

Catalog 2022-23

(Undergraduate Programs)



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Undergraduate Academic Calendar 2022-2023

Academic Calendar 2022-2023 التقويم الجامعي 2022-2023			
فصل الخريف 2022 FALL SEMESTER 2022			
Date التاريخ	Day اليوم	Teaching Weeks الأسابيع التدريسية	Event الحدث
	Every Wednesday		English Proficiency Tests اختبارات الكفاءة باللغة الإنجليزية
02-09-2022	Friday		Deadline for admission اخر موعد للقبول
05-09-2022 11-09-2022	Monday-Sunday		Registration for new and existing students التسجيل للطلبة الجدد والمستمرين
08-09-2022	Thursday		Orientation Day for new faculty members اليوم التعريفي لأعضاء الهيئة التدريسية الجدد
12-09-2022	Monday	Week 1	1 الأسبوع Orientation Day for New Students اليوم التعريفي للطلبة الجدد
12-09-2022	Monday	Week 1	1 الأسبوع Begin of weekdays classes بداية محاضرات أيام الأسبوع
17-09-2022	Saturday	Week 1	1 الأسبوع Begin of weekend classes بداية محاضرات نهاية الاسبوع
12-09-2022 18-09-2022	Monday - Sunday	Week 1	1 الأسبوع Add/Drop period; late registration فترة السحب والاضافة والتسجيل المتأخر
25-09-2022	Sunday	Week 2	2 الأسبوع Late registration deadline اخر موعد للتسجيل المتأخر
25-09-2022	Sunday	Week 2	2 الأسبوع Deadline to drop courses (no academic penalty but financial penalty applies) اخر موعد لحذف مساق بدون غرامة أكاديمية وبغرامة مالية
31-10-2022	Monday	Week 8	8 الأسبوع Admission begins for Spring semester 2023 بداية القبول لفصل الربيع 2023
31-10-2022 06-11-2022	Monday-Sunday	Week 8	8 الأسبوع Midterm exam period فترة امتحانات المنتصف
06-11-2022	Sunday	Week 8	8 الأسبوع Deadline to withdraw from courses (no academic penalty but financial penalty applies) اخر موعد للانسحاب من مساق بدون غرامة أكاديمية وبغرامة مالية
05-12-2022 11-12-2022	Monday - Sunday	Week 13	13 الأسبوع Applications for changing specialization period فترة تقديم طلبات تغيير التخصص
12-12-2022 18-12-2022	Monday - Sunday	Week 14	14 الأسبوع Early registration week for Spring semester 2023 اسبوع التسجيل المبكر لفصل الربيع 2023
19-12-2022 01-01-2023	Monday - Sunday		Fall semester recess for Students and Faculty members إجازة فصل الخريف للطلبة ولأعضاء الهيئة التدريسية
06-01-2023	Friday	Week 15	15 الأسبوع Last day of weekday classes آخر يوم لمحاضرات أيام الأسبوع
08-01-2023	Sunday	Week 15	15 الأسبوع Last day of weekend classes آخر يوم لمحاضرات نهاية الأسبوع
09-01-2023 19-01-2023	Monday - Thursday	Week 16	16 الأسبوع Final exam period فترة الامتحانات النهائية
22-01-2023	Sunday		Deadline for faculty members to submit the grades اخر موعد لتسليم الدرجات من قبل أعضاء الهيئة التدريسية
23-01-2023	Monday		Examination Board Meeting اجتماع لجنة الامتحانات النهائية
23-01-2023	Monday		Announcement of grades اعلان الدرجات

SPRING SEMESTER 2023 فصل الربيع

Date التاريخ	Day اليوم	Teaching Weeks الأسابيع التدريسية		Event الحدث
	Every Wednesday			English Proficiency Tests اختبارات الكفاءة باللغة الانجليزية
29-01-2023	Sunday			Deadline for admission آخر موعد للقبول
24-01-2023 29-01-2023	Tuesday-Sunday			Registration for new and existing students التسجيل للطلبة الجدد والمستمرين
26-01-2023	Thursday			Orientation Day for new faculty members اليوم التعريفي لأعضاء الهيئة التدريسية الجدد
30-01-2023	Monday	Week 1	الأسبوع 1	Orientation Day for New Students اليوم التعريفي للطلبة الجدد
30-01-2023	Monday	Week 1	الأسبوع 1	Begin of weekdays classes بداية محاضرات أيام الأسبوع
04-02-2023	Saturday	Week 1	الأسبوع 1	Begin of weekend classes بداية محاضرات نهاية الأسبوع
30-01-2023 05-02-2023	Monday-Sunday	Week 1	الأسبوع 1	Add/Drop period; late registration فترة السحب والاضافه والتسجيل المتأخر
12-02-2023	Sunday	Week 2	الأسبوع 2	Late registration deadline آخر موعد للتسجيل المتأخر
12-02-2023	Sunday	Week 2	الأسبوع 2	Deadline to drop courses (no academic penalty but financial penalty applies) آخر موعد لحذف مساق بدون غرامة أكاديمية وبغرامة مالية
20-03-2023	Monday	Week 8	الأسبوع 8	Admission begins for Fall semester 2023 بداية القبول لفصل الخريف
20-03-2023 26-03-2023	Monday-Sunday	Week 8	الأسبوع 8	Midterm exam period فترة امتحانات المنتصف
26-03-2023	Sunday	Week 8	الأسبوع 8	Deadline to withdraw from courses (no academic penalty but financial penalty applies) آخر موعد للانسحاب من مساق بدون غرامة أكاديمية وبغرامة مالية
27-03-2023 02-04-2023	Monday-Sunday			Spring semester recess for students and faculty members إجازة فصل الربيع للطلبة ولأعضاء الهيئة التدريسية
01-05-2023 07-05-2023	Monday-Sunday	Week 13	الأسبوع 13	Applications for changing specialization period فترة تقديم طلبات تغيير التخصص
08-05-2023 14-05-2023	Monday-Sunday	Week 14	الأسبوع 14	Early registration week for summer and Fall 2023 semesters اسبوع التسجيل المبكر لفصلي الصيفي والخريف 2023
19-05-2023	Friday	Week 15	الأسبوع 15	Last day of weekday classes آخر يوم لمحاضرات أيام الأسبوع
21-05-2023	Sunday	Week 15	الأسبوع 15	Last day of weekend classes آخر يوم لمحاضرات نهاية الأسبوع
22-05-2023 31-05-2023	Monday - Wednesday	Week 16	الأسبوع 16	Final exam period فترة الامتحانات النهائية
02-06-2023	Friday			Deadline for faculty members to submit the grades آخر موعد لتسليم الدرجات من قبل أعضاء الهيئة التدريسية
02-06-2023	Friday			Examination Board meeting اجتماع لجنة الامتحانات النهائية
03-06-2023	Saturday			Announcement of grades اعلان الدرجات
03-06-2023	Saturday			Summer recess for students الإجازة الصيفية للطلبة

SUMMER I SESSION 2023 الفصل الصيفي الأول			
Date التاريخ	Day اليوم	Teaching Weeks الأسابيع التدريسية	Event الحدث
05-06-2023	Monday	Week 1	الأُسبوع 1 Weekday classes begin بداية محاضرات أيام الأسبوع
10-06-2023	Saturday	Week 1	الأُسبوع 1 Weekend classes begin بداية محاضرات نهاية الأسبوع
05-06-2023 06-06-2023	Monday-Tuesday	Week 1	الأُسبوع 1 Add/Drop period; late registration for weekday classes فترة السحب والإضافة والتسجيل المتأخر لمحاضرات أيام الأسبوع
10-06-2023 11-06-2023	Saturday-Sunday	Week 1	الأُسبوع 1 Add/Drop period; late registration for weekend classes فترة السحب والإضافة والتسجيل المتأخر لمحاضرات نهاية الأسبوع
11-06-2023	Sunday	Week 1	الأُسبوع 1 Deadline to drop courses (no academic penalty but financial penalty applies) آخر موعد لحذف مساق بدون غرامة أكاديمية وبغرامة مالية
24-06-2023 26-06-2023	Saturday-Monday	Week 3	الأُسبوع 3 Midterm exam period فترة امتحانات المنتصف
27-06-2023	Tuesday	Week 4	الأُسبوع 4 Deadline to withdraw from courses (no academic penalty but financial penalty applies) آخر موعد للانسحاب من مساق بدون غرامة أكاديمية وبغرامة مالية
13-07-2023	Thursday	Week 6	الأُسبوع 6 Last day of weekday classes آخر يوم لمحاضرات أيام الأسبوع
16-07-2023	Sunday	Week 6	الأُسبوع 6 Last day of weekend classes آخر يوم لمحاضرات نهاية الأسبوع
20-07-2023 22-07-2023	Thursday - Saturday	Week 7	الأُسبوع 7 Final exam period فترة الامتحانات النهائية
23-07-2023	Sunday		آخر موعد لتسليم الدرجات من قبل أعضاء الهيئة التدريسية Deadline for faculty members to submit the grades
23-07-2023	Sunday		اجتماع لجنة الامتحانات النهائية Examination Board meeting
23-07-2023	Sunday		إعلان الدرجات Announcement of grades
SUMMER II SESSION 2023 الفصل الصيفي الثاني			
Date التاريخ	Day اليوم	Teaching Weeks الأسابيع التدريسية	Event الحدث
24-07-2023	Monday	Week 1	الأُسبوع 1 Weekday classes begin بداية محاضرات أيام الأسبوع
29-07-2023	Saturday	Week 1	الأُسبوع 1 Weekend classes begin بداية محاضرات نهاية الأسبوع
24-07-2023 25-07-2023	Monday-Tuesday	Week 1	الأُسبوع 1 Add/Drop period; late registration for weekday classes فترة السحب والإضافة والتسجيل المتأخر لمحاضرات أيام الأسبوع
29-07-2023 30-07-2023	Saturday-Sunday	Week 1	الأُسبوع 1 Add/Drop period; late registration for weekend classes فترة السحب والإضافة والتسجيل المتأخر لمحاضرات نهاية الأسبوع
06-08-2023	Sunday	Week 2	الأُسبوع 2 Deadline to drop courses (no academic penalty but financial penalty applies) آخر موعد لحذف مساق بدون غرامة أكاديمية وبغرامة مالية
12-08-2023 14-08-2023	Saturday - Monday	Week 3	الأُسبوع 3 Midterm exam period فترة امتحانات المنتصف
16-08-2023	Wednesday	Week 4	الأُسبوع 4 Deadline to withdraw from courses (no academic penalty but financial penalty applies) آخر موعد للانسحاب من مساق بدون غرامة أكاديمية وبغرامة مالية
31-08-2023	Thursday	Week 6	الأُسبوع 6 Last day of weekday classes آخر يوم لمحاضرات أيام الأسبوع
03-09-2023	Sunday	Week 6	الأُسبوع 6 Last day of weekend classes آخر يوم لمحاضرات نهاية الأسبوع
04-09-2023 06-09-2023	Monday - Wednesday	Week 7	الأُسبوع 7 Final exam period فترة الامتحانات النهائية
08-09-2023	Friday		آخر موعد لتسليم الدرجات من قبل أعضاء الهيئة التدريسية Deadline for faculty members to submit the grades
08-09-2023	Friday		اجتماع لجنة الامتحانات النهائية Examination Board meeting
08-09-2023	Friday		إعلان الدرجات Announcement of grades
Dates of official holidays will be announced by the UAE Government		سيتم الإعلان عن مواعيد العطل الرسمية من قبل حكومة دولة الإمارات العربية المتحدة	
* Fall 2023 will begin on Monday September 11st		سيبدأ فصل الخريف 2023 يوم الاثنين الموافق 11 سبتمبر	
Classes missed due to an official Holidays will be compensated on Friday, Saturday and Sunday		سيتم تعويض المحاضرات التي تصادف أيام الإجازات الرسمية في أيام الجمعة والسبت والأحد	
Makeup classes schedule will be announced by the concerned Head of Departments.		سيعلن جدول المحاضرات التعويضية عن طريق رؤساء الأقسام المعنية	

University History

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

The University 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 seven faculty members.

Since then, CUCA has expanded rapidly. In 2015, it commenced the construction of its State-of-the-Art new campus in the city of Ajman. Completed in November 2017, Phase 1 of the campus had a capacity of 3500 students. Phases 2 and 3, when completed, will have a total capacity of 7500 students. In mid-December 2017, the institution moved to its new campus. In Fall 2018, we had 60 full-time faculty members, 2050 students of diverse nationalities enrolled in 5 programs, and 17 specializations.

This tangible success has resulted from the dedication of the management, faculty, and staff members. CUCA had also received the initial accreditation for Bachelors in Dentistry in July 2019.

City University Ajman is strongly committed to offering top-quality educational programs that will significantly and positively impact society. The strategic plan for 2018-2023 explains how it will continue on its path of success amid internal and external challenges. The plan's focus is to build on previous efforts to enhance the student experience and research and improve the effectiveness of internationalization strategy and internal processes. It defines how City University Ajman 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.

Vision

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

Mission

The mission of City University 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 a high level of employability, regionally and globally, for its graduates. CU provides its students with diverse educational programs in humanities and social sciences, informatics, engineering, and health sciences. In addition, CU contributes to the development of the knowledge economy as it promotes research, scholarly activities, and community engagement.

Core Values

Excellence

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

Motivation

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

Integrity

in any activity within and outside of the University.

Respect

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

Preparedness

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

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

Empowerment

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

Diversity

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

Ethics

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

Teamwork

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

Dedication

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

Leadership

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

Strategic Goals

Goal 1: Enhance Student Success

Develop teaching and learning, and the academic support services with a strong focus on providing graduate and undergraduate students with a distinguished experience throughout their lifecycle at City University Ajman.

Strategies

1. Apply pedagogical methods that will engage students across curriculum and improve learning
2. Restructure academic and career advising to improve student employability
3. Enhance Faculty and Staff Development.
4. Provide financial scholarships and improve degree completion rates for undergraduate and graduate students.
5. Provide efficient and effective student services, including academic support to meet the student's needs to become a professional and responsible citizen in a multicultural and international setting.
6. Establish a rigorous talent management process that facilitates faculty and staff professional development and personal growth for student success.
7. Explore new program opportunities.

Goal 2: Increase Research Output

Increase creative research and scholarly works among faculty of all programs that will have an impact on the economy and society, locally, regionally and internationally.

Strategies

1. Increase resources and support to enhance research growth and demonstrate recognition for interdisciplinary research and creative works.
2. Target research and development initiatives that impact the economy and employability.
3. Encourage undergraduate and graduate students in developing innovative and creative projects and scholarly works.
4. Foster creativity based on innovation principles.

Goal 3: Broaden University Exposure

Advance the internationalization of City University Ajman, focusing on students as global citizens, and create international strategic partnerships.

Strategies

1. Articulate and prioritize internationalization of institution-wide strategic plans.
2. Develop policies to increase international enrollment, and the number of current students engaging in international higher education experiences.

Goal 4: Streamline Processes to Improve Effectiveness

Construct a professional culture that enjoys work and is characterized by effective, efficient processes and trust, to achieve greater institutional effectiveness.

Strategies

1. Improve information technology infrastructure to meet future technology-related needs of the University.
2. Develop processes that enable academic departments to efficiently update curriculum, solve problems, and work collaboratively across programs in order to better meet the needs of future learners.
3. Contribute to Sustainable Development
4. Manage the institutional infrastructure to support the mission of the institution.
5. Manage the institutional risks.

Goal 5: Enhance Community Engagement

Increase local community engagement and strengthen institutional social responsibility.

Strategy

1. Develop policies to enhance faculty and staff participation in community engagement.

Licensure and Accreditation

The City University Ajman, located in the Emirates of Ajman, was officially licensed from 1 August 2011 to 31 July 2014 and was renewed until 5 January 2024 by the Ministry of Education- Higher Education Affairs in the United Arab Emirates to award a degree in higher education. All academic programs offered by the University are accredited by the Commission for Academic Accreditation in the Ministry of Education- Higher Education Affairs.

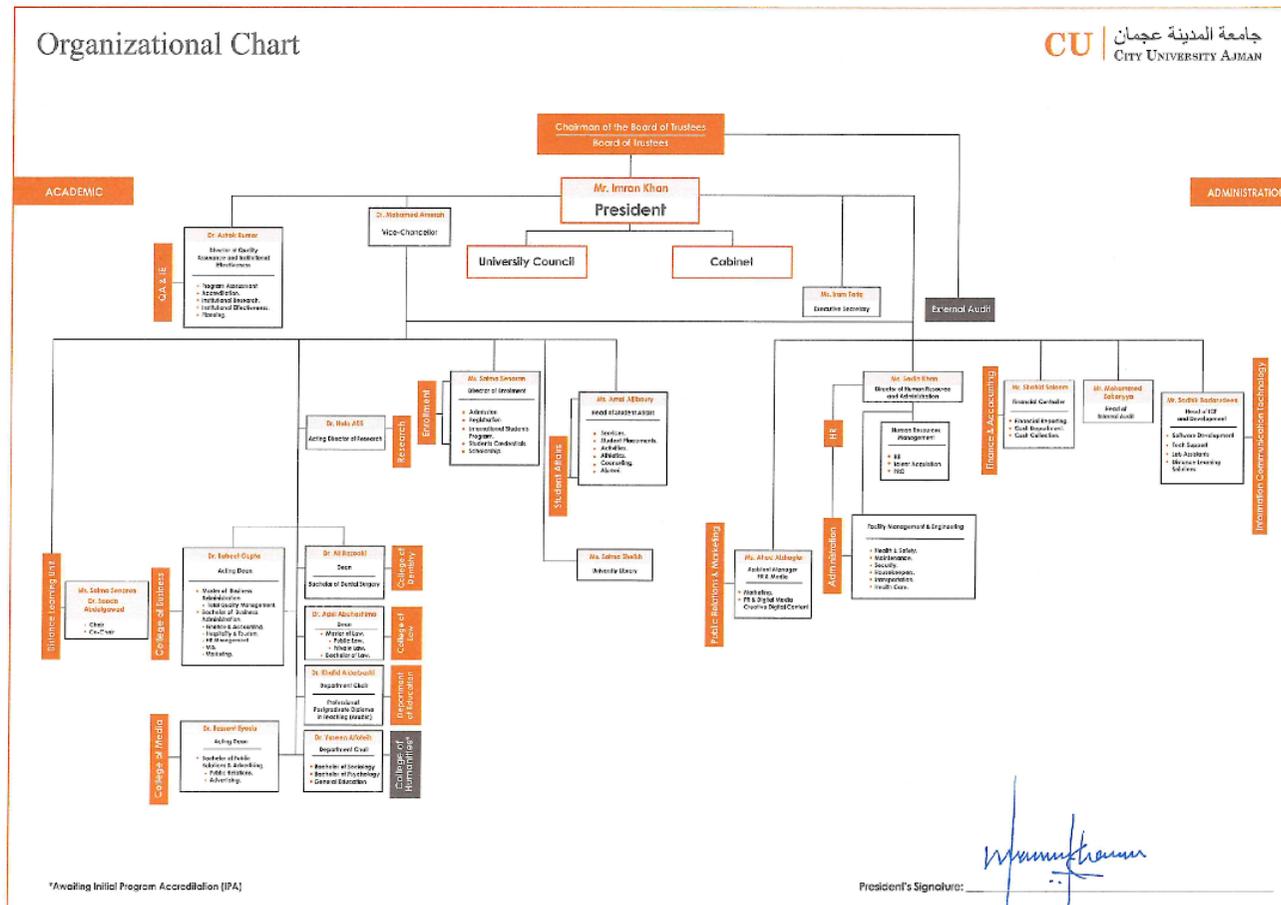
Membership in International Organizations

CU is a permanent member of the Association to Advance Collegiate Schools of Business (AACSB) since August 2017.

QS Star Rating

The QS Stars Rating system has certified the University as a 4-star institution, including a 5-star rating in the teaching and online learning categories. This ascent reflects our strength in quality education, research, and the extraordinary standard of our teaching and learning.

Organizational Chart



Campus Facilities and Resources

All programs are delivered at the new Campus of the City University Ajman (CUA). The existing facility one out of three phases which comprises of 660,000 square feet, with a capacity of 3500 students. The phase one of CU campus contains one building only with approximate space 660,000 square feet. This building has three floors and includes all the academic and nonacademic units, and will be described per floor and contents next.

Ground floor: The ground floor contains: Reception area, Multi-purpose hall, Student Registration, Student Admission, Career Enhancement Centre, IT Department, Health clinics, Cafeterias, Labs, Faculty offices, CCTV Control room, and Classrooms.

First floor: The First Floor contains: Library, Bookstore, Student Affairs, Student Centre, Labs, Faculty offices; Classrooms

Second Floor: The Second Floor contains: Office of the President, Office of the Vice Chancellor, QA& IE Office, HR Department, Public Relation and Marketing Department, Classrooms, Faculty offices, Classrooms, Conference Halls.

Classrooms

The classrooms at CU are allocated in the ground, first and second floor. They are all equipped with the latest visual and audio systems, which enhances the overall educational experience, and it helps the faculty members to deliver interactive sessions.

Computer Laboratories

CU provides students with access to its computer laboratories to enhance their learning experience. The labs are equipped with latest technologies and to satisfy the student needs. The IT Department operates and maintains computer labs in various locations throughout the campus with a total of seven labs (05 windows lab and 02 MAC lab)

General classroom and laboratory rules

1. Users are strictly prohibited from downloading, accessing or distributing any offensive websites (for example torrents, profane language, etc.) Internet facility is only for educational / study purpose
2. Users are not allowed to bring food and beverages inside the computer labs
3. Users are not allowed to turning off the lights inside computer labs
4. Music, Videos and Computer games are not to be played in computer labs
5. Users are strictly prohibited to attach or detach computer power sockets, Network devices, and any IT peripherals
6. Users must use their usernames and passwords to log-in the computers (students can use their Wi-Fi Id to login computers in computer labs)
7. You are responsible If your ID is misused by others so make sure you log-out the computer while leaving the labs
8. Users are recommended to back up their work. IT Department will not be responsible for any data loss on the systems
9. Messages sent from the provided email account will be the responsibility of the account holder therefore vital that all users keep their passwords absolutely confidential.
10. Eating, drinking, chewing gum and littering is prohibited inside the computer labs
11. Users are not allowed to use the Projector except Faculties

Library

CU aspires to create a student learning experience that recognizes and appreciates individual specialization with its well-equipped, and furnished two stored Library with over 8000 books in various disciplines offered ranging from Law, Business, Health Sciences Programs etc. The library is functional throughout the University operational hours which includes the weekends as well. Library also, facilitates students to access to computers in the provided units.

Opening Hours

Day	Time
Sunday	09:30 A.M.-09:30 P.M.
Monday	09:30 A.M.-09:30 P.M.
Tuesday	09:30 A.M.-09:30 P.M.
Wednesday	09:30 A.M.-09:30 P.M.
Thursday	09:30 A.M.-09:30 P.M.

Library Equipment

The library divided into two floors:

- The First floor divided into English books and Arabic books
- The Second floor divided into Arabic Law books, Law French books, Official Gazette, Legal Reference Works and Periodicals.

Library Holdings

- Printed books: 10553 Title with 14565 books.
- Subscription databases 7 databases:
 - Al Manhal
 - EBSCO
 - E-Marefa
 - Al Mandumah
 - Qistas
 - LexisNexis - French Law journals
 - Lextenso - Gazette du Palais - French Law journals
- Print periodicals 2:
 - LexisNexis - French Law journals
 - Lextenso - Gazette du Palais - French Law journals
- Theses: 473 copies

Library Borrowing Rules

University Library Patrons:

- Faculty
- Staff
- Enrolled Students

Reference Material

The following materials cannot be borrowed these include:

- Dictionaries
- Encyclopedias
- Journals
- Periodicals
- Textbooks
- Legal Reference Works
- Research Archives

Borrowing Limits

PATRON	QUANTITY	DURATION
Faculty	10	90 days
Staff	5	30 days
Students	2	7 days

Borrowing procedure

1. Patrons must renew borrowed books at the library circulation desk.
2. The fine for overdue books is **AED 5.00** per day for each book overdue
3. The University Library does not have inter-library loans
4. Guests must have proper authorization to use the library on temporary basis
5. Books that are not returned for more than one year are classified as **lost**. A replacement fee for a lost book must be paid to restore library privileges
6. Patrons may not borrow additional books until overdue books have been returned and fines paid
7. A patron who loses or severely damages borrowed library materials may either provide a suitable replacement or pay for the item.

Accommodation

CU currently does not have its own accommodation but Student Affairs Department liaises with students seeking accommodation and makes arrangements for them based on their financial abilities.

For more details, contact Student Affairs Department.

Student Affairs Department

Telephone: +971 6 711 0000 ext 1106

Email: studentaffairs@cu.ac.ae

Student Center

Student center is the central hub to hangout and/or meet new students. There are plenty of seating options and a ton of different activities inclusive of pool tables and fuse ball. Students can sit around and eat as well. The operational hours are as per the University timings.

Students and Staff Lounges

CU aims to ensure both employees and students are able to relax and hence the conceptualization and building of various lounges inclusive of MBA, Male and Female. These lounges are located near the Student Center which allow the students to unwind during their class breaks

Food Services

The Food Court is located within the campus at the ground floor. It provides the students with different dining options of food and drinks.

Prayer Rooms

The University has male and female prayer rooms conveniently located inside the campus.

Parking Space

CU provides parking slots in and around the Campus. The ample parking space is spread among three main areas, ground floor at the University's' main entrance, basement level, and the extension at the ground floor.

Children Waiting Area

CU provides its students, faculty and staff with children's waiting area to maintain a positive work-life balance. This facility is maintained in a hygienic and clean manner where, this area is sanitized on daily basis.

Transportation

CU provides transportation for students in air-conditioned shuttle buses to and from the University campus to cover the North Emirates and Dubai areas.

IT Services

- Mobile Application for Students
- Student profile portal (UMS)
- Campus wide Wi-Fi Facility
- Email
- Online Library
- Printer and scanner
- Computer Resource
- Laboratories and classroom

Mobile Application for student and Student profile portal (UMS)

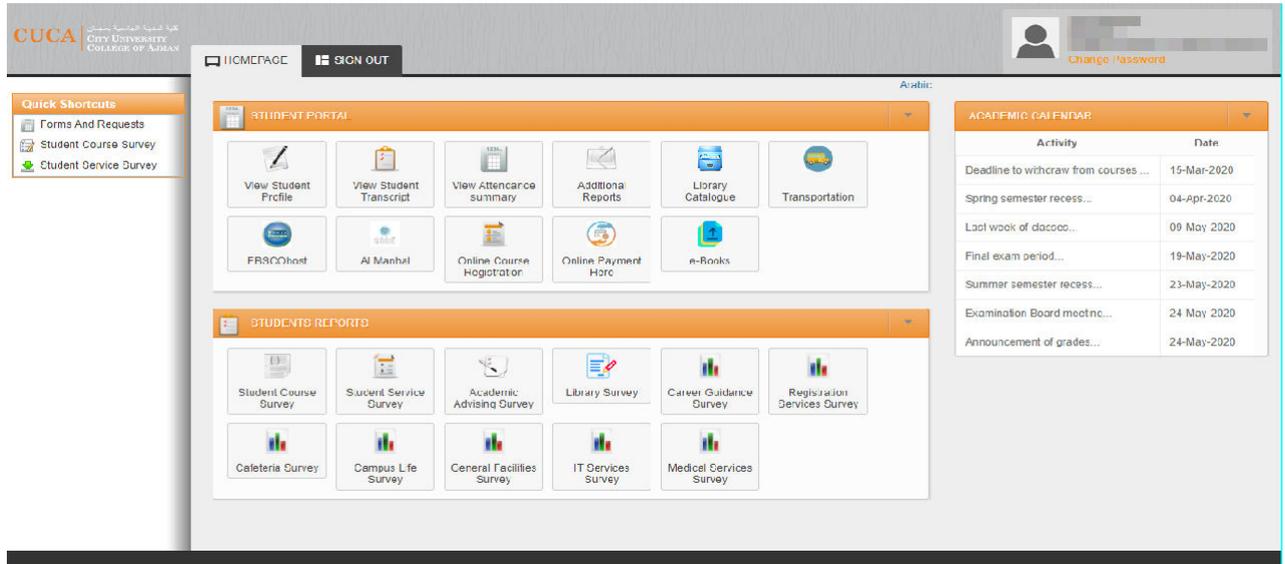
City University Ajman has an In-house University management system and Mobile Application (iOS and Android) for providing various e-services for CU students. The registration department creates the login for the student in the student portal / mobile application to use the below services.

The portal / Mobile app facilitates the students with the following services

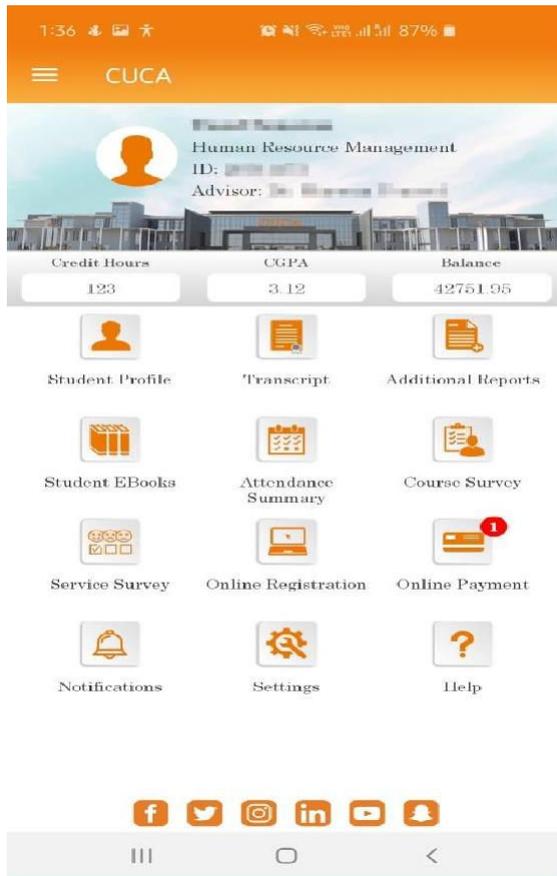
- View and update their profile and contact information
- Generate reports and documents such as student transcript, class schedule, exam schedule, Academic calendar, study plan, attendance warnings etc.
- Single sign-on access to EBooks
- Participate in course and services surveys
- Make online course bookings
- Pay fees online through secure payment gateway
- Apply for transportation services
- Access In-house library system

UMS and mobile application are frequently updated and new services and improvements are being implemented to providing high quality service for CU students.

Web Interface



Mobile Interface



Safety

CU is committed to providing a safe and healthy environment to students, faculty, staff and its patrons. It is of utmost importance to keep a safe environment for everyone at CU

- o Safe working methods are maintained at all times in CU campus.
- o Emergency exit plan are displayed throughout the corridors.
- o Practical jokes or other behaviors which might confuse or distract people are prohibited.
- o Everyone is asked to report any unsafe condition immediately to the Campus Supervisor or Student Affairs Department.

- o All emergency lanes, corridors, fire doors, emergency exits or standard exits, firefighting equipment, first aid kits and other emergency equipment are easily accessed at all times and without hindrance. This easy access is maintained throughout the campus.
- o Personal protective equipment that meets the specified requirements is available in all locations.
- o Smoking is prohibited, except in those areas designated for smoking. Smokers are liable to find that designated smoking areas will be outside. If in doubt, do not smoke.
- o All flammable materials are not placed in close to areas of operation, especially oils, solvents and waste.
- o Fire Safety Mock-Drill Training in Health and Occupational Safety are given to all students, faculty, staff on a semester basis.
- o CU conducts mock drills once in every 6 months.
- o For Health Science Programs; a special orientation is provided in the first semester containing safety process and regulations for the use of labs and chemicals

Usage of Labs:

The following conditions are maintained to ensure safe environment in the labs:

- o The laboratory facility has an appropriate general ventilation system to avoid intake of contaminated air.
- o The stockrooms and storerooms are well ventilated.
- o The laboratories have available working hoods and laboratory sinks.

- o Other safety equipment in the laboratory include fire extinguishers, safety showers, and eyewash fountains.
- o Emergency signs are properly labelled on the doors of all laboratory and rooms containing all hazardous materials areas.

General Guidelines for Handling Hazardous Chemicals

Working with Allergens and Embryo Toxins:

- o Students, faculty and staff wear suitable gloves to prevent hand contact with allergens or substances of unknown allergic activity.
- o Embryo Toxins
- o For Health Science Programs; a special orientation is given in the first semester contains safety guidelines for handling Hazards Chemicals for the use of labs and chemicals

For Emergency

The following numbers shall be contacted in case of emergency:

S/N O	Name	Contact details
1	For First Aid : University Clinic	06-7315000 Extn :1205 Mobile : 055-7160880
2	Chief Engineer –CU	06-7315000 Extn 1196 Mobile : 055-4257936
3	Ambulance	998
4	Fire Department (Civil Defense)	997
5	Civil Defense (Ajman)	06-703-5500
6	Police	999
7	Saudi German hospital (Nearby Hospital)	06-800-2211

Partner Organizations and Institutions

During the past years, the University held several memoranda of understandings with the business, governments and educational sectors.

