distribution as they relate to drug concentration-time relationships for common routes of administration. Physiologic determinants of variability including age, body composition, renal and hepatic disease are also covered in relation to clinical application of pharmacokinetics.

PSC 362 Pharmaceutical Technology

This course covers theoretical aspects & practical demonstration of different manufacturing unit processes like; heat transfer, filtration, particle size reduction, and particle size analysis. The course also examines preformulation studies and identify essential manufacturing steps, including powder mixing, powder flow, granulation, and drying that are applied in pharmaceutical industries. The course shall also cover the principles and guidelines applied in the design & operation of clean rooms.

PSC 363 Pharmacology and Therapeutics IV

This course provides students with in-depth knowledge on pharmacotherapy of Autoimmune and Renal Diseases. The course aims to improve students' ability to identify and assess the relevant factors for the management of patients with various Autoimmune and Renal Diseases. Further, it is designed to help students integrate drug therapy into an overall Autoimmune and Renal Diseases management plan.

PSC 364 Antimicrobial Agents and Chemotherapy

This course provides students with in-depth knowledge on chemotherapeutics. The course aims to improve students' ability to identify and assess the relevant factors for the management of patients with various Infectious Diseases. Further, it is designed to help students integrate drug therapy into an overall Infectious Diseases management plan.

PSC 365 Drug Information & Literature Evaluation

"Drug Information and Literature Evaluation" is a course designed to allow the student to think creatively and to accept responsibility for his/her own learning. Students are expected to complete all required readings and assignments before the lecture is delivered. In addition, students are expected to actively participate in group discussions and to lead discussions when appropriate. Participation in assigned discussions will be evaluated based on the following: The student provides insightful comments. The student demonstrates knowledge acquired through assignments, etc. The student builds on thought processes from previous discussions and does not simply agree or disagree with previous statements. The student leads group discussions when appropriate

PSC 471 Pharmacy Management & Marketing

The purpose of this course is to introduce the students with the principles of pharmacy management and marketing.

PSC 472 Principles of Toxicology

This course is designed to give the student basic information about the general principles of clinical, heavy metals and environmental and occupational toxicology and the clinical management of poisoned patients

PSC 473 Phytotherapy

Study of medicinal plants and their active constituents. The study includes pharmacokinetic and pharmacodynamic effects of these constituents, as well as the appropriate dosage forms for administration of their preparations. Monographs *on Materia Medica* of selected medicinal plants are included in the study.

PSC 474 Pharmacology and Therapeutics V

This course provides students with in-depth knowledge on pharmacotherapy of pregnancy, family planning, pediatric, geriatric and respiratory conditions. The course aims to improve students' ability to identify and assess the relevant factors for the management of patients with the above conditions. Further, it is designed to help students integrate drug therapy into an overall management plan.

PSC 475 Pharmacogenomics in Pharmacy Practice

Pharmacogenomics is the study of how the genome affects the body's response to drugs. This branch of science holds the promise that drugs might be tailored for individuals and adapted to a patient personal makeup, thus improving efficacy and safety. Pharmacogenomics combines traditional pharmaceutical sciences such as biochemistry with specific knowledge of genes, proteins, and single nucleotide polymorphisms. This course is designed to equip candidates with knowledge of the

principles, concepts, and practical implications of pharmacogenomics that are relevant to clinical applications.

PSC 481 Professional Community Pharmacy Rotation I

The objectives of this initial training is to develop students' communication skills, knowledge of community pharmacy practice and to become familiar with different trade of the over- the- counter (OTC) and generic names of some drugs available in the market. In addition, students are expected to understand how to respond to commands in the different types of prescriptions.

PSC 482 Professional Community Pharmacy Rotation II

Through the utilization of selected community pharmacies and competency- based objectives, the student will gain an appreciation for the profession of pharmacy as practiced in the community and develop professional attitudes, judgment and skills needed to function in this setting.

PSC 483 Professional Pharmaceutical Technology Rotation

This training program was designed to provide pharmacy students with the main principle of drug industry and to understand the main role of pharmacists in such filed. Students during the training program will be asked to attend and to take part in all sections of drug industry such as: production line, quality control, quality assurance, raw material handling, and marketing department.

PSC 484 Professional Hospital Pharmacy Rotation

This training course will familiarize the student to hospital pharmacy practice in the inpatient and outpatient settings. The training is designed to provide students with the preparation needed to understand the practice environments they will enter and to expose them to areas of pharmacy practice they may have not previously considered within the hospital environment.

The student will learn different concepts in the hospital pharmacy, the philosophy of pharmacy consultant services and how to implement pharmaceutical care services. Moreover, the student will develop professional attitudes, judgment and skills needed to function in this setting. He will learn methods used to monitor drug therapy in the patient, treatment of common disease states seen, and how to effectively communicate with patients and health professionals regarding drug utilization. Where available, the student will be involved in the different operations carried out in the inpatient setting.

PSC 485 Professional Clinical Pharmacy Rotation

This training course (clerkship) will introduce the student to clinical pharmacy practice in the inpatient setting through clinically oriented patient- specific and non patient-specific activities. The student will learn clinical pharmacy concepts, the

philosophy of pharmacy consultant services and how to implement pharmaceutical care. In addition, the student will be exposed to methods used to monitor drug therapy in the patient, clinical manifestations, treatment and monitoring parameters of common disease states seen, and how to effectively communicate with patients and health professionals regarding drug utilization.

PSC 500 Graduation Project

By the time students reach this level (120 Crd.Hrs) they will have studied a range of pharmaceutical topics, and have gained some experience of the techniques used in research, through lecture and workshop. Students will initially undertake a period of open-learning time covering research methodology and then spend a period of time on a course of specialist study. The faculty project committee has recently decided that this project should be run across both semesters in the final year. This will enable students to investigate an area of clinical pharmacy in significant detail, under supervision.

PSC Elective Courses

PSC 476 Phytochemistry

This course covers the study of the chemistry of crude drugs such as volatile oils, glycosides, alkaloids bitter principles, resins and saponins etc. The study covers the chemical and physical properties, identification tests, methods of isolation and methods of assays.

PSC 477 Drug Design

This course introduces students to the modern approaches in the design and development of new pharmaceuticals based using computer aided drug design (CADD) modeling software and chemical drawing systems, and prediction of drug activity, physicochemical properties, and pharmacokinetic and pharmacodynamic properties of drugs. Also describes the importance of studying the receptor and enzyme structure in the design of suitable chemical scaffolds for agonist and antagonist activity.

PSC 478 Pharmacoepidemiology & Drug Safety

This course discusses all of the epidemiological aspects of drug use including adverse drug reactions, post-marketing surveillances and the statistical approach to risks of medications errors.

PSC 479 Cosmetic Science and Technology

The course provides basic terms and definitions used in the cosmetic industry. It provides overviews functions, product design, formulation and development, and quality control of cosmetic ingredients. The physiological, pharmaceutical, and formulation knowledge of decorative care products are covered with examples of OTC cosmetic products.

General Class Guidelines

1. Students should be familiar with the College policy on academic dishonesty. “Just say no” to cheating and plagiarism, which is claiming to be the author or originator of the work or ideas of someone else.
2. Instructors will not accept late assignments. Please do not ask for or expect extensions on deadlines unless there are extenuating circumstances and arrangements have been made IN ADVANCE. Extracurricular activities, such as a scheduled athletic competition, seminar, or other academic event could conflict with a course deadline. Make arrangements to submit the coursework before NOT after the due date. Instructors formally set assignment deadlines far enough in advance to allow students ample time for scheduling and prioritization.
3. Please do not miss a scheduled test, exam, or other course-related activity. Each student must provide an *official* medical excuse or other objective verification to receive an excused absence.
4. Students are responsible for contacting their classmates to find out what material was covered and discussed in class while they were absent.
5. All courses require a certain amount of effort and often, a lot of reading. Students who find it difficult to balance academics with workplace and family responsibilities should consider reducing their academic workload. Check with the Registrar's Office for final drop deadlines. Instructors usually recommend *enforced withdrawal* for students with excessive unexcused absences in a course.
6. Instructors cannot issue an incomplete or **I** grade unless a student makes arrangements before the last day of class. In addition, the College will not award a withdrawal or **W** grade for students who disappear from classes. Instead, a student will receive a failing or **F** grade for the course. There are no exceptions. Students who must temporarily leave their studies for any reason should drop the course officially through the Registrar's Office.
7. Finally, students should never have questions or doubts about what they should be doing and learning in a course. It is the responsibility of students to contact their instructor first before anyone else, to answer questions or solve problems related to that particular course.
8. Everything is negotiable except for these syllabus instructions. College policies ensure that all students in every class receive fair and equal treatment.

Specific Academic Information

Written Assignments

Most courses require students to prepare a formal written assignment during the semester. The task usually involves writing a report or paper and submitting it by a specified deadline date. Students can work together on assignments but **MUST** produce their own work. If there is any evidence of plagiarism, the student receives a failing grade and may also be subject to disciplinary action. Instructors will discuss specific details in class and provide written assignment instructions for each student.

Examinations

Courses typically have two semester tests and a final exam. Students will encounter different types of questions including multiple-choice, fill-in-the-blanks, matching, short answer, essay, and others. Instructors design test questions to assess what students have learned from material in the course textbook and what was presented in class. To succeed in any course, students **MUST** use a combination of assigned textbooks, their own notes taken in class, presentations, hand-outs, and other academic resources. If anything is not clear, be sure to ask the instructor.

Course and Instructor Feedback

Students have an opportunity to provide feedback for their classes every semester with the Course-Instructor Survey. The survey gives students the chance to share their thoughts on all aspects of the course. Using this information, academic departments or instructors may change certain aspects of a course. The College also relies on the data collected through these surveys to monitor and continuously improve its academic programs.

Zero-Tolerance Policies

Scholastic Dishonesty

All instructors follow the faculty duties and responsibilities described in the *College Catalog*, *Faculty Handbook*, and other directives. Each student must also comply with rules and procedures in the *Catalog*, *Student Handbook*, and similar publications.

Students who violate any College rules on scholastic dishonesty are subject to disciplinary measures, including the possibility of failing a course or dismissal from the College. Dishonesty harms not only the individual, but all students, and the integrity of the College. Therefore, strict enforcement of policies on scholastic dishonesty is necessary.

Refer to the *Catalog* for official policies and procedures on scholastic dishonesty including the definition of scholastic dishonesty. Remember: **Plagiarism of any kind is strictly forbidden.**

Classroom Protocol

Each class session includes a lecture and discussion about the assigned chapter topic. There may be other activities such as viewing videos and other multimedia presentations during some class sessions. Students **MUST** bring the course textbook, a notebook, and pen or pencil to each class.

Late Arrival

Students **MUST** be on time for all class sessions. Students who are late for class may be denied entry.

Mobile Phones

Students **MUST SWITCH-OFF** mobile phones **before** entering classes. The instructor will decide if any other electronic devices such as laptops or tablets may be used during classes.

Other Disruptions

It is extremely impolite and disruptive when several students constantly talk to each other during lectures and class sessions. This behavior is completely unacceptable and very distracting to other students in the class who want to concentrate and learn. Faculty members have full authority to dismiss disruptive students from the class, mark them absent, and report them to the Student Affairs Department for counseling.

Admission Requirements

General Admission Requirements

The CUCA admission policy is based on a student's academic achievements in secondary school certificate or its equivalent, regardless of gender, race, color, religion, age, handicap, or national origin. CUCA will classify a successful candidate as either full- or part-time based on the number of credit hours attempted per semester. All documents presented by the applicant for admission purposes become the property of CUCA and will not be returned. If it is determined that any documents presented by the applicant are fraudulent, CUCA reserves the right to expel the student without refund of any fees paid.

When applying for admission to CUCA, the applicant must submit the following documents which will become part of the Student File:

1. An official transcript of the secondary school certificate (or its equivalent) properly authenticated in accordance with the regulations and procedures specified by the Ministry of Education.

2. One copy of a current official passport or government-issued identity card.
3. Four recent passport-sized photographs.
4. A non-refundable application fee. (*Refer to Tuition and Fees*)
5. Certificate of a Standardized Test of Eligibility in English (TOEFL or IELTS) or equivalent. (Certificates of TOEFL or IELTS are valid for only two years).

Note: All documents presented by the applicant for admission purposes become the property of CUCA and will not be returned.

Admission Requirements (Undergraduate)

To be eligible for admission, all applicants must meet the following minimum requirements before submitting an application to the College:

1. Each applicant must complete a CUCA application form (**RM-01-Application Form**) available at the Registration Office. This form must be submitted by the deadline dates announced by CUCA and must be accompanied by a non-refundable application fee.
2. The applicant must certify that all information submitted on the application is complete and accurate at the time of submission and confirm their understanding that misrepresentation of any information or failure to provide necessary documents may result in denial or rejection of their admission to the college.
3. The applicant must have: a UAE secondary school certificate or its equivalent, as approved by the MOE, with an average of at least 60% to satisfy College requirements.
4. The applicant must meet any additional requirements for admission into the program for which they are applying. Specific program requirements are detailed in the *Program Catalog*.

Admission Requirements (Graduate)

1. Each applicant must complete a CUCA application form (*RM-01-Application Form*) available at the Registration Office. This form must be submitted by the deadline dates announced by CUCA and must be accompanied by a non-refundable application fee.
2. The applicant must certify that all information submitted on the application is complete and accurate at the time of submission and confirm their understanding that misrepresentation of any information or failure to provide necessary documents may result in denial or rejection of their admission to the college.
3. The applicant must have a bachelor degree in related field of the program he/she is applying for, from an accredited institution in the UAE (or its equivalent).
4. A degree earned outside of the UAE that is equivalent to the bachelor degree in the program applied for (or a related business discipline) must be approved by the MOE-HEA before it can be accepted at CUCA.

5. A bachelor's degree awarded in a different discipline can be accepted but the applicants are required to complete the Preparatory Program at CUCA.
6. Candidates should submit completed applications to the Admissions and Registration Department before the start of each semester.
7. Candidates with a four-year undergraduate degree may be classified into categories upon admission:

Full Admission

To qualify for Full Admission, applicants are required to meet these conditions:

- Have a four-year bachelor degree in related field of the degree program applied for (or its equivalent)
- Completed the bachelor degree program with a minimum Cumulative GPA (CGPA) of 3.0 on a scale of 4.0 (or the equivalent)
- Earned the bachelor degree from an accredited College that is recognized by the MOE-HEA
- Achieved the minimum required score of 550 on the TOEFL (IELTS 6.0, or the equivalent) program

Provisional Admission

Provisionally-admitted students must do the following:

- Students admitted with a CGPA between 2.00 and 2.99 from their bachelor degree studies may remain in the program only if they earn a final grade of B (3.0) in the first four courses they register for during their first two modules of coursework.
- The Students may continue in the program only if they attain final grades of B or higher in all four courses they complete by the end of the first two modules (approximately four months or 16 weeks). Otherwise they will be dismissed from the program.
- Students admitted with a TOEFL score between 500 and 549 (IELTS 5.0, or the equivalent) must register in the Level 3 (advanced) course of the Intensive English Program. They are only permitted to register for one 3-credit hour academic course during their first two modules of the program. They will be allowed to continue in the MIPR program only if they attain at least a 550 score in TOEFL by the end of the first two modules. Otherwise they will be dismissed from the program.

Note: Refer to the Program Catalog for additional information regarding each individual program.

Admission Requirements (Health Sciences Program)

Students who desire to enroll in the health sciences programs (Pharmacy and Dental Surgery) must satisfy the following requirements:

1. A secondary school certificate (Science Major) or equivalent with a minimum of 80% score.
2. A score of 80% or above in Biology, Physics and Chemistry.
3. A minimum TOEFL score of 500 or minimum EmSAT score of 1100.
4. A valid certificate of cardiopulmonary resuscitation course (CPR), to be renewed every 2 years
5. An interview
6. A Health Fitness Certificate

English Language Requirement (Undergraduate)

1. The applicant must demonstrate an acceptable competency level in English equivalent to a TOEFL score of 500 (paper-based), 173 (computer-based), (61 internet-based), or its equivalent on a standardized English language test, such as Band 5.0 for IELTS or another standardized, internationally-recognized test that is approved by the MOE-HEA. This condition applies to all students, including those who have previously been admitted to a non-credit bearing intensive English language program or remedial English course.
2. Applicants who do not have the minimum required TOEFL (500 score), IELTS (5.0 score), secondary, or vocational/technical score in English, must study in the Intensive English Program (IEP).
3. Students may only register in five General Education Program courses while enrolled in the IEP. The General Education courses are Computer Fundamentals, College Mathematics, Islamic Studies, Study Skills, and UAE Studies. They can complete the course and try to get a passing TOEFL/IELTS score. If they don't, they repeat until they pass; however, when a student achieves a passing TOEFL or IELTS score, they may exit the program at once.

The Table 1 below shows the way students in the IEP can progress through courses, along with the five General Education (GenEd) courses they are permitted to take:

Table 1: Progression in IEP

IEP Level	Pre-College English Courses		Academic Program Courses		Total Hours per Week
	Study Hours	Study Hours per Week	Courses Permitted	Study Hours per Week	

IEP 101	180	12 for 15 weeks	1 GenEd	12 for 15 weeks	12
IEP 102	135	9 for 15 weeks	2 GenEd	9 for 15 weeks	9
IEP 103	90	6 for 15 weeks	3 GenEd	6 for 15 weeks	6

English Language Requirements (Graduate)

Students who desire to enroll in the graduate program must satisfy the following requirements:

1. The applicant must demonstrate an acceptable competency level in English equivalent to a TOEFL score of 500 (paper-based), 173 (computer-based), (61 internet-based), or its equivalent on a standardized English language test, such as Band 5.0 for IELTS or another standardized, internationally-recognized test that is approved by the MOHESR. This condition applies to all students, including those who have previously been admitted to a non-credit bearing intensive English language program or remedial English course.
2. Applicants who do not have the minimum required TOEFL (500 score), IELTS (5.0 score), secondary, or vocational/technical score in English, must study 20 hours of English per week in the Intensive English Program (IEP).
3. Students may only register in five General Education Program courses while enrolled in the IEP. The General Education courses are Computer Fundamentals, College Mathematics, Islamic Studies, Study Skills, and UAE Studies. They can complete the course and try to get a passing TOEFL/IELTS score. If they don't, they repeat until they pass; however, when a student achieves a passing TOEFL or IELTS score, they may exit the program at once.
4. The table below shows the way students in the IEP can progress through courses, along with the five General Education courses they are permitted to take:

Table 2: Progression in IEP

IEP Level	Pre-College English Courses		Academic Program Courses		Total Hours per Week
	Study Hours	Study Hours per Week	Courses Permitted	Study Hours per Week	
IEP 101	180	12 for 15 weeks	1 GenEd	12 for 15 weeks	15

IEP 102	135	9 for 15 weeks	2 GenEd	9 for 15 weeks	15
IEP 103	90	6 for 15 weeks	3 GenEd	6 for 15 weeks	15

5. For Graduate programs taught in English, a minimum of EmSAT Score of 1400, TOEFL Score of 550 PBT, 6.0 IELTS, or their equivalents on another standardized nationally – or internationally-recognized test that is approved by the MoE.
6. For some graduate programs taught in Arabic, A minimum of EmSAT score of 950, TOEFL score of 450 PBT, 139 CBT, 51 iBT, 4.5 ILETS, or their equivalents on another standardized national or internationally-recognized test that is approved by the MoE.
7. Table 3 shows the MoE approved Tests and Equivalent Scores for English Language Proficiency.

Table 3: MoE Approved Tests and Equivalent Scores

EmSAT	TOEFL	IELTS
950-1075	450 (139 CBT, 51 iBT)	4.5
1100-1225	500 (173 CBT, 61 iBT)	5.0
1250-1375	530 (197 CBT, 71 iBT)	5.5
1400-1525	550 (213 CBT, 79-80 iBT)	6.0

Transfer Student Admission (Undergraduate)

1. Students applying for post-freshman admission may be considered provided they have attended at least one semester as a full-time student at another accredited College, college, or equivalent educational institution and possess a cumulative grade point average (CGPA) of 2.0 or above.
2. A student with a CGPA of less than 2.0 can be admitted only to a program in a field different from the one from which the student is transferring.
3. Coursework completed elsewhere may be accepted in the appropriate program at the College by meeting the following provisions:
 - The applicant submits an official transcript attested by the MoE-HEA showing all credits and grades earned along with a detailed description of the courses to the Registration Office.
 - Only coursework at a grade level of C (2.0) or higher and relevant to the degree will be accepted.

- Courses should bear at least three credit hours; however, two or more can be combined to equal one three credit hour course. The course must also be approved by the respective department.
- The coursework must be equal to approximately 75-80% of the CUCA course content.
- No more than 50% of the total credits of the program may be accepted as transfer credit.
- CUCA does not accept credit twice for substantially the same course taken at two different institutions.
- The Committee on Student Transfer Admission shall review the application and forwards its recommendation to the VC for approval.

Note: Grades of the transfer courses earned at the host institution are not used in calculating the student's CGPA. To receive the status of "transfer students" they must have spent a full academic semester at an accredited college or College and completed at least 9 credit hours at that institution.