1	Ajman Private School (Placement Agreement)	64	CampusBees
2	Ajman University (Annex)	65	Cayan Group Holding LLC (Placement Agreement)
3	Al Hikmah Private School	66	Connect Resources
4	Al Shola Schools Educational Foundation	67	Emirates Association for Lawyers and Legal Consultants
5	Al Whada Private School	68	Emirates Properties
6	Athena	69	Engineering Technique Services (Placement Agreement)
7	Bin Ham Educational Group	70	EWAN Group (Placement Agreement)
8	Dubai Modern Educational School	71	Executive Solutions
9	Foundation Manar Al Iman	72	Fairmont Hotel (Placement Agreement)
10	Gulf Medical University	73	Ibn Sina Group of Pharmacies LLC
11	International Student Exchange Programs (ISEP) (Cooperative Agreement)	74	Innovations
12	Letterkenny Institute	75	Jobs for Nationals
13	Michigan-Flint (Articulation Agreement)	76	Makkah Group of Pharmacies
14	National Charity School	77	MOU Julphar Gulf Pharmaceutical Industries
16	HBMSU- Interlibrary Loan	78	Mountain Gate Realty (Placement Agreement)
17	Ajman University- Interlibrary Loan	79	Qatar Gen Insurance and Reinsurance Company (Placement Agreement)
19	Arabic Language Educational Center	80	R Hotels (Placement Agreement)"
20	Pakistan Islamic Higher Secondary School	81	Rholding

	Ajman		
21	H.H. Sheikh Rashid Al Maktoum Pakistani School Dubai	82	Rhotels- Scholarships
22	Al Maarifa International Pvt. School	83	Safa International General Trading (Placement Agreement)
23	Cardiff Academy- Short Courses	84	Saudi German Hospital - Dentistry
24	Renewal Foundation Manar Al Iman	85	Saudi German Hospital - Pharmacy
25	University of Limerick	86	Splash (Placement Agreement)
26	University of Teknologi Mara	87	Tanfeeth
27	City School	88	"Saudi German Hospital- Ajman branch
28	City American School	89	Saudi German Hospital- New All branches"
29	Aafaq Islamic (Placement Agreement)	90	Tech Group
30	Afghanistan Consulate	91	Al Mazroui Medical & Chemical Supplies
31	Aims Group	92	Direct Trading Technologies UK
32	Ajman Bank (Internship and scholarship)	93	Saratoga
33	Ajman News (Placement Office)	94	Al Yousuf
34	Al Ansari Exchange	95	Indian Association
35	Anglo Arabian Healthcare	96	Ajman Bank
36	Aster	97	Gulf Paramaceutical Industries/ Julphar PJSC
37	Public Transport Corporation Government of Ajman (Placement Agreement)	98	Consulate General of the Islamic Republic of Afghanistan
38	Sandoq Al Watan	99	Bangladesh Association Dubai
39	Sharjah Police	100	Consulate General of Pakistan
40	Tahkeem	101	Leader Healthcare
41	UAQ Court	102	Medica

42	"Umm Al Moumineen Women's Association	103	Consulate General of the state of Palestine
43	Humaid Bin Rashid Foundation	104	Ajman Chamber Of Commerce
44	Statistics and Competitiveness Centre	105	Ajman Club for Disabled
45	Ajman society of social and cultural development	106	Ajman Department Of Tourism
46	Emirates Tourist Guide Association	107	Ajman Economic Department
47	Esa'd Privilege Card	108	Ajman Education Zone
48	Waffer Privilege Card	109	Ajman Free- Zone
49	Department of Human Resources- Govt of Ajman	110	Ajman Land and Property Department
50	Pakistan Education Academy	111	Ajman Markets Cooperative Society
51	English language private school	112	Ajman Media City Free Zone (AMCFZ) (Placement Agreement)
52	AUE - interlibrary loan	113	Ajman Municipality
53	Skyline University College	114	Ajman Municipality and Planning Department (Placement Agreement)
54	Cyperwales	115	Ajman Police
55	Amity (interlibrary loan)	116	Ajman Specialty General Hospital- Dentistry
56	GEMS School	117	Ajman Specialty General Hospital- Pharmacy
57	Syrian Embassy	118	Ajman Specialty General Hospital- Placement
58	Yaman Embassy (READ)	119	Armed Force
59	Dubai Pharmacy College	120	Department of Ajman Tourism Development
60	Intercontinental Dubai	121	"Department of Economic Development
61	IFT	122	(Previous Name Ajman Economic

			Development)"
62	Emirates Scholar Research Center	123	Emirates Creative Society (Placement Agreement)
63	Liberty Dental Clinic	124	Fazaa LLC
64	Medical Health District Ajman	125	House of Justice - Ajman (Placement Agreement)
65	Ministry of Human Resource	126	Human Appeal International

Programs and Accreditation

Program	Specialization	Date of initial Accreditation	Medium of Instructions	Duration	Total Credit Hours
1. Bachelor of Business Administration	Accounting and Finance	Jan-2012	English	4 Years	120
2. Bachelor of Business Administration	Marketing	Jan-2012	English	4 Years	120
3. Bachelor of Business Administration	Human Resource Management	Jul-2012	English	4 Years	120
4. Bachelor of Business Administration	Management Information System	Jul-2012	English	4 Years	120
5. Bachelor of Business Administration	Hospitality and Tourism Management	Dec-2013	English	4 Years	120
6. Bachelor of Business Administration	Human Resource Management	Oct-2013	Arabic and English	4 Years	129
7. Bachelor of Public Relations and Advertising	Public Relations	Feb-2014	Arabic and English	4 Years	126
8. Bachelor of Public Relations and Advertising	Advertising	Feb-2014	Arabic and English	4 Years	126
9. Bachelor of Law	Law	Feb-2013	Arabic and English	4 Years	129
10. Bachelor of Dental Surgery	Dental Surgery	Jul-2019	English	5 Years	194

Admission Requirements

Undergraduate Admissions Requirements

General Admission Requirements

The CU 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. CU 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 CU and will not be returned. If it is determined that any documents presented by the applicant are fraudulent, CU reserves the right to expel the student without refund of any fees paid.

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

- Each applicant must complete a CU application form available at the Admission Office or the Online admission form. This form must be submitted by the deadline dates announced by CU and must be accompanied by a non-refundable admission fee.
- 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 University.
- 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.
- Letter of equivalency from the Ministry of Education in UAE for non-ministry curriculums must be provided.
- One copy of a current official passport
- Government-issued identity card.
- Copy of a valid UAE residence visa
- Copy of family book for UAE nationals
- Four recent passport-sized photographs.
- Certificate of a Standardized Test of Eligibility in English (EmSAT, or TOEFL, or IELTS Academic) or equivalent as approved by the Ministry of Education-Higher Education Affairs. (Certificates of TOEFL or IELTS are valid for only two years, and EMSAT is valid for 18 months).
- An Emirates Standardized Test (EmSAT) for Arabic Language (All programs). However, International students can register for a non-credited Basic Arabic Language course instead of EmSAT Arabic.
- An Emirates Standardized Test (EmSAT) for Mathematics (All programs except Public Relations and Advertising).
- An Emirates Standardized Test (EmSAT) for 2 science courses (Chemistry, Biology or Physics) only for (Health Sciences programs).
- Additional requirements as specified under each program section.

- A non-refundable Admission fee.

Programs:

Bachelor of Dental Surgery (BDS)

Admissions Criteria for Bachelor of Dental Surgery:

1. A minimum High School Average of 85% for Advanced Track or 80% for Elite Track or equivalent in Standardized International Systems is required with no admission of General Track applicants.
2. An Emirates Standardized Test (EmSAT) score of 1100 for English Language or an equivalent English Proficiency Test approved by the CAA.
3. An EmSAT score of 800 for Arabic Language. Alternatively, the international students can register for a non-credited Basic Arabic Language course at the institution.
4. An EmSAT score of 900 in Mathematics or equivalent, plus scores of 900 in two of the three science subjects (Chemistry, Biology or Physics). In the case that EmSAT scores in Mathematics and two science subjects are not available, a candidate shall sit for an equivalent Admission Exam designed by the BDS program which includes Chemistry, Biology, Physics and Mathematics.
5. Passing a personal interview set by the BDS program.
6. A valid certificate of cardiopulmonary resuscitation course (CPR), to be renewed every 2 years
7. A Health Fitness Certificate

Bachelor of Business Administration

Admissions Criteria for the Bachelor of Business Administration Program:

1. A minimum High School Average of 70% for Advanced or Elite Track or 75% for General Track or equivalent in Standardized International.
2. EmSAT score of 1100 for English Language or an equivalent English Proficiency Test approved by the CAA.
3. EmSAT score of 600 for Arabic Language. Alternatively, international students can register for a non-credited Basic Arabic Language course at the institution.
4. EmSAT score of 600 in Mathematics or equivalent.
5. Passing a personal interview set by the Business program.

Bachelor of Human Resources Management (Arabic and English)

Admissions Criteria for the Bachelor of Human Resource Program:

1. A minimum High School Average of 70% for Advanced or Elite Track or 75% for General Track or equivalent in Standardized International.
2. EmSAT score of 950 for English Language or an equivalent English Proficiency Test approved by the CAA.
3. EmSAT score of 1000 for Arabic Language.
4. EmSAT score of 600 in Mathematics or equivalent.
5. Passing a personal interview set by the Business program

Bachelor of Public Relations and Advertising (Arabic and English)

Admissions Criteria for the Bachelor of Public Relations and Advertising:

1. A minimum High School Average of 60% for Advanced or Elite or General Track or equivalent in Standardized International.
2. EmSAT score of 950 for English Language or an equivalent English Proficiency Test approved by the CAA.
3. EmSAT score of 1000 for Arabic Language.
4. Passing a personal interview set by the Public Relations and Advertising program.

Bachelor of Law

Admissions Criteria for the Bachelor of Law Program:

1. A minimum High School Average of 75% for Elite and 80% for Advanced Track or 85% for General Track or equivalent in Standardized International.
2. EmSAT score of 950 for English Language or an equivalent English Proficiency Test approved by the CAA.
3. EmSAT score of 1000 for Arabic Language.
4. EmSAT score of 800 in Mathematics.
5. Passing a personal interview set by the Law program

English Language Requirement

1. The applicant must demonstrate an acceptable competency level in English equivalent to an EmSAT score of 1100, or TOEFL score of 500 (paper-based), or 173 (computer-based), or (61 internet-based), or its equivalent on a standardized English language test, such as Band 5.0 for IELTS Academic or another standardized, internationally-recognized test that is approved by the Ministry of Education-Higher Education Affairs (see table 1). 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. For undergraduate 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.

- Applicants who do not have the minimum required EMSAT (1100 score), or TOEFL (500 score), or IELTS Academic (5.0 score) in English, must study in the Intensive English Program (IEP).
- Students may only register in five General Education Program courses while enrolled in the IEP. The General Education courses are Computer Fundamentals, University Mathematics, Islamic Studies, Study Skills, and UAE Studies. They can complete the course and try to get a passing EmSAT score. If they don't, they repeat until they pass; however, when a student achieves a passing EmSAT score, they may exit the program at once (see table 2).

The Table 1 shows the MoE approved Tests and Equivalent Scores for English Language Proficiency.

EMSAT	TOEFL	IELTS Academic
950-1075	450 (51 iBT)	4.5
1100-1225	500 (61 iBT)	5.0
1400-1525	550(79 iBT)	6.0

The Table 2 below shows the way students in the IEP can progress through courses, along with the four General Education (GED) courses they are permitted to take:

Table 2: Progression in IEP

Code	Name	Number of Contact Hours	Number of Contact Hours per Week	Total Cost Ex. VAT	General Education Courses
IEP 101	Intensive English Program Level 1	135	9 Hours * 15 Weeks	AED 4840	1 or 2 General Education Courses (3-6 CHs)
IEP 102	Intensive English Program Level 2	135	9 Hours * 15 Weeks	AED 4840	1 or 2 General Education Courses (3-6 CHs)

Transfer Student Admission (Undergraduate)

- Students applying as post-freshman admission, have to provide and official Transcript stating they have attended at least one semester as a full-time student at another accredited University, University, or equivalent educational institution and possess a cumulative grade point average (CGPA) of 2.0 or above.
- A student with a CGPA of less than 2.0 can be admitted only to a program in a field different than his/her current field in the previous educational institution.
- Transfer students to all programs must submit Certificate of a Standardized Test of Eligibility in English (EMSAT, or TOEFL, or IELTS Academic) or equivalent as approved by the Ministry of Education-Higher Education Affairs. The score as mentioned in the program admission requirements.

4. Transfer students to all programs must submit Certificate of a Standardized Test of Eligibility in Arabic (EMSAT-Arabic) as approved by the Ministry of Education-Higher Education Affairs. The score as mentioned in the program admission requirements.
5. Transfer students also must submit the EmSAT scores in Mathematics, Science courses as required by the program they are joining at CU.
6. Coursework completed in the previous educational institution may be accepted in the appropriate program at CU by meeting the following provisions:
 - Applicant must submit an official transcript attested by the MoE-HEA showing all credits and grades earned, along with a detailed description of the courses to the Admission Office.
 - Only coursework with grade C and above, or its equivalent will be accepted.
 - Only coursework relevant to the study plan of the desired major will be considered.
 - Coursework should bear at least three credit hours; however, two or more can be combined to equal one three credit hour course.
 - The coursework content must be equal to approximately 75-80% of the CU course content.
 - Only 50% of total credits shall be considered as transfer credits.
 - If the student studied the same course in two different educational institutions, only one of them will be considered.
 - The coursework was not a part of Foundation and/or Intensive English Programs.
 - The Committee of Student Transfer shall review the student's request of transfer credits and submit its recommendations to the Vice Chancellor for approval.

Notes:

- Grades of the transfer courses earned at the host institution are not used in calculating the student's CGPA.
- Student must provide a letter of medium of instruction for any transferred course taught in English.
- Students shouldn't have been dismissed from their previous institutions for disciplinary reasons.
 - Transfer credit hours will only appear on the CU transcript when the Registrar receives the official and attested transcript of the student's previous institution.

Course Registration

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.
5. The existing students follow the points 3, and 4 for the re-registration in every semester.

Course Load

Undergraduate Programs

1. A student enrolled for 12 or more credit hours during a regular semester shall be considered a fulltime student.
2. A student enrolled for less than 12 hours during a regular semester shall be considered a part-time student.
3. Credit hour load for a student during a regular student shall not exceed 18 credit hours, with the exception to the Dental Surgery program, where it can be upto 21 credit hours.
4. Credit hour load during the summer can be up to 6 in each summer session.
5. When students enroll in the graduation projects or capstone courses the course load shall be up to five courses.
6. Students with a CGPA of 2.5 and above can register for upto 18 credit hours in a semester.
7. Students in academic probation, shall have a reduced course load in accordance with the Academic Progress Policy, and will not be allowed to register in more than 12 credit hours.
8. 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.
9. As an exception to item number 3, students with a CGPA of 3.8 and above can register for upto 21 credit hours in a semester.
10. All exceptions for the course load shall require an approval of the Vice Chancellor

Transfer to a New Program or Specialization Policy

1. Students enrolled in City University may request to change their programs/specialization.
2. Transfer to the new program is subject to availability of seats and the requesting student (new or enrolled) meeting the admission requirements of the new program.
3. Students will be allowed to submit one change program/specialization request during their studies.
4. If the undergraduate student CGPA is 2.00 and above, all similar courses will be counted in the new program/specialization with a grade D and above.
5. If the undergraduate student CGPA is less than 2.00, similar courses with only grade C and above will be counted in the new program/specialization.
6. If the postgraduate student CGPA is 3.00 and above, all similar courses will be counted in the new program/specialization with a grade C and above.
7. If the postgraduate student CGPA is less than 3.00, similar courses with only grade B and

above will be counted in the new program/specialization.

8. Grades and credit hours of the counted courses earned at the previous program/specialization are used in calculating the student's CGPA and total credit hours.
9. Any exception for the transfer to a new program within City University will require an approval from by 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
5. The dates of the Add/Drop period for the MBA program are announced in their academic calendar.

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 for the Undergraduate and graduate programs with the exception to the MBA program. The MBA students may withdraw from a course(s) without academic penalty prior to the 3rd week of each term. In these cases, the grade W is noted in the student transcript. 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 request to withdraw from courses after the allowed period mentioned in point 2, must submit a request to their academic advisors along with the legitimate documents supporting their requests, then the advisor and the Department Chair will provide their recommendation on those cases. The requests might be approved or rejected by the Vice Chancellor based on the documents submitted. However, if they are approved, an official approval will be sent to the Registrar to complete the course withdrawal process, and a grade W will be recorded in the student transcripts.
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 he/she will be awarded grades in accordance with the academic policy. The withdrawal form must be signed by the student along with his/her Academic Advisor and submitted to the Registrar before the end of the week in which they are withdrawing during the Spring or Fall semesters 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, poor attendance, or misconduct. As in the case of voluntary withdrawal, a grade 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 midterm exams if he/she exceeded the maximum allowed absences or poor performance. A grade of EW will be recorded against the course.

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, he/she will submit a recommendation to grant the student one last chance to raise his/her CGPA to the vice chancellor Office. Based on the Vice Chancellor approval's, the Registrar will be advised 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 Dismissal

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. However, he/she may rejoin CU as a new student in a different program and no credit hours to be transferred to him/here.

Advanced Standing

CU 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

CU follow an effective and fair procedures for granting credits to prospective undergraduate and graduate students, based on their formal, informal or non-formal prior learning as follows:

1. CU shall study recognition of prior learning experience of applicants who have acquired significant learning through work and life, which may be equivalent to some University courses. This includes credit transfer of courses taken in an accredited program (formal learning), informal learning, and non-formal learning.
2. For appropriate recognition, the learning should be current, relevant to the course and of sufficient breadth and depth to ensure university level learning.
3. For obtaining credit for prior learning experience, applicant's knowledge, skills and competencies shall be weighed against course descriptions and their learning outcomes.
4. CU's Vice Chancellor shall formulate a policy defining the credit hours which can be gained through RPL.
5. In all cases, credits granted through RPL must not exceed 50% of the total completion requirements for undergraduate programs, and 25% of the total completion requirements for graduate programs, including credit transfer of formal learning.
6. For every course that has been successfully recognized against prior learning experience, a grade of 'S' (Standing) shall appear on the transcript. For all such courses, the course classification will be coded as RPL.
7. RPL courses shall not be used in determining the Cumulative Grade Point Average (CGPA).
8. Unsuccessful applicants have the right of appeal to the Office of Admission and Registration, which will transfer the applicant's appeal to the Vice-Chancellor.
9. The Vice-Chancellor shall forward the applicant's appeal to the Appeal Committee to make a decision.

Procedures

1. An applicant shall complete an RPL application form providing complete details of his/her prior learning experience and suggest courses for which credit may be granted to the applicant.
2. The complete application form, along with all supporting documents and evidence as well as receipt of RPL processing fee, shall be submitted to the Office of Admission and Registration.
3. In filling the RPL application, the applicant can request assistance from his/her academic advisor.
4. The Director of Admission and Registration shall forward the application form along with all supportive documents to the University Dean who shall send it to the Vice

Chancellor for evaluation and submission to the RPL Committee.

5. The RPL Committee shall evaluate the RPL application and determine the assessment tools for assessing prior learning of the applicant.
6. The evidences may include authenticated certificates of informal learning, portfolio, projects, but in all cases the student has to sit for and pass a challenge exam for each course he/she is asking to be waived.
7. The RPL Committee can ask the applicant to submit other documents or evidence, as required.
8. When the applicant has been assessed, the RPL Committee shall complete an Assessment Evaluation form and submit it to the Vice Chancellor. This form will list all the courses for which credit has been granted. It shall also list separately the courses for which the applicant requested the credit, but no credit was granted by the RPL Committee.
9. The Vice Chancellor can ask the RPL Committee to explain its recommendations and reasons behind its decision.
10. The Vice Chancellor can also ask the RPL Committee to reconsider its recommendations and provide justification for their final decision.
11. The Vice Chancellor, after approving the recommendations of the RPL Committee, shall provide the Assessment Evaluation form to the University Dean.
12. The University Dean shall submit the Assessment Evaluation form to the Director of Admission and Registration.
13. The student shall be informed accordingly by the Office of Admission and Registration.
14. If an applicant is not satisfied with the decision of the RPL Committee and the HOD, he/she can file an appeal with the University Dean. The Appeal may be considered by an Appeal Committee whose decision is final.
15. Students who require additional information on RPL process, committee decision, or appeal process, can contact the Registrar Office through the email registrar@cu.ac.ae

Financial Information

Tuition and Fees

Program	Degree	Major	Medium of Instruction	Program Duration	Credit Hours	Tuition Fee per credit hour in AED	Annual Tuition Fee for 10 Courses in AED
Health Sciences	Bachelor	Dental Surgery	English	5 years	194	2200	88,000 <small>(40 Credit hours)</small>
Business Administration	Bachelor	Marketing	English	4 years	120	999	29,970
	Bachelor	Finance & Accounting	English	4 years	120	999	29,970
	Bachelor	Human Resource Management	English	4 years	120	999	29,970
	Bachelor	Human Resource Management	Arabic & English	4 years	129	1029	30,870
	Bachelor	Management Information Systems	English	4 years	120	999	29,970
	Bachelor	Hospitality and Tourism Management	English	4 years	120	908	27,240
Law Program	Bachelor	Law	Arabic & English	4 years	129	1029	30,870
Public Relations and Advertising	Bachelor	Public Relations	Arabic & English	4 years	126	999	29,970
	Bachelor	Advertising	Arabic & English	4 years	126	999	29,970

- Fees are subject to 5% Value Added Tax (VAT).
- Annual Tuition Fees exclude the registration, student activities and text books fees.
- AED represents United Arab Emirates Dirhams.
- CUCA may charge fees for additional services and facilities as required, and may increase fees at anytime without prior notice.

Other Fees

Undergraduate Programs

Item	Amount in AED	Description
Application and Admission Fee	1500	One-time fee submitted with the application (non-refundable)
Application and Admission Fee (for International Students)	3000	One-time fee submitted with the application (non-refundable)
Registration Fee	550	Per semester (Fall and Spring) (non-refundable)
Registration Fee	330	Per session (Summer) (non-refundable)
Students Activities Fee	275	Per semester (Fall and Spring) (non-refundable)
Students Activities Fee	110	Per session (Summer) (non-refundable)
Transfer of Credits Fee	330	
Late Registration	220	One-time fee submitted with the request (non-refundable)
Intensive English Program	-	Per course
Level 1	6050	The program consists of 3 levels
Level 2	4840	Duration is one semester (180 Study Hours)
Level 3	4235	Duration is one semester (135 Study Hours)
Intensive English Program for Programs taught in Arabic	-	Duration is one semester (90 Study Hours) The program consists of 2 levels
Level 1	4538	Duration is one semester (112 Study Hours)
Level 2	4235	Duration is one semester (90 Study Hours)
Visa processing Fee	2000	-
Visa Deposit	5000	Refundable at the time of visa cancelation and cross verify with PRO team after completing one year of study at CUCA.
Computer Lab Fees	715	Bachelor of Dental Surgery
Laboratory and Clinic fees (per semester) 1 st to 3 rd Year	4400	Bachelor of Dental Surgery
Laboratory and Clinic fees (per semester) 4 th and 5 th Year	6600	Bachelor of Dental Surgery
Productive lab Fee (per semester) 4 th and 5 th Year	3300	Bachelor of Dental Surgery
Training Fees (4 th and 5 th year) summer 1	4400	Bachelor of Dental Surgery (per session)
Training Fees (4 th and 5 th year) summer 2	4400	Bachelor of Dental Surgery (per session)
Add/Drop Processing fee	33	For each request form
Re-Test Fee (Undergraduate)	330	
Incomplete Exam fee (Undergraduate)	1100	
Graduation Fee	1375	
Transcript Fee	83	
ID Replacement Fee	55	
Degree Replacement / Extra copy fee	550	
Change Major Fee	550	
Grade Appeal Fee	220	Per Course

Note: CUA 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.

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 University 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 University for disciplinary reasons forfeits all rights to any refunds.

Scholarship and Financial Aids

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

1. A partial scholarship for undergraduate programs of 20%, and graduate programs of 15% on the tuition fees for brothers, sisters, or spouses studying at CU. (Both family members must register in the same semester/term 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 for undergraduate programs only. CU awards this scholarship to new students with a secondary school score of 90% and above. Existing students who earn a CGPA of 3.60 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. Students cannot combine two scholarships at a time.

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 3.60 in each semester.
5. Additional scholarships are announced by the Director of Enrolment Office before the beginning of every semester.
6. Students are not eligible to combine two scholarships.

For more information on Scholarship and Financial Aids, visit the Office of the Registrar or email registrar@cu.ac.ae, or call +971-6-711-0000, or visit www.cu.ac.ae

Student Services

Student Affairs Department

The Student Affairs Department in City University Ajman is committed to supporting and engaging students. We mold our students to be responsible citizens and University ambassadors who are empowered, socially responsible with boundless potential.

Key Deliverables

1. Effective means of interface between the students and University faculty, administration and senior leadership.
2. Support the academic mission of the University, including the enrollment and retention of students.
3. Student Learning and Development.
4. Enhance and develop smart services for students.
5. Further Increase student engagement.

The Student Affairs Department is responsible to provides necessary support services to assist students for seamless transition to e-learning environment at CU.

1. Students are guided to familiarize regarding using the apps and online facilities provided.
2. Students get username and password to access relevant services provided through the UMS, University email and mobile apps.

The services provided by the Student Affairs Department are as follows:

1. Campus Orientation and Induction
2. Career Advising
3. Counseling
4. Student Placements & Internships
5. Student Activities
 - Sports
 - Social
 - Cultural
 - Recreational
 - Others
6. Redress of Grievance and Appeals
7. Student Services
 - Parking
 - Transportation

- Accommodation
-

Contact information for the Student Affairs Department: Location: First Floor

Email: studentaffairs@cu.ac.ae

Student Placement Office (SPO)

The SPO at CU provides advice and information to students and alumni as a unit of the Student Affairs Department. Career Services strives to provide CU 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 University 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 CU 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.

Internship Hours by Major

1. Law: 40 hours
2. HRM: 120 hours (Arabic & English)
3. Finance & Accounting: 120 hours
4. Marketing: 120 hours
5. Management Information System: 120 hours
6. Public Relations in Arabic: 120 hours
7. Advertising in Arabic: 120 hours
8. Hospitality Travel and Tourism: 375 hours
9. PDT: Full semester per school year.

- ❖ These hours can be divided throughout the semester as per convenience.
- ❖ Start date of the internship is flexible but within the registered semester.

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 University and off-campus resources as needed.
4. The optimum advisor-to-student ratio is 1 advisor to 35 students.

Counseling Services

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 CU 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 CU 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 CU 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 University 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 University 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.

CU 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.

Each active club has the right to present a plan and request for a budget that will be controlled through the student affairs departments.

Club types can be changed based on the club members. The University has the right to cancel any club with less than 3 members.

Sports Activities

Indoor recreation area is available at the University campus. In addition, the Student Affairs Department organizes, implements, and supervises athletic events at the University, and develops collaboration with other institutions in Ajman and the surrounding area for various student competitions. Sports grounds 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 CU infrastructure development.

New Student Orientation

The primary purpose of the CU orientation program is to help students understand the nature of the University, the educational opportunities available to them, the values and functions of the University community, and the central objectives of CU 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 CU.

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 CU email ID.
- ii. Students are required to activate their CU emails (*IT-01-Email Activation Form*) in order to receive information from the University
- 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 University.

Health and Safety

The University 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 University property.

Students must report all accidents or injuries immediately to a University 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 University 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.

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 CU.

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

1. Assisting CU in identifying the interests, programs, and goals of the student majority.
2. Communicating those interests, programs and goals of the student majority to CU.
3. Assisting CU 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. CU 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 CU 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 CU website developed and managed by CU.
 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.
- o. a statement of student rights and responsibilities (sometimes referred to as a “Code of Conduct”), including rules for maintaining order on campus.

Student Rights and Responsibilities

Student responsibilities include but are not limited to:

1. Students must be fully acquainted with published rules, regulations, and policies of the University and to comply with them in the interest of maintaining an orderly and productive University community.
2. Students are required to follow the tenets of common decency and acceptable behavior commensurate with the aspirations implied by a University 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 CU website.

Code of Conduct

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

CU 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 University 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 CU to retain their individualism, personal freedom, autonomy, and dignity, while respecting at the same time the rights of others. Students attending the University 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 CU. Students have a responsibility to themselves, to their fellow students, to the laws of the UAE, and to policies of the University in which they enroll by their own choice.

Discrimination and Harassment

On campus, CU provides its students with a secure environment for learning. The University 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.

Dress Code

Faculty, staff, and students at CU 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 University. 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 CU dress code is subject to disciplinary action.

Smoking

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

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

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 University or filing or making known false charges against the University or a member of its faculty or staff.

3. Destruction, damage, unauthorized possession, or misuse of University property, including Library and Laboratory materials and equipment, or of private property on the campus.
4. Forgery, alteration, unauthorized possession, or misuse of University documents, records, or identification cards.
5. Physical or verbal abuse of another person in the University community.
6. Any verbal threat, abuse, or physical action against any CU employee or student is considered sufficient grounds for suspension from the University 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 CU property or at any authorized activity sponsored by or for any CU-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 University community.
10. Disorderly conduct that disrupts the administrative or service functions of the University 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 University community.
12. Incurable or persistently irresponsible behavior.
13. Gambling on-campus or on University property.
14. Possession of any weapon that can harm others.
15. Inappropriate behavior that disrupts teaching

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 CU, 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 discussing 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 University 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 CU. 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

Students are entitled to objective evaluation of their academic work and to fair, equitable treatment in the course of their academic relationships with the faculty members. These criteria are observed by the members of the CU faculty as a part of their professional responsibilities. A student who believes that he/she has a legitimate concern regarding a final course grade must inform the professor responsible for the course in writing and then discuss the matter with the professor. If a resolution cannot be reached, the student should contact the registration department in writing to file a formal grade appeal no later than 15 days after the grades announcement as per the academic calendar. If the matter cannot be resolved at the department level, a grade appeal review will be conducted by a University/department committee appointed by the Vice-chancellor. Based on the committee's formal recommendation, the VC may grant or deny the appeal and notify the student and the professor responsible for the course of the decision. If a change of grade is warranted, the VC (or appointed designee) will inform the Registrar of the grade change using an official grade change form.

Procedures:

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.

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 University 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.

Academic Integrity

One of the main objectives of CU is to provide quality undergraduate education. All members of the University 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 CU. 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

CU 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 CU 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 University.

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 University 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 University for a specified period
7. Expulsion from the University

Degree Completion Requirements

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 University 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 University 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 (Bachelor of Dental Surgery)

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

1. Successful completion of the required credit hours (194 credit hours), including the University 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.

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 University 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 University 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.
- admission requirements and procedures including application fees, admissions deadlines, required documentation, policies on the transfer of credit, remedial courses and joint degrees.

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.

Definitions of Academic Terminologies

S r.	University Terminologies	Description
1	Academic Program	Is defined as a combination of courses and/or requirements leading to a degree or certificate, or to a major or concentration
2	Major	Is a group of courses required by a University in order to receive a degree - an area the student specializes in, like Accounting or IT. There are certain "core courses" in the specialization that everyone is required to take, along with several "elective courses"
3	Specialization	Is a focused area of study which is attached to a specific major, with specific coursework beyond major requirements.
4	Concentration	Is a structured plan of study within a major. The number of credit hours for a concentration varies, but is included within the credit hours for the major. The concentration appears on the official transcript.
5	Academic Advisor	Is a Faculty member assigned to counsel students towards selecting their courses by providing them details about the University's academic requirements, policies and procedures.
6	Academic Calendar	Is a Schedule indicating important academic dates, activities and deadlines of the entire academic year.
7	Student	A person who has been admitted and has taken registration in a University for the purpose of gaining an educational degree in his/her chosen specialization. A person is considered a student once the acceptance letter is issued.

S r.	University Terminologies	Description
8	Transfer Student	Is a particular student that has previously attended a different educational institute and has taken admissions at CU. The courses completed by the transfer student in the former institution may be considered for credit transfer but must meet CU's standard of requirements, and Ministry of Education policies.
9	Enrollment	The process where the student has been officially accepted into the University, and therefore chooses to register courses as a new or continuing student.
1 0	Admission	The procedure in which a student is accepted in a University
1 1	Registration	Is a procedure where a student registers for courses in a given semester.
1 2	Regular Semester	Is an academic mandatory term in a University which is typically a duration of 15 weeks of classes plus one week of exams
1 3	Summer Session	Is a shorter term, consists of 5 weeks, and it is optional for students.
1 4	Add/Drop	is an important procedure where students are advised or choose to change their previously selected courses/time table; the process is usually made during the beginning of the semester.
1 5	Course Withdrawal	Is a process of canceling a course after the drop period. The withdrawn course will be marked on the student transcript as "W" or "EW"
1 6	Graduation Ceremony	Awarding/Graduation Ceremony; Recognition Program created to award students with their academic accomplishments.
1 7	Alumni	Former student who have accomplished their university requirements and have graduated with a degree
1 8	Transcript	The official records of a student which outlines the courses taken, grades obtained and credit hours earned in a specific academic period.

1 9	GPA	Grade Point Average that a student obtains in a semester
2 0	CGPA	Cumulative Grade Point Average obtained by a student during their entire academic journey.
2 1	Credit Hour	Pertains to the number of teaching hours in a week during an academic term.
2 2	Academic Honors	Is a recognition of outstanding academic achievement
2 3	Academic Probation	Is a warning that the student has fallen into academic difficulty where he/she needs to improve his/her grades

		in order to reach “Good Standing” status to avoid risk of disqualification from the University
2 4	Academic Dismissal	Is the end result of a pattern of multiple semesters of grades below the university's standards for Good Standing. Academic Dismissal only occurs after the student has been warned about his/her academic performance through being placed on Academic Probation.
2 5	University Withdrawal	Is the act of leaving the University for reasons besides graduation.
2 6	Prerequisite	A course that is required before proceeding to any further courses.
2 7	General Education Course	Is group of courses or basic University skills which are related to a wide-range of comprehension such as critical thinking skills, humanities, arts, social sciences, and sciences. These integral courses are required to study before studying subjects relating to your desired major.
2 8	Free course	Is a course that typically falls outside of the student required courses and area of study, but it calculates towards the degree completion.
2 9	Elective Course	Is an optional course in which the student can choose from group identified courses, and it is calculated towards the degree completion.

3 0	Core Courses	refers to a series or selection of courses that all students are required to complete before they can move on to the next level in their education, and before taking the specialization courses.
3 1	Internship	Is a practical experience in which a student has gained over a period working in such activities related to their course of study in a reputable organization, corporation or agency. Such applied internship by a student must be connected with his/her major in the University

The QFE Mapping

The QF Emirates guideline for ERT states, “There is an expectation that all programs delivered in the UAE will be designed and delivered in a way that ensures that all strands in the Framework will be addressed. The balance of emphasis between the strands will vary between individual programs. It will be important to demonstrate how significant each standard is to the program and be able to reflect on why some standards have much less significance.” This statement provides a better understanding of mapping the QFE descriptors to the learning outcomes in an academic program.

The QFE has ten levels of descriptors, of which levels 7, 8, and 9 directly map to the programs offered at CU. The note in the guideline clearly articulate the following:

- The descriptor statements defining any particular level should be read concurrently across all strands of learning outcomes to affirm a level.
- The Level Descriptors are cumulative, e.g., the descriptor for Level 5 assumes all of the outcomes in the preceding levels.
- For academic programs in Higher Education, not all aspects of “competence” will be satisfied by the program outcomes. The suggestion is to take a balanced view across the three sub-strands of competency.

In addition, the guideline provides Summary Level Descriptors that are indicative and support interpreting the overall meaning of the level, with a caveat that they are not definitive of the levels and not to use for reference. The mapping of the descriptors to the learning outcomes depends on their interpretation. Therefore, CU decided to establish a transparent process for QFE-CLO-PLO mapping by adding the justifications.

Another unique approach by CU was to, instead of mapping to the PLOs, map the more specific CLOs to the QFE Descriptors. CU believes that mapping the broad PLO to QFE

descriptors yields mapped tables without justifications. If necessary, with the base mapping done, each can be tweaked for better correlation.

The justification of CLOs with QFE descriptor mapping comes from two pedagogical aspects: 1) on how to teach the CLO and 2) how to evaluate to determine the achievement of the CLO.

CU has automated the process, and as such, it is easier to focus on the justification aspects of the mapping. All programs have progressed through the mapping process and have generated corresponding CLO-QFE and PLO-QFE maps.

More importantly, CU has found a mapping process that is practical and pragmatic. By directly mapping the CLOs, the program curriculum is better connected to the QFE. Also, having the mapping justified adds more meaning to the process. Moreover, the inclusion of teaching strategy and assessment tools in the justification helps to strengthen the mapping. CU has established a robust QFE mapping for each program. Through a rigorous process, the faculty achieve optimal alignment of the program learning outcomes with the appropriate Level Descriptors of the QFE Emirates.

General Education Program

Program Goals

1. Create a technology-enhanced student-centered learning environment that promotes enquiry-based, collaborative learning.
2. Adopt innovative pedagogical theories that reinforce students' autonomy and responsibility and increase their Higher Order Thinking Skills (HOTS) and academic competencies.
3. Support faculty and students' scientific research and scholarly works in areas that contribute to continued professional growth and community sustainable development.
4. Apply multiple innovative authentic assessment tools that measure students' actual knowledge construction and guide the future plans for curriculum development.
5. Enhance the academic reputation of the College through application of benchmarked international standards of academic integrity.

Program Learning Outcomes

After successfully completing the General Education courses, the student will be able to:

1. Apply linguistic, graphical, and visual strategies to produce content that is succinct and linguistically accurate.
2. Employ a variety of technological tools and resources innovatively for academic and professional to make or arrive at decisions.
3. Solve scientific and mathematical problems to arrive to evidence-based conclusions.
4. Analyze natural phenomena and contemporary issues by utilizing scientific methods.
5. Evaluate the different cultural opinions and trends by employing the higher-order thinking skills.