Transfer Student Admission (Graduate)

Graduate students from a CAA - recognized institution of higher education may apply for admission to the CUCA Graduate Program if they:

1. Meet the requirements at CUCA for Full or Provisional admission.
2. Were in good academic standing (CGPA of at least 3.0, on a scale of 4.0 or the equivalent)
3. Were not dismissed for disciplinary reasons
4. Had previously enrolled in a graduate program that is recognized or accredited by the CAA

Note: Students admitted to their previous college or College based on Institutional TOEFL results, must re-take the TOEFL at CUCA, and obtain the minimum score of 550.

Transfer of Credit Hours Earned outside CUCA will be as follows:

1. The College considers the transfer of credit-bearing courses for graduate students attempting to join the MIPR program similar to the one studied previously if:
 - Their CGPA was at least 3.0 on a scale of 4.0, or its equivalent.
 - The course was not a part of the MIPR Preparatory Program.
 - The number of credit hours for the previous graduate course is the same or more than the credit hours for the CUCA graduate course.
 - The grade obtained in the previous course was at least a B (3.0) or its equivalent.

- The content of the course at the previous institution is similar to the related course offered at CUCA.
- 2. Only grades obtained from courses taken at CUCA will be used to determine the student CGPA. This means grades earned in courses transferred from the previous institution will not be a factor in the CGPA calculation at CUCA.
- 3. CUCA will not award the degree to transfer students unless they successfully complete at least 50 percent of the coursework or credit hours in the program at CUCA. In other words, CUCA will not transfer more than 50 percent of the courses in the program.

Note: Transfer credit hours will only appear on the CUCA transcript when the Registrar receives the certificate of authenticity for the transcript from the institution the student previously attended.

Course Registration

1. A student may select courses and register for classes during the registration period only after receiving a Letter of Acceptance (*RM-02-Letter of Acceptance*) from the Office of the Registrar.
2. Once a student receives a Letter of Acceptance from the Registrar's Office, they are eligible to select courses and register for classes during the registration period.
3. Students are scheduled for classes only after a one-on-one meeting with their Academic Advisor. Registration and pre-registration take place each semester. The student must apply for registration on the prescribed form listing the subjects to be studied during the semester. The last date for registration is posted by the Registrar.
4. Registration will not be considered complete until the course fees and all other balances due have been paid. Students will not receive credits for courses in which they are not registered. Inquiries regarding registration should be directed to the Office of the Registrar.

Course Load

1. The Academic Advisor must approve the course load that the student selected.
2. The maximum number of credit hours for which full-time students can register is 18 (6 courses) and the minimum number of credit hours is 9 (3 courses).
3. Only students with a CGPA of 2.5 to 3.79 can register for 18 credit hours (6 courses) per semester.
4. Only students with a CGPA of 3.8 and above can register for 21 credit hours (7 courses) per semester. Therefore, no student will register for 21 credit hours (7 courses) in the last semester unless their CGPA is 3.8 and above.

5. Students who take graduation project or capstone courses can only take 4 courses. The total number of courses including the graduation projects or capstone courses must not exceed 5 courses.
6. A student may register for less than 9 credit hours (3 courses) if the number of credits needed to complete graduation requirements is less than 9.
7. A student can only register for 6 credit hours (2 courses) in each summer session.
8. The maximum number of credit hours per semester for a part-time student is 9 (3 courses).
9. Any case that exceeds the prescribed registration limits requires the approval of both the Academic Advisor and the Department Chair, and the final approval of the Vice Chancellor.

Late Registration

Students must register for classes by the deadline dates specified on the academic calendar. A Late Registration Form (*RM-03-Late Registration Form*) will be submitted and a late registration fee will be assessed for all students who register after the deadline for normal registration and up to the end of the second week of class, after which students will not be permitted to attend further classes.

Add/Drop Procedure

1. Students may make schedule changes without financial penalty during each term's Add/Drop Period in the first week of the semester to add or drop a course.
2. Adding or dropping courses is not allowed outside of this period, and there are no refunds for classes dropped after the end of the Add/Drop Period.
3. Add/Drop Application Form (*RM-04-Add/Drop Application Form*) shall be submitted and each Add/Drop form requires a processing fee. Courses may only be added or dropped with the permission of the student's Academic Advisor.
4. No add/drop shall be allowed in the Health Sciences Program

Withdrawal Procedure

1. Students shall fill out the Withdrawal Application Form (*RM-05-Withdrawal Application Form*) and submit the same to the Registration Department.
2. There is no academic penalty for withdrawing from courses prior to the 9th week of a course offered in the Fall or Spring semester, or prior to the 4th week of a course offered in a summer session. In these cases, the letter W is noted in the student file alongside the course. The student CGPA is not affected. However, students who withdraw *after* the 2nd week must pay the full amount for repeating the course when they take that course again.

3. Students who withdraw from a course *after* the 3rd week, CUCA awards a grade of EW. This means the student would have achieved either a passing or failing score on the date of withdrawal from the course. A score of EW has no effect on the GPA. Therefore, the decision for timing of withdrawal from a course is important should it become obvious to the student that they are failing the course.
4. Any student leaving a course must complete a special withdrawal form (*RM-05-Withdrawal Application Form*). Failure to complete this form indicates the student is continuing in the course and they will be awarded grades in accordance with academic policy. The withdrawal form must be signed by the student along with their Academic Advisor and submitted to the Registrar before the end of the week in which they are withdrawing during spring or fall semester and before the end of the 4th week during a summer session.
5. Aside from voluntary withdrawal from a course as described above, a faculty member may require a student to withdraw from a course as a result of failure to complete required assignments, low attendance, or misconduct. As in the case of voluntary withdrawal, a mark of EW is awarded, based on the withdrawal date and student performance.
6. A faculty may recommend the student to drop from the course after the MT if he/she exceeded the maximum allowed absences or poor performance. A grade of EW will be recorded against the course.

Advanced Standing

CUCA does not offer advanced academic standing or award credits for the completion of portfolios, challenge examinations, completion of advanced secondary school courses such as A-Level or International Baccalaureate, etc.

Recognition of Prior Learning

CUCA does not grant credit for life experience or for study at non-collegiate or non-accredited post-secondary institutions.

Good Academic Standing

A student is considered to be in good academic standing if they maintain at least a 2.0 CGPA for all degree credit courses attempted at CUCA. A CGPA of 2.0 or above is required for graduation.

Academic Probation

1. A student whose CGPA falls below 2.0 by the end of the second semester, or in any subsequent semester, is placed on academic probation.
2. Students on academic probation are expected to raise their CGPA to at least 2.0 in the following two semesters and may not register for more than 12 credit hours.
3. Students who fail to achieve the required CGPA within the specified period will be asked to repeat courses with D or F marks in order to improve the CGPA. The maximum number of F and D courses that can be repeated is 4, after which students will be advised to transfer to another degree specialization within the College.
4. Students who fail to remove the probation by the end of the following two semesters after specialization transfer will be dismissed from the College.
5. Students with a CGPA of at least 1.9 and with at least 75% of the credit hours required for graduation, will not be dismissed from the College but permitted to continue in the same major until they exceed the maximum period of study. Summer sessions do not count in the probation period calculation.
6. A student who begins the semester on academic probation and whose CGPA at the end of that semester is not at least 1.5 after 18 attempted semester credits (or at least 1.7 after 33 attempted semester credits, or at least 1.9 after 48 attempted semester credits) will be academically suspended from registering at CUCA for at least one semester.
7. Students on academic probation are allowed only to repeat courses with F or D marks during the summer session in order to improve the CGPA. He/she is not allowed to register new course.

Academic Advising

1. Every student is assigned an Academic Advisor for the duration of their degree program. Assignment of Academic Supervisor is system-generated at the Office of the Head of Enrollment which are reflected in the Faculty and Students' UMS.
2. The Advisor assists students in selecting courses for each semester. In addition, the Advisor is available to the student on a daily basis by appointment or, in emergency cases, non-scheduled sessions.
3. Advisors discuss professional goal-setting, answer questions about academic programs, review student registration forms for classes, and make referrals to College and off-campus resources as needed.
4. The optimum advisor-to-student ratio is 1 advisor to 35 students.

Completion Requirements (Undergraduate)

To be eligible for graduation, students must satisfy each of the following requirements:

1. Satisfactorily complete the curriculum in which the student is registered.
2. Achieve a CGPA of at least 2.00.
3. The student becomes a degree candidate when the Department Chair, at the request of the Student Advisor, certifies the student has completed all program and College requirements for graduation and consequently recommends the student to the faculty to confer the appropriate degree.
4. If a failed course has been removed from the curriculum or is an elective, the student may meet graduation requirements by the substitution of another course only with the written approval of the Department Chair.
5. With the written approval of the Department Chair of the degree-granting department or program, a student who has completed all but six hours for graduation may complete them off-campus.
6. Students must satisfy all financial obligations to the College within the time specified by the Registrar. Certificates for graduation and transcripts will be withheld on past-due accounts and loans.
7. The Head of Enrolment prepares a degree audit and prepares the degree/certificates for signature and issuance to the graduate. The list of graduates is presented to the BoT for confirmation one week before the graduation ceremony.

Completion Requirements (Graduate)

To be eligible for graduation, students must satisfy each of the following requirements:

1. Satisfactorily complete the curriculum in which the student is registered.
2. Achieve a CGPA of at least 3.00.
3. The student becomes a degree candidate when the Department Chair, at the request of the Student Advisor, certifies the student has completed all program and College requirements for graduation and consequently recommends the student to the faculty to confer the appropriate degree.
4. If a failed course has been removed from the curriculum or is an elective, the student may meet graduation requirements by the substitution of another course only with the written approval of the Department Chair.
5. With the written approval of the Department Chair of the degree-granting department or program, a student who has completed all but six hours for graduation may complete them off-campus.
6. Students must satisfy all financial obligations to the College within the time specified by the Registrar. Certificates for graduation and transcripts will be withheld on past-due accounts and loans.
7. The Head of Enrolment prepares a degree audit and prepares the degree/certificates for signature and issuance to the graduate. The list of

graduates is presented to the BoT for confirmation one week before the graduation ceremony.

Completion Requirements (Health Sciences)

Students will be awarded the Bachelor of Dental Surgery (BDS) degree upon fulfillment of the following requirements:

1. Successful completion of the required credit ours (194 credit hours), including the College required courses, with CGPA greater than or equal to 2.00.
2. A successful completion of the required clinical cases during the clinical phase, in addition to the mandatory two months internal clinical training during Summer sessions
3. Submitting and defending a research project before an academic committee of the department.

Refer to the Bachelor of Dental Surgery Program Catalog for details.

Academic Honors

The Registrar issues the Student Academic Honors List at the end of each semester. To be placed on this list, a student must have:

1. Registered for at least 15 credits and receive no failing grades
2. A minimum semester GPA of 3.6
3. No recorded or pending disciplinary action Academic Suspension

Re-admission after Academic Suspension

1. Suspended students may apply to the Registrar for one-time readmission by submitting a letter detailing their activities since the suspension took effect and providing rationale for why they believe their academic performance will improve in the future using the Application for Readmission Form (*RM-06-Application for Readmission Form*)
2. The Registrar will refer the application to the appropriate Department Chair. If the Department Chair is convinced of the student's potential to succeed, they will advise the Registrar to grant the student one-time readmission for the next semester's registration. Students in this category will be reinstated on academic probation.

Final Academic Suspension

If, after one-time readmission, a student who is on academic probation at the beginning of a semester completes that semester with a cumulative GPA less than 1.5 after 18 attempted semester credits (or less than 1.7 after 33 attempted semester credits, or less than 1.9 after 48 attempted semester credits), that student receives final academic dismissal and will not be readmitted to CUCA in the future.

Student Time Limitation

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

1. The minimum study period is 8 regular semesters. However, it is possible for a student to graduate with a minimum time period of 7 regular semesters by attending summer sessions.
2. The maximum period is 14 regular semesters for all degree programs which normally require 8 regular semesters for graduation.
3. The minimum study period for transfer students is 4 regular semesters for all degree programs which normally require 8 regular semesters for graduation.
4. The maximum study period for the transferred student depends on the number of approved transfer credits.

Grading System

1. Students are awarded letter grades for each course in which they have enrolled. The letter grade reflects student performance in a particular course.
2. The minimum passing grade in an undergraduate course is D; for a graduate course the minimum passing grade is C.
3. Grades are awarded as shown in Table below:

Table 4: Grading System

Grade Range	Symbol	Grade Points	Description
90-100	A	4.0	
85-89	B+	3.5	
80-84	B	3.0	
75-79	C+	2.5	
70-74	C	2.0	
65-69	D+	1.5	

60-64	D	1.0	
Below 60	F	0.0	Failed
N/A	W	N/A	Withdrawal
N/A	EW	N/A	Enforced Withdrawal
N/A	I	N/A	Incomplete

Credit Hours

Courses are calculated in credit-hours. Each course carries a certain number of credits which are awarded after its successful completion. Credit hours usually equal the number of hours spent in class per week. One credit hour is typically 50 minutes of lecture given weekly for a minimum of fifteen weeks. Two or three hours of tutorial or laboratory work per week is the equivalent of one credit hour.

The Grade Point Average (GPA)

The grade point average (GPA) reflects student achievement in one semester. The cumulative point average (CGPA) reflects student achievement in all semesters of coursework attempted. GPA and CGPA are evaluated as shown in Table below:

Table 5: Grade Point Average

Grade Points	Evaluation
4.00	Excellent with Highest Honors
3.80-3.90	Excellent with Honors
3.50-3.79	Excellent
3.00-3.49	Very Good
2.50-2.99	Good
2.00-2.49	Satisfactory
Less than 2.00	Unsatisfactory

The Cumulative Grade Point Average (CGPA)

The GPA is calculated by multiplying the grade of each course by the number of its credit hours and dividing the total by the number of total credit hours taken in the semester. The CGPA is calculated by multiplying the grade of each course by the number of its credit hours and dividing the total of all courses by the number of total credit hours taken for all semesters. By contrast, the GPA is the average of grade points for all courses in one semester, whether the course was passed or failed. As mentioned earlier, the CGPA is the

average of grade points for all courses in all semesters. Both GPA and CGPA are rounded to the nearest decimal units. Calculate the GPA and CGPA using the following formula:

$$\text{GPA} = \frac{\text{Total credit hours per course} \times \text{Grades received per course}}{\text{Total credit hours per semester}}$$

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

Table 6: Example GPA and CGPA Computation

Semester 1			
Course	Number of Credits	Grade	Grade Points
College Mathematics	3	4.00	12
English 1	3	4.00	12
UAE Studies	3	2.00	6
Islamic Studies	3	3.00	9
Computer Fundamentals	3	3.00	9
Introduction to Sociology	3	2.00	6
Total	18		54
Semester 2			
Course	Number of Credits	Grade	Grade Points
Critical Thinking	3	3.00	9
Environmental Science	3	4.00	12
English II	3	3.00	9
Study Skills	3	4.00	12
Accounting 1	3	3.00	9
Total	15		51

$$\text{GPA}_{(S1)} = \frac{(12) + (12) + (6) + (9) + (9) + (6)}{18} = \frac{54}{18} = 3.00$$

$$3 + 3 + 3 + 3 + 3 + 3 \qquad 18$$

$$\text{GPA}_{(S2)} = \frac{(9) + (12) + (9) + (12) + (9)}{3 + 3 + 3 + 3 + 3} = \frac{51}{15} = 3.40$$

$$\text{CGPA} = \frac{54 + 51}{18 + 15} = \frac{105}{33} = 3.18$$

Releasing of Grades

Faculty submits the students' marks 2 days after the last day of examination. Grade marks are submitted to the Vice Chancellor for approval. The signed copies of students' marks are submitted to the Head of Enrolment and the marks are released by the office to the students through the UMS.

Grade Appeals

Students have the right to appeal a final grade of any course.

1. Complete and submit an appeal form (**RM-07-Grade Appeal Form**) to the Registrar within 15 calendar days of final grade posting.
2. The Registrar submits the appeal form to the responsible academic department.
3. The responsible department will then respond within 7 calendar days.
4. A Committee for Grades Appeal shall review the application subject to the approval of the Vice Chancellor.
5. The decision of the Vice Chancellor is final.

Change in Grades

The following procedure will be followed by all faculty members when it becomes necessary to change a student grade previously submitted to the Registrar's Office:

1. Grades for a course must be based only on work performed before the end of each semester. Grade changes are permitted only in cases of errors in calculating or recording grades.
2. The change of grade desired, together with adequate explanation, will be submitted by the faculty member concerned to the Department Chair.

3. If the Department Chair approves the request for change of grade, the request will be submitted to the QA&IE Director and then to the Dean, then the Vice Chancellor for final approval.
4. If the request is approved by the Dean, the change of grade will be reported to the Registrar to make the appropriate change on the student record and notify both the student and the faculty member.

Incomplete Coursework

An instructor may award a grade of **I** (Incomplete) for a class during the semester in accordance with the following procedures:

1. When the reason for non-completion of the course is illness, accident, etc., the student must provide the appropriate certificates which will then be attached to the application for award of an **I** grade.
2. An **I** grade is awarded only if a student has the possibility of passing the course.
3. An instructor who awards an **I** grade will write a "Memorandum for the Record" (MFR) and issue one copy to the student and one copy to the Registrar for placement in the student file. The MFR will explain:
 - Reasons for awarding the **I** grade
 - Assignments or other coursework required to complete the course
 - Method for submitting the coursework to the instructor
 - Both the faculty member and student must sign and date the MFR
4. Responsibility for submitting the required work to complete the course falls on the student. If the work is not completed within eight weeks of the last day of the semester or the mutually-agreed upon date, the student's grade in the course will automatically be changed to **F**.

Financial Information

Tuition and Fees

Application♦Admission♦Registration Fees		
Application and Admission Fee (Graduate Programs)	AED 3,000	One-time fee submitted with application, non-refundable
Application and Admission Fee (Undergraduate Programs)	AED 1,500	One-time fee submitted with application, non-refundable

Application and Admission Fee (International Students)	AED 3,000	One-time fee submitted with application, non-refundable
Registration Fee (Regular Semester)	AED 500	Per Semester
Registration Fee (Summer)	AED 300	Per Session
Tuition Fees		
Dental Surgery	AED 2,000	Per credit hour
Pharmacy	AED 1,500	Per credit hour
MBA (FIN, IF, TQM, HRM, MKT)	AED 1,650	Per credit hour
M.Law	AED 2,200	Per credit hour
BBA (FIN, HRM, MIS, MKT)	AED 825	Due at the time of course registration (3 credit hours x AED 825 = AED 2475 per course)
Hospitality and Tourism Management	AED 750	Due at the time of course registration (3 credit hours x AED 750 = AED 2250 per course)
B.Law and HRM (Arabic)	AED 850	Due at the time of course registration (3 credit hours x AED 850 = AED 2550 per course)
Public Relations and Advertising	AED 825	Due at the time of course registration (3 credit hours x AED 825 = AED 2475 per course)
Professional Diploma in Teaching	AED 900	Due at the time of course registration (3 credit hours x AED 900 = AED 2700 per course)
Other Fees		

Student Activity Fee (Regular Semester)	AED 250	Per Semester
Student Activity Fee (Summer)	AED 100	Per Session
Credit Transfer Fee	AED 300	
Late Registration Fee	AED 200	Per Course
Computer Lab and Internet Fee	AED 300	Per Semester (Fall and Spring)
Computer Lab and Internet Fee (Pharmacy and Dental Surgery)	AED 650	Per Semester (Fall and Spring)
Laboratory and Clinic Fee (Dental Surgery)	AED 4,000 AED 6,000	1 st – 3 rd years Every Semester 4 th – 5 th years
Productive Lab Fee (Dental Surgery)	AED 3,000	4 th – 5 th years
Training Fee	AED 4,000	Year 5 Summer I and Summer II
Laboratory and Clinic Fee (Pharmacy)	AED 2,600	Every Semester
Tutorial Fees (Pharmacy)	AED 550	Student per Course (3 rd and 4 th Year). There are 3 courses in 3 rd year and 1 course in 4 th year
Training Fees (Pharmacy) for Community Pharmacy Training	AED 500	Student per Course (4 th Year) There are 2 courses in 4 th year
Training Fees (Pharmacy) for Training in Hospital	AED 500	Student per Course (4 th Year) There are 2 courses in 4 th year

Training Fees (Pharmacy) for Pharmaceutical Technology (Jalpar)	AED 1,500	Student per Course (4 th Year) There is 1 courses in 4 th year
Visa Deposit	AED 5,000	Refundable at the time of visa cancellation and after completing one year of study at CUCA
Visa Processing Fee	AED 2,000	
Add/Drop Processing Fee	AED 30	For each request form
Re-Test Fee (Graduate)	AED 500	
Re-Test Fee (Undergraduate)	AED 300	
Supplementary Exam Fee (Graduate)	AED 1,500	
Supplementary Exam Fee (Undergraduate)	AED 1,000	
Graduation Fee	AED 1,250	
Transcript Fee	AED 75	
ID Replacement Fee	AED 50	
Diploma Replacement Fee	AED 500	
Change of Major Fee	AED 500	
Grade Appeal Fee	AED 200	
Intensive English Program ♦ Consists of 3 Levels		
Level 1	AED 5,000	Duration is one semester (180 study hours)
Level 2	AED 4,000	Duration is one semester (135 study hours)
Level 3	AED 3,500	Duration is one semester (90 study hours)

Intensive English Program for HRM (Arabic) and PRA ♦ Consists of 2 Levels		
Level 1	AED 3,750	Duration is one semester (112 study hours)
Level 2	AED 3,500	Duration is one semester (90 study hours)

Note: CUCA may charge fees for additional services and facilities as required, and may increase fees at any time without prior notice.