General Education Courses

Sr.	Course Code	Course Number	Course Name
1	ACS	101	Communication Skills in Arabic
2	ACSE	101	Communication Skills (For non-Arabs)
3	ENG	101	English I
4	ENG	102	English II
5	ENGA	101	English I
6	ENGA	102	English II
7	BUS	204	Innovation and Entrepreneurship
8	BUSA	204	Innovation and Entrepreneurship
9	CIS	101	Computer Fundamentals
10	CISA	101	Applications of Information Technology
11	ENV	201	Environmental Science
12	ENVA	201	Principles of Environmental Science
13	HUM	101	Critical Thinking
14	HUMA	101	Critical Thinking
15	ISL	201	Islamic Culture
16	ISLA	201	Islamic Culture
17	MTH	101	College Mathematics
18	MTHA	101	Principles of Mathematics
19	PSYA	101	Introduction to Psychology
20	SCI	101	Science and Life
21	SSS	101	Study Skills
22	SSSA	101	Study Skills
23	STE	201	Statistics
24	UAE	201	UAE Studies
25	UAEA	201	UAE Studies in Arabic
26	SOC	101	Introduction to Sociology
27	SOCA	101	Introduction to Sociology
28	RME	301	Research Methods

Course Descriptions

Course Title: Communication Skills in Arabic	Course Code: ACS 101	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
<p>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.</p>		
Course Title: Communication Skills (For non-Arabs)	Course Code: ACSE 101	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
<p>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 التعليمية والتربوية.</p>		
Course Title: English I	Course Code: ENG 101	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
<p>The purpose of this course is to scaffold students writing abilities as it combines writing and grammar instructions to help them build the core skills necessary to write effectively for achieving a great success in their future careers. More specifically, the course highlights a paragraph's structure and elements. The ENG 101 course starts by rendering students write a perfect sentence to a well-developed paragraph. The information used in this course will be needed in the essay writing, too. Writing conventions will be taught and practiced.</p>		
Course Title: English II	Course Code: ENG 102	Credit Hours 3
Pre-requisite(s) ENG 101	Co-requisite None	
<p>English 102 is a continuation and extension of the English 101 course, offering practical writing tools for university and beyond. Students will gain experience generating ideas, structuring various expository essays, writing error-free paragraphs and sentences, drafting, revising, and editing their writing, and effectively communicating with diverse audiences using advanced grammar and vocabulary.</p>		
Course Title: English I	Course Code: ENGA 101	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
<p>This English Course focuses on our essential English four essential skills: Reading, Listening, Speaking, and Writing. It also provides students with academic vocabulary in the context. In addition, it expands students' grammatical knowledge to be used in the skills. By utilizing the receptive and inductive skills of this book either individually or collaboratively, students will be able to read, speak, listen, and write up to the level of the course.</p>		

Course Title: English II	Course Code: ENGA 102	Credit Hours 3
Pre-requisite(s) ENGA 101	Co-requisite None	
<p>The aim of this course is to reinforce students' communication skills in the English language. Firstly, the course enhances their reading abilities by exposing them to multi-leveled reading tasks that foster critical thinking and enrich their vocabulary. Moreover, the course aims to enhance students' structural and lexical capabilities to enable them to formulate their sentences easily. In addition, the course sustains students' listening comprehension skills by exposing them to different recorded materials. Students must respond to thematically related dialogues and write snapshots, instructions, and multi-topical paragraphs to reinforce their productive skills, such as speaking and writing. This approach offers students a well-rounded opportunity to hone their communication skills in various contexts.</p>		
Course Title: Innovation and Entrepreneurship	Course Code: BUS 204	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
<p>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. The course context includes corporate and public services, emerging technologies and economies, sustainability and development, and creating and capturing value from entrepreneurship and innovation. The course equips students with innovative and entrepreneurial mindset and its related core skills including development of a comprehensive Business plan. Readings, case studies, and discussions help organize the course material with clear and essential links between entrepreneurship and innovation.</p>		
Course Title: Innovation and Entrepreneurship	Course Code: BUSA 204	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
<p>يتناول هذا المساق أسس استخدام المبادئ والمفاهيم العامة للابتكار والإبداع وريادة الأعمال في إطلاق المشاريع الريادية، وسبل توظيف مصادر الأفكار وتحويلها إلى فرص لإنشاء المشروعات الناجحة، والصيغة القانونية الخاصة بتطبيق القوانين والأنظمة والإجراءات المتعلقة بالمشروعات الريادية، إضافة إلى أهم دراسات الجدوى الاقتصادية في المشروع الريادي التي تساهم بتصميم عناصر ومكونات خطة المشروع الريادي.</p>		
Course Title: Computer Fundamentals	Course Code: CIS 101	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
<p>This course is an introduction to the basics of computer science. The focus in this course is on the analysis of computer components. This course also deals with the use of software in word processing, spreadsheet, and designing presentations and databases. The course begins with a definition of the computer, its importance, and the most important parts used for input, processing, output, and storage. It also deals with the types of networks and their uses. The course also addresses the problems associated with the use of computers, the confidentiality and security of information and privacy, and completing the course with an extensive analysis of some applied programs, especially word processing, working on worksheets, and designing databases and presentations.</p>		
Course Title: Applications of Information Technology	Course Code: CISA 101	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
<p>هذا المساق هو مقدمة لعلوم الحاسوب، يتم التركيز في هذا المساق على فهم فكرة عمل الحاسوب وارتباط ذلك بمكوناته المادية والبرمجية. كما يتناول هذا المساق استخدام البرمجيات في معالجة النصوص وبناء البيانات الجدولة وتصميم قواعد البيانات والعروض التقديمية. يبدأ المساق التعريف بالحاسوب وأهميته ويتناول أهم المعدات المستخدمة للإدخال والإخراج والمعالجة والتخزين، كما يتناول العلاقة بين تكنولوجيا المعلومات والمجتمع، والمشكلات المقترنة باستعمال الحاسوب وتوخي سرية المعلومات وأمنها، كما سيتم التعرف على مسائل الخصوصية المقترنة باستعمال الحاسوب ثم يستكمل المساق بتحليل معمق لبعض البرمجيات التطبيقية، والتي تختص بمعالجة النصوص والعمل على أوراق العمل وتصميم العروض التقديمية وقواعد البيانات.</p>		
Course Title: Environmental Science	Course Code: ENV 201	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	

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.		
Course Title: Principles of Environmental Science	Course Code: ENVA 201	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
يتناول هذا المساق مفهوم البيئة واساسيات النظام البيئي، مشكلة استنزاف الموارد الطبيعية وأسباب كوارث الجوع في العالم وطرق حلها من خلال زيادة إنتاج الغذاء، وأسباب التلوث البيئي وأشكال ومخاطره، كذلك يركز هذا المساق على أهمية الموارد الطبيعية والطاقة والمعادن الفلزية وطرق المحافظة عليها من خطر الاستنزاف، واخيرا يلقي هذا المساق الضوء على مشكلة التصحر واسبابه واشكاله وطرق مقاومته.		
Course Title: Critical Thinking	Course Code: HUM 101	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
This course explores the process of recognizing, analyzing, and solving problems encountered in everyday life. The structured steps allow students to evaluate an argument and give equal importance to reasons and claims. The student will develop the skills and positive habits required to make sound reflective decisions in turn making successful and reasoned judgement.		
Course Title: Critical Thinking	Course Code: HUMA 101	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
يتناول هذا المساق مفاهيم مرتبطة بالتفكير ومهاراته ، وكيفية تنميتها ، ودور المناهج العلمية في عملية التفكير ، والتمييز بين مهارات التفكير العليا ومهارات التفكير الدنيا ، حيث يشكل ذلك للطلاب مدخلا إلى أنواع التفكير العليا ، التفكير الناقد ، التفكير الابتكاري ، التفكير الإبداعي ، والكيفية التي من خلالها يتم الكشف عن الطلبة الذين يمتلكون القدرات النقدية والابتكارية ، والأساليب والاستراتيجيات التي من خلالها يتم تنمية ملكات التفكير العليا لديهم ، مع التركيز على التدريبات والأنشطة التي من شأنها تمكينهم من توظيف مهارات التفكير العليا في حياتهم العملية .		
Course Title: Islamic Culture	Course Code: ISL 201	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
The Islamic Studies course focuses on two fundamental areas: the first area introduces the foundations of Islam such as Islamic faith and belief, Islamic culture, acts of worship, sources of Islamic legislation, and the main characteristics of Islam. The second area addresses a number of contemporary issues from an Islamic perspective. Important and interesting topics such as Islam and Globalization, Islam and the Human Being, Islam and woman issues, are discussed objectively and in-depth. The course provides students with a profound insight of the Islamic perspectives related to tolerance and peaceful co-existence as opposed to violence, extremism, and terrorism. The course is designed to ensure student interaction and enhance their competencies in intelligent discussion, problem solving and critical thinking. This will be fulfilled through diverse learning strategies and methods in an encouraging academic environment.		
Course Title: Islamic Culture	Course Code: ISLA 201	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
يتناول هذا المساق: معنى الثقافة بنحو عام، ومفهوم الثقافة الإسلامية، مع بيان أهميتها، وخصائصها، كالرَبانِيَّة، والإيجابِيَّة، والعموم والشمول، والوسْطِيَّة، وغيرها. ويتناول بيان المصادر الأساسيَّة للثقافة الإسلاميَّة (القرآن، والسُّنة، والإجماع، والقياس، والاجتهاد). كما يتناول هذا المساق مجالات الثقافة الإسلاميَّة الرئيسيَّة من (العقائد، والعبادات، ونظام الأخلاق في الإسلام). كما إنَّه يشرح أهمَّ النُظُم الإسلاميَّة المعاصرة من: (نظام الأسرة/الاجتماعي، والنظام الاقتصادي، والنظام السياسي، والنظام القضائي، ونظام العقوبات). ويبرز الدُور الحضاري للإسلام، من خلال بيان أثر الحضارة الإسلاميَّة في الحضارة الحديثة، وسبق الإسلام إلى إقرار حقوق الإنسان. ولم يغفل هذا المساق عن توضيح: أهمَّ التحدِّيَّات الفكرية المعاصرة التي تواجه الثقافة الإسلاميَّة، من: (الغزو الفكري، العلمانيَّة، العولمة، الاستشراق، التبشير، التقليد والتبعية، والثقافات الوافدة/التغريب الثقافي) وبيان كيفية مواجهتها.		
Course Title: College Mathematics	Course Code: MTH 101	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
This course provides a sound, intuitive understanding of the basic concepts students needs as they pursue careers in business, economics, plus life and social sciences. It includes a brief review of intermediate functions, graphs, algebra, equations and inequalities, exponential and logarithmic functions, linear systems, with single variable calculus, which includes: limits, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.		

Course Title: Principles of Mathematics	Course Code: MTHA 101	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
يمكن هذا المساق الطلاب من مهارات الرياضيات المختلفة وذلك من خلال دراسة المعادلات الخطية والدوال المختلفة وتطبيقاتها وكذلك أنظمة المعادلات الخطية و العمليات على المصفوفات والنهيات. كما يوضح أيضا استخدامات كلاً من المشتقات والتكاملات وتطبيقاتهما الاقتصادية.		
Course Title: Introduction to Psychology	Course Code: PSYA 101	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
يتضمن هذا المساق شرحاً وافياً عن المبادئ الأساسية لعلم النفس من حيث نشأته وتطوره و فروع وميادينه، مع تطبيق تلك المبادئ في الحياة اليومية والعملية. كما يمكن هذا المساق الطالب من التعرف على أهم المدارس في مجال علم النفس مع التركيز على التعلم وماهيته. بالإضافة إلى تقديم توضيح حول المفاهيم الأساس في علم النفس وبنيتها مثل الذكاء والتذكر والنسيان والإدراك والدافعية والتفكير واللغة والشخصية. كما يقدم هذا المساق وصفاً للأمراض النفسية وسبل معالجتها. ويضيف هذا المساق كذلك معلومات مهمة حول الشخصية السوية وغير السوية وما هي الجوانب والقدرات التي يملكها الشخص لغرض الاستفادة منها في معرفة مجالات القوة والتحسين الذي يجب أن يطوره الطالب ليكون شخصية سوية متكاملة.		
Course Title: Science and Life	Course Code: SCI 101	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
يتناول هذا المساق العديد من الموضوعات أهمها أنواع الخلية وأجزاء ووظيفة كل منها، أنواع المواد الغذائية وحاجة الجسم لكل منها والأمراض الناتجة عن سوء التغذية، أهمية التلوث والانقراض وطرق الحماية، الأمراض المعدية وحالات الإدمان، أنواع الطاقة والتكنولوجيا وأهميتها التي تساعد الطالب في رفع خبرته المعرفية عن مفهوم العلم والحياة الإنسانية ومتطلباتها في الوقت الحاضر من تغذية تلوث وأمراض معدية واستخدام الطاقة بأفضل شكل ممكن.		
Course Title: Study Skills	Course Code: SSS 101	Credit Hours 3
Prerequisite(s) None	Co-requisite None	
This course equips students with the study skills needed for success in their undergraduate studies. It is also useful for acquiring skills that can be used in their personal lives, in their classrooms as well as in the workplace. Students learn several techniques they can use in the areas of communication, research practices, teamwork, creativity, critical thinking, presentation skills, and exam-taking techniques.		
Course Title: Study Skills	Course Code: SSSA 101	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
يهدف المقرر إلى تنمية الجانب العقلي والسلوكي من الجوانب الشخصية، ويدعمه بالكفايات الأكاديمية اللازمة من مهارات إدارة وتطوير الذات ، كما يسعى إلى تأكيد وترسيخ مفاهيم أساسية في بناء وتطوير وصفل شخصية الطالب ، ومنها اكتساب المعرفة وصناعة التميز والتخطيط للمستقبل وإدارة وتنظيم الوقت والتأكد من طرح الأفكار الخلاقة والاتصال الناجح وإدارة الخلاف ، وكل ما يقود إلى الإبداع وكيفية المذاكرة والتحضير للاختبارات، وكيفية استخدام المكتبة وكتابة البحث العلمي.		
Course Title: Statistics	Course Code: STE 201	Credit Hours 3
Pre-requisite(s) CIS 101	Co-requisite None	
This course is designed to understand common statistical computations and their practical uses in health care settings. Topics explored include the current healthcare 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.		
Course Title: UAE Studies	Course Code: UAE 201	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
This UAE Studies course provides students with a comprehensive record of the Emirates historical and cultural roots as well as a glimpse of the Country's geological history and geographical location. The Course pays particular attention to the Arab and Islamic identity of the UAE people as well as their success in maintaining a tangible balance between originality and modernity, despite diverse challenges. Because the UAE past, present and future-oriented experiences have been a great successful story, students will enrich their knowledge of the social, cultural, economic, educational and political development of a society which		

<p>moved from a traditional, simple life to an elevated status at the regional and international levels. Students will be able to compare between the past and present of the Country and visualize its futuristic vision that covers several decades ahead.</p>		
Course Title: UAE Studies in Arabic	Course Code: UAEA 201	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
<p>يتناول هذا المساق دراسة المجتمعات الإنسانية عموماً ويتناول على وجه الخصوص السمات العامة والمقومات الرئيسية لمجتمع دولة الإمارات العربية المتحدة والموقع الجغرافي والسكان ونموهم والتركيب النوعي والعمومي للسكان، وكذلك يتطرق إلى الجانب الاقتصادي والجغرافي للسكان. ويتناول الجوانب الأسرية والنظام الأسري والقبلي وطبيعة الحكم في المجتمع القبلي، كما أن المساق يتناول طبيعة الخدمات المقدمة للمجتمع قبل مرحلة النفط وبعدها إضافة إلى دراسة دور وتطور المؤسسات الثقافية والتربوية والإعلامية وما تقدمه من خدمات للمجتمع الإماراتي.</p>		
Course Title: Introduction to Sociology	Course Code: SOC 101	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
<p>This course is an introduction to the study of people and their interaction with each other, the environment, and various social groups. Students develop awareness of the relationship between individual beliefs, attitudes, and behaviors, plus the greater society and culture. They will also learn how to apply sociological concepts to current issues that affect individuals, modern society, and the international community.</p>		
Course Title: Introduction to Sociology	Course Code: SOCA 101	Credit Hours 3
Pre-requisite(s) None	Co-requisite None	
<p>يتطرق هذا المساق إلى مفهوم علم الاجتماع وميادينه، ويقارن بين علم الاجتماع والعلوم الاجتماعية الأخرى، ويشرح المنهج العلمي وطرق البحث في الدراسات الاجتماعية، وكذلك إلى مفهوم الثقافة والجماعات الإنسانية، والتنشئة الاجتماعية، والعمليات الثقافية والاجتماعية، ويصف الضبط الاجتماعي ووسائطه، والمشكلات الاجتماعية والسلوك المنحرف، وأخيراً يتطرق إلى النظم المختلفة.</p>		
Course Title: Research Methods	Course Code: RME 301	Credit Hours 3
Pre-requisite(s) STE 201, CIS 101	Co-requisite None	
<p>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.</p>		

Bachelor of Business Administration

Program Learning Outcomes

Students after graduation students will be able to:

1. Apply appropriate business theories and practices to solve problems.
2. Utilize 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 various tools and methods, as individuals and in teams in professional work-related contexts.

Program Goals

The BBA program prepares its graduates to:

1. In-depth knowledge of business theory and practices.
2. Ability to function in multi-cultural global business environments.
3. Effective interpersonal skills and competencies in a variety of workrelated settings.
4. Skills of making ethical and professional decisions, and practicing social responsibility.

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

Finance and Accounting

5. Utilize substantive knowledge of accounting and finance theories, principles, standards, and processes for analyzing financial data and financial market risks in various economic conditions and reporting.
6. Apply appropriate problem-solving techniques for financial planning, decision making, and internal controls to manage dynamic business situations.
7. Analyze finance and accounting issues to develop strategies and practices for improving the financial and managerial performance of organizations.

Human Resource Management

5. Apply strategic human resource management functions to manage a dynamic workforce.
6. Analyze and diagnose challenges related to Human Resource Management.
7. Evaluate advanced HRM practices to achieve global competitive advantage.

Marketing

5. Apply strategic human resource management functions to manage a dynamic workforce.
6. Analyze and diagnose challenges related to Human Resource Management.
7. Evaluate advanced HRM practices to achieve global competitive advantage.

Management Information System

5. Apply strategic human resource management functions to manage a dynamic workforce.
6. Analyze and diagnose challenges related to Human Resource Management.
7. Evaluate advanced HRM practices to achieve global competitive advantage.

Hospitality and Tourism Management

5. Apply the key concepts of hospitality and tourism business functions.
6. Evaluate the organization and function of laws, events, human resources, and other hospitality industry principles for the emerging market.
7. Formulate constructive solutions to hospitality and tourism enterprise challenges.

Study Plan General Information

- Students must complete Islamic Studies and UAE Studies either in 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 can finish the BBA program in less time by completing summer courses.

Degree Requirements

Degree Requirements – BBA Finance and Accounting		
Component	Courses	Credit Hours
General Education	11	33
Core Courses	17	51
Specialization	11	33
Elective	1	3
Total Required	40	120

Degree Requirements – BBA- Human Resource Management		
Component	Courses	Credit Hours
General Education	1 1	33
Core Courses	1 7	51
Specialization	1 1	33
Elective	1	3
Total Required	4 0	120

Degree Requirements – BBA- Marketing		
Component	Courses	Credit Hours
General Education	1 1	33
Core Courses	1 7	51
Specialization	9	27
Elective Courses	3	9
Total Required	4 0	120

Degree Requirements – BBA- Management Information Systems		
Component	Courses	Credit Hours
General Education	1 1	33
Core Courses	1 7	51

Specialization	1 1	33
Elective	1	3
Total Required	4 0	120

Degree Requirements - BBA- Hospitality and Tourism Management		
Component	Courses	Credit Hours
General Education	11	33
Core Courses	17	51
Specialization	11	33
Elective	1	3
Total Required	40	120

General Education Courses

SR.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	ENG 101	English I	3	3	None
2	ENG 102	English II	3	3	ENG 101
3	ISL 201 ISLA 201	Islamic Culture (English) Islamic Culture (Arabic)	3	3	None
4	SSS 101	Study Skills	3	3	None
5	UAE/A 201 UAE 201	UAE Studies (Arabic) UAE Studies (English)	3	3	None
6	ENV 201	Environmental Science	3	3	None
7	HUM 101	Critical Thinking	3	3	None
8	CIS 101	Computer Fundamentals	3	3	None
9	MTH 101	College Mathematics	3	3	None
10	BUS 204	Innovation and Entrepreneurship	3	3	None
11	SOC 101	Introduction to sociology	3	3	None

Study Plans

BBA – Finance and Accounting

2. Core Courses

SR.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	BUS 101	Introduction to Business	3	3	None
2	ACC 101	Accounting I	3	3	None
3	BUS 102	Business Statistics	3	3	MTH 101
4	ACC 202	Managerial Accounting	3	3	ACC 101
5	BUS 201	Business Communication	3	3	BUS 101
6	MKT 201	Principles of Marketing	3	3	BUS 101
7	ECO 200	Principles of Economics	3	3	BUS 102
8	MGT 402	Operations Management	3	3	MGT 302,BUS 102
9	BUS 320	Business Analytics	3	3	BUS 102,BUS 301
10	MGT-304	International Management	3	3	ECO 200
11	FIN 301	Financial Management	3	3	ACC 101,BUS 102
12	BUS 301	Business Research Methods	3	3	CIS 101,BUS 102
13	BUS 302	Business Law	3	3	BUS 101
14	MGT 303	Management Information System	3	3	CIS 101
15	MGT 302	Management and Organizational Behavior	3	3	BUS 101
16	BUS 202	Business Ethics	3	3	BUS 101
17	BUS 401	Business Policy and Strategy	3	3	Completion of 90 Credit Hours

3. Specialization Courses

Sr.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	ACC 301	Cost Accounting	3	3	ACC 202
2	ACC 302	Intermediate Accounting	3	3	ACC 202
3	FIN 302	Financial Institutions	3	3	FIN 301
4	ACC 304	International Accounting	3	3	ACC 202
5	ACC 303	Accounting Information Systems	3	3	ACC 101
6	FIN-306	Business Finance	3	3	FIN 301
7	ACC 403	Auditing	3	3	ACC 302
8	FIN 404	Banking Operations	3	3	FIN 302
9	FIN 402	Corporate Finance	3	3	FIN 301
10	FIN 495	Internship (Finance and Accounting)	3	3	Completion of 90 Credit Hours
11	FIN 499	Financial Statement Analysis (Capstone)	3	3	ACC 304,FIN 302

4. Electives

Sr.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	ACC 402	Governmental Accounting (Elective)	3	3	ACC 302
2	FIN-405	Investment Management (Elective)	3	3	FIN 302

Year 1 • Semester 1				
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
BUS	101	Introduction to Business	3	
ENG	101	English I	3	
MTH	101	College Mathematics	3	
SOC	101	Introduction to Sociology	3	
SSS	101	Study Skills	3	
Total Credit Hours			15	

Year 1 • Semester 2				
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
ACC	101	Accounting I	3	
BUS	102	Business Statistics	3	MTH 101
HUM	101	Critical Thinking	3	
CIS	101	Computer Fundamentals	3	
ENG	102	English II	3	ENG 101
Total Credit Hours			15	

Year 2 • Semester 3				
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
ACC	202	Managerial Accounting	3	ACC 101
BUS	201	Business Communication	3	BUS 101
MKT	201	Principles of Marketing	3	BUS 101
ECO	200	Principles of Economics	3	BUS 102

Year 3 • Semester 5				
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
FIN	301	Financial Management	3	ACC 101, BUS 102
BUS	301	Business Research Methods	3	BUS 102, CIS 101
BUS	302	Business Law	3	BUS 101
MGT	303	Management Information System	3	CIS 101
MGT	302	Management & Org Behavior	3	BUS 101
Total Credit Hours			15	

Year 3 • Semester 6				
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
ACC	302	Intermediate Accounting	3	ACC 202
FIN	302	Financial Institutions	3	FIN 301
BUS	320	Business Analytics	3	BUS 102, BUS 301
MGT-	304	International Management	3	ECO 200
ACC	304	International Accounting	3	ACC 202
Total Credit Hours			15	

Year 4 • Semester 7				
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
ACC	303	Accounting Information Systems	3	ACC 101
FIN-	306	Business Finance	3	FIN 301
MGT	402	Operations Management	3	BUS 102, MGT 302

UAE	201	UAE Studies	3		ACC	403	Auditing	3	ACC 302
					FIN	404	Banking Operations	3	FIN 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		BUS	401	Business Policy & Strategy	3	90 Cr Coursework
ISL	201	Islamic Studies/Islamic Studies (Arabic)	3		FIN	402	Corporate Finance	3	FIN 301
ACC	301	Cost Accounting	3	ACC 202	ACC	402	Governmental Accounting *	3	ACC 302
BUS	202	Business Ethics	3	BUS 101	FIN-	405	Investment Management *		FIN 302
BUS	204	Innovation & Entrepreneurship	3		FIN	495	Internship	3	90 Credits
Total Credit Hours			15		FIN	499	Financial Statement Analysis (Capstone)	3	ACC 304, FIN 302
Total Credit Hours			15		Total Credit Hours			15	
					Cumulative Credit Hours			120	

NOTES:

- Students must select specialization courses from their program major.
- Students must successfully complete 90 credit hours to qualify for the Internship.
- Students choose 1 of 2 elective courses.

BBA – Human Resource Management

Category	Courses	Credit Hours
General Education	11	33
Core Courses	17	51
Specialization Courses	11	33
Elective Course	1	3
TOTAL	40	120

2. Core Courses

SR.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	BUS 101	Introduction to Business	3	3	None
2	ACC 101	Accounting I	3	3	None
3	BUS 102	Business Statistics	3	3	MTH 101
4	ACC 202	Managerial Accounting	3	3	ACC 101
5	BUS 201	Business Communication	3	3	BUS 101
6	MKT 201	Principles of Marketing	3	3	BUS 101
7	ECO 200	Principles of Economics	3	3	BUS 102
8	MGT 402	Operations Management	3	3	MGT 302,BUS 102
9	BUS 320	Business Analytics	3	3	BUS 102,BUS 301
10	MGT-304	International Management	3	3	ECO 200
11	FIN 301	Financial Management	3	3	ACC 101,BUS 102
12	BUS 301	Business Research Methods	3	3	CIS 101,BUS 102
13	BUS 302	Business Law	3	3	BUS 101
14	MGT 303	Management Information System	3	3	CIS 101
15	MGT 302	Management and Organizational Behavior	3	3	BUS 101
16	BUS 202	Business Ethics	3	3	BUS 101
17	BUS 401	Business Policy and Strategy	3	3	Completion of 90 Credit Hours

3. Specialization Courses

Sr.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	HRM 201	Human Resource Management	3	3	BUS 101
2	HRM 301	Staffing Organizations	3	3	HRM 201
3	HRM 302	Employee Training and Development	3	3	HRM 201
4	HRM 350	Performance Management and Total Rewards	3	3	HRM 201
5	HRM 351	Occupational Safety and Health	3	3	HRM 201
6	HRM 360	Human Resource Information System	3	3	HRM 201,MGT 303
7	HRM-403	Global Workforce Management	3	3	HRM 201,MGT-304
8	HRM 404	Applying Employment Law in the Workplace	3	3	BUS 302
9	HRM 410	Leadership and Organization Development	3	3	HRM 350
10	HRM 495	Internship (HRM)	3	3	Completion of 90 Credit Hours
11	HRM-499	Strategic HRM (Capstone)	3	3	BUS 401,HRM-403

4. Electives Courses

Sr.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	HRM 303	Career Management (Elective)	3	3	HRM 201
2	HRM 352	Quality of Work Life (Elective)	3	3	HRM 201
3	HRM 411	Special Topics in HRM I (Elective)	3	3	HRM 302

Study Plan

Year 1 • Semester 1			Year 3 • Semester 5
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COURSE CODE		COURSE NAME	CREDI T HOUR S	PREREQUISITE		COURSE CODE		COURSE NAME	CREDI T HOUR S	PREREQUISITE
BUS	101	Introduction to Business	3			FIN	301	Financial Management	3	ACC 101, BUS 102
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	BUS 101
SOC	101	Introduction to Sociology	3			MGT	302	Management & Organization Behavior	3	BUS 101
SSS	101	Study Skills	3			MGT	303	Management Information System	3	CIS 101
Total Credit Hours			15			Total Credit Hours			15	
Year 1 • Semester 2						Year 3 • Semester 6				
COURSE CODE		COURSE NAME	CREDI T HOUR S	PREREQUISITE		COURSE CODE		COURSE NAME	CREDI T HOUR S	PREREQUISITE
ACC	101	Accounting I	3			MGT-	304	International Management	3	ECO 200
BUS	102	Business Statistics	3	MTH 101		HRM	301	Staffing Organizations	3	HRM 201
CIS	101	Computer Fundamentals	3			HRM	302	Employee Training and Development	3	HRM 201
ENG	102	English II	3	ENG 101		HRM	303	Career Management (Elective)	3	HRM 201
HUM	101	Critical Thinking	3			BUS	320	Business Analytics	3	BUS 102, BUS 301
Total Credit Hours			15			Total Credit Hours			15	
Year 2 • Semester 3						Year 4 • Semester 7				
COURSE CODE		COURSE NAME	CREDI T HOUR S	PREREQUISITE		COURSE CODE		COURSE NAME	CREDI T HOUR S	PREREQUISITE
ACC	202	Managerial Accounting	3	ACC 101		HRM	351	Occupational Safety and Health	3	HRM 201
BUS	201	Business Communication	3	BUS 101		HRM	352	Quality of Work Life (Elective)	3	HRM 201
BUS	202	Business Ethics	3	BUS 101		HRM	350	Performance Management and Total Rewards	3	HRM 201
ECO	200	Principles of Economics	3	BUS 102		HRM	360	Human Resource Information System	3	HRM 201, MGT 303
ISL	201	Islamic Studies (in English)	3			MGT	402	Operations Management	3	BUS 102, MGT 302
ISLA	201	Islamic Studies (Arabic)				HRM-	403	Global Workforce Management	3	HRM 201, MGT- 304
Total Credit Hours			15			Total Credit Hours			15	
Year 2 • Semester 4						Year 4 • Semester 8				
COURSE CODE		COURSE NAME	CREDI T HOUR S	PREREQUISITE		COURSE CODE		COURSE NAME	CREDI T HOUR S	PREREQUISITE
HRM	201	Human Resource Management	3	BUS 101		BUS	401	Business Policy & Strategy	3	90 Credit Hours of coursework
ENV	201	Environmental Science	3			HRM	404	Applying Employment Law in the Workplace	3	BUS 302
UAE	201	UAE Studies (in English)	3			HRM	410	Leadership and Organizational Development	3	HRM 350
UAEA	201	UAE Studies (in Arabic)				HRM	411	Special Topic in HRM 1 (Elective)	3	HRM 302

BUS	20 4	Innovation & Entrepreneurship	3			HRM	49 5	Internship (HRM)	3	90 Credit Hours of coursework
MKT	20 1	Principles of Marketing	3	BUS 101		HRM-	49 9	Strategic HRM (Capstone)	3	BUS 401, HRM- 403
Total Credit Hours			15			Total Credit Hours			15	
						Cumulative Credit Hours			120	

NOTES:

- Students must select specialization courses from their program major.
- Students must successfully complete 90 credit hours to qualify for the Internship.
- Students choose 1 of 3 elective courses.

BBA – Marketing

Category	Courses	Credit Hours
General Education	11	33
Core Courses	17	51
Specialization Courses	9	27
Elective Course	3	9
TOTAL	40	120

2. Core Courses

SR.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	BUS 101	Introduction to Business	3	3	None
2	ACC 101	Accounting I	3	3	None
3	BUS 102	Business Statistics	3	3	MTH 101
4	ACC 202	Managerial Accounting	3	3	ACC 101
5	BUS 201	Business Communication	3	3	BUS 101
6	MKT 201	Principles of Marketing	3	3	BUS 101
7	ECO 200	Principles of Economics	3	3	BUS 102
8	MGT 402	Operations Management	3	3	MGT 302,BUS 102
9	BUS 320	Business Analytics	3	3	BUS 102,BUS 301
10	MGT-304	International Management	3	3	ECO 200
11	FIN 301	Financial Management	3	3	ACC 101,BUS 102
12	BUS 301	Business Research Methods	3	3	CIS 101,BUS 102
13	BUS 302	Business Law	3	3	BUS 101
14	MGT 303	Management Information System	3	3	CIS 101
15	MGT 302	Management and Organizational Behavior	3	3	BUS 101
16	BUS 202	Business Ethics	3	3	BUS 101
17	BUS 401	Business Policy and Strategy	3	3	Completion of 90 Credit Hours

3. Specialization Courses

Sr.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	MKT-303	Consumer Behavior	3	3	MKT 201
2	MKT-304	Supply Chain Management	3	3	MKT 201
3	MKT-305	Integrated Marketing Communications	3	3	MKT 201
4	MKT-309	Marketing Research	3	3	MKT 201
5	MKT-402	Brand Marketing	3	3	MKT 201
6	MKT-403	Services Marketing	3	3	MKT 201

7	MKT-404	International Marketing	3	3	MKT 201
8	MKT-495	Internship (Marketing)	3	3	MKT 201 + Completion of 90 Credit Hours
9	MKT-499	Marketing Management (Capstone)	3	3	MKT 201

4. Electives Courses

Sr.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	MKT-306	Retail Management (Elective)	3	3	MKT 201
2	MKT-307	Sales Management (Elective)	3	3	MKT 201
3	MKT-308	Business-to-Business Marketing (Elective)	3	3	MKT 201
4	MKT-310	Marketing Strategy (Elective)	3	3	MKT 201

Study Plan

Year 1 • Semester 1					Year 3 • Semester 5				
COURSE CODE		COURSE NAME	CREDIT HOURS	REREQUISITE	COURSE CODE		COURSE NAME	CREDIT HOURS	REREQUISITE
BUS	101	Introduction to Business	3		BUS	301	Business Research Methods	3	BUS 102; CIS 101
ENG	101	English I	3		BUS	302	Business Law	3	BUS 101

MTH	101	College Mathematics	3		FIN	301	Financial Management	3	ACC 101, BUS 102
SOC	101	Introduction to Sociology	3		MGT	302	Management & Organizational Behavior	3	BUS 101
SSS	101	Study Skills	3		MGT	303	Management Information Systems	3	CIS 101
Total Credit Hours			15		Total Credit Hours			15	
Year 1 • Semester 2					Year 3 • Semester 6				
COURSE CODE		COURSE NAME	CREDIT HOURS	REREQUISITE	COURSE CODE		COURSE NAME	CREDIT HOURS	REREQUISITE
ACC	101	Accounting I	3		BUS	320	Business Analytics	3	BUS 102, BUS 301
BUS	102	Business Statistics	3	MTH 101	MGT-	304	International Management		ECO 200
CIS	101	Computer Fundamentals	3		MKT-	304	Supply Chain Management	3	MKT 201
ENG	102	English II	3	ENG 101	MKT-	305	Integrated Marketing Communications	3	MKT 201
HUM	101	Critical Thinking	3		MKT-	306	Retail Management*	3	MKT 201
Total Credit Hours			15		Total Credit Hours			15	

Year 2 • Semester 3				
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
ACC	202	Managerial Accounting	3	ACC 101
BUS	201	Business Communication	3	BUS 101
MKT	201	Principles of Marketing	3	BUS 101
ECO	200	Principles of Economics	3	BUS 102
ISL	201	Islamic Studies (English)	3	
ISLA	201	Islamic Studies (Arabic)		
Total Credit Hours			15	
Year 2 • Semester 4				
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
BUS	204	Innovation & Entrepreneurship	3	
MKT-	303	Consumer	3	MKT 201

Year 4 • Semester 7				
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
MGT	402	Operations Management	3	BUS 102, MGT 302
MKT-	402	Brand Marketing	3	MKT 201
MKT-	307	Sales Management*	3	MKT 201
MKT-	308	Business-to-Business Marketing ★		MKT 201
MKT-	309	Marketing Research	3	MKT 201
MKT-	310	Marketing Strategy*	3	MKT 201
Total Credit Hours			15	
Year 4 • Semester 8				
COURSE CODE		COURSE NAME	CREDIT HOURS	PREREQUISITE
BUS	401	Business Policy and Strategy	3	0 credit hours of coursework
MKT-	403	Services	3	MKT 201

Behavior					Marketing				
ENV	201	Environmental Science	3		MKT-	404	International Marketing	3	MKT 201
BUS	202	Business Ethics	3	BUS 101	MKT-	495	Internship-Marketing	3	90 Credits MKT 201
UAE	201	UAE Studies (English)	3		MKT-	499	Marketing Management (Capstone)	3	MKT 201
UAEA	201	UAEA Studies (Arabic)							
Total Credit Hours			15		Total Credit Hours			15	
★Elective Course		Students choose 3 of 4 elective courses			Cumulative Credit Hours			120	

NOTES:

- Students must select specialization courses from their program major.
- Students must successfully complete 90 credit hours to qualify for the Internship.
- Students choose 3 of 4 elective courses.