Payment Schemes

Students must pay at least one-third of the total semester fees in cash, and submit two post-dated checks. The date of the second check should be payable before the beginning of the final exams as shown on the academic calendar.

Scholarship and Financial Aids

Students can apply for Scholarships and Financial Aids using the *RM-08 Scholarship/Financial Aid Application Form*. CUCA offers the following discounts and scholarships for students:

1. A partial scholarship of 20% on the tuition fees for brothers, sisters, or spouses studying at CUCA. (Both family members must register in the same semester in order to take advantage of this discount).
2. The *Individual Needs Scholarship* is a reduction of the tuition fee. (This type of scholarship is awarded on a case-by-case basis. Students must present evidence of financial hardship to the Scholarship Committee for approval).
3. The *Merit Scholarship* is a reduction of the tuition fees. CUCA awards this scholarship to new students with a secondary school score of 90% and above. Currently-registered students who earn a CGPA of 3.50 and above in the previous semester also qualify for this award, which is available for one semester only. Approval is required to continue this scholarship in subsequent semesters.
4. For *Individual Needs* and *Merit Scholarships* to remain in effect, students must maintain class attendance of not less than 80% and a CGPA of not less than 3.50 in each semester.
5. Additional scholarships are announced by the Head of Enrolment Office.

For more information on Scholarship and Financial Aids, visit the Office of the Registrar or email registrar@cuca.ae, or call +971-6-731-5000, or visit www.cuca.ae.

Refund Policy

1. Student shall apply for refund by submitting the specified form (*RM-09-Request for Refund Form*)
2. Application and Admission Fees are non-refundable.
3. Students who withdraw before semester commencement will be refunded 100% of the paid tuition fees.
4. Students who withdraw within one week of semester commencement will forfeit the 1/3 of the tuition fees. The College will return 2/3 of the tuition fees.
5. The entire first semester tuition fee is non-refundable for students who withdraw after one week from semester commencement. This includes the PDC.
6. A student who is suspended or expelled from the College for disciplinary reasons forfeits all rights to any refunds.

Student Records

Student File

1. Each Student Permanent Record maintained at CUCA includes (*RM-10-Student Information Checklist*):
 - Basic student identification information
 - Listing of all coursework accepted by CUCA for transfer
 - Current listing of CUCA courses attempted and completed
 - Grades, credits, and GPAs earned each semester
 - Required entries for academic probation, suspension, or dismissal
 - Notation of degree completion for a student who has graduated
2. This student record is considered to be permanent in that it will be kept as an active record perpetually, i.e., it will never be disposed of by the institution. It is the permanent and official record of all grades, credits, and diplomas earned by the student at CUCA.
3. Back-up (scanned) copies of student records are maintained electronically through the network server system at the College and on CD-ROMs which are safely stored at an off-site location.
4. Permanent student records are kept in fireproof file cabinets on the CUCA campus.
5. Students must notify the Registration Department on changes related to address, status, or contact numbers.

Degree Certificates

A student who has fulfilled all of the academic requirements of the program and has settled all of monetary and administrative obligations with CUCA will receive a student copy of their Academic Transcript together with an official Diploma from the College. This will occur only after all scores and relevant material for graduation have been provided to the Registrar's Office.

Academic Transcripts

Transcripts created from a student's permanent record are either official or unofficial.

1. An official transcript is a copy of the student's permanent record, printed on an CUCA transcript form, bearing its official seal or stamp, and signature of the Registrar.
2. The official transcript is mailed directly to the individual who needs official confirmation of the student's academic achievements at CUCA.
3. Official transcripts are typically sent to a college or College, a state authority, an employer, or to an organization providing financial aid. Only in extraordinary circumstances will an official copy be sent directly to a student.
4. An unofficial transcript is a copy of the permanent record made for the personal use of the student which does not bear the College's stamp or seal and is sent directly to the student.

Student Information Release Policy

1. No one shall have access to, nor will the institution disclose, any information from a student's permanent academic record without the written consent of the concerned student.
2. Student record access is granted only to authorized individuals at CUCA who have an official requirement to view information about courses completed and grades earned by the student in order to fulfil their administrative responsibilities and assist students with registration, advising, degree completion, and career counselling.
3. Students who would like to request for documents (i.e. Diploma, Transcripts) shall submit the request to the Office of the Registrar using *RM-11-Document Request Form*.

New Student Orientation

The primary purpose of the CUCA orientation program is to help students understand the nature of the College, the educational opportunities available to them, the values and

functions of the College community, and the central objectives of CUCA as an academic enterprise.

It is also intended to permit students to participate in the testing program, participate in academic advising, and to inform them about matters relating to student registration, campus activities, and other aspects of life at CUCA.

Health and Safety

The College believes that safety is paramount and makes every effort to provide all faculty, staff, and students with a safe and healthy place to work and study. It also determines the type of safety training required for employees and students to increase safety awareness and follow safety rules.

Employees and students are expected to comply with all Civil Defense safety rules and regulations, and to practice safe conduct whenever on College property.

Students must report all accidents or injuries immediately to a College faculty or staff member. Security Officers are available and are roving with the campus premises to keep the students, faculty and guests safe. There are two guard houses with permanent guards outside the entrance of the college who can also assist in any safety issues. CCTV cameras are installed for additional safety.

Make sure you attend the health and safety orientation as per Student Induction Checklist (*SA-Form-01-Student Induction Checklist*) that will be provided as part of your orientation.

Email Activation

- i. Students will receive orientation on the use of IT facilities during the Orientation and the IT Department will provide students with their CUCA email ID.
- ii. Students are required to activate their CUCA emails (*IT-01-Email Activation Form*) in order to receive information from the College
- iii. Students are responsible for checking their emails as faculty may send important announcements or course related materials

Student orientation programs are designed to help freshmen, transfer, and non-traditional students adjust to the academic and social life of the College.

Student Rights

Student responsibilities include but are not limited to:

1. Students must be fully acquainted with published rules, regulations, and policies of the College and to comply with them in the interest of maintaining an orderly and productive College community.
2. Students are required to follow the tenets of common decency and acceptable behavior commensurate with the aspirations implied by a College education. This includes the obligation to respect the rights and property of others.
3. Student Handbook are provided through links sent to the students by the Office of the Students Affairs, and also available in CUCA website.

Student Council

The primary purpose of the Student Council is to serve as a recognized forum for student opinion. The Student Council is elected annually by the student body.

The Student Council operates within the laws of the United Arab Emirates and follows the procedures established and adopted by CUCA.

The activities of the Student Council include, but are not limited to, the following:

1. Assisting CUCA in identifying the interests, programs, and goals of the student majority.
2. Communicating those interests, programs and goals of the student majority to CUCA.
3. Assisting CUCA in providing students with programs to meet the needs of its students.
4. The elections are conducted according to the Election Code of the Student Council (*SA-Form-02-Student Council Election*).

Student Publication

1. CUCA supports an atmosphere of free and responsible discussion along with the use of media throughout the education process. However, all student publications financed and published by CUCA must conform to the standards and norms of responsible journalism.
2. These publications must not contain libelous, indecent, or harassing material in any form. These same publication policies apply when deciding what material can be included on the CUCA website developed and managed by CUCA.
3. The President has the ultimate authority to determine the acceptability of materials in student publications.
4. Approval for student publication may be applied using (*SA-Form-03-Student Publication Approval Request*)

5. Student Publications are under the purview of the Marketing Department and policies and procedures related to publication are published in the Marketing Policies and Procedures Manual.

Student Services

Student Placement Office (SPO)

The SPO at CUCA provides advice and information to students and alumni as a unit of the Student Affairs Department. Career Services strives to provide CUCA students and graduates with a clear purpose and solid decision-making required to be confident, selective, and competitive in managing careers and further academic pursuits.

SPO accomplishes its mission by supporting students in terms of internship, student development programs, and job search; faculty by acquiring MoU's with companies for job placements which are part of the curriculum; and the alumni through collaborating with employers and access to employer databases.

The SPO offers the best possible suggestions and advice with access to the most current employment information and career resources available. They also offer on-line interaction for clients who are off-campus.

The SPO provides the following support for students and alumni:

1. Career Selection Planning. The SPO through career guidance provide insights to students regarding different professions available for them at the time of graduation. This allows them to have clear direction on the career path they want to take.
2. Career Interest Assistance. The SPO can provide students with assistance in their career interest through arranged workshops, guests lectures and activities that will further their knowledge on specific career they are interested to pursue.
3. Career Assessment Tools. Exit, alumni and employer satisfaction surveys are conducted regularly which form basis for decisions to improve the curriculum and/or services within the College to improve employability.

Additional support of the SPO are as follows:

1. Internship Opportunities
2. Job Search Techniques
3. CVs and Cover Letters
4. Employment Interviews
5. Alumni Directory
4. Links to Employer Databases

5. Links to Employment Agencies
6. Employment Workshops
7. Career Opportunities Overseas

The SPO also cooperates with employers in these opportunities:

1. Ask employers to post key contact information for student and alumni access.
2. Invite private companies and public agencies to participate in Career Services job fairs and workshops.
3. Schedule on-campus interviews for organizations who wish to hire CUCA students and alumni.
4. Encourage employers to list job openings and internship opportunities with the Career Services Office.

Internship

Students shall be allowed to take internship course after completion of 90 credit hours and a CGPA of 2.0. Refer to Internship Manual for more details about internship.

Counseling

The purpose of counseling is to assist students in understanding and resolving their educational, vocational, and personal problems. The Student Affairs Department conducts basic counseling for students.

The Student Affairs Department provides confidential counseling services and advising to CUCA students. The goal is to help students reduce stress, maximize opportunities for academic and personal success, enhance personal development, and make important life changes.

All administrators, faculty, and staff should refer students to the Student Affairs Department for counselling services when necessary.

Health Services

The CUCA Health Care Clinic is located near the reception area on the ground floor of the campus available for use by all students, faculty, and staff.

The operating hours are Sunday through Thursday from 9:00 am to 3:00 pm, and 6:30 to 9:30 pm.

Social and Cultural Activities

The Student Affairs Department organizes, implements, and supervises all social, cultural, and entertainment programs for CUCA students. Its main objective is to help students to develop their interests and abilities, and to practice their hobbies through a variety of programs and activities. The College places great emphasis on these extracurricular activities. It seeks to help students to develop their many talents and abilities plus make good use of their leisure time by forming student cultural and scientific societies.

The College also encourages students to meet each other in the friendly atmosphere of its surroundings. Almost every academic department has a student society or club, the purpose of which is to unite students and have them participate to accomplish a set of academic objectives that enrich student life. To this end, the academic departments organize lectures, present book and cultural exhibits, celebrate national occasions, and support intramural sports activities.