BBA – Management Information System

Category	Courses	Credit Hours
General Education	11	33
Core Courses	17	51
Specialization Courses	11	33
Elective Course	1	3
TOTAL	40	120

2. Core Courses

SR.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	BUS 101	Introduction to Business	3	3	None
2	ACC 101	Accounting I	3	3	None
3	BUS 102	Business Statistics	3	3	MTH 101
4	ACC 202	Managerial Accounting	3	3	ACC 101
5	BUS 201	Business Communication	3	3	BUS 101
6	MKT 201	Principles of Marketing	3	3	BUS 101
7	ECO 200	Principles of Economics	3	3	BUS 102
8	MGT 402	Operations Management	3	3	MGT 302,BUS 102
9	BUS 320	Business Analytics	3	3	BUS 102,BUS 301
10	MGT-304	International Management	3	3	ECO 200
11	FIN 301	Financial Management	3	3	ACC 101,BUS 102
12	BUS 301	Business Research Methods	3	3	CIS 101,BUS 102
13	BUS 302	Business Law	3	3	BUS 101
14	MGT 303	Management Information System	3	3	CIS 101
15	MGT 302	Management and Organizational Behavior	3	3	BUS 101
16	BUS 202	Business Ethics	3	3	BUS 101
17	BUS 401	Business Policy and Strategy	3	3	Completion of 90 Credit Hours

3. Specialization Courses

Sr.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	MIS 201	Discrete Mathematics	3	4	MTH 101
2	MIS 301	Foundations of Databases	3	4	CIS 101,MGT 303
3	MIS 302	Foundations of Programming	3	4	MIS 201

4	MIS 303	Data Communication for Business	3	4	MGT 303
5	MIS 304	Advanced Database Systems	3	4	MIS 301
6	MIS 305	Advanced Programming	3	4	MIS 302
7	MIS 306	Structured Systems Analysis and Design	3	4	MIS 301
8	MIS 401	Information Systems Project Management	3	4	MIS 301,MIS 302
9	MIS 402	Innovation and Emerging Technologies	3	4	MIS 304
10	MIS 495	Internship (MIS)	3	3	Completion of 90 Credit Hours
11	MIS 499	Management Information Systems Capstone	3	3	Completion of 90 Credit Hours

4. Electives Courses

Sr.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	MIS 403	Web Programming for Business (Elective)	3	4	MIS 304
2	MIS 407	Object-Oriented System Analysis and Design (Elective)	3	4	MIS 305
3	MIS 408	Principles of Information and Cybersecurity (Elective)	3	4	CIS 101

Study Plan

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	None	FIN	301	Financial Management	3	ACC 101, BUS 102
ENG	101	English I	3	None	BUS	301	Business Research Methods	3	BUS 102; CIS 101
MTH	101	College Mathematics	3	None	BUS	302	Business Law	3	BUS 101
SOC	101	Introduction to Sociology	3	None	MGT	302	Mgt and Organizational Behavior	3	BUS 101
SSS	101	Study Skills	3	None	MGT	303	Management Information Systems	3	CIS 101
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	None	MGT-	304	International Management	3	ECO 200
BUS	102	Business Statistics	3	MTH 101	MIS	301	Foundations of Databases	3	CIS 101 MGT 303
CIS	101	Computer Fundamentals	3	None	MIS	302	Foundations of Programming	3	MIS 201

ENG	10 2	English II	3	ENG 101	MIS	30 3	Data Communication for Business	3	MGT 303
HUM	10 1	Critical Thinking	3	None	BUS	32 0	Business Analytics	3	BUS 102, BUS 301
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	20 2	Managerial Accounting	3	ACC 101	MIS	304	Advanced Databases Systems	3	MIS 301
BUS	20 1	Business Communication	3	BUS 101	MIS	305	Advanced Programming	3	MIS 302
BUS	20 2	Business Ethics	3	BUS 101	MIS	306	Structured System Analysis & Design	3	MIS 301
ECO	20 0	Principles of Economics	3	BUS 102	MIS	401	Information Systems Project Mgt	3	MIS 301 MIS 302
ISL	20 1	Islamic Studies	3	None	MGT	402	Operations Management	3	BUS 102, MGT 302
ISLA	20 1	Islamic Studies (Arabic)							
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
MIS	20 1	Discrete Mathematics	3	MTH 101	BUS	401	Business Policy and Strategy	3	90 Credit Hours
MKT	20 1	Principles of Marketing	3	BUS 101	MIS	402	Innovation & Emerging Technologies	3	MIS 304
BUS	20 4	Innovation and Entrepreneurship	3		MIS	403	Web Programming for Business ★	3	MIS 304
ENV	20 1	Environmental Science	3	None	MIS	408	Principles of Information and Cybersecurity ★		CIS 101
UAE	20 1	UAE Studies	3	None	MIS	407	Object Oriented Sys Analysis & Design ★		MIS 305
Total Credit Hours			15		MIS	495	MIS Internship	3	90 Credit Hours
★ Elective Course					MIS	499	MIS Capstone	3	90 Credit Hours
Total Credit Hours					Total Credit Hours			15	
Cumulative Credit Hours								120	

NOTES:

- Students must select specialization courses from their program major.
- Students must successfully complete 90 credit hours to qualify for the Internship.
- Students choose 1 of 3 elective courses.

BBA - Hospitality and Tourism Management

Category	Courses	Credit Hours
General Education	11	33
Core Courses	17	51
Specialization Courses	11	33
Elective Course	1	3
TOTAL	40	120

2. Core Courses

SR.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	BUS 101	Introduction to Business	3	3	None
2	ACC 101	Accounting I	3	3	None
3	BUS 102	Business Statistics	3	3	MTH 101
4	ACC 202	Managerial Accounting	3	3	ACC 101
5	BUS 201	Business Communication	3	3	BUS 101
6	MKT 201	Principles of Marketing	3	3	BUS 101
7	ECO 200	Principles of Economics	3	3	BUS 102
8	MGT 402	Operations Management	3	3	MGT 302,BUS 102
9	BUS 320	Business Analytics	3	3	BUS 102,BUS 301
10	MGT-304	International Management	3	3	ECO 200
11	FIN 301	Financial Management	3	3	ACC 101,BUS 102
12	BUS 301	Business Research Methods	3	3	CIS 101,BUS 102
13	BUS 302	Business Law	3	3	BUS 101
14	MGT 303	Management Information System	3	3	CIS 101
15	MGT 302	Management and Organizational Behavior	3	3	BUS 101
16	BUS 202	Business Ethics	3	3	BUS 101
17	BUS 401	Business Policy and Strategy	3	3	Completion of 90 Credit Hours

3. Specialization Courses

Sr.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	HTM 201	Introduction to the Hospitality and Tourism Industry	3	3	NONE
2	HTM 301	Introduction to Food Production	3	3	HTM 201
3	HTM 310	Tourism Management and Development	3	3	HTM 201
4	HTM 350	Hospitality and Tourism Law and Ethics	3	3	BUS 302
5	HTM 351	Introduction to Event Management	3	3	MGT 302
6	HTM 353	Meeting and Event Management	3	3	MGT 302
7	HTM 354	Hospitality and Tourism Marketing	3	3	HTM 310

8	HTM 352	Hospitality Human Resource Management	3	3	HTM 201
9	HTM 410	Tour Guide Principles	3	3	HTM 310
10	HTM 495	Internship (HTM)	3	3	Completion of 90 Credit Hours
11	HTM 499	Strategic Management for HTM (Capstone)	3	3	Completion of 90 Credit Hours

4. Electives Courses

Sr.	Course Code	Course Name	Credit Hours	Teaching Hours	Pre-requisites
1	HTM 303	Hospitality Facilities Management (Elective)	3	3	MGT 302
2	HTM 311	Food and Beverage Management (Elective)	3	3	MGT 302
3	HTM 401	Lodging Management (Elective)	3	3	MGT 302

Study Plan

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		FIN	301	Financial Management	3	ACC 101, BUS 102
MTH	101	College Mathematics	3		BUS	302	Business Law	3	BUS101
SOC	101	Introduction to Sociology	3		MGT	303	Management Information Systems	3	CIS 101
SSS	101	Study Skills	3		MGT	302	Management & Organization Behavior	3	BUS 101
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 200
CIS	101	Computer Fundamentals	3		BUS	320	Business Analytics	3	BUS 102, BUS 301
HUM	101	Critical Thinking	3		HTM	301	Introduction to Food Production	3	HTM 201
BUS	102	Business Statistics	3	MTH 101	HTM	310	Tourism Management and Development	3	HTM 201
ENG	102	English II	3	ENG 101	HTM	351	Introduction to Event Management	3	MGT 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
ECO	200	Principles of Economics	3	BUS 102	HTM	350	Hospitality and Tourism Law and Ethics	3	BUS 302
ISL/ISLA	201	Islamic Studies/Islamic Studies (Arabic)	3		HTM	352	Hospitality Human Resource Management	3	HTM 201
BUS	201	Business Communication	3	BUS 101	HTM	410	Tour Guide Principles	3	HTM 310
ACC	202	Managerial Accounting	3	ACC 101	HTM	303	Hospitality Facilities Management (Elective)	3	MGT 302
MKT	201	Principles of Marketing	3	BUS 101	HTM	311	Food and Beverage Management (Elective)		MGT 302
					HTM	401	Lodging Management (Elective)		MGT 302
					MGT	402	Operations Management	3	BUS 102, MGT 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		HTM	353	Meeting and Event Management	3	MGT 302

UAE	201	UAE Studies	3		HTM	354	Hospitality and Tourism Marketing	3	HTM 310
UAEA	201	UAE Studies (Arabic)			BUS	401	Business Policy & Strategy	3	90 credit hours of coursework
BUS	202	Business Ethics	3	BUS 101	HTM	495	Internship (HTM)	3	Completion of 90 credit hours
HTM	201	Introduction to the Hospitality and Tourism Industry	3		HTM	499	Strategic Management for HTM (Capstone)	3	Completion of 90 Credit hour
BUS	204	Innovation and Entrepreneurship	3		Total Credit Hours			15	
Total Credit Hours			15		Cumulative Credit Hours			120	

NOTES:

- **Students must select specialization courses from their program major.**
- **Students must successfully complete 90 credit hours to qualify for the Internship.**
- **Students choose 1 of 3 elective courses.**

Course Descriptions

Finance and Accounting

Course English I	Course Code ENG 101	Credit Hours 3
Pre-requisite(s) None		
<p>The purpose of this course is to scaffold students writing abilities as it combines writing and grammar instructions to help them build the core skills necessary to write effectively for achieving a great success in their future careers. More specifically, the course highlights a paragraph's structure and elements. The ENG 101 course starts by rendering students write a perfect sentence to a well-developed paragraph. The information used in this course will be needed in the essay writing, too. Writing conventions will be taught and practiced.</p>		
Course Title English II	Course Code ENG 102	Credit Hours 3
Pre-requisite(s) ENG 101		
<p>The main focus of this course is to write a fully developed essay through constructing students' syntactic and semantic abilities to build up multi-leveled sentences and avoid many sentence errors that weaken their writing potentialities. In addition, this course enhances students 'critical reading skill by training them to read various types of essays and analyze their organization critically. Furthermore, it familiarizes students with different the main parts and the types of expository essays that enable them to produce highly academic essays.</p>		
Course Title Islamic Studies (in English)	Course Code ISL 201	Credit Hours 3
Pre-requisite(s) None		
<p>The Islamic Studies course focuses on two fundamental areas: the first introduces the foundations of Islam such as Islamic faith and belief, Islamic culture, acts of worship, sources of Islamic legislation, and the main characteristics of Islam. The second area addresses a number of contemporary issues from an Islamic perspective. Important and interesting topics such as Islam and Globalization, Islam and the Human Being, Islam and Woman issues, are discussed objectively and in-depth. The course provides students with a profound insight into the Islamic perspectives related to tolerance and peaceful co-existence as opposed to violence, extremism, and terrorism. the course is designed to ensure student interaction, and enhance their competencies in intelligent discussion, problem-solving and critical thinking. This will be fulfilled through diverse learning strategies and methods in an encouraging academic environment.</p>		
الساعات المعتمدة: 3	رقم المساق: ISLA 201	اسم المساق: الثقافة الإسلامية
المتطلب السابق: لا يوجد		
<p>يتناول هذا المساق: معنى الثقافة بنحو عام، ومفهوم الثقافة الإسلامية، مع بيان أهميتها، وخصائصها، كالربانية والإيجابية والعموم والشمول والوسطية وغيرها . ويتناول بيان المصادر الأساسية للثقافة الإسلامية (القرآن، والسنة، والإجماع، والقياس، والإجتihad) كما يتناول هذا المساق مجالات الثقافة الإسلامية الرئيسية من (العقائد، والعبادات، ونظام الأخلاقي الإسلامي) كما أنه يشرح أهم النظم الإسلامية المعاصرة من (نظام الأسرة \ الاجتماعي، والنظام الاقتصادي، والنظام السياسي، والنظام القضائي، ونظام العقوبات) ويبرز الدور الحضاري للإسلام، من خلال بيان أثر الحضارة الإسلامية في نظام الحضارة الحديثة وسبق الإسلام إلى إقرار حقوق الإنسان. ولم يغفل هذا المساق عن توضيح: أهم التحديات الفكرية المعاصرة التي تواجه الثقافة الإسلامية، من (الغزو الفكري، العلمانية، العولمة، الاستشراق، التبشير، التقليد والتبعية، والثقافات الوافدة / التغريب الثقافي) وبيان كيفية مواجهتها</p>		

Course Title Study Skills	Course Code SSS 101	Credit Hours 3
Pre-requisite(s) None		
This course equips students with the study skills needed for success in their undergraduate studies. It is also useful for acquiring skills that can be used in their personal lives, in their classrooms as well as in the workplace. Students learn several techniques they can use in the areas of communication, research practices, teamwork, creativity, critical thinking, presentation skills, and exam-taking techniques.		
Course Title UAE Studies (in English)	Course Code UAE 201	Credit Hours 3
Pre-requisite(s) None		
This UAE Studies course provides students with a comprehensive record of the Emirates historical and cultural roots as well as a glimpse of the Country's geological history and geographical location. The course pays particular attention to the Arab and Islamic identity of the UAE people as well as their success in maintaining a tangible balance between originality and modernity, despite diverse challenges. Because the UAE past, present, and future-oriented experiences have been a great successful story, students will enrich their knowledge of the social, cultural, economic, educational and political development of a society which moved from a traditional, simple life to an elevated status at the regional and international levels. Students will be able to compare between the past and present of the Country and visualize its futuristic vision that covers several decades ahead.		
اسم المساق: دراسة مجتمع الإمارات العربية المتحدة	رقم المساق: UAE/ A: 201	الساعات المعتمدة: 3
المتطلب السابق: لا يوجد		
يتناول هذا المساق دراسة المجتمعات الإنسانية عموماً ويتناول على وجه الخصوص السمات العامة و المقومات الرئيسية لمجتمع دول الإمارات العربية المتحدة والموقع الجغرافي والسكان ونموهم والتركيب النوعي والعمومي للسكان، وكذلك يتطرق إلى الجانب الاقتصادي والجغرافي للسكان. ويتناول الجوانب الأسرية و النظام الأسري والقبلي وطبيعة الحكم في المجتمع القبلي ، كما أن المساق يتناول طبيعة الخدمات المقدمة للمجتمع قبل مرحلة النفط وبعدها إضافة إلى دراسة دور وتطور المؤسسات الثقافية والتربوية والإعلامية وما تقدمه من خدمات للمجتمع الإماراتي.		
Course Title Environmental Science	Course Code ENV 201	Credit Hours 3
Pre-requisite(s) None		
Co-requisite None		
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.		
Course Title Critical Thinking	Course Code HUM 101	Credit Hours 3
Pre-requisite(s) MGT 550		
This course explores the process of recognizing, analyzing, and solving problems encountered in everyday life. The structured steps allow students to evaluate an argument and give equal importance to reasons and claims. The student will develop the skills and positive habits required to make sound reflective decisions in turn making successful and reasoned judgement.		
Course Title Computer Fundamentals	Course Code CIS 101	Credit Hours 3
Pre-requisite(s) None		
This course is an introduction to the basics of computer science. The focus in this course is on the analysis of computer components. This course also deals with the use of software in word processing, spread sheet, and designing presentations and databases. The course begins with a definition of the computer, its importance, and the most important parts used for input, processing, output, and storage. It also deals with the types of networks and their uses. The course also addresses the problems associated with the use of computers, the confidentiality and security of information and privacy, and completing the course with an extensive analysis of some applied programs, especially word processing, working on worksheets, and designing databases and		

presentations.		
Course Title College Mathematics	Course Code MTH 101	Credit Hours 3
Pre-requisite(s) None		
This course provides a sound, intuitive understanding of the basic concept's students' needs as they pursue careers in business, economics, plus life and social sciences. It includes a brief review of intermediate functions, graphs, algebra, equations and inequalities, exponential and logarithmic functions, linear systems, with single variable calculus, which includes: limits, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.		
Course Title Innovation and Entrepreneurship	Course Code BUS 204	Credit Hours 3
Pre-requisite(s) None		
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. The course context includes corporate and public services, emerging technologies and economies, sustainability and development, and creating and capturing value from entrepreneurship and innovation. The course equips students with innovative and entrepreneurial mindset and its related core skills including development of a comprehensive Business plan. Readings, case studies, and discussions help organize the course material with clear and essential links between entrepreneurship and innovation.		
Course Title Introduction to Sociology	Course Code SOC 101	Credit Hours 3
Pre-requisite(s) None		
This course is an introduction to the study of people and their interaction with each other, the environment, and various social groups. Students develop awareness of the relationship between individual beliefs, attitudes, and behaviors, plus the greater society and culture. They will also learn how to apply sociological concepts to current issues that affect individuals, modern society, and the international community.		
Course Title Introduction to Business	Course Code BUS 101	Credit Hours 3
Pre-requisite(s) None		
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 introduces 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, types of ownership, human dimension, essentials of marketing and financial management.		
Course Title Accounting I	Course Code ACC 101	Credit Hours 3
Pre-requisite(s) None		
The significance of accounting and the challenges it presents. Extensive coverage and review of major concepts followed by practical exercises.		
Course Title Business Statistics	Course Code BUS 102	Credit Hours 3
Pre-requisite(s) MTH 101		
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 methods, confidence interval and hypothesis testing, and correlation and regression analysis. The course includes theoretical and practical lectures.		
Course Title Managerial	Course Code ACC	Credit Hours 3

Accounting	202	
Pre-requisite(s) ACC 101		
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.		
Course Title Business Communication	Course Code BUS 201	Credit Hours 3
Pre-requisite(s) BUS 101		
This course focuses on the development of professional oral and written communication skills, which are essential for success in today's digitally enhanced workplace. Students will increase their abilities to write memos, letters, emails, and presentations, as well as their capacity to participate in and chair meetings. Students will also learn how to write a résumé and examine the strategies and approaches required for interview success.		
Course Title Principles of Marketing	Course Code MKT 201	Credit Hours 3
Pre-requisite(s) BUS 101		
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, consumer buyer behavior, product decisions, pricing strategies, distribution channels and promotion mix.		
Course Title Principles of Economics	Course Code ECO200	Credit Hours 3
Pre-requisite(s) BUS 102		
This course is an introduction to a set of economic concepts and theories. It is offered to business school students and others and includes topics related to microeconomics and macroeconomics. One important theme for the course is that understanding economics makes you see the world differently and that many of people's intuitions about how the social world works are flat-out wrong. The course focuses on economic decision-making processes of the consumer, business firms and the government.		
Course Title Operations Management	Course Code MGT 402	Credit Hours 3
Pre-requisite(s) BUS 102, MGT 302		
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.		
Course Title Business Analytics	Course Code BUS 320	Credit Hours 3
Pre-requisite(s) BUS 102,BUS 301		
The course helps the students understand business analytics by exploring the capabilities and challenges of data-driven decision-making. The course includes hands-on work with data and software. Students will learn how to use business analytics tools such as excel, analysis tool Pack, tree plan and solver add-ins for decision making.		
Course Title International Management	Course Code MGT-304	Credit Hours 3
Pre-requisite(s) ECO 200		
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.		

Course Title Financial Management	Course Code FIN 301	Credit Hours 3
Pre-requisite(s) ACC 101, BUS 102		
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.		
Course Title Business Research Methods	Course Code BUS 301	Credit Hours 3
Pre-requisite(s) BUS 102; CIS 101		
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.		
Course Title Business Law	Course Code BUS 302	Credit Hours 3
Pre-requisite(s) BUS 101		
This course introduces the legal framework of business and application of laws in the business world. Emphasis is placed on contracts, negotiable instruments, Law of Tort, Agency Law, Employment Contracts, how court systems operate, and legal aspects of managing corporations. Students learn ways to apply legal and ethical doctrines to commercial and business transactions.		
Course Title Management Information Systems	Course Code MGT 303	Credit Hours 3
Pre-requisite(s) CIS101		
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.		
Course Title Management and Organizational Behavior	Course Code MGT 302	Credit Hours 3
Pre-requisite(s) BUS 101		
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.		
Course Title Business Ethics	Course Code BUS 202	Credit Hours 3
Pre-requisite(s) BUS 101		
This course will cover the 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.		
Course Title Business Policy and	Course Code BUS	Credit Hours 3

Strategy	401	
Pre-requisite(s) Completion of 90 Credit Hours		
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.		
Course Title Cost Accounting	Course Code ACC 301	Credit Hours 3
Pre-requisite(s) ACC 202		
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.		
Course Title Intermediate Accounting	Course Code ACC 302	Credit Hours 3
Pre-requisite(s) ACC 202		
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.		
Course Title Financial Institutions	Course Code FIN 302	Credit Hours 3
Pre-requisite(s) FIN 301		
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.		
Course Title International Accounting	Course Code ACC 304	Credit Hours 3
Pre-requisite(s) ACC 202		
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 introduces 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, types of ownership, human dimension, essentials of marketing and financial management.		
Course Title Accounting Information Systems	Course Code ACC 303	Credit Hours 3
Pre-requisite(s) ACC 101		
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.		
Course Title Business Finance	Course Code FIN-306	Credit Hours 3
Pre-requisite(s) FIN 301		
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.		

Course Title Auditing	Course Code ACC 403	Credit Hours 3
Pre-requisite(s) ACC 302		
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.		
Course Title Banking Operations	Course Code FIN 404	Credit Hours 3
Pre-requisite(s) FIN 302		
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.		
Course Title Corporate Finance	Course Code FIN 402	Credit Hours 3
Pre-requisite(s) FIN 301		
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.		
Course Title Internship (Finance and Accounting)	Course Code FIN 495	Credit Hours 3
Pre-requisite(s) Completion of 90 Credit Hours		
This course offers students the chance to gain firsthand 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.		
Course Title Financial Statement Analysis (Capstone)	Course Code FIN 499	Credit Hours 3
Pre-requisite(s) ACC 304, FIN 302		
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.		
Course Title Governmental Accounting (Elective)	Course Code ACC 402	Credit Hours 3
Pre-requisite(s) ACC 302		
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.		
Course Title Investment Management (Elective)	Course Code FIN - 405	Credit Hours 3
Pre-requisite(s) FIN 302		
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.		

Human Resource Management

Course English I	Course Code ENG 101	Credit Hours 3
Pre-requisite(s) None		
<p>The purpose of this course is to scaffold students writing abilities as it combines writing and grammar instructions to help them build the core skills necessary to write effectively for achieving a great success in their future careers. More specifically, the course highlights a paragraph's structure and elements. The ENG 101 course starts by rendering students write a perfect sentence to a well-developed paragraph. The information used in this course will be needed in the essay writing, too. Writing conventions will be taught and practiced.</p>		
Course Title English II	Course Code ENG 102	Credit Hours 3
Pre-requisite(s) ENG 101		
<p>The main focus of this course is to write a fully developed essay through constructing students' syntactic and semantic abilities to build up multi-leveled sentences and avoid many sentence errors that weaken their writing potentialities. In addition, this course enhances students 'critical reading skill by training them to read various types of essays and analyze their organization critically. Furthermore, it familiarizes students with different the main parts and the types of expository essays that enable them to produce highly academic essays.</p>		
Course Title Islamic Studies (in English)	Course Code ISL 201	Credit Hours 3
Pre-requisite(s) None		
<p>The Islamic Studies course focuses on two fundamental areas: the first introduces the foundations of Islam such as Islamic faith and belief, Islamic culture, acts of worship, sources of Islamic legislation, and the main characteristics of Islam. The second area addresses a number of contemporary issues from an Islamic perspective. Important and interesting topics such as Islam and Globalization, Islam and the Human Being, Islam and Woman issues, are discussed objectively and in-depth. The course provides students with a profound insight into the Islamic perspectives related to tolerance and peaceful co-existence as opposed to violence, extremism, and terrorism. the course is designed to ensure student interaction, and enhance their competencies in intelligent discussion, problem-solving and critical thinking. This will be fulfilled through diverse learning strategies and methods in an encouraging academic environment.</p>		
الساعات المعتمدة: 3	رقم المساق: 201 ISLA	اسم المساق: الثقافة الإسلامية
المتطلب السابق: لا يوجد		
<p>يتناول هذا المساق: معنى الثقافة بنحو عام، ومفهوم الثقافة الإسلامية، مع بيان أهميتها، وخصائصها، كالربانية والإيجابية والعموم والشمول والوسطية وغيرها . ويتناول بيان المصادر الأساسية للثقافة الإسلامية (القرآن، والسنة، والإجماع، والقياس، والإجتihad) كما يتناول هذا المساق مجالات الثقافة الإسلامية الرئيسية من (العقائد، والعبادات، ونظام الأخلاقي الإسلامي) كما أنه يشرح أهم النظم الإسلامية المعاصرة من (نظام الأسرة \ الاجتماعي، والنظام الاقتصادي، والنظام السياسي، والنظام القضائي، ونظام العقوبات) ويبرز الدور الحضاري للإسلام، من خلال بيان أثر الحضارة الإسلامية في نظام الحضارة الحديثة وسبق الإسلام إلى إقرار حقوق الإنسان. ولم يغفل هذا المساق عن توضيح: أهم التحديات الفكرية المعاصرة التي تواجه الثقافة الإسلامية، من (الغزو الفكري، العلمانية، العولمة، الاستشراق، التبشير، التقليد والتبعية، والثقافات الوافدة / التغريب الثقافي) وبيان كيفية مواجهتها</p>		
Course Title Study Skills	Course Code SSS 101	Credit Hours 3
Pre-requisite(s) None		

<p>This course equips students with the study skills needed for success in their undergraduate studies. It is also useful for acquiring skills that can be used in their personal lives, in their classrooms as well as in the workplace. Students learn several techniques they can use in the areas of communication, research practices, teamwork, creativity, critical thinking, presentation skills, and exam-taking techniques.</p>		
Course Title UAE Studies (in English)	Course Code UAE 201	Credit Hours 3
Pre-requisite(s) None		
<p>This UAE Studies course provides students with a comprehensive record of the Emirates historical and cultural roots as well as a glimpse of the Country's geological history and geographical location. The course pays particular attention to the Arab and Islamic identity of the UAE people as well as their success in maintaining a tangible balance between originality and modernity, despite diverse challenges. Because the UAE past, present, and future-oriented experiences have been a great successful story, students will enrich their knowledge of the social, cultural, economic, educational and political development of a society which moved from a traditional, simple life to an elevated status at the regional and international levels. Students will be able to compare between the past and present of the Country and visualize its futuristic vision that covers several decades ahead.</p>		
الساعات المعتمدة: 3	رقم المساق: 201 UAE/ A	اسم المساق: دراسة مجتمع الإمارات العربية المتحدة
المتطلب السابق: لا يوجد		
<p>يتناول هذا المساق دراسة المجتمعات الإنسانية عموماً ويتناول على وجه الخصوص السمات العامة و المقومات الرئيسية لمجتمع دول الإمارات العربية المتحدة والموقع الجغرافي والسكان ونموهم التركيبي النوعي والعمومي للسكان، وكذلك يتطرق إلى الجانب الاقتصادي و الجغرافي للسكان. ويتناول الجوانب الأسرية و النظام الأسري والقبلي وطبيعة الحكم في المجتمع القبلي ، كما أن المساق يتناول طبيعة الخدمات المقدمة للمجتمع قبل مرحلة النفط وبعدها إضافة إلى دراسة دور وتطور المؤسسات الثقافية والتربوية والإعلامية وما تقدمه من خدمات للمجتمع الإماراتي.</p>		
Course Title Environmental Science	Course Code ENV 201	Credit Hours 3
Pre-requisite(s) None		
<p>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.</p>		
Course Title Critical Thinking	Course Code HUM 101	Credit Hours 3
Pre-requisite(s) MGT 550		
<p>This course explores the process of recognizing, analyzing, and solving problems encountered in everyday life. The structured steps allow students to evaluate an argument and give equal importance to reasons and claims. The student will develop the skills and positive habits required to make sound reflective decisions in turn making successful and reasoned judgement.</p>		
Course Title Computer Fundamentals	Course Code CIS 101	Credit Hours 3
Pre-requisite(s) None		
<p>This course is an introduction to the basics of computer science. The focus in this course is on the analysis of computer components. This course also deals with the use of software in word processing, spread sheet, and designing presentations and databases. The course begins with a definition of the computer, its importance, and the most important parts used for input, processing, output, and storage. It also deals with the types of networks and their uses. The course also addresses the problems associated with the use of computers, the confidentiality and security of information and privacy, and completing the course with an extensive analysis of some applied programs, especially word processing, working on worksheets, and designing databases and presentations.</p>		
Course Title College Mathematics	Course Code MTH 101	Credit Hours 3
Pre-requisite(s) None		

This course provides a sound, intuitive understanding of the basic concept's students' needs as they pursue careers in business, economics, plus life and social sciences. It includes a brief review of intermediate functions, graphs, algebra, equations and inequalities, exponential and logarithmic functions, linear systems, with single variable calculus, which includes: limits, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.		
Course Title Innovation and Entrepreneurship	Course Code BUS 204	Credit Hours 3
Pre-requisite(s) None		
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. The course context includes corporate and public services, emerging technologies and economies, sustainability and development, and creating and capturing value from entrepreneurship and innovation. The course equips students with innovative and entrepreneurial mindset and its related core skills including development of a comprehensive Business plan. Readings, case studies, and discussions help organize the course material with clear and essential links between entrepreneurship and innovation.		
Course Title Introduction to Sociology	Course Code SOC 101	Credit Hours 3
Pre-requisite(s) None		
This course is an introduction to the study of people and their interaction with each other, the environment, and various social groups. Students develop awareness of the relationship between individual beliefs, attitudes, and behaviors, plus the greater society and culture. They will also learn how to apply sociological concepts to current issues that affect individuals, modern society, and the international community.		
Course Title Introduction to Business	Course Code BUS 101	Credit Hours 3
Pre-requisite(s) None		
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 introduces 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, types of ownership, human dimension, essentials of marketing and financial management.		
Course Title Accounting I	Course Code ACC 101	Credit Hours 3
Pre-requisite(s) None		
The significance of accounting and the challenges it presents. Extensive coverage and review of major concepts followed by practical exercises.		
Course Title Business Statistics	Course Code BUS 102	Credit Hours 3
Pre-requisite(s) MTH 101		
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 methods, confidence interval and hypothesis testing, and correlation and regression analysis. The course includes theoretical and practical lectures.		
Course Title Managerial Accounting	Course Code ACC 202	Credit Hours 3
Pre-requisite(s) ACC 101		
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.		
Course Title Business	Course Code BUS 201	Credit Hours 3

Communication		
Pre-requisite(s) BUS 101		
This course focuses on the development of professional oral and written communication skills, which are essential for success in today's digitally enhanced workplace. Students will increase their abilities to write memos, letters, emails, and presentations, as well as their capacity to participate in and chair meetings. Students will also learn how to write a résumé and examine the strategies and approaches required for interview success.		
Course Title Principles of Marketing	Course Code MKT 201	Credit Hours 3
Pre-requisite(s) BUS 101		
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, consumer buyer behavior, product decisions, pricing strategies, distribution channels and promotion mix.		
Course Title Principles of Economics	Course Code ECO200	Credit Hours 3
Pre-requisite(s) BUS 102		
This course is an introduction to a set of economic concepts and theories. It is offered to business school students and others and includes topics related to microeconomics and macroeconomics. One important theme for the course is that understanding economics makes you see the world differently and that many of people's intuitions about how the social world works are flat-out wrong. The course focuses on economic decision-making processes of the consumer, business firms and the government.		
Course Title Operations Management	Course Code MGT 402	Credit Hours 3
Pre-requisite(s) BUS 102, MGT 302		
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.		
Course Title Business Analytics	Course Code BUS 320	Credit Hours 3
Pre-requisite(s) BUS 102, BUS 301		
The course helps the students understand business analytics by exploring the capabilities and challenges of data-driven decision-making. The course includes hands-on work with data and software. Students will learn how to use business analytics tools such as excel, analysis tool Pack, tree plan and solver add-ins for decision making.		
Course Title International Management	Course Code MGT-304	Credit Hours 3
Pre-requisite(s) ECO 200		
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.		
Course Title Financial Management	Course Code FIN 301	Credit Hours 3
Pre-requisite(s) ACC 101, BUS 102		
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.		
Course Title Business Research Methods	Course Code BUS 301	Credit Hours 3
Pre-requisite(s) BUS 102; CIS 101		
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.		
Course Title Business Law	Course Code BUS 302	Credit Hours 3
Pre-requisite(s) BUS 101		
This course introduces the legal framework of business and application of laws in the business world. Emphasis is placed on contracts, negotiable instruments, Law of Tort, Agency Law, Employment Contracts, how court systems operate, and legal aspects of managing corporations. Students learn ways to apply legal and ethical doctrines to commercial and business transactions.		
Course Title Management Information Systems	Course Code MGT 303	Credit Hours 3
Pre-requisite(s) CIS101		
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.		
Course Title Management and Organizational Behavior	Course Code MGT 302	Credit Hours 3
Pre-requisite(s) BUS 101		
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.		
Course Title Business Ethics	Course Code BUS 202	Credit Hours 3
Pre-requisite(s) BUS 101		
This course will cover the 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.		
Course Title Business Policy and Strategy	Course Code BUS 401	Credit Hours 3
Pre-requisite(s) Completion of 90 Credit Hours		
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.		
Course Title Human Resource Management	Course Code HRM 201	Credit Hours 3
Pre-requisite(s) BUS 101		

<p>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, processes 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.</p>			
Course Title	Staffing Organizations	Course Code HRM 301	Credit Hours 3
Pre-requisite(s)		HRM 201	
<p>This course provides an understanding of comprehensive staffing models that 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 systems and retention management systems.</p>			
Course Title	Employee Training and Development	Course Code HRM 302	Credit Hours 3
Pre-requisite(s)		HRM 201	
<p>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.</p>			
Course Title	Performance Management and Total Rewards	Course Code HRM 350	Credit Hours 3
Pre-requisite(s)		HRM 201	
<p>This course introduces a comprehensive approach to performance management and total rewards. Students learn the 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.</p>			
Course Title	Occupational Safety and Health	Course Code HRM 351	Credit Hours 3
Pre-requisite(s)		HRM 201	
<p>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.</p>			
Course Title	Human Resource Information Systems	Course Code HRM 360	Credit Hours 3
Pre-requisite(s)		HRM 201, MGT 303	
<p>This course covers the combination of Human Resource Management (HRM) with Information Technology (IT). Through this course, students will be introduced to the evolution of Human Resource Information Systems (HRIS) and examine the HRM role in information technology management. Students will be able to examine issues and techniques relating to human resource information systems, human resource analytics, performance metrics, and the integration of technology to develop and sustain effective human resource management practices that contribute to an organization's effectiveness.</p>			
Course Title	Global Workforce Management	Course Code HRM- 403	Credit Hours 3
Pre-requisite(s)		HRM 201; MGT- 304	
<p>This course will cover the concepts, tools, and techniques that are needed to effectively manage an internationally diverse workforce. It emphasizes cross-cultural management, examining human</p>			

behavior within the organizations from a global perspective. It describes, compares and analyzes 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.		
Course Title Applying Employment Law in the Workplace	Course Code HRM 404	Credit Hours 3
Pre-requisite(s) BUS 302		
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 the workplace with changing dimensions of the workforce		
Course Title Leadership and Organizational Development	Course Code HRM 410	Credit Hours 3
Pre-requisite(s) HRM 350		
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.		
Course Title Internship (HRM)	Course Code HRM 495	Credit Hours 3
Pre-requisite(s) Completion of 90 Credit Hours		
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.		
Course Title Strategic HRM(Capstone)	Course Code HRM- 499	Credit Hours 3
Pre-requisite(s) BUS 401, HRM- 403		
This is a capstone course. Students will be equipped with the skills needed to learn, analyze, and communicate HRM strategic activities to senior management. Students will explore concepts, approaches, tools, models, and techniques used to develop effective strategic plans. The aim of strategic human resource management is to: advance flexibility, innovation, and competitive advantage. Topics include; strategic planning, the strategic role of HRM, design and redesign of work systems, and other strategic HRM activities. Students will produce a Strategic HRM research project.		
Course Title Career Management (Elective)	Course Code HRM 303	Credit Hours 3
Pre-requisite(s) HRM 201		
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.		
Course Title Quality of Work Life (Elective)	Course Code HRM 352	Credit Hours 3
Pre-requisite(s) HRM 201		
This course focuses on the factors of the work environment that are important to businesses. The expectation of management for high quality and productivity is directly related to the		

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.		
Course Title Special Topics in HRM 1 (Elective)	Course Code HRM 411	Credit Hours 3
Pre-requisite(s) HRM 302		
This course enables students to integrate previous knowledge of Human Resource Management related subjects to key contemporary issues in human resource management. It deals with a range of contemporary human resource management issues like talent management, E-HRM, diversity in the workforce, and aims to introduce the changing practices of management at present day organizations. It aims at preparing the students for cross-cultural and multinational workplace experience.		

Marketing

Course English I	Course Code ENG 101	Credit Hours 3
Pre-requisite(s) None		
<p>The purpose of this course is to scaffold students writing abilities as it combines writing and grammar instructions to help them build the core skills necessary to write effectively for achieving a great success in their future careers. More specifically, the course highlights a paragraph's structure and elements. The ENG 101 course starts by rendering students write a perfect sentence to a well-developed paragraph. The information used in this course will be needed in the essay writing, too. Writing conventions will be taught and practiced.</p>		
Course Title English II	Course Code ENG 102	Credit Hours 3
Pre-requisite(s) ENG 101		
<p>The main focus of this course is to write a fully developed essay through constructing students' syntactic and semantic abilities to build up multi-leveled sentences and avoid many sentence errors that weaken their writing potentialities. In addition, this course enhances students 'critical reading skill by training them to read various types of essays and analyze their organization critically. Furthermore, it familiarizes students with different the main parts and the types of expository essays that enable them to produce highly academic essays.</p>		
Course Title Islamic Studies (in English)	Course Code ISL 201	Credit Hours 3
Pre-requisite(s) None		
<p>The Islamic Studies course focuses on two fundamental areas: the first introduces the foundations of Islam such as Islamic faith and belief, Islamic culture, acts of worship, sources of Islamic legislation, and the main characteristics of Islam. The second area addresses a number of contemporary issues from an Islamic perspective. Important and interesting topics such as Islam and Globalization, Islam and the Human Being, Islam and Woman issues, are discussed objectively and in-depth. The course provides students with a profound insight into the Islamic perspectives related to tolerance and peaceful co-existence as opposed to violence, extremism, and terrorism. the course is designed to ensure student interaction, and enhance their competencies in intelligent discussion, problem-solving and critical thinking. This will be fulfilled through diverse learning strategies and methods in an encouraging academic environment.</p>		
الساعات المعتمدة: 3	رقم المساق: ISLA 201	اسم المساق: الثقافة الإسلامية
المتطلب السابق: لا يوجد		

<p>يتناول هذا المساق: معنى الثقافة بنحو عام، ومفهوم الثقافة الإسلامية، مع بيان أهميتها، وخصائصها، كالربانية والإيجابية والعموم والشمول والوسطية وغيرها.</p> <p>ويتناول بيان المصادر الأساسية للثقافة الإسلامية (القرآن، والسنة، والإجماع، والقياس، والاجتهاد)</p> <p>كما يتناول هذا المساق مجالات الثقافة الإسلامية الرئيسية من (العقائد، والعبادات، ونظام الأخلاقي الإسلامي)</p> <p>كما أنه يشرح أهم النظم الإسلامية المعاصرة من (نظام الأسرة \ الاجتماعي، والنظام الاقتصادي، والنظام السياسي، والنظام القضائي، ونظام العقوبات) ويبرز الدور الحضاري للإسلام، من خلال بيان أثر الحضارة الإسلامية في نظام الحضارة الحديثة وسبق الإسلام إلى إقرار حقوق الإنسان.</p> <p>ولم يغفل هذا المساق عن توضيح: أهم التحديات الفكرية المعاصرة التي تواجه الثقافة الإسلامية، من (الغزو الفكري، العلمانية، العولمة، الاستشراق، التبشير، التقليد والتبعية، والثقافات الوافدة / التغريب الثقافي) وبيان كيفية مواجهتها</p>		
Course Title Study Skills	Course Code SSS 101	Credit Hours 3
Pre-requisite(s) None		
<p>This course equips students with the study skills needed for success in their undergraduate studies. It is also useful for acquiring skills that can be used in their personal lives, in their classrooms as well as in the workplace. Students learn several techniques they can use in the areas of communication, research practices, teamwork, creativity, critical thinking, presentation skills, and exam-taking techniques.</p>		
Course Title UAE Studies (in English)	Course Code UAE 201	Credit Hours 3
Pre-requisite(s) None		
<p>This UAE Studies course provides students with a comprehensive record of the Emirates historical and cultural roots as well as a glimpse of the Country's geological history and geographical location. The course pays particular attention to the Arab and Islamic identity of the UAE people as well as their success in maintaining a tangible balance between originality and modernity, despite diverse challenges. Because the UAE past, present, and future-oriented experiences have been a great successful story, students will enrich their knowledge of the social, cultural, economic, educational and political development of a society which moved from a traditional, simple life to an elevated status at the regional and international levels. Students will be able to compare between the past and present of the Country and visualize its futuristic vision that covers several decades ahead.</p>		
اسم المساق: دراسة مجتمع الإمارات العربية المتحدة	رقم المساق: 201 UAE/ A	الساعات المعتمدة: 3
المتطلب السابق: لا يوجد		
<p>يتناول هذا المساق دراسة المجتمعات الإنسانية عموماً ويتناول على وجه الخصوص السمات العامة و المقومات الرئيسية لمجتمع دول الإمارات العربية المتحدة والموقع الجغرافي والسكان ونموهم التركيبي النوعي والعمومي للسكان، وكذلك يتطرق إلى الجانب الاقتصادي والجغرافي للسكان. ويتناول الجوانب الأسرية والنظام الأسري والقبلي وطبيعة الحكم في المجتمع القبلي، كما أن المساق يتناول طبيعة الخدمات المقدمة للمجتمع قبل مرحلة النفط وبعدها إضافة إلى دراسة دور وتطور المؤسسات الثقافية والترفيهية والإعلامية وما تقدمه من خدمات للمجتمع الإماراتي.</p>		
Course Title Environmental Science	Course Code ENV 201	Credit Hours 3
Pre-requisite(s) None		
<p>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.</p>		
Course Title Critical Thinking	Course Code HUM 101	Credit Hours 3
Pre-requisite(s) MGT 550		
<p>This course explores the process of recognizing, analyzing, and solving problems encountered in everyday life. The structured steps allow students to evaluate an argument and give equal importance to reasons and claims. The student will develop the skills and positive habits required to make sound reflective decisions in turn making successful and reasoned judgement.</p>		
Course Title Computer Fundamentals	Course Code CIS 101	Credit Hours 3
Pre-requisite(s) None		
<p>This course is an introduction to the basics of computer science. The focus in this course is on the</p>		

analysis of computer components. This course also deals with the use of software in word processing, spread sheet, and designing presentations and databases. The course begins with a definition of the computer, its importance, and the most important parts used for input, processing, output, and storage. It also deals with the types of networks and their uses. The course also addresses the problems associated with the use of computers, the confidentiality and security of information and privacy, and completing the course with an extensive analysis of some applied programs, especially word processing, working on worksheets, and designing databases and presentations.		
Course Title College Mathematics	Course Code MTH 101	Credit Hours 3
Pre-requisite(s) None		
This course provides a sound, intuitive understanding of the basic concept's students' needs as they pursue careers in business, economics, plus life and social sciences. It includes a brief review of intermediate functions, graphs, algebra, equations and inequalities, exponential and logarithmic functions, linear systems, with single variable calculus, which includes: limits, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.		
Course Title Innovation and Entrepreneurship	Course Code BUS 204	Credit Hours 3
Pre-requisite(s) None		
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. The course context includes corporate and public services, emerging technologies and economies, sustainability and development, and creating and capturing value from entrepreneurship and innovation. The course equips students with innovative and entrepreneurial mindset and its related core skills including development of a comprehensive Business plan. Readings, case studies, and discussions help organize the course material with clear and essential links between entrepreneurship and innovation.		
Course Title Introduction to Sociology	Course Code SOC 101	Credit Hours 3
Pre-requisite(s) None		
This course is an introduction to the study of people and their interaction with each other, the environment, and various social groups. Students develop awareness of the relationship between individual beliefs, attitudes, and behaviors, plus the greater society and culture. They will also learn how to apply sociological concepts to current issues that affect individuals, modern society, and the international community.		
Course Title Introduction to Business	Course Code BUS 101	Credit Hours 3
Pre-requisite(s) None		
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 introduces 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, types of ownership, human dimension, essentials of marketing and financial management.		
Course Title Accounting I	Course Code ACC 101	Credit Hours 3
Pre-requisite(s) None		
The significance of accounting and the challenges it presents. Extensive coverage and review of major concepts followed by practical exercises.		
Course Title Business Statistics	Course Code BUS 102	Credit Hours 3
Pre-requisite(s) MTH 101		
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 methods, confidence interval and hypothesis testing, and correlation and regression analysis. The course includes theoretical and practical lectures.		

Course Title	Managerial Accounting	Course Code	ACC 202	Credit Hours	3
Pre-requisite(s)	ACC 101				
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.					
Course Title	Business Communication	Course Code	BUS 201	Credit Hours	3
Pre-requisite(s)	BUS 101				
This course focuses on the development of professional oral and written communication skills, which are essential for success in today's digitally enhanced workplace. Students will increase their abilities to write memos, letters, emails, and presentations, as well as their capacity to participate in and chair meetings. Students will also learn how to write a résumé and examine the strategies and approaches required for interview success.					
Course Title	Principles of Marketing	Course Code	MKT 201	Credit Hours	3
Pre-requisite(s)	BUS 101				
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, consumer buyer behavior, product decisions, pricing strategies, distribution channels and promotion mix.					
Course Title	Principles of Economics	Course Code	ECO200	Credit Hours	3
Pre-requisite(s)	BUS 102				
This course is an introduction to a set of economic concepts and theories. It is offered to business school students and others and includes topics related to microeconomics and macroeconomics. One important theme for the course is that understanding economics makes you see the world differently and that many of people's intuitions about how the social world works are flat-out wrong. The course focuses on economic decision-making processes of the consumer, business firms and the government.					
Course Title	Operations Management	Course Code	MGT 402	Credit Hours	3
Pre-requisite(s)	BUS 102, MGT 302				
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.					
Course Title	Business Analytics	Course Code	BUS 320	Credit Hours	3
Pre-requisite(s)	BUS 102, BUS 301				
The course helps the students understand business analytics by exploring the capabilities and challenges of data-driven decision-making. The course includes hands-on work with data and software. Students will learn how to use business analytics tools such as excel, analysis tool Pack, tree plan and solver add-ins for decision making.					
Course Title	International Management	Course Code	MGT-304	Credit Hours	3
Pre-requisite(s)	ECO 200				
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.					
Course Title	Financial Management	Course Code	FIN 301	Credit Hours	3
Pre-requisite(s)	ACC 101, BUS 102				
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.					
Course Title	Business Research Methods	Course Code	BUS 301	Credit Hours	3

Pre-requisite(s) BUS 102; CIS 101		
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.		
Course Title Business Law	Course Code BUS 302	Credit Hours 3
Pre-requisite(s) BUS 101		
This course introduces the legal framework of business and application of laws in the business world. Emphasis is placed on contracts, negotiable instruments, Law of Tort, Agency Law, Employment Contracts, how court systems operate, and legal aspects of managing corporations. Students learn ways to apply legal and ethical doctrines to commercial and business transactions.		
Course Title Management Information Systems	Course Code MGT 303	Credit Hours 3
Pre-requisite(s) CIS101		
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.		
Course Title Management and Organizational Behavior	Course Code MGT 302	Credit Hours 3
Pre-requisite(s) BUS 101		
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.		
Course Title Business Ethics	Course Code BUS 202	Credit Hours 3
Pre-requisite(s) BUS 101		
This course will cover the 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.		
Course Title Business Policy and Strategy	Course Code BUS 401	Credit Hours 3
Pre-requisite(s) Completion of 90 Credit Hours		
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.		
Course Title Consumer Behavior	Course Code MKT-303	Credit Hours 3
Pre-requisite(s) MKT 201		
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.		
Course Title Supply Chain Management	Course Code MKT-304	Credit Hours 3
Pre-requisite(s) MKT 201		
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 salespeople.		
Course Title Integrated Marketing Communication	Course Code MKT- 305	Credit Hours 3
Pre-requisite(s) MKT201		
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.		
Course Title Marketing Research	Course Code MKT- 309	Credit Hours 3
Pre-requisite(s) MKT201		
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.		
Course Title Brand Marketing	Course Code MKT- 402	Credit Hours 3
Pre-requisite(s) MKT201		
Students learn how marketing professionals use brand names, identities, and recognition to result in establishing brand equity of the company and product. The course includes historical and regional examples of brand marketing.		
Course Title Services Marketing	Course Code MKT- 403	Credit Hours 3
Pre-requisite(s) MKT201		
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 nongovernment service organizations.		
Course Title International Marketing	Course Code MKT- 404	Credit Hours 3
Pre-requisite(s) MKT 201		
This course dwells on the applications of marketing theory in the field of international market context. 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		
Course Title Internship (Marketing)	Course Code MKT- 495	Credit Hours 3
Pre-requisite(s) MKT 201+ Completion of 90 Credit Hours		
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.		
Course Title Marketing Management (Capstone)	Course Code MKT- 499	Credit Hours 3

Pre-requisite(s) MKT 201		
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 Marketing Plan of a new brand/product.		
Course Title Retail Management (Elective)	Course Code MKT- 306	Credit Hours 3
Pre-requisite(s) MKT 201		
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.		
Course Title Sales Management (Elective)	Course Code MKT- 307	Credit Hours 3
Pre-requisite(s) MKT 201		
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 salespeople.		
Course Title Business to Business Marketing (Elective)	Course Code MKT -308	Credit Hours 3
Pre-requisite(s) MKT 201		
This course describes the 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.		
Course Title Marketing Strategy (Elective)	Course Code MKT -310	Credit Hours 3
Pre-requisite(s) MKT 201		
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.		

Management Information System

Course English I	Course Code ENG 101	Credit Hours 3
Pre-requisite(s) None		
<p>The purpose of this course is to scaffold students writing abilities as it combines writing and grammar instructions to help them build the core skills necessary to write effectively for achieving a great success in their future careers. More specifically, the course highlights a paragraph's structure and elements. The ENG 101 course starts by rendering students write a perfect sentence to a well-developed paragraph. The information used in this course will be needed in the essay writing, too. Writing conventions will be taught and practiced.</p>		
Course Title English II	Course Code ENG 102	Credit Hours 3
Pre-requisite(s) ENG 101		
<p>The main focus of this course is to write a fully developed essay through constructing students' syntactic and semantic abilities to build up multi-leveled sentences and avoid many sentence errors that weaken their writing potentialities. In addition, this course enhances students 'critical reading skill by training them to read various types of essays and analyze their organization critically. Furthermore, it familiarizes students with different the main parts and the types of expository essays that enable them to produce highly academic essays.</p>		
Course Title Islamic Studies (in English)	Course Code ISL 201	Credit Hours 3
Pre-requisite(s) None		
<p>The Islamic Studies course focuses on two fundamental areas: the first introduces the foundations of Islam such as Islamic faith and belief, Islamic culture, acts of worship, sources of Islamic legislation, and the main characteristics of Islam. The second area addresses a number of contemporary issues from an Islamic perspective. Important and interesting topics such as Islam and Globalization, Islam and the Human Being, Islam and Woman issues, are discussed objectively and in-depth. The course provides students with a profound insight into the Islamic perspectives related to tolerance and peaceful co-existence as opposed to violence, extremism, and terrorism. the course is designed to ensure student interaction, and enhance their competencies in intelligent discussion, problem-solving and critical thinking. This will be fulfilled through diverse learning strategies and methods in an encouraging academic environment.</p>		
الساعات المعتمدة: 3	رقم المساق: 201 ISLA	اسم المساق: الثقافة الإسلامية
المتطلب السابق: لا يوجد		
<p>يتناول هذا المساق: معنى الثقافة بنحو عام، ومفهوم الثقافة الإسلامية، مع بيان أهميتها، وخصائصها، كالربانية والإيجابية والعموم والشمول والوسطية وغيرها . ويتناول بيان المصادر الأساسية للثقافة الإسلامية (القرآن، والسنة، والإجماع، والقياس، والإجتihad)</p>		

<p>كما يتناول هذا المساق مجالات الثقافة الإسلامية الرئيسية من (العقائد، والعبادات، ونظام الأخلاقي الإسلامي) كما أنه يشرح أهم النظم الإسلامية المعاصرة من (نظام الأسرة \ الاجتماعي ، والنظام الاقتصادي ، والنظام السياسي ، والنظام القضائي ، ونظام العقوبات) ويبرز الدور الحضاري للإسلام، من خلال بيان أثر الحضارة الإسلامية في نظام الحضارة الحديثة وسبق الإسلام إلى إقرار حقوق الإنسان. ولم يغفل هذا المساق عن توضيح : أهم التحديات الفكرية المعاصرة التي تواجه الثقافة الإسلامية، من (الغزو الفكري ، العلمانية ، العولمة ، الاستشراق، التبشير، التقليد والتبعية ، والثقافات الوافدة / التغريب الثقافي) وبيان كيفية مواجهتها</p>		
Course Title Study Skills	Course Code SSS 101	Credit Hours 3
Pre-requisite(s) None		
<p>This course equips students with the study skills needed for success in their undergraduate studies. It is also useful for acquiring skills that can be used in their personal lives, in their classrooms as well as in the workplace. Students learn several techniques they can use in the areas of communication, research practices, teamwork, creativity, critical thinking, presentation skills, and exam-taking techniques.</p>		
Course Title UAE Studies (in English)	Course Code UAE 201	Credit Hours 3
Pre-requisite(s) None		
<p>This UAE Studies course provides students with a comprehensive record of the Emirates historical and cultural roots as well as a glimpse of the Country's geological history and geographical location. The course pays particular attention to the Arab and Islamic identity of the UAE people as well as their success in maintaining a tangible balance between originality and modernity, despite diverse challenges. Because the UAE past, present, and future-oriented experiences have been a great successful story, students will enrich their knowledge of the social, cultural, economic, educational and political development of a society which moved from a traditional, simple life to an elevated status at the regional and international levels. Students will be able to compare between the past and present of the Country and visualize its futuristic vision that covers several decades ahead.</p>		
اسم المساق: دراسة مجتمع الإمارات العربية المتحدة	رقم المساق: 201 UAE/ A	الساعات المعتمدة: 3
المتطلب السابق: لا يوجد		
<p>يتناول هذا المساق دراسة المجتمعات الإنسانية عموماً ويتناول على وجه الخصوص السمات العامة و المقومات الرئيسية لمجتمع دول الإمارات العربية المتحدة والموقع الجغرافي والسكان ونموهم التركيبي النوعي والعمومي للسكان، وكذلك يتطرق إلى الجانب الاقتصادي و الجغرافي للسكان. ويتناول الجوانب الأسرية و النظام الأسري والقبلي وطبيعة الحكم في المجتمع القبلي ، كما أن المساق يتناول طبيعة الخدمات المقدمة للمجتمع قبل مرحلة النفط وبعدها إضافة إلى دراسة دور وتطور المؤسسات الثقافية والترفيهية والإعلامية وما تقدمه من خدمات للمجتمع الإماراتي.</p>		
Course Title Environmental Science	Course Code ENV 201	Credit Hours 3
Pre-requisite(s) None		
<p>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.</p>		
Course Title Critical Thinking	Course Code HUM 101	Credit Hours 3
Pre-requisite(s) MGT 550		
<p>This course explores the process of recognizing, analyzing, and solving problems encountered in everyday life. The structured steps allow students to evaluate an argument and give equal importance to reasons and claims. The student will develop the skills and positive habits required to make sound reflective decisions in turn making successful and reasoned judgement.</p>		
Course Title Computer Fundamentals	Course Code CIS 101	Credit Hours 3
Pre-requisite(s) None		
<p>This course is an introduction to the basics of computer science. The focus in this course is on the analysis of computer components. This course also deals with the use of software in word processing, spread sheet, and designing presentations and databases. The course begins with a definition of the</p>		

computer, its importance, and the most important parts used for input, processing, output, and storage. It also deals with the types of networks and their uses. The course also addresses the problems associated with the use of computers, the confidentiality and security of information and privacy, and completing the course with an extensive analysis of some applied programs, especially word processing, working on worksheets, and designing databases and presentations.		
Course Title College Mathematics	Course Code MTH 101	Credit Hours 3
Pre-requisite(s) None		
This course provides a sound, intuitive understanding of the basic concept's students' needs as they pursue careers in business, economics, plus life and social sciences. It includes a brief review of intermediate functions, graphs, algebra, equations and inequalities, exponential and logarithmic functions, linear systems, with single variable calculus, which includes: limits, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.		
Course Title Innovation and Entrepreneurship	Course Code BUS 204	Credit Hours 3
Pre-requisite(s) None		
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. The course context includes corporate and public services, emerging technologies and economies, sustainability and development, and creating and capturing value from entrepreneurship and innovation. The course equips students with innovative and entrepreneurial mindset and its related core skills including development of a comprehensive Business plan. Readings, case studies, and discussions help organize the course material with clear and essential links between entrepreneurship and innovation.		
Course Title Introduction to Sociology	Course Code SOC 101	Credit Hours 3
Pre-requisite(s) None		
This course is an introduction to the study of people and their interaction with each other, the environment, and various social groups. Students develop awareness of the relationship between individual beliefs, attitudes, and behaviors, plus the greater society and culture. They will also learn how to apply sociological concepts to current issues that affect individuals, modern society, and the international community.		
Course Title Introduction to Business	Course Code BUS 101	Credit Hours 3
Pre-requisite(s) None		
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 introduces 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, types of ownership, human dimension, essentials of marketing and financial management.		
Course Title Accounting I	Course Code ACC 101	Credit Hours 3
Pre-requisite(s) None		
The significance of accounting and the challenges it presents. Extensive coverage and review of major concepts followed by practical exercises.		
Course Title Business Statistics	Course Code BUS 102	Credit Hours 3
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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 methods, confidence interval and hypothesis testing, and correlation and regression analysis. The course includes theoretical and practical lectures.		
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and interpretation of accounting and financial data for business management purposes.		
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This course focuses on the development of professional oral and written communication skills, which are essential for success in today's digitally enhanced workplace. Students will increase their abilities to write memos, letters, emails, and presentations, as well as their capacity to participate in and chair meetings. Students will also learn how to write a résumé and examine the strategies and approaches required for interview success.		
Course Title Principles of Marketing	Course Code MKT 201	Credit Hours 3
Pre-requisite(s) BUS 101		
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, consumer buyer behavior, product decisions, pricing strategies, distribution channels and promotion mix.		
Course Title Principles of Economics	Course Code ECO200	Credit Hours 3
Pre-requisite(s) BUS 102		
This course is an introduction to a set of economic concepts and theories. It is offered to business school students and others and includes topics related to microeconomics and macroeconomics. One important theme for the course is that understanding economics makes you see the world differently and that many of people's intuitions about how the social world works are flat-out wrong. The course focuses on economic decision-making processes of the consumer, business firms and the government.		
Course Title Operations Management	Course Code MGT 402	Credit Hours 3
Pre-requisite(s) BUS 102, MGT 302		
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.		
Course Title Business Analytics	Course Code BUS 320	Credit Hours 3
Pre-requisite(s) BUS 102, BUS 301		
The course helps the students understand business analytics by exploring the capabilities and challenges of data-driven decision-making. The course includes hands-on work with data and software. Students will learn how to use business analytics tools such as excel, analysis tool Pack, tree plan and solver add-ins for decision making.		
Course Title International Management	Course Code MGT-304	Credit Hours 3
Pre-requisite(s) ECO 200		
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.		
Course Title Financial Management	Course Code FIN 301	Credit Hours 3
Pre-requisite(s) ACC 101, BUS 102		
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.		
Course Title Business Research Methods	Course Code BUS 301	Credit Hours 3
Pre-requisite(s) BUS 102; CIS 101		
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.		
Course Title Business Law	Course Code BUS 302	Credit Hours 3
Pre-requisite(s) BUS 101		
This course introduces the legal framework of business and application of laws in the business world. Emphasis is placed on contracts, negotiable instruments, Law of Tort, Agency Law, Employment Contracts, how court systems operate, and legal aspects of managing corporations. Students learn ways to apply legal and ethical doctrines to commercial and business transactions.		
Course Title Management Information Systems	Course Code MGT 303	Credit Hours 3
Pre-requisite(s) CIS101		
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.		
Course Title Management and Organizational Behavior	Course Code MGT 302	Credit Hours 3
Pre-requisite(s) BUS 101		
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.		
Course Title Business Ethics	Course Code BUS 202	Credit Hours 3
Pre-requisite(s) BUS 101		
This course will cover the 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.		
Course Title Business Policy and Strategy	Course Code BUS 401	Credit Hours 3
Pre-requisite(s) Completion of 90 Credit Hours		
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.		
Course Title Discrete Mathematics	Course Code MIS 201	Credit Hours 3
Pre-requisite(s) MTH 101		
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.		
Course Title Foundations of Databases	Course Code MIS 301	Credit Hours 3
Pre-requisite(s) CIS 101; MGT 303		
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.		
Course Title	Foundations of Programming	Course Code MIS 302
Pre-requisite(s)		MIS 201
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.		
Course Title	Data Communication for Business	Course Code MIS 303
Pre-requisite(s)		MGT 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.		
Course Title	Advanced Database Systems	Course Code MIS 304
Pre-requisite(s)		MIS 301
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.		
Course Title	Advanced Programming	Course Code MIS 305
Pre-requisite(s)		MIS 302
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.		
Course Title	Structured Systems Analysis and Design	Course Code MIS 306
Pre-requisite(s)		MIS301
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.		
Course Title	Information Systems Project Management	Course Code MIS 401
Pre-requisite(s)		MIS 301, MIS 302
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		

<p>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.</p>			
Course Title	Innovation and Emerging Technologies	Course Code MIS 402	Credit Hours 3
Pre-requisite(s)		MIS 304	
<p>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.</p>			
Course Title	Internship (MIS)	Course Code MIS 495	Credit Hours 3
Pre-requisite(s)		Completion of 90 Credit Hours	
<p>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.</p>			
Course Title	Management Information Systems (Capstone)	Course Code MIS 499	Credit Hours 3
Pre-requisite(s)		Completion of 90 Credit Hours	
<p>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.</p>			
Course Title	Web Programming for Business (Elective)	Course Code MIS 403	Credit Hours 3
Pre-requisite(s)		MIS 304	
<p>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.</p>			
Course Title	Object-Oriented System Analysis and Design (Elective)	Course Code MIS 407	Credit Hours 3
Pre-requisite(s)		MIS 305	
<p>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</p>			

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).

Course Title Principles of Information and Cybersecurity (Elective)	Course Code MIS 408	Credit Hours 3
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Pre-requisite(s) CIS101	
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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.

Hospitality and Tourism Management

Course English I	Course Code ENG 101	Credit Hours 3
Pre-requisite(s) None		
<p>The purpose of this course is to scaffold students writing abilities as it combines writing and grammar instructions to help them build the core skills necessary to write effectively for achieving a great success in their future careers. More specifically, the course highlights a paragraph's structure and elements. The ENG 101 course starts by rendering students write a perfect sentence to a well-developed paragraph. The information used in this course will be needed in the essay writing, too. Writing conventions will be taught and practiced.</p>		
Course Title English II	Course Code ENG 102	Credit Hours 3
Pre-requisite(s) ENG 101		
<p>The main focus of this course is to write a fully developed essay through constructing students' syntactic and semantic abilities to build up multi-leveled sentences and avoid many sentence errors that weaken their writing potentialities. In addition, this course enhances students 'critical reading skill by training them to read various types of essays and analyze their organization critically. Furthermore, it familiarizes students with different the main parts and the types of expository essays that enable them to produce highly academic essays.</p>		
Course Title Islamic Studies (in English)	Course Code ISL 201	Credit Hours 3
Pre-requisite(s) None		
<p>The Islamic Studies course focuses on two fundamental areas: the first introduces the foundations of Islam such as Islamic faith and belief, Islamic culture, acts of worship, sources of Islamic legislation, and the main characteristics of Islam. The second area addresses a number of contemporary issues from an Islamic perspective. Important and interesting topics such as Islam and Globalization, Islam and the Human Being, Islam and Woman issues, are discussed objectively and in-depth. The course provides students with a profound insight into the Islamic perspectives related to tolerance and peaceful co-existence as opposed to violence, extremism, and terrorism. the course is designed to ensure student interaction, and enhance their competencies in intelligent discussion, problem-solving and critical thinking. This will be fulfilled through diverse learning strategies and methods in an encouraging academic environment.</p>		
الساعات المعتمدة: 3	رقم المساق: ISLA 201	اسم المساق: الثقافة الإسلامية
المتطلب السابق: لا يوجد		
<p>يتناول هذا المساق: معنى الثقافة بنحو عام، ومفهوم الثقافة الإسلامية، مع بيان أهميتها، وخصائصها، كالربانية والإيجابية والعموم والشمول والوسطية وغيرها . ويتناول بيان المصادر الأساسية للثقافة الإسلامية (القرآن، والسنة، والإجماع، والقياس، والاجتهاد)</p>		

<p>كما يتناول هذا المساق مجالات الثقافة الإسلامية الرئيسية من (العقائد، والعبادات، ونظام الأخلاقي الإسلامي) كما أنه يشرح أهم النظم الإسلامية المعاصرة من (نظام الأسرة \ الاجتماعي ، والنظام الاقتصادي ، والنظام السياسي ، والنظام القضائي ، ونظام العقوبات) ويبرز الدور الحضاري للإسلام، من خلال بيان أثر الحضارة الإسلامية في نظام الحضارة الحديثة وسبق الإسلام إلى إقرار حقوق الإنسان. ولم يغفل هذا المساق عن توضيح : أهم التحديات الفكرية المعاصرة التي تواجه الثقافة الإسلامية، من (الغزو الفكري ، العلمانية ، العولمة ، الاستشراق، التبشير، التقليد والتبعية ، والثقافات الوافدة / التغريب الثقافي) وبيان كيفية مواجهتها</p>		
Course Title Study Skills	Course Code SSS 101	Credit Hours 3
Pre-requisite(s) None		
<p>This course equips students with the study skills needed for success in their undergraduate studies. It is also useful for acquiring skills that can be used in their personal lives, in their classrooms as well as in the workplace. Students learn several techniques they can use in the areas of communication, research practices, teamwork, creativity, critical thinking, presentation skills, and exam-taking techniques.</p>		
Course Title UAE Studies (in English)	Course Code UAE 201	Credit Hours 3
Pre-requisite(s) None		
<p>This UAE Studies course provides students with a comprehensive record of the Emirates historical and cultural roots as well as a glimpse of the Country's geological history and geographical location. The course pays particular attention to the Arab and Islamic identity of the UAE people as well as their success in maintaining a tangible balance between originality and modernity, despite diverse challenges. Because the UAE past, present, and future-oriented experiences have been a great successful story, students will enrich their knowledge of the social, cultural, economic, educational and political development of a society which moved from a traditional, simple life to an elevated status at the regional and international levels. Students will be able to compare between the past and present of the Country and visualize its futuristic vision that covers several decades ahead.</p>		
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This course is an introduction to a set of economic concepts and theories. It is offered to business school students and others and includes topics related to microeconomics and macroeconomics. One important theme for the course is that understanding economics makes you see the world differently and that many of people's intuitions about how the social world works are flat-out wrong. The course focuses on economic decision-making processes of the consumer, business firms and the government.		
Course Title Operations Management	Course Code MGT 402	Credit Hours 3
Pre-requisite(s) BUS 102, MGT 302		
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.		
Course Title Business Analytics	Course Code BUS 320	Credit Hours 3
Pre-requisite(s) BUS 102, BUS 301		
The course helps the students understand business analytics by exploring the capabilities and challenges of data-driven decision-making. The course includes hands-on work with data and software. Students will learn how to use business analytics tools such as excel, analysis tool Pack, tree plan and solver add-ins for decision making.		
Course Title International Management	Course Code MGT-304	Credit Hours 3
Pre-requisite(s) ECO 200		
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.		
Course Title Financial Management	Course Code FIN 301	Credit Hours 3
Pre-requisite(s) ACC 101, BUS 102		
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.		
Course Title Business Research Methods	Course Code BUS 301	Credit Hours 3
Pre-requisite(s) BUS 102; CIS 101		
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.		
Course Title Business Law	Course Code BUS 302	Credit Hours 3
Pre-requisite(s) BUS 101		
This course introduces the legal framework of business and application of laws in the business world. Emphasis is		

placed on contracts, negotiable instruments, Law of Tort, Agency Law, Employment Contracts, how court systems operate, and legal aspects of managing corporations. Students learn ways to apply legal and ethical doctrines to commercial and business transactions.		
Course Title Management Information Systems	Course Code MGT 303	Credit Hours 3
Pre-requisite(s) CIS101		
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.		
Course Title Management and Organizational Behavior	Course Code MGT 302	Credit Hours 3
Pre-requisite(s) BUS 101		
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.		
Course Title Business Ethics	Course Code BUS 202	Credit Hours 3
Pre-requisite(s) BUS 101		
This course will cover the 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.		
Course Title Business Policy and Strategy	Course Code BUS 401	Credit Hours 3
Pre-requisite(s) Completion of 90 Credit Hours		
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.		
Course Title Introduction to Hospitality & Tourism Industry	Course Code HTM 201	Credit Hours 3
Pre-requisite(s) None		
This course provides a general overview of hospitality & tourism management. It covers the growth and development, organization and structure, and all of the functional areas of the hospitality industry, including travel and tourism, lodging, food services, and recreation. The topics include; the hospitality industry and tourism, lodging, restaurants, managed services, beverages, recreation, theme parks, clubs, gaming entertainment and event management.		
Course Title Introduction to Food Production	Course Code HTM 301	Credit Hours 3
Pre-requisite(s) HTM 201		
The course intends to introduce the basics of cooking food coupled with the scientific approach by trying to understand the basic commodities utilized in preparation of food. This course provides information on other relevant topics hygiene and food safety, nutrition, basic menu planning, tools and equipment, knife skills, dairy products, principles of vegetable cookery and basic food operations.		
Course Title Tourism Management and Development	Course Code HTM 310	Credit Hours 3

Pre-requisite(s) HTM 201		
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.		
Course Title Hospitality and Tourism Law and Ethics	Course Code HTM 350	Credit Hours 3
Pre-requisite(s) BUS 302		
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.		
Course Title Introduction to Event Management	Course Code HTM 351	Credit Hours 3
Pre-requisite(s) MGT 302		
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. The topics include; event types, event design and production, event operations, event human resource management, event finance, event marketing, event health and safety and risk management.		
Course Title Meeting and Event Management	Course Code HTM 353	Credit Hours 3
Pre-requisite(s) MGT 302		
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.		
Course Title Hospitality and Tourism Marketing	Course Code HTM 354	Credit Hours 3
Pre-requisite(s) HTM 310		
This course introduces the theory, principles and concepts of marketing and provides an understanding of the role of marketing in hospitality organizations. The focus is on gaining a competitive edge in a dynamic global market. It also describes the macro- and micro-environments in which hospitality and tourism companies operate, the special attributes of services and 'hospitality marketing mix'.		
Course Title Hospitality Human Resource Management	Course Code HTM 352	Credit Hours 3
Pre-requisite(s) HTM 201		
This course provides students with 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.		
Course Title Tour Guide Principles	Course Code HTM 410	Credit Hours 3
Pre-requisite(s) HTM 310		
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.		
Course Title Internship (HTM)	Course Code HTM 495	Credit Hours 3
Pre-requisite(s) Completion of 90 Credit Hours		

This course offers students the chance to gain first-hand experience in an actual hospitality and tourism workplace. 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.		
Course Title Strategic Management for HTM (Capstone)	Course Code HTM 499	Credit Hours 3
Pre-requisite(s) Completion of 90 Credit Hours		
This is a capstone course and the 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. This course includes topics i.e. understanding strategy, strategic management in the hospitality and tourism sector, internal and external analysis, strategy context and content, strategy formulation, implementation and evaluation.		
Course Title Hospitality Facilities Management (Elective)	Course Code HTM303	Credit Hours 3
Pre-requisite(s) MGT 302		
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. The cover covers the topics related to management of hospitality facilities, specific facility systems, and lodging design.		
Course Title Food and Beverage Management (Elective)	Course Code HTM 311	Credit Hours 3
Pre-requisite(s) MGT 302		
This course focuses on the functions of food and beverage management and managing quality. The students will learn the role of food and beverage management in the context to overall catering operations. The topics include; classification of food and beverage industry, developing the concept of a restaurant, types of menus, controlling the operation, staffing issues, food and beverage marketing, managing quality and environmental concerns.		
Course Title Lodging Management (Elective)	Course Code HTM 401	Credit Hours 3
Pre-requisite(s) MGT 302		
This course explores the operational aspects of the lodging industry. The content of the course covers the lodging industry's segments, affiliations, organization function areas, role of lodging managers, staffing process and the role of different departments in managing lodging operations.		