CUCA emphasizes that participating in organizations and clubs is an effective means of establishing interpersonal relationships, developing leadership skills, and generally enhancing the overall academic programs.

Sports Activities

Indoor recreation area is available at the College campus. In addition, the Student Affairs Department organizes, implements, and supervises athletic events at the college, and develops collaboration with other institutions in Ajman and the surrounding area for various student competitions. Sports ground are rented for students' outdoor activities such as football, basketball, volleyball and the likes – pending the establishment of the sports facilities at the campus which is part of the CUCA infrastructure development.

Accommodation

CUCA does not currently have its own student housing. Instead, it has an agreement with the Ajman University of Science and Technology (AUST) to accommodate CUCA students.

The Student Affairs Office manages this student housing program. Information on fees and services provided are posted on the CUCA website: <http://cuca.ae>

Parking

There are 662 parking slots available at the campus which are located outside the building and under the basement. Students are permitted to park their cars outside the campus, and they can opt to rent the basement parking.

Food Services

All CUCA students may use the food service facilities provided at the campus.

Transportation

CUCA provides student transportation with shuttle buses to and from the campus.

Spiritual Facilities

The College has on-campus prayer rooms for both males and females.

Code of Conduct

This policy applies to all students enrolled at CUCA to ensure that they receive equal protection and that all practices and actions are applied equally and in a non-discriminatory manner.

CUCA is composed of individuals interacting with others for the mutual benefit of all, thereby developing a culture with standards of conduct and distinguishable aims. The College is a system based on the concept of freedom of choice that creates the educational and cultural conditions for the full development of students and members of the community.

It is the right of students attending CUCA to retain their individualism, personal freedom, autonomy, and dignity, while respecting at the same time the rights of others. Students attending the College should be provided with the opportunity to learn, to develop to their fullest potential, and to grow as individuals. All students are individuals and display different abilities, skills, interests, appreciations, attitudes, beliefs, and values.

Students who enroll neither lose their personal freedom nor rights, nor do they escape the duties of a legal UAE resident or citizen while enjoying significant educational opportunities at CUCA. Students have a responsibility to themselves, to their fellow students, to the laws of the UAE, and to policies of the College in which they enrol by their own choice.

Discrimination and Harassment

On campus, CUCA provides its students with a secure environment for learning. The College stands for the provision of equal opportunities in education and employment and will not condone any behavior that is in any way discriminatory or that constitutes harassment on the grounds of race, belief, color, national origin, religion, age, gender, or disability.

Harassment is a type of discrimination. It is defined as an act or verbal expression intended against a person's race, belief, color, national origin, religion, age, gender, or disability with the aim of interfering with the ability of that person to find employment or study, or with the aim of frightening or creating a threatening or harmful environment.

Any person engaging in discrimination or harassment is subject to disciplinary measures.

Misconduct

The following are types of misconduct which, if committed, will result in appropriate disciplinary action:

1. Academic cheating or plagiarism of any kind.
2. Furnishing false information to the College or filing or making known false charges against the College or a member of its faculty or staff.
3. Destruction, damage, unauthorized possession, or misuse of College property, including Library and Laboratory materials and equipment, or of private property on the campus.
4. Forgery, alteration, unauthorized possession, or misuse of College documents, records, or identification cards.
5. Physical or verbal abuse of another person in the College community.
6. Any verbal threat, abuse, or physical action against any CUCA employee or student is considered sufficient grounds for suspension from the College pending a disciplinary hearing.
7. Any act considered offensive or unauthorized by UAE law.
8. Use, distribution, or possession of alcoholic beverages, dangerous drugs, or controlled substances while on CUCA property or at any authorized activity sponsored by or for any CUCA-related organization, whether on- or off-campus, are prohibited by law and will be reported to the authorities.
9. Disorderly conduct that inhibits or interferes with the educational responsibility of the College community.
10. Disorderly conduct that disrupts the administrative or service functions of the College to include social or educational activities.

11. Malfeasance or misuse of an elected or appointed office in a student organization, endangering its members, or the welfare of the College community.
12. Incurable or persistently irresponsible behavior.
13. Gambling on-campus or on College property.
14. Possession of any weapon that can harm others.
15. Inappropriate behavior that disrupts teaching

Dress Code

Faculty, staff, and students at CUCA are required to dress appropriately and respect the cultural and religious principles of the United Arab Emirates. This means dressing in a professional, respectful, and modest way. Inappropriate dress for males and females is completely unsuitable and prohibited at the College. Additionally, obscene, lewd, or offensive words or pictures must never be displayed on articles of clothing.

Report faculty or staff dress code violations to the Department Chair or Unit Manager of the offender. Similarly, report student dress code violations to the Student Affairs Department.

Anyone who violates the CUCA dress code is subject to disciplinary action.

Smoking

To protect and promote the health, safety, and welfare of its employees, students, and the public, CUCA will provide an environment free from exposure to tobacco smoke. Smoking or the use of tobacco products is not permitted inside the College facilities.

The College ensures *No Smoking* signs are appropriately placed and visible throughout the College.

Academic Integrity

One of the main objectives of CUCA is to provide quality undergraduate education. All members of the College community are required show commitment to this objective, including an obligation to promote the highest standards of integrity in study, instruction, and evaluation.

Dishonesty or unethical behavior has no place at CUCA. The integrity of the academic process requires fair and impartial evaluation by the faculty and honest academic conduct and effort by its students.

Therefore, students are expected to conduct themselves at the highest levels of responsibility while fulfilling the requirements of their studies. Similarly, the faculty has a responsibility to make clear to students the evaluation standards that apply and the resources that students may use in a given course.

Plagiarism

(Refer also to Policy on Plagiarism in Appendix A of the Student Handbook)

This violation occurs when a student takes the words or ideas of another and uses them as if they were their own. This can happen in three ways:

1. A student copies the words of another person without using quotation marks and without giving reference to the source
2. A student puts the ideas of another person into the student's own words but does not give reference to the source
3. A student duplicates the structure of thought or organization of another person but does not give reference to the source.

Use of Plagiarism Detection Software

CUCA uses *TurnItIn* plagiarism detection software to verify the originality of student work. This software provides an important first step for instructors in their evaluation of student work. The process for the use of *TurnItIn* is as follows:

1. The CUCA IT staff conducts initial training on the use of *TurnItIn* for all faculty members in the computer labs. They are also available to assist with any questions or technical problems encountered.
2. Instructors provide brief instructions to students on how they use *Turnitin* to verify the originality of written work.
3. Faculty members are responsible for providing students with an explanation of the freedom they may exercise in collaboration with other students or in the use of outside sources. This includes the student's own work prepared and submitted for another course, during group study sessions, and in take-home examinations.
4. Any doubts on the part of students about what constitutes academic dishonesty should be discussed with and will be resolved by the course instructor.

Academic Dishonesty

The policy for academic dishonesty is outlined below.

1. All academic work and materials submitted for assessment must be the work of the student.
2. Cheating is not only limited to copying from the work of others and providing unauthorized assistance, but also includes the use of devices or other surreptitious means for the purpose of obtaining falsely-derived passing scores on examinations.
3. Students are prohibited from submitting assignments and research papers or projects prepared by or purchased from another person or company. This is considered as a form of cheating subject to disciplinary actions.

4. All students are expected to take the process of advanced education seriously and act responsibly. Students who violate examination or assignment rules are subject disciplinary action.

Collusion

Collusion occurs when someone else writes all or any part of a student's paper.

Cheating

1. Cheating includes, but is not limited to, a student looking at another's work or using unauthorized materials during a test or written assignment.
2. Cheating, plagiarizing, or otherwise falsifying the results of study is prohibited. These policies apply not only to examinations, but to all work handed-in, such as papers, reports, solutions to problems, tapes, films, and computer programs, unless authorized by the instructor.
3. Bringing of mobile phones during examination is considered as cheating.

Penalties for Academic Dishonesty

If a faculty member has reasonable grounds to conclude that a student has plagiarized, committed collusion, or cheated, the faculty can submit an allegation of academic dishonesty to the Department Chair recommending any of the following actions:

1. Report a grade of F for the work submitted (exam or assignment).
2. Report a grade of F for the course.
3. Apply other disciplinary action against the student which may lead to the student's suspension or dismissal from the College.

Procedure

1. The faculty member who discovers the academic integrity violation completes a report describing the disciplinary infraction incident.
2. Submit the report to the Dean through the Department Chair. Student shall be notified of such allegations.
3. After review, the Dean shall constitute an Investigation Committee to decide on the merits of the allegations and to recommend the appropriate action to take based on the particular case (as shown in the options listed in the preceding section).
4. The Dean shall endorse the decision to the Vice Chancellor for final approval and implementation.
5. Distribute copies of the violation report to the student, faculty member, Department Chair, and the Registrar.
6. The Registrar places a copy of the report in the student file.
7. *A student has the right to appeal on the decision on allegations.*
8. For full details, refer to the Policy on Academic Misconduct in the Academic Handbook.

Verification Process

1. Students who deny academic dishonesty must reconstruct or reproduce the suspected work in a way agreeable to and under the supervision of the faculty member to prove that no dishonesty has occurred.
2. If the student declines the opportunity to reconstruct or reproduce the suspected work, the matter is ended, and the faculty may impose one or more of the penalties listed above as decided by the Investigation Committee.
3. Students who produce what constitutes proof that the work is indeed their own, and the faculty still disagrees, the student may then file a grievance at the Office of the Student Affairs.

Disciplinary Sanctions

The College may impose any one or more of the listed disciplinary sanctions. Written sanctions shall be given to students using (*SA-06-Form-Disciplinary Actions*)

1. Verbal or written warning
2. Loss of privileges
3. Removal from an elected or appointed office
4. Disciplinary probation with or without loss of privileges for a specified period
5. Violating the terms of disciplinary probation or any subsequent infraction (results in automatic suspension)
6. Suspension from the College for a specified period
7. Expulsion from the College

Grievance and Appeals

The Office of the Students' Affairs facilitates all complaints and grievances of the students. A student grievance and appeals policy, applicable to all students of CUCA, is used to provide reasonable assurance that all practices and actions are pertinent and realistic and are applied in a nondiscriminatory manner. The policy is designed to help maintain good student relations, to handle grievances efficiently at the level closest to the problem, and to establish a problem-solving academic and non-academic environment with full student participation. Grievance and appeals shall be handled based on the following principles:

1. *Confidentiality*. All grievances and complaints are confidential.
2. *Reprisal*. A student may enter a complaint or grievance without fear of interference, retaliation, or harassment from faculty or administration.
3. Processing a Complaint
 - i. A complaint, which is not processed through the grievance procedure, must be informally presented to the source of the problem for discussion and consideration. In the case of a complaint about an instructor, for example, each point of complaint must first be aired with that instructor before the rest of the process may be followed.