بكالوريوس إدارة أعمال في إدارة الموارد البشرية العربية و الانجليزية:

رسالة البرنامج

تتمثل رسالة برنامج البكالوريوس في إدارة الأعمال -إدارة الموارد البشرية باللغة العربية - في تزويد الطلاب بالمهارات والمعرفة والقدرات المطلوبة من اجل اعدادهم ليكونوا قادة ومدراء فاعلين ومسؤولين وخلقين للانخراط في القوى العاملة الحديثة وفي أي مكان في العالم.

ويعمل هذا البرنامج على اعداد الخريجين للعمل في مختلف انواع الوظائف في قطاع الأعمال وغيره من قطاعات الدولة الاخرى، وكذلك تؤهلهم لاستكمال الدراسات العليا.

ويركز البرنامج على تنمية مهارات الاستخدام الامثل للموارد البشرية المتاحة على مستوى المنظمة، الشركة، الدولة، وصنع واتخاذ القرارات وتشخيص وحل المشكلات، وتعزيز القيم الأخلاقية، والمسؤولية الاجتماعية، والعمل على تحقيق النجاح في مجتمعات ذات ثقافات متعددة ومختلفة.

أهداف البرنامج

يهدف هذا البرنامج إلى:

1. إتاحة الفرصة للدارسين في البرنامج للدراسة العلمية التي تعزز قدراتهم ومهاراتهم ومعارفهم في مجال إدارة الموارد البشرية.
2. التواصل بشكل فعال في بيئات الأعمال المختلفة.
3. إمداد سوق العمل بخريجين على إمام كامل بكيفية إدارة رأس المال البشري في المنظمات بحرفية واقتدار.
4. تهيئة المجال أمام الدارسين في البرنامج لمواجهة اخر التطورات والمستجدات في بيئة ومجال الموارد البشرية.
5. تنمية القدرات الفعالة في صناعة القرارات الضرورية في مجال إدارة رأس المال البشري.

مخرجات التعلم

1. يشرح الدور الاستراتيجي للموارد البشرية في المنظمة.
2. يتواصل بشكل فعال خطيا وشفهيا باستخدام التكنولوجيا.
3. يطبق النشاطات المختلفة في إدارة الموارد البشرية بطريقة فعالة في المنظمة.
4. يحلل ويشخص المشكلات والقضايا المتعلقة في الموارد البشرية بشكل دقيق.

متطلبات الحصول على درجة علمية

الساعات المعتمدة	متطلبات البرنامج
33 ساعة معتمدة	متطلبات التعليم العام
39 ساعة معتمدة	متطلبات البرنامج الأساسية
48 ساعة معتمدة	متطلبات التخصص الإجبارية
9 ساعات معتمدة	متطلبات التخصص الاختيارية
129 ساعة معتمدة	اجمالي عدد ساعات البرنامج

متطلبات التعليم العام | 11 مساق بواقع 33 ساعة معتمدة

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	1
	3	مهارات الاتصال باللغة العربية	ACS 101	1
	3	مبادئ الرياضيات	MTHA 101	2
	3	1 اللغة الإنجليزية	ENGA 101	3
ENGA 101	3	2 اللغة الإنجليزية	ENGA 102	4
	3	العلم والحياة	SCI 101	5
	3	مهارات التعلم	SSSA 101	6
	3	تطبيقات في تقنية المعلومات	CISA 101	7
	3	مبادئ علم البيئة	ENVA 201	8
	3	الابتكار وريادة الأعمال	BUSA 204	9
	3	الثقافة الإسلامية (باللغة العربية)	ISLA 201	10
	3	دراسة مجتمع الإمارات العربية المتحدة	UAE/A 201	11

متطلبات البرنامج الأساسية | 13 مساق بواقع 39 ساعة معتمدة

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	1
MTHA 101	3	مبادئ المحاسبة	ACCA 101	1
MGTA 101, RES 201	3	تحليل الأعمال	BUS-320	2
	3	مبادئ الاقتصاد	EOA 200	3
EOA 200	3	الإدارة المالية	FINA-301	4
	3	مقدمة في إدارة الأعمال	MGTA 101	5
MGTA 101	3	السلوك التنظيمي	MGTA 201	6
انجاز 90 ساعة معتمدة	3	الإدارة الإستراتيجية	MGTA 401	7
SYSE 303, STATE 201	3	إدارة العمليات	MGTA 402	8
EOA 200, MKTA 201	3	إدارة الأعمال الدولية	MGTA-304	9

MGTA 101	3	مبادئ التسويق	MKTA 201	10
STATE 201,CISA 101	3	مناهج البحث العلمي في إدارة الأعمال	RES 201	11
CISA 101,MTHA 101,ENGA 102	3	الإحصاء في الأعمال التجارية	STATE 201	12
CISA 101,ENGA 102	3	نظم المعلومات الإدارية	SYSE 303	13

متطلبات التخصص الإجبارية | 16 مساق بواقع 48 ساعة معتمدة

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	
MGTA 101	3	إدارة الموارد البشرية	HRMA 201	1
HRMA 201	3	التخطيط في إدارة الموارد البشرية	HRMA 301	2
HRMA 201	3	تحليل وتصميم الوظائف	HRMA 302	3
HRMA 201	3	الاختيار والتعيين	HRMA 310	4
HRMA 201	3	تدريب وتطوير الموارد البشرية	HRMA 311	5
HRMA 201	3	إدارة الصحة والسلامة المهنية	HRMA 351	6
HRMA 201	3	قانون العمل	LAW 401	7
HRMA 201	3	إدارة الأداء و التعويضات	HRMA 403	8
HRMA 311,HRMA 310	3	إدارة المواهب	HRMA 404	9
MGTA 401,HRMA 201,HRMA 301	3	إستراتيجيات إدارة الموارد البشرية	HRMA 449	10
HRMA 201,ENGA 102,MGTA-304	3	إدارة الموارد البشرية الدولية	HRME-402	11
HRMA 201,ENGA 102,HRMA 311	3	تخطيط المسار الوظيفي	HRME 322	12
HRMA 201,ENGA 102	3	قضايا معاصرة في إدارة الموارد البشرية	HRME 410	13
	3	المساق الحر	HRMA 400	14
انجاز 90 ساعة معتمدة	3	التدريب الميداني	HRMA-494	15
HRMA 201,STATE 201,RES 201,SYSE 303 + انجاز 90 ساعة معتمدة	3	مشروع التخرج	HRMA 499	16

متطلبات التخصص الاختيارية | يختار الطالب 3 مساقات بواقع 9 ساعات معتمدة

المتطلب السابق	الساعات المعتمدة	اسم المساق	رمز المساق	
ACS 101	3	الاتصالات الإدارية (اختياري)	MGTA 301	1
ACS 101	3	مهارات التفاوض و إدارة النزاع (اختياري)	MGTA 301	2
MGTA 101	3	أخلاقيات الأعمال (اختياري)	MGTA 307	3
MGTA 201	3	العلاقات الإنسانية (اختياري)	MGTA 352	4

الخطة الدراسية

رمز المساق	اسم المساق	الساعات المعتمدة	متطلب سابق
الفصل 1			
ACS 101	مهارات الاتصال باللغة العربية	3	
MTHA 101	مبادئ الرياضيات	3	
ENGA 101	اللغة الإنجليزية 1	3	
MGTA 101	مقدمة في إدارة الأعمال	3	
ORN 111	التوجيه	0	
الفصل 2			
ENGA 102	اللغة الإنجليزية 2	3	ENGA 101
SCI 101	العلم والحياة	3	
SSSA 101	مهارات التعلم	3	
ACCA 101	مبادئ المحاسبة	3	MTHA 101
CISA 101	تطبيقات في تقنية المعلومات	3	
الفصل 3			
ECOA 200	مبادئ الاقتصاد	3	
STATE 201	الإحصاء في الأعمال التجارية	3	CISA 101, MTHA 101, ENGA 102
HRMA 201	إدارة الموارد البشرية	3	MGTA 101
ISLA 201	الثقافة الإسلامية (باللغة العربية)	3	
MGTA 201	السلوك التنظيمي	3	MGTA 101
MGTA 307	أخلاقيات الأعمال (اختياري)	3	MGTA 101
الفصل 4			
RES 201	مناهج البحث العلمي في إدارة الأعمال	3	STATE 201, CISA 101
MKTA 201	مبادئ التسويق	3	MGTA 101
ENVA 201	مبادئ علم البيئة	3	
UAE/A 201	دراسة مجتمع الإمارات العربية المتحدة	3	
BUSA 204	الابتكار وريادة الأعمال	3	
MGTA 352	العلاقات الإنسانية (اختياري)	3	MGTA 201
الفصل 5			
BUS-320	تحليل الأعمال	3	MGTA 101, RES 201
FINA-301	الإدارة المالية	3	ECOA 200
SYSE 303	نظم المعلومات الإدارية	3	CISA 101, ENGA 102

HRMA 201	3	التخطيط في إدارة الموارد البشرية	HRMA 301
HRMA 201	3	تدريب وتطوير الموارد البشرية	HRMA 311
ACS 101	3	الاتصالات الإدارية (اختياري)	MGTA 301
ACS 101	3	مهارات التفاوض و إدارة النزاع (اختياري)	MGTA 355
الفصل 6			
HRMA 201	3	تحليل وتصميم الوظائف	HRMA 302
HRMA 201, ENGA 102, HRMA 311	3	تخطيط المسار الوظيفي	HRME 322
ECOA 200, MKTA 201	3	إدارة الأعمال الدولية	MGTA-304
HRMA 201	3	إدارة الصحة والسلامة المهنية	HRMA 351
HRMA 201	3	الاختبار والتعيين	HRMA 310
الفصل 7			
	3	مناق حر	HRMA 400
HRMA 201	3	قانون العمل	LAW 401
	3	الإدارة الإستراتيجية	MGTA 401
HRMA 201, ENGA 102, MGTA-304	3	إدارة الموارد البشرية الدولية	HRME-402
HRMA 201	3	إدارة الأداء و التعويضات	HRMA 403
HRMA 311, HRMA 310	3	إدارة المواهب	HRMA 404
الفصل 8			
SYSE 303, STATE 201	3	إدارة العمليات	MGTA 402
HRMA 201, ENGA 102	3	قضايا معاصرة في إدارة الموارد البشرية	HRME 410
MGTA 401, HRMA 201, HRMA 301	3	إستراتيجيات إدارة الموارد البشرية	HRMA 449
	3	التدريب الميداني	HRMA-494
HRMA 201, STATE 201, RES 201, SYSE 303	3	مشروع التخرج	HRMA 499

وصف المساقات

اسم المساق: مبادئ المحاسبة	رقم المساق: ACCA 101	الساعات المعتمدة: 3
المتطلب السابق: MTHA 101		
يقدم هذا المساق للطلاب المعرفة الأساسية المطلوبة للمبادئ والممارسات المحاسبية، حيث سيكون الطالب قادراً على شرح وظائف المحاسبة ووصف الإطار التنظيمي الذي يحكم المحاسبة، مبادئ مسك الدفاتر وفق القيد المزدوج، تقييم طبيعة الرقابة الداخلية في المحاسبة، تطبيق مفاهيم الشراكة، اعداد القوائم المالية الأساسية للتجار الفرديين والشركات المحدودة وتوضيح التسويات المحاسبية. بالإضافة إلى ذلك، تتضمن هذه الدورة تغطية ومراجعة مكثفة للمفاهيم الرئيسية تليها تمارين عملية.		
اسم المساق: مقدمة في إدارة الاعمال	رقم المساق: 101 MGTA	الساعات المعتمدة: 3
المتطلب السابق: لا يوجد		
يتناول هذا المساق تعريف الطلبة للمفاهيم الإدارية والاتجاهات الفكرية المعاصرة، وكذلك مراحل تطور الفكر الإداري الكلاسيكي والحديث، واليات التخطيط والتنظيم، والتوجيه والقيادة، واتخاذ القرارات، والاتصالات، والرقابة، وتقييم الأداء، كما يتطرق الى الانماط القيادية واتخاذ القرارات، وإجراءات الرقابة وآليات تقييم الأداء.		
Credit Hours 3	Course Code STATE 201	Course Title Business Statistics
Pre-requisite(s) MTH 101		
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 methods, confidence interval and hypothesis testing, and correlation and regression analysis. The course includes theoretical and practical lectures.		
اسم المساق: السلوك التنظيمي	رقم المساق: 201 MGTA	الساعات المعتمدة: 3
المتطلب السابق: لا يوجد		
يتناول هذا المساق تزويد الطالب بالقدرات والمعارف والمهارات اللازمة لفهم سلوك الأفراد في العمل وتفسير هذا السلوك والتنبؤ به مستقبلاً وتوجيهه بما يزيد من الكفاءة والفاعلية. ويتم ذلك من خلال المحاور التالية: - مقدمة إلى السلوك الإنساني، السلوك التنظيمي و المدارس السلوكية وتطور دراسة السلوك الإنساني في المنظمات، الشخصية و الإدراك والاتجاهات والقيم والتعليم في المنظمات، الدافعية والحفز الإنساني، وضغوط العمل وكذلك دراسة الحاجة والدوافع للفرد ودراسة الجماعات العمل الرسمية وغير الرسمية، عمليات فرق العمل من خلال ديناميكيات فرق العمل، إدارة الصراع التنظيمي، القيادة والاتصال الإدارية، وكذلك العمليات التنظيمية من خلال الهيكل التنظيمي، البيئة التنظيمية، الثقافة التنظيمية، التغيير والتطوير التنظيمي.		
اسم المساق: مناهج البحث العلمي في إدارة الاعمال	رقم المساق: 201 RES	الساعات المعتمدة: 3
المتطلب السابق: 102CISA101,STATE		
يتناول هذا المساق تعريف الطلبة بخطوات إجراء البحث العلمي بدأ من تحديد المشكلة البحثية وتحديد اهداف البحث، وتصميم الاستبانة، وتوزيعها، وجمعها، وتحليلها إحصائياً، وتفسير النتائج وإقتراح التوصيات، كما يتناول هذا المساق معرفة مفاهيم ومناهج البحث العلمي، وكذلك تحديد أدوات جمع المعلومات وفرز البيانات وتحليلها إحصائياً، وكذلك إستخراج النتائج والتوصيات البحث العلمي.		
اسم المساق: الإدارة الاستراتيجية	رقم المساق: 401 MGTA	الساعات المعتمدة: 3
المتطلب السابق: انتهاء الطالب لعدد ٩٠ ساعة معتمدة		
تعد الإدارة الاستراتيجية من المواضيع الهامة والحيوية التي لا غنى عنها لكل طالب سيدخل ميادين الأعمال المختلفة، ويركز على مفهوم الإدارة الاستراتيجية وأبعادها ونماذجها للإدارة الاستراتيجية، وكذلك تحديد أهم مهارات المديرين الاستراتيجيين، وكذلك يركز على مراحل الإدارة الاستراتيجية ممثلة في الصياغة الاستراتيجية والتنفيذ والرقابة الاستراتيجية وشرح رؤية المنظمة ورسالتها وأهدافها والإستراتيجيات المختلفة، بالإضافة الى الربط ما بين الإستراتيجيات والأهداف والسياسات، وكذلك تحليل مكونات البيئة الداخلية والخارجية لمنظمات الأعمال، كما يتطرق لتصنيف أنواع التخطيط الإستراتيجي ومعرفة البدائل الإستراتيجية واختيار أفضل البدائل، والمقارنة بين سياسات الأعمال المختلفة في منظمات الأعمال، وأخيراً تقييم آليات التنفيذ والرقابة على إستراتيجية المنظمة.		
اسم المساق: مبادئ الاقتصاد	رقم المساق: 20 ECOA	الساعات المعتمدة: 3
المتطلب السابق: لا يوجد		
يتناول هذا المساق تحليل المشكلة الاقتصادية والمفاهيم الأساسية لعلم الاقتصاد من حيث المنهجية العلمية، أقسامه واستخداماته وعناصره ودور السوق والحكومة في تطبيق الاقتصاد الحديث، بالإضافة إلى أنواع المرونات المختلفة، والى نظريات الطلب وسلوك المستهلك وكيفية تحقيقه للوضع الأمثل، و نظريات العرض، سلوك المنتج والمنشأة وكيفية تحقيقها للوضع الأمثل في ظل دوران الإنتاج والتكاليف من خلال العمل في الأسواق المختلفة وخصوصاً سوق المنافسة الكاملة وسوق الاحتكار وأهمية البطالة والتضخم وأثرهما على الناتج المحلي الإجمالي.		
اسم المساق: Business Analytics	رقم المساق: 320 -BUS	الساعات المعتمدة: 3

المتطلب السابق : 301 BUS 102,BUS	
The course helps the students understand business analytics by exploring the capabilities and challenges of data-driven decision-making. The course includes hands-on work with data and software. Students will learn how to use business analytics tools such as excel, analysis tool Pack, treeplan and solver add-ins for decision making.	
اسم المساق : الإدارة المالية	رقم المساق : FINA -301
المتطلب السابق : 101 ACCE	الساعات المعتمدة : 3
يركز المساق المفاهيم الأساسية في مجال الإدارة المالية وشرح العناصر الأساسية لوظيفة المدير المالي وموقعه في الهيكل التنظيمي والمسؤوليات التي يتحملها والأنشطة التي يمارسها من خلال قائمة التدفق النقدي والموازنة التقديرية والقيمة الحالية للنقد، والعائد والمخاطرة، وإدارة الأصول المتداولة والموازنة الرأسمالية.	
اسم المساق : Management Information Systems	رقم المساق : SYSE 303
المتطلب السابق : 01 1CIS	الساعات المعتمدة : 3
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.	
اسم المساق : إدارة الاعمال الدولية	رقم المساق : MGTA- 304
المتطلب السابق : ECOA 200, MKTA 201	الساعات المعتمدة : 3
يتناول هذا المساق اسس استخدام المفاهيم العامة لإدارة الاعمال الدولية في ممارسة نشاط العمل الدولي،. وسبل تطبيق استراتيجيات الاعمال الدولية والدخول للأسواق الدولية، كما يتناول تحليل للنظام المالي والنقدي العالمي والمعاملات المالية والمحاسبية، بالإضافة الى تصميم السياسات والوظائف العامة للإدارة الدولية، والتوجه العام لمستقبل الأعمال الدولية، كما يتناول كيفية تقييم منظومة إدارة الاعمال الدولية وأثرها على مستقبل العمل الدولي.	
اسم المساق : إدارة العمليات	رقم المساق: MGTA 402
المتطلب السابق : 303 STATE 102, ECOA 201, SYSE	الساعات المعتمدة : 3
يتناول هذا المساق التوضيح للطالب استخدام تقنيات إدارة العمليات لتطوير المنتج، وكيفية تطبيق نماذج النقل والتخصيص والجدولة لاختيار النموذج الأكثر كفاءة، كما يقوم بتحليل الاحتياجات المادية والطاقة الإنتاجية الصناعية للمنظمات. بالإضافة إلى تطبيق تقنيات ترتيب المصنع ونماذج شبكات الأعمال في منظمات الأعمال، وصولاً إلى تقييم عملية التنبؤ بالطلب ونظام إنتاج الدفعات في المنظمات.	
اسم المساق : مبادئ التسويق	رقم المساق: MKTA 201
المتطلب السابق : MGTA 101	الساعات المعتمدة : 3
يتناول هذا المساق المفاهيم الأساسية في مجال التسويق والتعرف على البيئة التسويقية ومراحل تطور علم التسويق، كما يتناول آليات تقسيم السوق والعلاقة بين التسويق وسلوك المستهلك، ويهدف أيضا الى إلقاء الضوء على البحوث التسويقية ويصمم المزيج التسويقي وإعطاء لمحة عامة حول التسويق الدولي والتسويق عبر شبكة الانترنت وتحليل إستراتيجيات المعاصرة للتسويق..	
اسم المساق : إدارة الموارد البشرية	رقم المساق: HRMA 201
المتطلب السابق : 101 MGTA	الساعات المعتمدة : 3
يتناول هذا المساق مفهوم وأهمية إدارة الموارد البشرية في المؤسسة ، وكيفية التخطيط الاستراتيجي للموارد البشرية، وتحليل وتصميم الوظائف ، وكيفية استقطاب واختيار وتدريب الموارد البشرية، وتحفيزها ومكافأتها، الى جانب تقييم الأداء، وتخطيط المسار الوظيفي ، وإدارة مواهب المنظمة، وتعزيز وبناء علاقات العمل وجودة بيئة العمل، والحفاظ على صحة وسلامة الموظفين والموارد البشرية الالكترونية والذكاء الاصطناعي.	
اسم المساق : التخطيط في إدارة الموارد البشرية	رقم المساق : HRMA 301
المتطلب السابق : 201 HRMA	الساعات المعتمدة : 3
يتناول هذا المساق تعريف الطالب بمفهوم وأهمية التخطيط في إدارة الموارد البشرية والأساليب الحديثة للموازنة بين العرض والطلب من القوى العاملة في منظمات الاعمال كما يتناول هذا المساق العناصر الرئيسية في الخطط الاستراتيجية للموارد البشرية والتكامل بين تخطيط الموارد البشرية والخطط الاستراتيجية على مستوى المنظمة .	
اسم المساق : تحليل وتصميم الوظائف	رقم المساق: HRMA 302
المتطلب السابق : 201 HRMA	الساعات المعتمدة : 3
يتناول هذا المساق المداخل المختلفة في تحليل وتصميم الأعمال والمراحل المختلفة التي تمر بها عملية تحليل وتصميم الأعمال والمقارنة بين مصادر المعلومات المختلفة المستخدمة في تحليل وتصميم العمل وأهمية المصادقية والصحة في جمع هذه المعلومات، كما يناقش طبيعة العلاقة بين تحليل وتصميم العمل والممارسات الأخرى للموارد البشرية بالإضافة الى الطرق المختلفة لتصميم وإعادة تصميم الوظائف في المنظمات والانتهاج الى تصميم بطاقة الوصف الوظيفي	

اسم المساق : إدارة الاختيار والتعيين	رقم المساق: HRMA 310	الساعات المعتمدة : 3
المتطلب السابق : HRMA 201		
يتناول هذا المساق دراسة عملية لتوظيف القوى العاملة بشكل متكامل من خلال دراسة تخطيط الموارد البشرية والتحليل الوظيفي كأشطة أساسية وداعمة لعملية التوظيف ، كما يتناول المساق آليات استقطاب القوى العاملة و الأساليب الحديثة لاستقطاب وجذب المواهب وإدارة مسارها الوظيفي، وكذلك الأساليب والبرامج المختلفة في عملية الاختيار وانتقاء الكوادر وإجراءات تعيينهم بمنظمات الأعمال، ووضع معايير واضحة لقياس الشخصية والتحقق من مصداقية أدوات انتقاء الموظفين، وكذلك كيفية تصميم خطة توظيف تتماشى مع التوجه الاستراتيجي للمنظمة.		
اسم المساق : تدريب وتطوير الموارد البشرية	رقم المساق: HRMA 311	الساعات المعتمدة : 3
المتطلب السابق : HRMA 201		
يتناول هذا المساق مفهوم وأهمية التدريب والتطوير وصفات المدربين، كما يشرح الأساليب الحديثة في التدريب والتطوير، بالإضافة إلى مناقشة عملية التدريب من تحديد الاحتياجات التدريبية وتخطيط العملية التدريبية وتنفيذها وعرضها، كما يتطرق هذا المساق إلى آلية تقييم البرامج التدريبية وأثرها على الأداء الكلي للمؤسسة والفرد. كما يتناول المساق العلاقة بين تدريب وتطوير الموارد البشرية واستراتيجية المنظمة والاستراتيجيات المختلفة لتطوير أداء العاملين		
اسم المساق : تخطيط المسار الوظيفي	رقم المساق: HRME 322	الساعات المعتمدة : 3
المتطلب السابق : 102 HRMA 201, HRMA 311, ENG		
This course will cover the essential views of careers and career planning. 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 with assessment of training needs which helps in averting career plateauing and obsolescence. Topics in this course include career context and stages, models, applications, occupations, job analysis and description, assessment of training needs, job stress, and career strategic planning		
اسم المساق : إدارة الأداء والتعويضات	رقم المساق: HRMA 403	الساعات المعتمدة : 3
المتطلب السابق : HRMA 201		
يتناول هذا المساق المفاهيم الأساسية لتقييم أداء العاملين ومعايير الأداء ومقاييسه، كما يعرض هذا المساق أسس تصميم نظام تقييم أداء الموظفين على نحو متكامل مع أداء المؤسسة والأداء الفردي والجماعي وكذلك الأداء الرقمي وبطاقة الأداء المتوازن. كما يتطرق هذا المساق إلى المفاهيم الأساسية والنظريات والأساليب والخطوات في إدارة والتعويضات، ضمن إطار إدارة الموارد البشرية، وطرق تصميم نظم الرواتب والأجور وكذلك تصميم أنظمة الحوافز المختلفة، وأثرها على الأداء الكلي للمؤسسة والفرد، بالإضافة إلى تقييم أنظمة مزايا وخدمات العاملين.		
اسم المساق : إدارة الصحة والسلامة المهنية	رقم المساق : HRMA 351	الساعات المعتمدة : 3
المتطلب السابق : HRMA 201		
يتناول هذا المساق مفاهيم برامج الصحة والسلامة المهنية في مكان العمل، والإجراءات الاحترازية، وكذلك يتناول شرح التسلسل الهرمي لتحديد المخاطر، وقوانين الأمن والسلامة. وأيضاً تحليل عوامل الخطر وإجراءات الأمن والسلامة، وكذلك يركز هذا المساق على تقييم أنظمة الأمن والسلامة المهنية ودور الموظفين ووعيهم ودرابتهم في عوامل الخطر والمواد الخطرة وسلامة وسائل النقل وتوفير الأمن الوظيفي لهم.		
اسم المساق : إدارة المواهب	رقم المساق: HRMA 404	الساعات المعتمدة : 3
المتطلب السابق : HRMA 310, HRMA 311		
يتناول هذا المساق مفهوم وتخطيط رأس المال البشري وإدارة المواهب في المنظمة، وشرح المراحل والعمليات والنماذج المختلفة لإدارة المواهب، بالإضافة إلى تصنيف جدارات إدارة رأس المال البشري والمواهب من حيث التطور التاريخي، وكذلك مناقشة الإستراتيجيات المختلفة لإدارة المواهب والمتعلقة بعملية الاختيار والتطوير والتقييم والتحفيز والاحتفاظ بالمواهب. كما يتطرق هذا المساق إلى تحليل القيادة الموهوبة وآلية تأثيرها على إدارة المواهب من حيث الإعداد والخصائص ومتطلبات البناء، والتقييم المتكامل لإدارة المواهب وبنيتها التحتية من حيث الخطوات والفاعلية وأفضل الممارسات.		
اسم المساق : إستراتيجيات إدارة الموارد البشرية	رقم المساق: HRMA 449	الساعات المعتمدة : 3
المتطلب السابق : 401 HRMA 201 – MGTA		
يتناول هذا المساق شرح إستراتيجية إدارة الموارد البشرية ونشأتها ومراحل تطورها كما يتطرق هذا المساق إلى شرح الإستراتيجيات المختلفة في إدارة الموارد البشرية كإستراتيجيات التوظيف والتدريب والتطوير وتقييم الأداء والتعويضات، و توضيح دورها في تحقيق الإستراتيجية الكلية للمنظمة وكذلك الميزة التنافسية. بالإضافة إلى تحليل التكامل بين الإستراتيجيات العامة للمنظمة وممارسات الموارد البشرية، وكذلك تصمم إستراتيجية متكاملة للموارد البشرية، وأخيراً تقييم التحديات المعاصرة التي تواجه إدارة إستراتيجيات الموارد البشرية		
اسم المساق : قانون العمل	رقم المساق: LAW 401	الساعات المعتمدة : 3
المتطلب السابق : لا يوجد		
يتضمن هذا المساق دراسة التعريف بقانون العمل وبيان خصائصه ونطاق تطبيقه، ودراسة عقد العمل وحقوق والتزامات أطراف عقد العمل، والإجازات وأنواعها، والتعريف بالدعوى والنزاعات العمالية وخصائصها، وانتهاء عقد العمل، وحقوق العامل عند انتهاء العقد والآثار المترتبة عليه.		

اسم المساق : إدارة الموارد البشرية الدولية	رقم المساق: HRME - 402	الساعات المعتمدة: 3
المتطلب السابق : 304 ENGA102; HRMA 201; MGTA		
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.		
اسم المساق : قضايا معاصرة في إدارة الموارد البشرية	رقم المساق: HRME 410	الساعات المعتمدة: 3
المتطلب السابق : 102 HRMA 201, ENG		
This course enables students to integrate previous knowledge of Human Resource Management related subjects to key contemporary issues in human resource management. It deals with a range of contemporary human resource management issues like talent management, E-HRM, diversity in the workforce, and aims to introduce the changing practices of management at present-day organizations. It aims at preparing the students for cross-cultural and multinational workplace experiences.		
اسم المساق : أخلاقيات الأعمال	رقم المساق: MGTA 307	الساعات المعتمدة: 3
المتطلب السابق : 101 MGTA		
يتناول هذا المساق أخلاقيات العمل كنهج إداري حديث للقضايا الأخلاقية في بيئة العمل، من خلال تناول الممارسات الأخلاقية المختلفة في بيئة العمل ومصادرها وأسباب تراجعها، وكذلك الانضباط الوظيفي بصوره المختلفة ، كما يستعرض ظواهر الفساد الإداري وآليات مجابهتها ، كما يتناول المساق المسؤولية الاجتماعية لمنظمات الأعمال ومداخل الحوكمة ودعم الثقافة التنظيمية لتعزيز البعد الأخلاقي في بيئة العمل ، كما يتيح هذا المساق الفرصة للطلاب لتقييم المشكلات الأخلاقية في بيئة العمل ومنظمات الأعمال		
اسم المساق : الاتصالات الإدارية	رقم المساق: MGTA 301	الساعات المعتمدة: 3
المتطلب السابق : 101ACS		
يتناول هذا المساق دراسة مفهوم الاتصال الفعال وطبيعته ومكوناته وأنواعه وعناصره وخصائصه، ويتطرق الى أهمية استخدام أحدث التقنيات في عملية الاتصال الفعال، إلى جانب تحليل مهارات الاتصال الشفوي والكتابي، وكذلك أسس عقد الاجتماعات، وإعداد وكتابة مختلف أنواع الرسائل والتقارير والمذكرات الداخلية في منظمات الاعمال المعاصرة، إلى جانب تعلم وفهم الأساليب المناسبة لتوليد حلول ابداعيه للمشكلات أثناء عمليه الاتصال		
اسم المساق : مهارات التفاوض وإدارة النزاع	رقم المساق : MGTA 355	الساعات المعتمدة: 3
المتطلب السابق : 101ACS		
يتناول هذا المساق تعريف الطلبة بالمفاهيم العامة لمهارات التفاوض وإدارة النزاع، وأنواعها وطرق تصنيفاتها، وكذلك توضيح أهمية الفريق التفاوضي في العملية التفاوضية، كما يتناول هذا المساق المقارنة بين الإستراتيجيات والسياسات والتكتيكات التفاوضية في عملية التفاوض مع شرح العوامل المؤثرة في عملية التفاوض، وصولاً إلى تمكين الطالب من تصميم طرق وأساليب لحل النزاعات وإنهاء التفاوض وتقييم نتائجها.		
اسم المساق : العلاقات الإنسانية	رقم المساق: MGTA 352	الساعات المعتمدة: 3
المتطلب السابق : MGTA 201		
يتناول هذا المساق دراسة مفهوم وأهمية العلاقات الإنسانية الإيجابية وتطوير مهارات الاتصال في مكان العمل وأثرها على توطيد العلاقة بين الإدارة والعاملين في اتخاذ القرارات الأخلاقية وتعزيز الانتماء الوظيفي، وكذلك مناقشة دور القيم الشخصية في اتخاذ القرارات والثقة بالنفس في التعامل مع الآخرين، وكما يتناول تحليل العوامل التي تؤثر على قواعد السلوك الإنساني وتعزيز الرضا الوظيفي، وتقييم فعالية فرق العمل وكيفية حل الصراعات.		
اسم المساق : التدريب الميداني	رقم المساق: HRMA -494	الساعات المعتمدة: 3
المتطلب السابق : أن يكون الطالب قد أنهى 90 ساعة من متطلبات البرنامج		
من خلال هذا المساق، يتم تدريب الطلبة عملياً في المؤسسات العامة والخاصة في مجال إدارة الموارد البشرية مما يحقق لهم التطبيق العملي لما يتم دراسته نظرياً في فصول الدراسة، ويجري الإشراف الأكاديمي والعملي على الطالب اثناء فترة التدريب، على أن يقدم الطالب تقارير عن طبيعة المهام التي قام بها خلال فترة التدريب والمهارات التي اكتسبها والصعوبات التي واجهها اثناء فترة التدريب، ويقوم بعرضها أمام زملائه.		
اسم المساق : مشروع التخرج	رقم المساق: HRMA 499	الساعات المعتمدة: 3
المتطلب السابق : أن يكون الطالب قد أنهى 90 ساعة من متطلبات البرنامج. STATE		
201 102, SYSE 303 HRMA 201, RES		
يتضمن هذا المساق بحث التخرج في برنامج إدارة الاعمال، تخصص إدارة الموارد البشرية، حيث يركز هذا المساق على تعريف الطالب بماهية البحث العلمي والمناهج البحثية ومشكلة البحث، كما يركز على توضيح المشكلة البحثية التي سببني عليها الدراسة وتدريب الطالب على إجراء البحوث العلمية وإستخدام المناهج والأساليب العلمية في إجراء مشروع ميداني، وكذلك تطبيق اسلوب مشروع البحث المناسب في جمع البيانات، وتحليل وتوثيق المعلومات في المشروع، أيضاً يتناول هذا المساق إعداد مشروع بحث ميداني حسب المنهجية العلمية، وتقييم النتائج والتوصيات، وأثرها على الدراسة.		

بكالوريوس في القانون باللغة العربية

رسالة البرنامج

وتهدف الجامعة من خلال إطلاق برنامج بكالوريوس القانون إلى تخريج كوادر قانونية مؤهلة تلبي احتياجات المجتمع في دولة الإمارات العربية المتحدة وتساهم في مواكبة التطور العلمي والتكنولوجي في مجال التعليم القانوني في دولة الإمارات العربية المتحدة. بالإضافة إلى ذلك، يهدف البرنامج إلى المساهمة في تطوير وتحسين مستوى مهنة المحاماة من خلال بناء الروابط بين الجامعة والمجتمع المحلي.

أهداف البرنامج

يهدف برنامج القانون إلى تحقيق الأهداف التالية:

1. إعداد نوعية من الخريجين تمتاز بارتفاع مستوى ثقافتها القانونية والثقافة العامة في بعض العلوم الإنسانية الأساسية لفهم القانون.
2. تلبية احتياجات المجتمع المتزايدة في دولة الإمارات العربية المتحدة خاصة ودول مجلس التعاون الخليجي عامة من خريجي العلوم القانونية.
3. تشجيع البحث العلمي وإعداد نوعية من الطلاب من ذوي المهارات البحثية المؤهلين للنهوض بالمهام في المجالات القانونية المختلفة: القضاء، المحاماة والاستشارات القانونية والمهن القانونية المختلفة.
4. تأهيل الطلاب تأهيلاً وظيفياً وتنمية المهارات المهنية لدى الدارسين وذلك بتطوير قدراتهم على حل المسائل المعروضة، وإيجاد بدائل لهذه الحلول.
5. تطوير مهارات الطالب الفكرية وتنمية الوعي في دراسة النصوص التشريعية لمواجهة احتياجات المجتمع وتطلعاته.

مخرجات التعلم

1. يقدم حلولاً لقضايا المجتمع مستنداً على معرفة متخصصة بمبادئ القانون، ونظرياته، وقواعده، وأحكامه.
2. يحلل القواعد والمبادئ القانونية لتطويرها تلبية لاحتياجات المجتمع المستجدة.
3. يقيم فاعلية النصوص التشريعية والأحكام القضائية من خلال التواصل مع المجتمع.
4. يطبق مهارات التفاوض مع الأطراف المعنية للوصول إلى حلول قانونية مبتكرة وغير مألوفة للمشكلات القانونية.
5. يصوغ المذكرات القانونية باحترافية ملتزماً بالمعايير الأخلاقية والمهنية القوية.
6. يوظف أحكام القانون المناسبة للتطبيق على القضايا المستحدثة من خلال التعلم المستمر.
7. يعمل ضمن فريق عمل من المتخصصين بغية استخلاص الحكم الصحيح في القضايا القانونية.
8. يستخدم الوسائل التكنولوجية في البحث وجمع وتحليل المعلومات المتعلقة بالعلوم القانونية.

متطلبات التخرج

الساعات المعتمدة	متطلبات البرنامج
ساعة معتمدة 30	متطلبات التعليم العام
93 ساعة معتمدة	متطلبات التخصص الإجبارية
ساعات معتمدة 9	متطلبات التخصص الاختيارية
ساعة معتمدة 132	اجمالي عدد الساعات المعتمدة للبرنامج

متطلبات التعليم العام الإجبارية | 10 مساقات بواقع 30 ساعة معتمد

المتطلب السابق	الساعات المعتمدة	لغة التدريس	اسم المساق	رمز المساق	التسلسل
لا يوجد	3	باللغة 100% الإنجليزية	اللغة الإنجليزية	ENGA 101	1
ENGA 101	3	باللغة 100% الإنجليزية	مصطلحات إنجليزية لأغراض التخصص	ENGA 105	2
لا يوجد	3		مناهج البحث العلمي للقانون	SRMA 101	3
لا يوجد	3		مقدمة في علم الاجتماع	SOCA 101	4
لا يوجد	3		مبادئ علم البيئة	ENVA 201	5
لا يوجد	3	باللغة 100% الإنجليزية	الثقافة الإسلامية	ISL 201	6
لا يوجد	3		مهارات التعلم	SSSA 101	7
لا يوجد	3	باللغة 100% الإنجليزية	التفكير الناقد	HUM 101	8
لا يوجد	3	باللغة 100% الإنجليزية	الابتكار و ريادة الأعمال	BUS 204	9
لا يوجد	3		دراسة مجتمع الإمارات العربية المتحدة	UAEA 201	10

متطلبات التخصص الإجبارية | 31 مساق بواقع 93 ساعة معتمدة

المتطلب السابق	الساعات المعتمدة	لغة التدريس	اسم المساق	رمز المساق	التسلسل
-	3		المدخل إلى دراسة القانون	LAW 101	1
-	3		المدخل إلى دراسة الفقه الإسلامي	LAW 108	2
LAW 101	3		المصادر الإرادية للالتزام	LAW 102	3
LAW 101	3		قانون الجزاء العام	LAW 122	4
LAW 101	3		مبادئ القانون التجاري	LAW 116	5
-	3	باللغة الإنجليزية 100%	مبادئ الاقتصاد	LAW 124	6
LAW 102	3		المصادر غير الإرادية للالتزام	LAW 203	7

-	3		النظم السياسية والقانون الدستوري	LAW 219	8
LAW 101	3	باللغة الإنجليزية 30%	القانون الدولي العام	LAW- 230	9
LAW 116	3	باللغة الإنجليزية 30%	الشركات والإفلاس	LAW 214	10
LAW 101	3	باللغة الإنجليزية 30%	مبادئ القانون الإداري	LAW 233	11
LAW 122	3		قانون العقوبات الخاص	LAW222	12
LAW 108	3		الأحوال الشخصية (الزواج والطلاق)	LAW 409	13
LAW 203	3		أحكام الالتزام والإثبات	LAW 224	14
LAW 108	3		المواريت والوصايا والوقف	LAW 325	15
LAW 230	3	باللغة الإنجليزية 30%	المنظمات الدولية والإقليمية	LAW 313	16
LAW 116	3		القانون البحري والجوي	LAW 419	17
LAW 124	3	باللغة الإنجليزية 100%	المالية العامة والتشريع الضريبي	LAW 315	18
LAW 224	3	باللغة الإنجليزية 100%	العقود المسماة	LAW 321	19
LAW 203	3		قانون العمل والتأمينات الاجتماعية	LAW 307	20
LAW 203	3		قانون الإجراءات المدنية	LAW 311	21
LAW 311	3	باللغة الإنجليزية 100%	قواعد التحكيم الداخلي والخارجي	LAW 433	22
LAW 222	3		قانون الإجراءات الجزائية	LAW-425	23
LAW 321	3		الحقوق العينية الأصلية والتبعية	LAW-306	24
LAW 108	3		أصول الفقه	LAW 210	25
بعد انتهاء 105 ساعة معتمدة	3		بحث التخرج	LAW 431	26
LAW 311	3		التنفيذ الجبري	LAW 312	27
LAW 214	3		الأوراق التجارية والعمليات المصرفية	LAW 421	28
إنهاء 90 ساعة معتمدة	3		التدريب العملي الداخلي	LAW 426	29
إنهاء 90 ساعة معتمدة	3	تدريب	التدريب العملي الخارجي	LAW -424	30
LAW 311	3		القانون الدولي الخاص	LAW 415	31

متطلبات التخصص الاختيارية | يختار الطالب مساق واحد فقط بواقع 3 ساعات معتمدة

المتطلب السابق	الساعات المعتمدة	لغة التدريس	اسم المساق	رمز المساق	التسلسل
LAW 224	3	باللغة الإنجليزية 30%	قانون التأمين	LAW 355	1
LAW 230	3	باللغة الإنجليزية 30%	قانون الفضاء والاتصالات	LAW 326	2
LAW 116	3	باللغة الإنجليزية 30%	قانون الملكية الفكرية	LAW 244	3

متطلبات التخصص الاختيارية | يختار الطالب مساقين بواقع 6 ساعات معتمدة

المتطلب السابق	الساعات المعتمدة	لغة التدريس	اسم المساق	رمز المساق	التسلسل
LAW 224	3		عقود المقاولات	LAW 416	1
-	3	باللغة الإنجليزية 100%	علم الإجرام وعلم العقاب	LAW 338	2
-	3		قانون حماية المستهلك	LAW 211	3
LAW 425	3		التشريعات الجزائية الخاصة	LAW- 427	4

الخطة الدراسية

رمز المساق	اسم المساق	الساعات المعتمدة	متطلب سابق
الفصل 1			
LAW 101	المدخل إلى دراسة القانون	3	
ENGA 101	اللغة الإنجليزية 1	3	
SSSA 101	مهارات التعلم	3	
LAW 108	المدخل إلى دراسة الفقه الإسلامي	3	
SRMA 101	مناهج البحث العلمي في القانون	3	
ORN 111	التوجيه	0	
الفصل 2			
ENGA 101	مصطلحات إنجليزية لأغراض التخصص	3	
LAW 124	مبادئ الاقتصاد	3	
LAW 102	المصادر الإرادية للالتزام	3	
LAW 116	مبادئ القانون التجاري	3	
LAW 122	قانون الجزاء العام	3	
SOCA 101	مدخل إلى علم الاجتماع	3	
الفصل 3			
LAW 219	النظم السياسية والقانون الدستوري	3	
LAW 203	المصادر غير الإرادية للالتزام	3	
LAW 214	الشركات والإفلاس	3	
HUM 101	التفكير الناقد	3	
ISL 201	الثقافة الإسلامية (باللغة الإنجليزية)	3	
LAW-230	القانون الدولي العام	3	
الفصل 4			
LAW 222	قانون العقوبات الخاص	3	
UAE/A 201	دراسة مجتمع الإمارات العربية المتحدة	3	
LAW 233	مبادئ القانون الإداري	3	
ENVA 201	مبادئ علم البيئة	3	
LAW 409	الأحوال الشخصية (الزواج والطلاق)	3	
الفصل 5			
LAW-230	المنظمات الدولية والإقليمية	3	
LAW 315	المالية العامة والتشريع الضريبي	3	
LAW 224	أحكام الالتزام والإثبات	3	
LAW 325	الموارث والوصايا الوقف	3	
LAW 419	القانون الجوي والبحري	3	
الفصل 6			
LAW 321	العقود المسماة	3	
LAW 311	قانون الإجراءات المدنية	3	
LAW 307	قانون العمل والتأمينات الاجتماعية	3	
LAW 433	قواعد التحكيم الداخلي والخارجي	3	
LAW-425	قانون الإجراءات الجزائية	3	
الفصل 7			
LAW-306	الحقوق العينية الأصلية والتبعية	3	
LAW 312	التنفيذ الجبري	3	
LAW 431	بحث التخرج	3	
LAW 210	أصول الفقه	3	
الفصل 8			
LAW 211	قانون حماية المستهلك (اختياري)	3	
LAW 415	القانون الدولي الخاص	3	
LAW 426	التدريب العملي الداخلي	3	
BUS 204	الابتكار وريادة الأعمال	3	

		3	التدريب العملي الخارجي	LAW- 424
LAW- 425		3	التشريعات الجزائية الخاصة (اختياري)	LAW-427
LAW 214		3	الأوراق التجارية والعمليات المصرفية	LAW 421
LAW 224		3	قانون التأمين (اختياري)	LAW 355
LAW-230		3	قانون القضاء و الاتصالات (اختياري)	LAW 326
LAW 116		3	قانون الملكية الفكرية (اختياري)	LAW 244
LAW 224		3	عقود المقاولات (اختياري)	LAW 416
		3	علم الإجرام والعقاب (اختياري)	LAW 338

وصف المساقات

اسم المساق: المدخل لدراسة القانون	رقم المساق: law101	الساعات المعتمدة: 3
المتطلب السابق: لا يوجد		
يتناول المساق دراسة النظرية العامة للقانون من حيث تعريف القانون وخصائص القاعدة القانونية وفروع القانون المختلفة ومصادره الرسمية والتفسيرية ونطاق تطبيق القانون من حيث المكان والزمان. كما يتناول هذا المساق دراسة الشخصية القانونية من حيث أهميتها وأنواعها والآثار المترتبة على اكتسابها، ويتضمن كذلك دراسة النظرية العامة للحق من حيث التعريف بالحق وأركانه وأنواعه وأطرافه ووسائل حمايته وإثباته.		
المدخل إلى دراسة الفقه الإسلامي: اسم المساق	رقم المساق: 108LAW	3: الساعات المعتمدة
المتطلب السابق: لا يوجد		
يتناول المساق المقارنة بين الشريعة الإسلامية والفقه الإسلامي من حيث المفهوم والخصائص، وبيان أهمية كل منهما، ويبحث في مصادر التشريع الإسلامي، النصبية منها والاجتهادية، المنطق عليها والمختلف فيها، كما يناقش الأدوار التاريخية المختلفة للفقه الإسلامي، ابتداء من عصر الرسول صلى الله عليه وسلم، وانتهاء بعصرنا الحاضر، ويعرض من خلالها أهم المدارس والمذاهب الفقهية، من حيث نشأتها وخصائص كل منها.		
اسم المساق: English for Special Purposes (يدرس باللغة الإنجليزية)	رقم المساق: ENGA 105	الساعات المعتمدة: 3
المتطلب السابق: ENGA 101		
This course discusses the legal terminology in English that is related to the definition of law and the relation between law and ethics, as well as the legislature, executive, and judiciary powers of the state. The course also examines the legal terminology used in the different branches of civil and criminal law, the divisions of rights and the different types of the legal personality, in addition to the terminology used in international law and international organizations.		
اسم المساق: مناهج البحث العلمي في القانون	رقم المساق: SRMA101	الساعات المعتمدة: 3
المتطلب السابق: لا يوجد		
يتناول هذا المساق الأصول العلمية لإعداد البحث العلمي في حقل القانون، وتأهيل الطالب من خلال تدريبه على كيفية اختيار موضوع بحث في إحدى الموضوعات القانونية، ودراسة مناهج البحثية، وجمع المادة العلمية حول موضوع البحث، وفهرستها حسب الأصول. مع متابعة التطبيق العملي للطلاب لكل هذه الجوانب من خلال تكليفهم بإعداد بحوث علمية قانونية - تجريبية، لضمان تمكينهم من توظيف هذه المهارات في عملية صياغة وإعداد البحوث العلمية والدراسات المستقبلية في مراحل دراستهم الجامعية المختلفة.		
اسم المساق: المصادر الإرادية للالتزام	رقم المساق: LAW102	الساعات المعتمدة: 3
المتطلب السابق: 101LAW		
يتناول المساق دراسة المصادر الإرادية للالتزام العقد - الإرادة المنفردة (من حيث: تعريف العقد، وسائل التعبير عن الإرادة، عيوب الرضا، أركان العقد، مراتب العقد، أسباب انقضاء العقد. وكذلك الإرادة المنفردة: من حيث التعريف بها وتطبيقاتها).		

اسم المساق: قانون الجزاء العام	رقم المساق: 122LAW	الساعات المعتمدة: 3
المتطلب السابق: 101LAW		
يتناول هذا المساق التعريف بالقانون الجزائي والنظرية العامة للجريمة وأركانها وصورها وأحكام الشروع فيها، بالإضافة إلى أحكام المسؤولية الجزائية وصورها المتمثلة في الفاعل والمتدخل والمعرض. كما يتضمن هذا المساق دراسة النظرية العامة للعقوبة من حيث التعريف بها وتنفيذها وأسباب التشديد والتخفيف وموانع العقاب وأسباب الإباحة وانقضاء العقوبة. كما يتضمن المساق التعريف بالتدبير الاحترازي وبيان ماهيته وخصائصه وتميزه عن العقوبة وأنواع التدابير الاحترازية وقواعد تطبيقها.		
اسم المساق: مبادئ القانون التجاري	رقم المساق: LAW116	الساعات المعتمدة: 3
المتطلب السابق: 101LAW		
يتناول هذا المساق بيان مفهوم القانون التجاري وخصائصه وعلاقته بغيره من القوانين كالقانون المدني ودراسة تطوره ودراسة الأعمال التجارية وتمييزها عن الأعمال المدنية والتاجر والمتجر. إضافة إلى دراسة عامة لأحكام العقود التجارية ودراسة خاصة لبعض العقود التجارية مثل الرهن التجاري والوكالة بالعمولة والسمسرة وعقد النقل.		
اسم المساق: Principles of Economics (يدرس باللغة الإنجليزية)	رقم المساق: LAW124	الساعات المعتمدة: 3
المتطلب السابق: لا يوجد		
This course deals with an introduction to the analysis of principles and problems at the level of an economic unit or establishment. The course explains the theories of demand and supply in addition to the different types of elasticities, discusses production costs and profit maximization for the individual firm under different degrees of competition, pricing and resource development.		
اسم المساق: المصادر غير الإرادية للالتزام	رقم المساق: LAW203	الساعات المعتمدة: 3
المتطلب السابق: 102 LAW		
يتناول المساق المصادر غير الإرادية للالتزام وهي الفعل الضار والفعل النافع والقانون وذلك من خلال بحث المسؤولية عن الأضرار الشخصي والمسؤولية عن فعل الغير الناتج عن المصادر غير الإرادية للالتزام وأركان المسؤولية لكل فعل ضار من هذه الأفعال.		
اسم المساق: النظم السياسية والقانون الدستوري	رقم المساق: LAW219	الساعات المعتمدة: 3
المتطلب السابق: لا يوجد		
يتناول هذا المساق دراسة الدولة وأركانها وشكل الدولة، نظام الحكم فيها، سلطاتها، وحقوق المواطن وحياته، والتعريف بالدستور من حيث أساليب وضعه ومصادره وأنواعه وتعديله وانتهاؤه، والرقابة على دستورية القوانين، ودراسة التنظيم الدستوري للسلطات الاتحادية وفقاً لدستور دولة الإمارات العربية المتحدة.		
اسم المساق: القانون الدولي العام	رقم المساق: LAW-230	الساعات المعتمدة: 3
المتطلب السابق: 101LAW		
يتناول هذا المساق بالدراسة تحديد مفهوم القانون الدولي العام ونشأته وتطوره، كما يتعرض المساق لدراسة مصادر القانون الدولي العام وأشخاصه، والنظام القانوني للمسؤولية الدولية، والطبيعة الخاصة لقواعد القانون الدولي العام، وأيضاً النظام القانوني الدولي للمياه بما يتضمنه من المياه الكائنة داخل إقليم الدولة أو المياه الساحلية، وكذلك النظام القانوني للعلاقات الدبلوماسية والقنصلية وأساليب التسوية السلمية للمنازعات الدولية سواء التسوية السياسية أو القضائية.		
ويدرس 30 ٪ من هذا المساق باللغة الإنجليزية.		
اسم المساق: الشركات والإفلاس	رقم المساق: LAW214	الساعات المعتمدة: 3
المتطلب السابق: 116LAW		
يتناول هذا المساق الأحكام العامة للشركات من حيث مفهومها وتطورها وتكوين الشركة وأركانها وشروط انعقادها والشخصية المعنوية للشركة وإدارتها وتصفياتها. كذلك تتضمن دراسة شركات الأشخاص وشركات الأموال والشركات ذات الطبيعة المختلطة، بالإضافة إلى دراسة الشركات الأجنبية. كما يتضمن هذا المساق دراسة أحكام الإفلاس فيما يتعلق بصدور الحكم وأثاره، وإدارة موجودات المفلس، والصلح البسيط وشروطه، ورد الاعتبار وجرائم الإفلاس والتصفية، كما يتضمن الصلح الوافي من الإفلاس وشروطه.		
اسم المساق: مبادئ القانون الإداري	رقم المساق: LAW233	الساعات المعتمدة: 3
المتطلب السابق: 101LAW		
يتناول هذا المساق دراسة هذا المساق التعريف بالقانون الإداري ومصادره وعلاقته بفروع القانون الأخرى، أساليب التنظيم الإداري، الموظف العام وتنظيم علاقته بالدولة، نشاط الإدارة في تنفيذ القوانين، الضبط الإداري ونظام المرافق العامة، والوسائل القانونية للإدارة؛ القرار الإداري والعقد الإداري والأموال العامة.		
ويدرس 30 ٪ من هذا المساق باللغة الإنجليزية.		
اسم المساق: قانون العقوبات الخاص	رقم المساق: LAW222	الساعات المعتمدة: 3
المتطلب السابق: 122LAW		
تهدف دراسة هذا المساق إلى بيان وشرح جرائم القسم الخاص لقانون العقوبات وهي جرائم القتل بصوره المختلفة وظروف تشديد وتخفيف العقوبات، ودراسة الأحكام المتعلقة بالجرائم الواقعة على سلامة البدن كالإيذاء والضرب والجرح، والجرائم الواقعة على العرض، كما يتناول هذا المساق دراسة الأحكام المتعلقة بجرائم السرقة بصورها المختلفة المشددة وجرائم الاحتيال وجرائم الشيكات وجرائم إساءة الائتمان والجرائم الملحقة بها.		

ملاحظة : تدرس نسبة 30 ٪ من هذا المساق وفقاً لمناهج الدراسة العملية، وتتضمن محاضرات تطبيقية تشمل تحليل الأحكام القضائية، والنصوص القانونية من خلال تدريب الطالب على كيفية تطبيق المبادئ القانونية على الوقائع وتحليلها وإبداء رأيه فيها مدعماً بالأسانيد القانونية فضلاً عن تعلم فن الصياغة القانونية.		
اسم المساق: الأحوال الشخصية) الزواج والطلاق)	رقم المساق: LAW409	الساعات المعتمدة:3
المتطلب السابق: LAW108		
يتناول هذا المساق دراسة كل ما يتعلق ببناء الأسرة في الإسلام، ببيان مدى عناية الشريعة الإسلامية بها في جميع أحوالها، ثم دراسة الأحكام الشرعية والقانونية التي تنظمها، ابتداء من الخطبة وصولاً إلى عقد الزواج من حيث مشروعيته وحكمه وأركانه وشروطه وآثاره، ومن حيث انتهاؤه بانحلال عقد الزواج وطرق إنهاء العلاقة الزوجية بالطلاق أو الخلع أو التفريق القضائي، وما يترتب على ذلك من آثار؛ كالعدة، وثبوت النسب، والحضانة، والرضاع.		
اسم المساق: أحكام الالتزام والإثبات	رقم المساق: LAW224	الساعات المعتمدة:3
المتطلب السابق: LAW203		
يتناول هذا المساق دراسة كل ما يتعلق بالالتزام المدني والطبيعي من حيث آثاره، أوصافه، انقضاؤه وكيفية التنفيذ الاختياري والجبري للالتزام، كما يتضمن المساق دراسة الوسائل المشروعة لحماية التنفيذ عن طريق الدعوى غير المباشرة، ودعوى الصورية، ودعوى عدم نفاذ التصرفات ودعوى الحجر، وبيان أوصاف الالتزام الأجل والشروط والتضامن بين المدينين التضامن بين الدائنين والالتزام البدلي والالتزام التخيري وحوالة الدين وأسباب انقضاء الالتزام وكذلك دراسة الأحكام العامة للإثبات وأدلة الإثبات وهي: الأدلة الكتابية والشهادة واليمين والإقرار والقرائن والمعينة والخبرة وقوتها القانونية، وحجبتها في الإثبات.		
اسم المساق: الموارث والوصايا والوقف	رقم المساق: LAW325	الساعات المعتمدة:3
المتطلب السابق: LAW108		
يتناول هذا المساق في قسمه الأول دراسة نظرية للأحكام المتعلقة بالميراث في الشريعة الإسلامية من حيث ضرورته وشروطه وأركانه وأسبابه، وموانع الميراث، وتحليل النصوص الشرعية والقانونية التي تبين أنواع الإرث، بالفرض والتعصيب وذوي الأرحام، وما يتعلق بها من الحجب والعول والرد. وينفذ القسم العملي من خلال تطبيق جميع الأحكام المدروسة في حل مسائل الموارث، وتدريب الطلاب عليها. ويعطى له نسبة 30 ٪ من المحاضرات المقررة للمساق.		
ويتناول المساق في قسمه الثاني الوصية الشرعية من حيث تعريفها وحكمها وحكمة مشروعيته وشروطها وأركانها، وكذلك الوصية الواجبة قانوناً. وما ورد فيها من نصوص قانونية في دولة الإمارات. وفي قسمه الأخير تتم دراسة الوقف، من حيث بيان حقيقته ومشروعيته وفوائده، ثم أركانه وشروطها، ومناقشة أنواعه ومبطلاته. مع تحليل النصوص القانونية الواردة فيه.		
اسم المساق: المنظمات الدولية والإقليمية	رقم المساق: LAW313	الساعات المعتمدة:3
المتطلب السابق: LAW230		
يتناول هذا المساق دراسة المنظمات الدولية من حيث تعريفها ونشأتها وتطورها، مع التركيز على دراسة القواعد العامة للتنظيم الدولي والشخصية القانونية للمنظمة الدولية وأنواع المنظمات الدولية ودور المنظمة الدولية وسلطاتها، مع دراسة واسعة لهيئة الأمم المتحدة وبعض المنظمات الإقليمية خاصة جامعة الدول العربية ومجلس التعاون لدول الخليج العربي		
اسم المساق: القانون البحري والجوي	رقم المساق: LAW419	الساعات المعتمدة: 3
المتطلب السابق: LAW116		
يتناول هذا المساق ماهية البحري والجوي وخصائص كل منهما، شرح المفهوم القانوني للسفينة والحقوق العينية التي ترد عليها، أشخاص الملاحة البحرية والجوية، ثم دراسة أحكام عقود استغلال السفينة كعقد النقل وعقد إيجار السفينة والتأمين والحقوق والالتزامات الناشئة عن كل منها وكذلك دراسة عقد النقل الجوي الخاص بالركاب والبضائع. يتضمن المساق كذلك دراسة الأحكام القانونية الخاصة بدعوى المسؤولية في النقل الجوي والبحري والحوادث البحرية.		
اسم المساق: Public Finance and Tax Legislation (يدرس باللغة الإنجليزية)	رقم المساق: LAW315	الساعات المعتمدة: 3
المتطلب السابق: LAW124		
This course deals with the study of what is the science of public finance and how to prepare and implement the general budget in the United Arab Emirates and its main sections: public expenditures and public revenues. This course contains an explanation of the nature of public expenditures, their types and effects, and the legal rules governing them. The course also discusses the definition of different revenues in terms of their definition and divisions of taxes, fees and public loans. The course also deals with an explanation of the legal rules related to tax such as income tax, established exemptions from income tax, tax evasion, and double taxation.		
اسم المساق: Named Contracts (تدرس باللغة الإنجليزية)	رقم المساق: LAW321	الساعات المعتمدة:3
المتطلب السابق: LAW224		
This course deals with an in-depth study of the provisions of Named Contracts within the framework of the Federal Civil Transactions Law in terms of the nature, characteristics and pillars of these contracts. Where the course includes a study of some of the major Named Contracts as the contract of sale and lease in terms of defining each of them and explaining their pillars, its effects and reasons for their expiry. Applied practical aspect: 30% of this course is taught according to the practical study curricula, It includes		

practical lectures that include analysis of judicial decisions and legal texts By training the student on how to apply legal principles to facts, analyze them and express his opinion on them supported by legal grounds, as well as learning the art of legal drafting of various contracts, including the sale and lease contract.		
اسم المساق: قانون العمل والتأمينات الاجتماعية	رقم المساق: LAW307	الساعات المعتمدة: 3
المتطلب السابق: LAW203:		
يتناول هذا المساق دراسة التعريف بقانون العمل وبيان خصائصه ونطاق تطبيقه، ودراسة عقد العمل وحقوق والتزامات أطراف عقد العمل، والإجازات بأنواعها، والتعريف بال دعاوى والنزاعات العمالية وخصائصها، وانتهاء عقد العمل، وحقوق العامل عند انتهاء العقد والآثار المترتبة عليه. ملاحظة: تدرس نسبة 30 ٪ من هذا المساق وفقاً لمناهج الدراسة العملية، وتتضمن محاضرات تطبيقية تشمل تحليل الأحكام القضائية، والنصوص القانونية من خلال تدريب الطالب على كيفية تطبيق المبادئ القانونية على الوقائع وتحليلها وإبداء رأيه فيها مدعماً بالأسانيد القانونية فضلاً عن تعلم فن الصياغة القانونية .		
اسم المساق: قانون الإجراءات المدنية	رقم المساق: LAW311	الساعات المعتمدة: 3
المتطلب السابق: LAW203:		
تتضمن دراسة هذا المساق بيان المقصود بقانون الإجراءات المدنية ودراسة قواعد التنظيم القضائي في دولة الإمارات العربية المتحدة، وتوضيح تشكيل المحاكم واختصاصاتها، ودراسة قواعد وإجراءات التقاضي بداية من إجراء رفع وتحريك الدعوى وحتى صدور الحكم فيها، كما يتناول هذا المساق طرق الطعن في الأحكام القضائية سواء الطرق العادية وغير العادية، علاوة على نظام التقاضي عن طريق العريضة. ملاحظة: تدرس نسبة 30 ٪ من هذا المساق وفقاً لمناهج الدراسة العملية، وتتضمن محاضرات تطبيقية تشمل تحليل الأحكام القضائية، والنصوص القانونية من خلال تدريب الطالب على كيفية تطبيق المبادئ القانونية على الوقائع وتحليلها وإبداء رأيه فيها مدعماً بالأسانيد القانونية فضلاً عن تعلم فن الصياغة القانونية .		
اسم المساق: Internal and External Arbitration Rules (يدرس باللغة الإنجليزية)	رقم المساق: LAW433	الساعات المعتمدة: 3
المتطلب السابق: LAW311:		
This course deals with the definition of arbitration as an alternative dispute resolution, its types and its advantages. The course also shows the methods of selecting arbitrators and the rules related to the arbitration agreement in terms of: its forms, elements and procedures, the issuance of the arbitration award, the possibility of objecting to its implementation, and the possibility of appealing against it.		
اسم المساق: قانون الإجراءات الجزائية	رقم المساق: LAW- 425	الساعات المعتمدة: 3
المتطلب السابق: LAW222:		
يتناول هذا المساق دراسة التعريف بقانون أصول المحاكمات الجزائية، العام، دراسة مرحلة استقصاء الجرائم وجمع الأدلة والتحقيق الابتدائي، ومن ثم دراسة تفصيلية للدعوى الجزائية من حيث القواعد القانونية المتعلقة بإقامتها وتحريكها والأصول والإجراءات الجزائية في التحري والاستدلال والتحقيق الابتدائي والمحاكمة وسبل الطعن في الأحكام الجزائية. ملاحظة: تدرس نسبة 30 ٪ من هذا المساق وفقاً لمناهج الدراسة العملية، وتتضمن محاضرات تطبيقية تشمل تحليل الأحكام القضائية، والنصوص القانونية من خلال تدريب الطالب على كيفية تطبيق المبادئ القانونية على الوقائع وتحليلها وإبداء رأيه فيها مدعماً بالأسانيد القانونية فضلاً عن تعلم فن الصياغة القانونية .		
اسم المساق: الحقوق العينية الأصلية والتبعية	رقم المساق: LAW-306	الساعات المعتمدة: 3
المتطلب السابق: LAW321:		
يتناول هذا المساق التعريف بالحقوق العينية الأصلية وخصائصها ودراسة تعريف حق الملكية من حيث الخصائص والنطاق والقيود الواردة عليه أسباب كسب الملكية، ودراسة الملكية الفردية والملكية الشائعة، وكذلك الحقوق المنفردة عن حق الملكية وتحديد شروطها وأحكامها كما يشمل هذا المساق دراسة الحقوق العينية التبعية المتمثلة في الرهن التأميني والرهن الحيازي وحقوق الامتياز العامة والخاصة.		
اسم المساق: أصول الفقه	رقم المساق: LAW210	الساعات المعتمدة: 3
المتطلب السابق: LAW108:		
يتناول هذا المساق التعريف بحقيقة علم أصول الفقه مع المقارنة بينه وبين علم الفقه، وكذلك بيان موضوعه والغاية منه ونشأته وطرق التأليف فيه، ثم يتناول دراسة أنواع الأدلة الشرعية الكلية المتفق عليها والمختلف فيها، ثم يتناول مباحث الحكم الشرعي بأقسامه وأنواعها والمحكوم فيه والمحكوم عليه، ثم ينتقل إلى شرح طرق استنباط الأحكام من النصوص " دلالات الألفاظ على الأحكام"، ثم يبين بالتفصيل متعلقات الأدلة والأحكام، وأهمها: النسخ، وتعارض الأدلة والترجيح بينها، والاجتهاد والتقليد والإفتاء، مبيناً علاقات بعضها ببعض.		
اسم المساق: بحث التخرج	رقم المساق: LAW431:	الساعات المعتمدة: 3
المتطلب السابق: إنهاء 105 ساعة دراسية		
يتناول هذا المساق تهيئة الطالب لمرحلة الدراسات العليا بحيث لا يمكنه التخرج والحصول على البكالوريوس في القانون ما لم ينجز بحث التخرج في مجال القانون وفقاً لتخصصه في الفصل الدراسي النهائي، وينال قبول لجنة المناقشة ويتولى عضو هيئة التدريس الإشراف على الطالب ويساعده لاختيار موضوع بحثه ويوجهه في خطوات البحث وينظم أعمال الإشراف تمهيداً لإنجازه، ومن ثم مناقشته حسب الأصول.		
اسم المساق: التنفيذ الجبري	رقم المساق: LAW312	الساعات المعتمدة: 3