- ii. If the student is not comfortable discussion his complaint with his/her instructor, he/she may seek the assistance of the Department Chair.
- iii. If not satisfactorily resolved at that level, the complaint must be submitted by the student in writing to the Office of the Students' Affairs through filling out the Student Grievance Form (*SA-07-Form-Application for Redress of Grievance*)

Non Academic Grievance

1. Using (*SA-07-Form-Application for Redress of Grievance*) which may be obtained from the Office of the Student Affairs, the grievant shall address only one subject in any one grievance. A written grievance shall contain a clear and concise statement of the grievance, referring to the actual policy that is alleged to have been violated, the date the incident took place, the issue involved, and the remedy sought.
2. The Office of the students' affairs will verify that procedure for processing the complaint has been followed (first it was discussed with the offending party, or the Department Chair). The Faculty or Department Chair shall be given 5 days to take necessary decision.
3. If the time has lapsed and no decision was taken, or if the student was not satisfied with the decision, he/she can forward the form to the The Office of the Student Affairs shall forward the grievance to the Student Grievance Committee who will try to mediate by giving both parties the opportunity to explain their side of the story.
4. The committee shall render their decision based on the merits of the case within seven working days and will communicate the same to both parties through the Department Chairs.
5. Time Limits.
If the grievant fails to meet the time limits at any step, the grievance is automatically considered dropped; if the administration or College personnel, at any step, fail to meet the time limits, the grievance is automatically advanced to the next step. Extension of time limits for any step may be authorized through the Dean upon written request.

General Academic Grievance

1. A student general academic grievance is any dissatisfaction or feelings of injustice a student or prospective student may have while associated with CUCA. A grievance may result from any academic disagreement.
2. The grievant is encouraged to resolve problems where they arise and with the parties involved. Only when the problems cannot be solved informally in conference with the teacher or staff member should the student resort to the formal grievance procedure. At this point the student should seek the advice of the

Director of Student Affairs about the proper procedure. The Office of Students Affairs may not interfere with academic-related grievances, except when such academic issues affect the welfare of the students.

Grade Appeals

Grade appeals shall be made in accordance with the Office of the Registrar's Policies and Procedures.

Attendance

1. Students must attend each class meeting. Absence never exempts a student from the work required for satisfactory completion of courses. Excessive absences from any course will result in a:
 - First Warning - for absence in 10% of the total class hours (i.e. 4.5 hours for a 45 credit hour course)
 - Second Warning - for absence in 20% of the total class hours (i.e. 9.0 hours for a 45 credit hour course)
 - Final Warning - for absence in 25% of the total class hours (the student is subject to forced withdrawal from the course) (i.e. 11.25 hours for a 45 credit hour course)
2. An Official Warning Letter (*SA-04-Attendance Warning Letter*) shall be issued to the student through the UMS
3. Any exception to the policy shown above must be approved by the Department Chair by submitting the Absence Excuse Form (*SA-05-Absence Excuse Application*) detailing the justification for the absence subject to the approval of the Department Chair.
4. Students will be marked absent but allowed into the classroom if they are:
 - More than 10 minutes late from the start of the class. He/she will be marked "Late" but will be allowed to sit inside the class for the remaining lessons.
 - The teacher should mark the student Absent on the 3rd time the student is "Late". This should be reflected in the UMS.
 - Students who remain absent on the pretext of attending rehearsals for College or intercollegiate programs, etc., will be marked absent unless they obtain written permission from the appropriate faculty member or the Student Counselor.
5. Leaving the classroom to answer telephone calls is not allowed.
6. Under extraordinary circumstances where a student's attendance falls below 80% but not less than 70%, they may be permitted to take part in final examinations with permission from the Department Chair. An administrative fee may be assessed in these cases.

7. Department Chairs and faculty members must ensure compliance with the above rules by managing daily attendance records.

Assessment and Evaluation

1. Student performance will be assessed continuously through
 - Coursework
 - Assignments
 - Seminars
 - Tests/Examinations
 - Quizzes
 - Case studies
 - Presentations
 - Projects
 - Others
2. The continuous assessment components for each course will count toward 60-70% of the marks.
3. End-of-semester final examinations count for the remaining 30-40% of the marks.
4. Failure to complete a final examination without authorization results in a grade of F. Students who fail a course must re-register and pay the appropriate fees.

Academic Calendar

CUCA		كلية المدينة الجامعية بعجمان CITY UNIVERSITY COLLEGE OF AJMAN		Academic Calendar 2019-2020 Master of Business Administration (MBA)
FALL SEMESTER 2019				
Term 1 (Maximum 2 Courses)				
Date	Day	Teaching Weeks	Event	
08-09-2019	Sunday	Week 1	Orientation Day for Fall	
08-09-2019	Sunday	Week 1	Weekday classes begin	
13-09-2019	Friday	Week 1	Weekend classes begin	
08-09-2019 14-09-2019	Sunday - Saturday	Week 1	Add/Drop period; late registration	
21-09-2019	Saturday	Week 2	Deadline to drop courses (no academic penalty but financial penalty applies)	
28-10-2019	Monday	Week 8	Last day of weekday classes	
01-11-2019	Friday	Week 8	Last day of weekend classes	
29-10-2019 30-10-2019	Tuesday - Wednesday	Week 8	Final exam period for weekday classes	
02-11-2019	Saturday	Week 8	Final exam for weekend classes	
Term 2 (Maximum 2 Courses)				
Date	Day	Teaching Weeks	Event	
10-11-2019	Sunday	Week 1	Weekday classes begin	
15-11-2019	Friday	Week 1	Weekend classes begin	
10-11-2019 16-11-2019	Sunday - Saturday	Week 1	Add/Drop period; late registration	
23-11-2019	Saturday	Week 2	Deadline to drop courses (no academic penalty but financial penalty applies)	
30-12-2019	Monday	Week 8	Last day of weekday classes	
03-01-2020	Friday	Week 8	Last day of weekend classes	
04-01-2020 05-01-2020	Saturday - Sunday	Week 8	Final exam for weekend and weekday classes	
06-01-2020 18-01-2020	Monday - Saturday		Fall semester recess	

SPRING SEMESTER 2020**Term 1 (Maximum 2 Courses)**

Date	Day	Teaching Weeks	Event
19-01-2020	Sunday	Week 1	Orientation Day for Spring
19-01-2020	Sunday	Week 1	Weekday classes begin
24-01-2020	Friday	Week 1	Weekend classes begin
19-01-2020 25-01-2020	Sunday - Saturday	Week 1	Add/Drop period; late registration
01-02-2020	Saturday	Week 2	Deadline to drop courses (no academic penalty but financial penalty applies)
09-03-2020	Monday	Week 8	Last day of weekday classes
13-03-2020	Friday	Week 8	Last day of weekend classes
10-03-2020 11-03-2020	Tuesday - Wednesday	Week 8	Final exam period for weekday classes
14-03-2020	Saturday	Week 8	Final exam for weekend classes

Term 2 (Maximum 2 Courses)

Date	Day	Teaching Weeks	Event
15-03-2020	Sunday	Week 1	Weekday classes begin
20-03-2019	Friday	Week 1	Weekend classes begin
15-03-2020 21-03-2020	Sunday - Saturday	Week 1	Add/Drop period; late registration
28-03-2020	Saturday	Week 2	Deadline to drop courses (no academic penalty but financial penalty applies)
29-03-2020 04-04-2020	Sunday - Saturday		Spring semester recess
11-05-2020	Monday	Week 8	Last day of weekday classes
15-05-2020	Friday	Week 8	Last day of weekend classes
12-05-2020 13-05-2020	Tuesday - Wednesday	Week 8	Final exam period for weekday classes
16-05-2020	Saturday	Week 8	Final exam for weekend classes

SUMMER SESSION 2020**Term 1 (Maximum 2 Courses)**

Date	Day	Teaching Weeks	Event
17-05-2020	Sunday	Week 1	Orientation Day for Summer
17-05-2020	Sunday	Week 1	Weekday classes begin
22-05-2020	Friday	Week 1	Weekend classes begin
17-05-2020 23-05-2020	Sunday - Saturday	Week 1	Add/Drop period; late registration
30-05-2020	Saturday	Week 2	Deadline to drop courses (no academic penalty but financial penalty applies)
06-07-2020	Monday	Week 8	Last day of weekday classes
10-07-2020	Friday	Week 8	Last day of weekend classes
07-07-2020 08-07-2020	Tuesday - Wednesday	Week 8	Final exam period for weekday classes
11-07-2020	Saturday	Week 8	Final exam for weekend classes

Term 2 (Maximum 2 Courses)

Date	Day	Teaching Weeks	Event
12-07-2020	Sunday	Week 1	Weekday classes begin
17-07-2020	Friday	Week 1	Weekend classes begin
12-07-2020 18-07-2020	Sunday - Saturday	Week 1	Add/Drop period; late registration
25-07-2020	Saturday	Week 2	Deadline to drop courses (no academic penalty but financial penalty applies)
31-08-2020	Monday	Week 8	Last day of weekday classes
04-09-2020	Friday	Week 8	Last day of weekend classes
01-09-2020 02-09-2020	Tuesday - Wednesday	Week 8	Final exam period for weekday classes
05-09-2020	Saturday	Week 8	Final exam for weekend classes

Dates of official holidays will be announced by the UAE Government

* Fall 2020 will begin on Sunday September 6th

Note: Classes missed due to an official Holidays will be compensated on Thursday
Schedules will be announced by the concerned Head of Department.

CUCA		كلية المدينة الجامعية بعجمان CITY UNIVERSITY COLLEGE OF AJMAN		Academic Calendar 2019-2020 التقويم الجامعي 2019-2020	
FALL SEMESTER 2019				فصل الخريف 2019	
Date التاريخ	Day اليوم	Teaching Weeks الأسابيع التدريسية	Event الحدث		
29-08-2019	Thursday		Deadline for admission آخر موعد للقبول		
24-08-2019 29-08-2019	Saturday- Thursday		Registration for new students التسجيل للطلبة الجدد		
08-09-2019	Sunday	Week 1	الأُسبوع 1	Orientation Day اليوم التعريفي	
08-09-2019	Sunday	Week 1	الأُسبوع 1	Weekday classes begin بداية محاضرات أيام الأسبوع	
13-09-2019	Friday	Week 1	الأُسبوع 1	Weekend classes begin بداية محاضرات نهاية الأسبوع	
08-09-2019 14-09-2019	Sunday - Saturday	Week 1	الأُسبوع 1	Add/Drop period; late registration فترة السحب والإضافة والتسجيل المتأخر	
21-09-2019	Saturday	Week 2	الأُسبوع 2	Late registration deadline آخر موعد للتسجيل المتأخر	
21-09-2019	Saturday	Week 2	الأُسبوع 2	Deadline to drop courses (no academic penalty but financial penalty applies) آخر موعد لسحب مساق بدون غرامة أكاديمية وبغرامة مالية	
27-10-2019	Sunday	Week 8	الأُسبوع 8	Admission begins for Spring semester 2020 بداية القبول لفصل الربيع 2020	
27-10-2019 02-11-2019	Sunday - Saturday	Week 8	الأُسبوع 8	Midterm exam period فترة امتحانات المنتصف	
02-11-2019	Saturday	Week 8	الأُسبوع 8	Deadline to withdraw from courses (no academic penalty but financial penalty applies) آخر موعد لسحب مساق من مساق بدون غرامة أكاديمية وبغرامة مالية	
04-12-2019 07-12-2019	Wednesday - Saturday	Week 13	الأسبوع 13	Applications for changing specialization period فترة تقديم طلبات تغيير التخصص	
08-12-2019 14-12-2019	Sunday - Saturday	Week 14	الأسبوع 14	Early registration week for Spring semester 2020 اسبوع التسجيل المبكر لفصل الربيع 2020	
19-12-2019	Thursday	Week 15	الأسبوع 15	Last day of weekday classes آخر يوم لمحاضرات أيام الأسبوع	
21-12-2019	Saturday	Week 15	الأسبوع 15	Last day of weekend classes آخر يوم لمحاضرات نهاية الأسبوع	
22-12-2019 31-12-2019	Sunday - Tuesday	Week 16	الأسبوع 16	Final exam period فترة الامتحانات النهائية	
06-01-2020	Monday			Examination Board Meeting اجتماع لجنة الامتحانات النهائية	
06-01-2020	Monday			Announcement of grades اعلان الدرجات	
01-01-2020 18-01-2020	Wednesday - Saturday			Fall semester recess إجازة فصل الخريف	
20-01-2020 22-01-2020	Monday - Wednesday			Incomplete final exam period for Fall 2019 فترة امتحانات غير المكتمل لخريف 2019	

CUCA		كلية المدينة الجامعية بعجمان CITY UNIVERSITY COLLEGE OF AJMAN		Academic Calendar 2019-2020 التقويم الجامعي 2019-2020	
SPRING SEMESTER 2020				فصل الربيع 2020	
Date التاريخ	Day اليوم	Teaching Weeks الأسابيع للتدريسية	Event الحدث		
09-01-2020	Thursday		Deadline for admission آخر موعد للقبول		
12-01-2020 18-01-2020	Sunday- Saturday		Registration for new students التسجيل للطلبة الجدد		
19-01-2020	Sunday	Week 1	1 الأسبوع	اليوم التعريفي Orientation Day	
19-01-2020	Sunday	Week 1	1 الأسبوع	Weekday classes begin بداية محاضرات أيام الأسبوع	
24-01-2020	Friday	Week 1	1 الأسبوع	Weekend classes begin بداية محاضرات نهاية الأسبوع	
19-01-2020 25-01-2020	Sunday- Saturday	Week 1	1 الأسبوع	Add/Drop period; late registration فترة المسحب والإضافة والتسجيل المتأخر	
01-02-2020	Saturday	Week 2	2 الأسبوع	Late registration deadline آخر موعد للتسجيل المتأخر	
01-02-2020	Saturday	Week 2	2 الأسبوع	Deadline to drop courses (no academic penalty but financial penalty applies) آخر موعد لحذف مساق بدون غرامة أكاديمية وبنغرامة مالية	
08-03-2020	Sunday	Week 8	8 الأسبوع	Deadline to withdraw from courses (no academic penalty but financial penalty applies) آخر موعد للإسحاب من مساق بدون غرامة أكاديمية وبنغرامة مالية	
08-03-2020	Sunday	Week 8	8 الأسبوع	Admission begins for Fall semester 2020 بداية القبول لفصل الخريف	
08-03-2020 14-03-2020	Sunday Saturday	Week 8	8 الأسبوع	Midterm exam period فترة امتحانات المنتصف	
29-03-2020 04-04-2020	Sunday Saturday			Spring semester recess اجازة فصل الربيع	
19-04-2020 25-04-2020	Sunday Saturday	Week 13	13 الأسبوع	Applications for changing specialization period فترة تقديم طلبات تغيير التخصص	
26-04-2020 02-05-2020	Sunday Saturday	Week 14	14 الأسبوع	Early registration week for summer and Fall 2020 semesters اسبوع التسجيل المبكر لفصلي الصيفي والخريف 2020	
07-05-2020	Thursday	Week 15	15 الأسبوع	Last day of weekday classes آخر يوم لمحاضرات أيام الأسبوع	
09-05-2020	Saturday	Week 15	15 الأسبوع	Last day of weekend classes آخر يوم لمحاضرات نهاية الأسبوع	
10-05-2020 19-05-2020	Sunday - Tuesday	Week 16	16 الأسبوع	Final exam period فترة الامتحانات النهائية	
24-05-2020	Sunday			Examination Board meeting اجتماع لجنة الامتحانات النهائية	
24-05-2020	Sunday			Announcement of grades اعلان الدرجات	
23-05-2020	Saturday			Summer recess الاجازة الصيفية	
01-06-2020 03-06-2020	Monday - Wednesday			Incomplete final exam period for Spring 2020 فترة امتحانات غير المكتمل لربيع 2020	

SUMMER I SESSION 2020			الفصل الصيفي الأول 2020	
Date التاريخ	Day اليوم	Teaching Weeks الأسابيع للتدريسية	Event الحدث	
31-05-2020	Sunday	Week 1	1 الأسبوع	Weekday classes begin بداية محاضرات أيام الأسبوع
05-06-2020	Friday	Week 1	1 الأسبوع	Weekend classes begin بداية محاضرات نهاية الأسبوع
31-05-2020 01-06-2020	Sunday- Monday	Week 1	1 الأسبوع	Add/Drop period; late registration for weekday classes فترة السحب والإضافة والتسجيل المتأخر لمحاضرات أيام الأسبوع
05-06-2020	Friday	Week 1	1 الأسبوع	Add/Drop period; late registration for weekend classes فترة السحب والإضافة والتسجيل المتأخر لمحاضرات نهاية الأسبوع
13-06-2020	Saturday	Week 2	2 الأسبوع	Deadline to drop courses (no academic penalty but financial penalty applies) آخر موعد لحذف مساق بدون غرامة أكاديمية وغرامة مالية
20-06-2020	Saturday	Week 3	3 الأسبوع	Deadline to withdraw from courses (no academic penalty but financial penalty applies) آخر موعد للإسحاب من مساق بدون غرامة أكاديمية وغرامة مالية
21-06-2020 23-06-2020	Sunday- Tuesday	Week 4	4 الأسبوع	Midterm exam period فترة امتحانات المنتصف
29-06-2020	Monday	Week 5	5 الأسبوع	Last day of weekday classes آخر يوم لمحاضرات أيام الأسبوع
03-07-2020	Friday	Week 5	5 الأسبوع	Last day of weekend classes آخر يوم لمحاضرات نهاية الأسبوع
05-07-2020 07-07-2020	Sunday- Tuesday	Week 6	6 الأسبوع	Final exam period فترة الامتحانات النهائية
09-07-2020	Thursday			Examination Board meeting اجتماع لجنة الامتحانات النهائية
09-07-2020	Thursday			Announcement of grades إعلان الدرجات
SUMMER II SESSION 2020			الفصل الصيفي الثاني 2020	
Date التاريخ	Day اليوم	Teaching Weeks الأسابيع للتدريسية	Event الحدث	
10-07-2020	Friday	Week 1	1 الأسبوع	Weekend classes begin بداية محاضرات نهاية الأسبوع
12-07-2020	Sunday	Week 1	1 الأسبوع	Weekday classes begin بداية محاضرات أيام الأسبوع
10-07-2020 13-07-2020	Friday- Monday	Week 1	1 الأسبوع	Add/Drop period; late registration for weekday and weekend classes فترة السحب والإضافة والتسجيل المتأخر لمحاضرات أيام الأسبوع و نهاية الأسبوع
25-07-2020	Saturday	Week 2	2 الأسبوع	Deadline to drop courses (no academic penalty but financial penalty applies) آخر موعد لحذف مساق بدون غرامة أكاديمية وغرامة مالية
01-08-2020	Saturday	Week 3	3 الأسبوع	Deadline to withdraw from courses (no academic penalty but financial penalty applies) آخر موعد للإسحاب من مساق بدون غرامة أكاديمية وغرامة مالية
02-08-2020 04-08-2020	Sunday- Tuesday	Week 4	4 الأسبوع	Midterm exam period فترة امتحانات المنتصف
12-08-2020	Wednesday	Week 5	5 الأسبوع	Last day of weekday classes آخر يوم لمحاضرات أيام الأسبوع
14-08-2020	Friday	Week 5	5 الأسبوع	Last day of weekend classes آخر يوم لمحاضرات نهاية الأسبوع
16-08-2020 18-08-2020	Sunday- Tuesday	Week 6	6 الأسبوع	Final exam period فترة الامتحانات النهائية
20-08-2020	Thursday			Examination Board meeting اجتماع لجنة الامتحانات النهائية
20-08-2020	Thursday			Announcement of grades إعلان الدرجات

Dates of official holidays will be announced by the UAE Government
* Fall 2020 will begin on Sunday September 6th

سيتم الإعلان عن مواعيد العطل الرسمية من قبل حكومة دولة الإمارات العربية المتحدة
سيبدأ فصل الخريف 2020 يوم الأحد الموافق 6 سبتمبر

Classes missed due to an official Holidays will be compensated on Thursday.

سيتم تعويض المحاضرات التي تصالف في أيام الإجازات الرسمية يوم الخميس.
و سيعلن الجدول عن طريق الأقسام.

Schedules will be announced by the concerned Head of Department.

Facilities and Resources

Resources	CPU	Apple Computer	Interactive panels	Multimedia	we presenter	LCD	Printer	Scanner	Laptop	All-in one PC	Tablet / Ipads	kiosks
Class Room	65		4	69		65	0	0	0	0		
Lab-AL01	33			1		33	0	0	0	0		
Lab-AL02(Mac)	0	25		1		0	0	0	0	0		
Lab-BL01	35			1		35	0	0	0	0		
Lab-BL02	35			1		35	0	0	0	0		
Lab-CL01	33			1		33	0	0	0	0		
Lab-CL02	33			1		33	0	0	0	0		
Mac Lab First Floor	0	25		1	1	0	0	0	0	0		
Admission, Registration and Accounts Counter											3	3
Library Lab	18					18	0	0	0	0		
Faculty/Staff	165	3	5	8	9	165	60	0	34	24	7	

Store	192		0	59		192	24	5	8	7	2	
Total	609	53	9	143	10	609	84	5	42	31	12	3

College Directory

COLLEGE DIRECTORY					
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BACHELOR OF PHARMACY					
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