المتطلب السابق: LAW311:		
يتناول هذا المساق التعريف بالتفويض الجبري، وأشخاص التنفيذ الجبري، وأنواع السندات التنفيذية والقواعد المتبعة للحصول عليها، والأموال التي يجوز التنفيذ عليها ونظيرتها التي لا يجوز التنفيذ عليها، والإجراءات المتبعة لمباشرة الحجز التنفيذية والتحفيزية، والبيع الجبري للمال محل التنفيذ، وتوزيع حصيلة البيع الجبري على جمهور الحازين، ومنازعات التنفيذ سواء الوقتية أو الموضوعية.		
ملاحظة: تدرس نسبة 30 ٪ من هذا المساق وفقاً لمناهج الدراسة العملية، وتتضمن محاضرات تطبيقية تشمل تحليل الأحكام القضائية، والنصوص القانونية من خلال تدريب الطالب على كيفية تطبيق المبادئ القانونية على الوقائع وتحليلها وإبداء رأيه فيها مدعماً بالأسانيد القانونية فضلاً عن تعلم فن الصياغة القانونية.		
اسم المساق: الأوراق التجارية والعمليات المصرفية	رقم المساق: LAW421	الساعات المعتمدة: 3
المتطلب السابق: LAW116:		
يتناول هذا المساق بيان ماهية الأوراق التجارية وكيفية إنشاء الورقة التجارية وشروطها وأنواعها والأحكام المتعلقة بالتداول والوفاء والضمان والتقدم. كما يتناول المساق التعريف بالعمليات المصرفية وأنواع الحسابات والعمليات والخدمات المصرفية.		
ملاحظة: تدرس نسبة 30 ٪ من هذا المساق وفقاً لمناهج الدراسة العملية، وتتضمن محاضرات تطبيقية تشمل تحليل الأحكام القضائية، والنصوص القانونية من خلال تدريب الطالب على كيفية تطبيق المبادئ القانونية على الوقائع وتحليلها وإبداء رأيه فيها مدعماً بالأسانيد القانونية فضلاً عن تعلم فن الصياغة القانونية.		
اسم المساق: التدريب العملي الداخلي	رقم المساق: LAW426:	الساعات المعتمدة: 3
المتطلب السابق: إنجاز 90 ساعة معتمدة		
يتناول هذا المساق تدريب الطالب على كيفية رفع الدعوى المدنية والجزائية وإجراءات سير الخصومة من خلال جلسات تتم في المحكمة الداخلية المحكمة الصورية (بالكلية). يتم تدريب الطالب على التعامل مع قضايا عملية تقتضي استخدام الطالب لمعلوماته القانونية في مختلف فروع القانون، واستشارة الأساتذة المتخصصين، والرجوع إلى المصادر المختلفة للقانون، من أجل تقديم رأي القانون في الحالات المذكورة، وصياغة مذكرة أو استشارة قانونية أو صحيفة دعوى أو عقد أو بحسب ما يطلب منه بواسطة المشرف على تدريب هذا المساق. ويتم اختيار موضوع معين لكل محاكمة صورية ويجري التركيز على هذا الموضوع الذي يمكن أن يكون في القانون العام أو الخاص ويتم تعميق معرفة الطلبة بهذا الموضوع.		
اسم المساق: التدريب العملي الخارجي	رقم المساق: LAW-424:	الساعات المعتمدة: 3
المتطلب السابق: إنجاز 90 ساعة معتمدة		
من خلال هذا المساق يتم تدريب طلاب السنة الرابعة في المحاكم الاتحادية بكافة أنواعها، النيابة العامة والمختبر الجنائي والطب الشرعي والسجون وغيرها وحضور عدد من جلسات تلك المحاكم، وإجراء المناقشات مع قضاة تلك المحاكم. ويكون التدريب لمدة 64 ساعة، حيث يلتزم الطالب بالحضور إلى الجهة الخارجية التي تم قبوله بها ويعود الطالب إلى الكلية لتنتم متابعته من قبل المشرف الداخلي. ويقدم الطالب تقارير عن طبيعة المهام التي قام بها خلال فترة التدريب والمهارات التي اكتسبها والصعوبات التي واجهها أثناء فترة التدريب.		
اسم المساق: القانون الدولي الخاص	رقم المساق: LAW415	الساعات المعتمدة: 3
المتطلب السابق: LAW311:		
يتضمن هذا المساق دراسة محورين أساسيين، الأول: دراسة أحكام قانون الجنسية في دولة الإمارات من حيث شروط اكتساب جنسية دولة الإمارات، فقد جنسية الإمارات، والمركز القانوني للأجانب. والمركز الثاني: دراسة قواعد تنازع القوانين التي تحكم العلاقات القانونية ذات العنصر الأجنبي من خلال بيان ماهية التنازع، وقواعد الإسناد والإحالة والتكييف، وضوابط الإسناد التي تحدد القانون الأجنبي الواجب التطبيق، وموانع تطبيقه. وكذلك يشتمل هذا المساق على دراسة تنازع الاختصاص القضائي الدولي وحالات الاختصاص الدولي لمحكمة الإمارات.		
اسم المساق: قانون التأمين	رقم المساق: LAW355:	الساعات المعتمدة: 3
المتطلب السابق: LAW224 :		
يتناول هذا المساق بيان مفهوم قانون التأمين والتشريعات المنظمة للتأمين وبيان أنواع التأمين وعقد التأمين وضرورته العملية من الناحية القانونية والتجارية وكيفية إبرام عقد التأمين بصفته عقداً تجارياً والخطر والأموال التي يجوز التأمين عليها وآلية التعويض عند تحقق الخطر والالتزامات المترتبة على الأطراف المتعاقدة والمستفيد من التأمين.		
اسم المساق: قانون الفضاء والاتصالات	رقم المساق: law326:	الساعات المعتمدة: 3
المتطلب السابق: LAW230 :		
يتناول هذا المساق بالدراسة تحديد مفهوم قانون الفضاء ونشأته وتطوره، كما يتعرض المساق لدراسة مصادر قانون الفضاء والمصادر الرئيسية له، والمبادئ الأساسية الحاكمة لاستخدام الفضاء، والمسؤولية الدولية التي تنشأ عن استخدامات الفضاء، كما يتناول المساق دراسة نشأة وتطور الاتصالات الدولية واستخدامات الفضاء في الاتصال الدولي، والمبادئ الحاكمة لهذه الاستخدامات، وكذلك يتعرض المساق لدراسة الاتحاد الدولي للاتصالات وتفصيل أجهزته واختصاصاته.		
ملاحظة: تدرس نسبة (30 %) من مفردات هذا المساق باللغة الإنجليزية.		
اسم المساق: قانون الملكية الفكرية	رقم المساق: LAW244:	الساعات المعتمدة: 3
المتطلب السابق: LAW116:		
يتناول هذا المساق مفهوم الملكية الفكرية وتحديد العناصر الأساسية، وبيان ماهية براءة الاختراع وشروط منحها، وحقوق وامتيازات صاحب الاختراع ودراسة العلامات التجارية والمؤشرات الجغرافية والأصناف النباتية الجديدة. وشروطها وتسجيلها والحماية القانونية لها، ثم تناول المساق حقوق المؤلف من حيث التعريف بحق المؤلف، وخصائصه ومضمونه وطبيعة حق المؤلف، ووسائل حماية حقوق المؤلف والحقوق المجاورة، ويشمل جانب من حقوق الملكية كالعلامات التجارية والاختراع وحقوق المؤلف تدرس باللغة الإنجليزية بواقع 30% من درجة المساق.		

اسم المساق : عقود المقاولات	رقم المساق LAW416:	الساعات المعتمدة: 3
المتطلب السابق: LAW224:		
<p>يتضمن هذا المساق التعريف بعقد المقاولة وأهميته وتكليفه والتميز بينه وبين العقود الأخرى كالعمل والإيجار والوكالة وعقد الشركة وعقد الأشغال العامة، ويتضمن أيضا دراسة أركان عقد المقاولة وهي التراضي والمحل في عقد المقاولة وخاصة العمل الذي يلتزم المقاول بإنجازه والشروط الواجب توافرها في العمل والبدل في عقد المقاولة .</p> <p>كما يتضمن المساق التزامات المقاول كالالتزام بإنجاز العمل، الالتزام بتسليم العمل، الالتزام بالضمان والالتزام بالسلامة وكذلك التزامات صاحب العمل كالالتزام بالأجر والالتزام بتسليم العمل وانقضاء عقد المقاولة وتتم فيه دراسة موضوع الأسباب المختلفة لانقضاء عقد المقاولة .</p>		
اسم المساق : Criminology and Punishment	رقم المساق LAW338:	الساعات المعتمدة: 3
المتطلب السابق: لا يوجد		
<p>This course discusses the definition of criminology and punishment, and its historical development, as well as the study of the relationship of criminology and punishment with the penal code, the factors of individual and collective criminal behavior and the various theories that have been developed on this subject.</p>		
اسم المساق : قانون حماية المستهلك	رقم المساق LAW211:	الساعات المعتمدة: 3
المتطلب السابق: لا يوجد		
<p>يتناول هذا المساق دراسة أهم التشريعات الحديثة المتعلقة بحماية المستهلك في دولة الإمارات العربية المتحدة وبيان قواعدها وأثارها ويصنف الطالب بين مفهوم المستهلك العادي والمستهلك الإلكتروني وقوانين الأسعار وحماية المستهلك والاعلان المضلل ومظاهر الحماية المتعلقة بالتشريعات الخاصة بالمستهلك ومنع الاحتكار .</p>		
اسم المساق : التشريعات الجزائية الخاصة	رقم المساق LAW-427:	الساعات المعتمدة: 3
المتطلب السابق: LAW425:		
<p>يتناول هذا المساق دراسة يتناول هذا المساق الجرائم المستحدثة التي تمخضت عن الثورة التكنولوجية كالجرائم الإلكترونية، والجرائم الاقتصادية، وجرائم غسل الأموال، وجرائم الاتجار بالبشر، بالإضافة إلى دراسة أي جرائم أخرى مستحدثة على مجتمع دولة الإمارات، والتي تتطلب مواجهتها بالتجريم والتشريع وذلك من خلال معالجتها بالقوانين العقابية الخاصة .</p>		

Bachelor of Public Relations and Advertising English/Arabic

Program Mission

The Bachelor of Public Relations and Advertising program aims to equip students with the required skills, knowledge and abilities to qualify them so as to be effective and responsible leaders and managers who occupy scientific and professional positions in the communication field anywhere in the whole world. The program works towards qualifying graduates to work in the Public Relations sector in the various organizations and advertising agencies. In addition, it qualifies them to complete their post graduate studies. The program focuses on developing effective communication skills, problem solving, measuring and analyzing the public opinion, understanding the human behavior and working towards realizing success in the various organizations governed by fierce competition.

Program Goals

The aim of this program is to prepare graduated students to:

- Get familiar with the academic skills required by the Labor market
- Effectively acquire practical skills in the field of public relations and advertising
- Effectively use the theoretical and practical skills in communicating with the audience
- Master problem-solving, professionally interpret the public opinion and practice the basics of fair competition
- Arrange researches in the fields of public relations and advertising

Learning Outcomes

By the end of this program, the student shall be able to:

- Effectively communicate with the audience through technology whether on the theoretical or practical levels.
- Practically apply the various theories and communication concepts
- Successfully utilize the skills of public relations and advertising in order to penetrate the Labor market
- Practice critical thinking in order to solve business problems related to public relations and advertising
- Arrange researches in the fields of public relations and advertising

Bachelor of Public Relations and Advertising: Public Relations

Degree Requirements

Degree Requirements – Public Relations		
Component	Courses	
General Education	11	33
Program Core Courses	13	39
Program Elective Courses	4	12
Program Specialization Courses	10	30
Specialization Elective Courses	4	12
Total Required	42	126

Study Plan

1- General Education Courses (11 courses covering 33 credit hours)

Sr.	Course Number	Course Name	Credit Hours
1	CIS 101	Computer Fundamentals	3
2	ENGA 101	English I	3
3	ENGA 102	English II	3
4	HUM A 101	Critical Thinking	3
5	ENVA 201	Introduction to Environmental Science	3
6	SCI 101	Science and Life	3
7	ISLA 201	Islamic Studies in Arabic	3
8	PSYA 101	Introduction to Psychology	3
9	SSSA 101	Study Skills	3
10	UAEA 201	UAE Studies in Arabic	3
11	MGT 310	Innovation and Entrepreneurship	3
Total			33

2- Mandatory Program Courses (13 courses covering 39 credit hours)

SERIAL #	COURSE CODE	COURSE NUMBER	COURSE NAME	THEORETICAL	PRACTICAL	CH	ACADEMIC LEVEL	PREREQUISITE
1.	COM	101	Communication Skills	3	-	3	First	
2.	COM	102	Arabic Language for Media	3	-	3	First	
3.	EOA	201	Principles Economics	3	-	3	Second	
4.	POL	202	Introduction to Political Sciences	3	-	3	Second	COM101
5.	SOCA	101	Introduction to Sociology	3	-	3	Second	
6.	ADV	204	Television Production	2	2	3	Second	COM101
7.	RES	201	Research Methods	3	-	3	Second	CIS101, STA301
8.	COM	206	Translation	3	-	3	Second	ENGA102
9.	ADV	207	Photography	2	2	3	Second	COM101
10.	PRA	208	Introduction to Public Relations	3	-	3	Second	COM101
11.	ADV	209	Introduction to Advertising	3	-	3	Second	PRA208
12.	STA	301	Applied Statistics	3	-	3	Third	CIS 101
13.	COM	401	Public Opinion	3	-	3	Fourth	PRA208, ADV209

Elective Program Courses (4 courses selected by the student out of 11 courses covering 12 credit hours)

SERIAL #	COURSE CODE	COURSE NUMBER	COURSE NAME	THEORETICAL	PRACTICAL	CH	ACADEMIC LEVEL	PREREQUISITE
1.	HIS	210	History of the Arab Gulf Countries	3	-	3	Second	UAEA201
2.	LAW	101	Introduction to Law	3	-	3	Third	
3.	ENV	303	Renewable Energy Sources	3	-	3	Third	COM101
4.	COM	304	Social Networking	2	2	3	Third	CIS204

5.	ADV	305	Design Fundamentals	2	2	3	Third	CIS204
6.	ADV	309	Graphic Art	2	2	3	Third	CIS204
7.	MGT	101	Introduction to Business	3	-	3	Third	
8.	LAW	304	Regional and International Organizations	3	-	3	Fourth	COM101
9.	PRA	403	Information Society	3	-	3	Fourth	COM101
10.	PRA	412	Organizing Fairs and Festivals	3	-	3	Fourth	PRA208
11.	ADV	405	Multimedia	2	2	3	Fourth	CIS204

3- Mandatory Specialization Courses (10 courses covering 30 credit hours)

SERIAL #	COURSE CODE	COURSE NUMBER	COURSE NAME	THEORETICAL	PRACTICAL	CH	ACADEMIC LEVEL	PREREQUISITE
1.	PRA	301	Public Relations Organization and Management	3	-	3	Third	PRA208
2.	PRA	302	Writing for Public Relations	2	2	3	Third	PRA208
3.	PRA	303	Production of Information Materials in the Field of Public Relations	2	2	3	Third	ADV204 ADV207
4.	PRA	304	Protocol and Etiquette	3	-	3	Third	PRA208
5.	PRA	305	Online Public Relations (E)	2	2	3	Third	ADV204 ADV207
6.	PRA	401	Public Relation Campaigns	2	2	3	Fourth	PRA302
7.	PRA	402	Organizing Special Events in Public Relations	3	-	3	Fourth	PRA303
8.	PRA	411	Public Relations and Crisis Management	2	2	3	Fourth	PRA301
9.	PRA	404	Field Training in Public Relations	120 Training Hours		3	3	
10.	PRA	405	Graduation Project in Public Relations	1	4	3	Fourth	RES/201

4- Elective Specialization Courses (4 courses selected by the student out of 9 courses)

covering 12 credit hours)

SERIAL #	COURSE CODE	COURSE NUMBER	COURSE NAME	THEORETICAL	PRACTICAL	CH	ACADEMIC LEVEL	PREREQUISITE
1.	PRA	306	Ethics of Public Relations	3	-	3	Third	PRA208
2.	PRA	307	Integrated Marketing Communications	3	-	3	Third	PRA208 ADV209
3.	PRA	308	Direct Marketing	3	-	3	Third	PRA208 ADV209
4.	PRA	309	International Public Relations	3	-	3	Third	PRA208
5.	PRA	406	Social Marketing	3	-	3	Fourth	PRA208 ADV209
6.	PRA	407	Organizations Reputation Management	3	-	3	Fourth	PRA208
7.	PRA	408	Art of Persuasion	3	-	3	Fourth	PRA208
8.	PRA	409	Organizational Communication	3	-	3	Fourth	PRA208
9.	PRA	410	Marketing Research	3	-	3	Fourth	PRA208 ADV209

Course Descriptions

ECOA 201: Principles of Economics	Prerequisite: None
<p>This course includes important and vital subjects which enable the student to understand economics, the economic problem and business mechanisms by studying and analyzing the theory of supply and demand and studying the various types of flexibility on the microeconomic level. In addition, the course studies and analyzes important subjects on the macroeconomic level such as the national income, unemployment, inflation, financial and cash policy, foreign trade, balance of payments and the various economic systems.</p>	
ADV 204: Television Production	Prerequisite : COM 101
<p>This course qualifies students to acquire the skills and experience necessary to film TV shows and lighting control, the students learn primarily how to be professional photographers and how they can chose locations inside and outside the studio by training on different types of cameras used in television work. Students will learn the basics of photography using different types of cameras, lenses, and filters in addition to speeds, as well as learn the importance of lighting and camera angles during photography. During the various training phases, students stand behind the camera and take shots and scenes by themselves to gain experience in the least possible time, they also receive training on applications for editing, mixing and adding graphics using Adobe Premiere and Final Cut.</p>	
POL 202: Introduction to Political Sciences	Prerequisite : COM 101
<p>This course addresses the definition of politics, its historical development, subjects, and relation to other social sciences. In addition, it defines the concept of the theory of the State, political authority and the reasons why the political authority is governed by the law. Besides, the course explains the concept of political parties and their relation to the political regime. It also manifests the significance and means of measuring the public opinion. It clarifies the concept, functions and approaches of the advocacy groups.</p>	
STA 301: Applied Statistics	Prerequisite : CIS 101
<p>This course defines the science of statistics and outlines its significance in collecting, organizing and summarizing data as well as converting them into digital information which enables its users to take proper decisions in their field of business. This course aims at developing the student's knowledge abilities in characterizing and presenting data, and calculating the frequency distribution, measurements of centralization and dispersion. The student shall be also able to analyze and interpret regression, contrast and correlation between several statistical variables. In addition, the course shall enable the student to effectively apply statistical measurements in the field of business administration by testing samples, confidence limits and the application of Chi- squared test ... etc.</p>	
RES 201: Research Methods	Prerequisite: CIS 101, STA 301
<p>This course covers scientific research and its theory in business administration and information systems. It also discusses the proposed strategy, process and problem of the scientific research by collecting, analyzing and coding data and developing a research report for the private and public sectors.</p>	
COM 102: Arabic Language for Media	Prerequisite: None

<p>This course defines the language and points out its function, origin and the significance of the Arabic language as well as its features and means of its protection. It also outlines the concept, functions and objectives of media, elements of the media operation, the relation between mass media and the language and the linguistic reality in mass media. This course also indicates the role of media in teaching the language. It defines the media language in terms of the levels of linguistic expression and the most significant features of the media language. This course studies the problem of colloquial accents in media, provides relevant examples and proposes their solutions. The course discusses the relation between media and advertising by pointing out the concept of media, its significance, and features of its language, problems and proposed solutions. Finally, the course researches the common language mistakes, relevant reasons and examples and provides suitable solutions. It also discusses the fragile linguistic performance in mass media in terms of the phenomena of such weakness, reasons and proposed corrective measures.</p>	
COM 206: Translation	Prerequisite : ENGA 102
<p>This course aims at qualifying the student to be a translator / editor who has both translation and editing abilities. The course is a remarkable asset to the student in the field of foreign affairs. It enhances the student's skills, abilities and tools by mastering the theoretical rules of translation and editing as well as the practical applications on the news of the regional and international agencies. Besides, this course enables the student to adapt the translated news to the local language and publish it in an understandable manner after making the required modifications.</p>	
ADV 207: Photography	Prerequisite : COM 101
<p>This course addresses the art of photography, the scientific and technical foundations of photography; it explains the idea of the camera, its parts and type, in addition to the types of lenses. It also explains the factors of exposure and depth of field; it demonstrates the mechanism of optical imaging, image production, use of lighting, image resolution, and storage media. How to edit photos using Photoshop and Lightroom.</p>	
COM 401: Public Opinion	Prerequisite : PRA 208, ADV 209
<p>This course defines public opinion in its capacity as one of the collective behavior phenomena which have been originated along with the development of cities. This phenomenon has been developed due to the voluminous variables of contemporary life which predominated the features of the prevalent human civilization. This course aims at familiarizing students with the concept of public opinion, reasons for paying attention to it, types for which a public opinion is classified in accordance with specific standards related to time, number of the involved audience, power of influence and impact and the various factors of forming a public opinion especially the mass media. Through such study, the student shall be able to understand the theories of interpreting the behavior which deals with the phenomenon of public opinion and accordingly, the student shall be able to measure public opinion through objective tools such as polls, surveys, content analysis and public opinion questionnaires.</p>	
COM 101: Communication Skills	Prerequisite: None

This course addresses the issue of human communication, its obstacles, types of various characters and the different and important communication skills required for successfully understanding the human being and dealing with him / her taking into consideration that the human being represents various types of personalities, modes, tempers and inclinations. The students are trained to acquire skills and arts which enable them to successfully master communication with others in the various life environments while considering these skills as keys to realize excellence and leadership. Students have exposure to the phenomena of communicative messages issued by the human being, their connotation and implications such as

the body language, voice and the various methods of dialog and persuasion with other human beings.

PRA 208: Introduction to Public Relations

Prerequisite : COM 101

This course addresses the description and concept of public relations. It provides the student with the stages, targets and origin of this concept. The course also points out the significance and reasons for deeply getting acquainted with the functions of general management. The course focuses on public opinion, its categories and the possibility of reaching the proper means to measure the public opinion. It also identifies the role of public relations in the field of communication, constituents of communication, and the means used in public communication with the employees, stakeholders and the local community. This course points out how the public relation activity is practiced and the development of the systems of the public relation bodies.

ADV 209: Introduction to Advertising

Prerequisite: PRA 208

This course defines advertisement in its capacity as one of the means of communication, the factors which assist in paying attention to this communicative activity, its stages, and its relation to the consumer who is the primary target of the advertisement. The course also studies the relation to the market researches which have been conducted on some samples of the society taking into account that they are a preliminary catalyst for the success of the advertisement in its various tendencies. The course points out the used advertising means, formulas of editing advertisements and types of advertising missions. Hence the student shall be acquainted with this science which is governed by a set of models and theories and interpreted by field experimental researches. Such knowledge shall assist in understanding and coordinating the nature of advertising campaigns, factors of their success and the means used in them. The student shall be equipped with the ability to formulate and design advertising messages, know their main components, understand the work mechanisms of specialized advertising agencies, the nature of advertising campaigns and the prerequisites of their success. In addition, the student shall clearly identify the moral principles governing the advertising activity and the regulations and laws regulating it in several Arab and foreign countries.

PRA 301: Organizing and Managing Public Relations (Public Relations Organization and Management)

Prerequisite: PRA 208

This course provides the student with the definition of the concept, mission and objectives of public relations such as conveying the image of the organization to its audience so that this course shall be a business guide for public relations professionals. The course also manifests the planning process in the public relations, the connection between organization and planning from an applied perspective and taking effective decisions. The course also points out the process of designing the organizational structure, means of its evaluation and its various models. It also defines the effective public relations, identifies and explains the process of level control on the various administrative jobs.

PRA 402: Organizing Special Events in Public Relations

Prerequisite : PRA 303

This course addresses the significance of making and organizing special events as a tool for harvesting profits for the organization. It also reviews the importance of this industry in touristic promotion and attraction. The course manifests the significance of organizing special events to market the State on the foreign level whether they are sports, political, or cultural events. It also draws attention to the importance of having public relation companies specialized in organizing

special events. These companies shall have deep experience and knowledge of the market needs and requirements. They shall be able to organize special events and provide comprehensive and integrated solutions in the field of managing occasions to the account of organizations, companies and governmental bodies.

PRA 302: Writing for Public Relations

Prerequisite : PRA 208

This course addresses the executive steps of writing for public relations, its importance, basics of writing, requirements of the proper style, rules of sound writing, types of introductions, headings of the written texts and artistic templates. This course also manifests the advantages, importance, types, formal characteristics, and methods of writing new releases. It indicates the rules of using photos and graphics and the means of evaluating the efficiency of data as well as the method of using such data.

In addition, the course targets at identifying the advertisements of public relations, their significance, objectives, functions, basic elements and methods of measuring their effectiveness. It also presents the creative strategy in the public relations advertisement and the legal aspects of writing for public relations.

PRA 411: Public Relations and Crisis Management

Prerequisite : PRA 301

This course represents an effort to define the methods of confronting crises on the part of the Public Relations cadres in order to maintain the reputation of the organization, work towards its sustainability, take the required precautions with respect to crises, and attempt to contain or minimize their negative effects on the organization. The course aims at developing the knowledge abilities of the students with regard to understanding the crisis, its repercussions, connotations and the reasons leading to the origination of crises such as the humanitarian and administrative reasons. It also presents the features and characteristics of the crisis and the requirements needed to overcome it. The course targets at making the student able to plan in order to confront the crises and figure out their solutions and effectively deal with them. It also delineates the prerequisites and principles of the student's success in this respect.

PRA 303: Production of Information Materials in the field of Public Relations

Prerequisite : ADV 204, ADV 207

This course defines the concepts related to the preparation and production of media materials for public relations such as protocols and events. It points out the elements of building and designing the publications of public relations as well as their artistic basics. The course targets at explaining the steps of preparing and producing audio (radio) and video (TV) materials for public relations, the relation between the Internet and public relations, fields of using the new media, interactive media and means of its utilization through communication technology in order to realize the objectives of public relations.

PRA 401: Public Relation Campaigns

Prerequisite : PRA 302

This course aims at introducing a set of theoretical and applied knowledge related to public relation campaigns including the explanation and implementation of the systematic steps on which the public relation campaigns rely such as planning, organizing and using mass media and means of promotion. The course also targets at developing the knowledge abilities of the student in the communication skills related to identifying the target audience, scheduling the campaign,

evaluating, and writing reports. The student is required to be promoted to the level of completely mastering the preparation, design and execution of an entire campaign and detection of the points of strength and weakness such as knowing the most effective means in the campaign whether in public or private communication. In addition, the course aims at enabling the student to theoretically and practically plan, design and executes public relation campaigns. It also covers some previous mistakes of other campaigns made by various organizations.

PRA 304: Protocol and Etiquette

Prerequisite: PRA 208

This course defines the concept, origin and development of official and diplomatic protocol as well as the bodies assuming the old and contemporary official and diplomatic protocol and visit cards. The course targets at developing the skills related to the etiquette of speech, listening, dealing and courtesies in the official and diplomatic fields. The course explains the priorities in the field of diplomatic consular missions, priorities among countries, gifting and granting medals, types and methods of preparing banquettes, and the rules of raising and half-masting flags. The course also sets out the classification of official uniforms for both men and women in the international events. It points out the privileges and immunity of delegations in the international conferences as well as the methods and rules of etiquette followed in organizing them.

PRA 305: Online Public Relations (E)

Prerequisite : ADV 204, ADV 207

The objective of this course is to provide an overview of how people in the Public Relations (PR) field use visual communications to meet various organizational objectives. Students explore how memorable visual messages with text have the greatest effect to inform, educate and persuade individuals. The course will help students navigate through the vast amount of visual stimulation by introducing them to the principles of visual literacy. It also involves discovering why some images are remembered while most are not through the critical examination of visual communications in newspapers, magazines, television, film, and new media. Students learn how to interpret visual representations from these theoretical perspectives and how to apply these theories strategically in the work they produce. They will actively apply these principles while getting hands-on experience in the techniques and contemporary applications in visual media— specifically print and electronic publication production as they apply to the PR profession. Practical coursework involves learning to use some of the standardized industry software, including Adobe InDesign CS6, Adobe Photoshop CS6, and the Word Press to produce fliers, logos, brochures, and portions of websites.

PRA 404: Field Training in Public Relations

Prerequisite: Completing 105 credit hours

This course addresses the practical training of students in the public and private companies specialized in public relations as well as academic and practical supervision during training. The students shall provide reports on the nature of missions performed during training, in addition to the acquired skills and the difficulties encountered. These reports shall be discussed by the academic supervisor.

PRA 405: Graduation Project in Public Relations

Prerequisite : RES/ 201

During this course, students shall present a graduation project in the field of public relations. The project shall study the public relations in a public or private organization in the United Arab

Emirates. Alternatively, students may develop a web site for an organization, produce a set of in- house publications such as a magazine, circular or guide manual. Students may organize a private exhibition or event.

PRA 406: Social Marketing (Elective)

Prerequisite : PRA 208, ADV 209

This course aims at familiarizing students with the concept of social marketing and comparing it to other marketing concepts. This course shall assist in developing the knowledge abilities of the student in this respect. This subject includes issues such as the concept of social marketing, the relation between social marketing and commercial marketing, theories and models of social marketing, planning strategies in social marketing campaigns, methods of persuasion and mission building in social marketing campaigns, social marketing in non-profit, non-governmental organization and political marketing.

PRA 306: Ethics of Public Relations (Elective)

Prerequisite : 208

This course addresses the concept and ethics of public relations as well as the significance of such ethics in public relation organizations. The course also covers the legislations and laws regulating this profession as well as the proper means to deal with the various problems and cases facing the organizations. It explains the code of ethics regulating the public relation profession, its origin, development, benefits, features and the variables and elements affecting adherence to professional ethics. In addition, the course points out the moral codes of the public relations and their relation to professional organizations.

PRA 307: Integrated Marketing Communications (Elective)	Prerequisite : PRA 208, ADV 209
<p>The study of this course relies on the modern concept of the operation of the Integrated Marketing Communications which includes the coordination based on integration between all activities of advertising, publishing, personal sale, direct marketing and the means of activating sales. This operation also includes the relation between all these activities and planning, organization, measuring effectiveness and developable evaluation so as to guarantee the integration of all these activities.</p>	
PRA 407: Organizations Reputation Management (Elective)	Prerequisite : PRA 208
<p>This course addresses the means of managing the strategic reputation of the organization in terms of communications and tactics used in reputation management. The course also targets at equipping the students with the skills of managing cases, risks and crises as well as the proper and modern means of solving them and successful planning to deal with them.</p>	
PRA 308: Direct Marketing (Elective)	Prerequisite : PRA 208, ADV 209
<p>This course identifies the concept, features, defects, methods and main objectives of direct marketing. The course aims at developing the knowledge abilities of the students in this field so that they shall be able to differentiate between direct marketing and public advertisement. In addition, students shall be familiarized with the elements which assist in the growth and development of direct marketing in addition to the stages of using direct marketing in the</p>	

marketing strategy. Finally, the course aims at enabling the student to realize the significance and method of using the database in the field of direct marketing.

PRA 309: International Public Relations (Elective)

Prerequisite : PRA 208

This course provides the student with the concepts of international relations in the field of addressing the internal audience of the international organization in addition to its external audience. The course also identifies the peculiarities and fields of public relations and explains the basic elements on which the organizations rely in order to communicate their mission to influence the audience and communicate with them so as to be able to positively deal with the organization. This course addresses the skills of dealing with others by deepening the concept of the audience's various cultures. This course leads to a deep understanding of the field of using modern approaches in the realm of public relations, the role of the communication operations in supporting and enhancing public relations and identifying the types of public communication.

PRA 408: Art of Persuasion (Elective)

Prerequisite : PRA 208

This course introduces the concept of persuasion as one of the important communication skills in the various functions of life and human interaction and as a basic leadership, administrative and marketing skill. Besides, the course refers to the ability to influence by manifesting the tools which assist in persuading others through arguments, statements, corroborating the concept of credibility, inculcating their confidence, detecting their ideas, understanding the catalysts of persuasion and the means of using them in order to realize the effectiveness and efficiency of the dialog and providing the student with the various persuasion skills.

PRA 409: Organizational Communication (Elective)

Prerequisite : PRA 208

This course targets at explaining and analyzing the types and forms of organizational communication in the business organization. In addition, it focuses on explaining the various theoretical and applied knowledge related to organizational communication such as basic concepts, using modern technology in organizational communication, examples and levels of organizational communication, sources of information in the organization, means of communication in the organization and approaches of managing disputes.

PRA 410: Marketing Research (Elective)

Prerequisite : PRA 208, ADV 209

This course defines the concept, significance and objectives of market research. It aims at developing the students' knowledge abilities in this field so that they shall be able to design the marketing research and implement its steps by collecting its preliminary and secondary data through using questionnaire, relying on samples, and generalizing them on the relevant community. Finally, students shall be able to consistently and coherently write a market research.

LAW 101: Introduction to Law (Elective)

Prerequisite: None

The course discusses the general theory of law including the definition of law, features of the legal rule, various branches of the law, formal and explanatory sources, scope of applying the law in terms of place and time and studying the interpretation of the legal rule. This course also studies the legal personality, feature, types and resultant effects of acquiring it. This subject also includes studying the general theory of rights such as the definition of a right, its elements, types, parties and means of its protection and ascertainment.

HIS 210: History of the Arab Gulf Countries (Elective)	Prerequisite : UAE/A 201
<p>This course aims at familiarizing the students with the identity of the ancient inhabitants of the Gulf during the Stone Age, Hellenic Age, and the Parthian Age. The course illustrates the history of Arabs during the Islamic period and the Islamic conquests. It points out the concepts of forming the Karamathian and Uyunid emirates in the Gulf. The course also enables the student to interpret the struggle on the Gulf during the eras of the Portuguese, Safavids and Ottomans. It refers to the role of England in the Gulf and analyzes the nature of man and the origin of the political formation in the Gulf. This course enables the student to acquire the skills necessary to get acquainted with the history of the Gulf (Trucial States) from 1820 AD till independence. Besides, it discusses the political developments and the oil economy in the Gulf during the twentieth century.</p>	
LAW 304: Regional and International Organizations (Elective)	Prerequisite : COM 101
<p>This course studies the international organizations in terms of their definition, origin and development. It focuses on studying the general rules of the global organization, the legal personality of the international organization, as well as the types, role and powers of the international organizations. The course extensively presents the UN and some regional organizations such as the Arab League and the Cooperation Council of the Arab Gulf countries.</p>	
ENV 303: Renewable Energy Sources (Elective)	Prerequisite :COM 101
<p>This course identifies the sources of renewable energy and its significance. It also presents the energy resources and conversions from traditional methods and the demand on energy. The course presents fossil, solar, wind, water, biological and nuclear energy. It studies energy, economics and environment as well as renewable energy in the United Arab Emirates, its history, applications and importance.</p>	
PRA 403: Information Society (Elective)	Prerequisite : COM 101
<p>This course provides a comprehensive idea on the concept, origin and most important theories of the Information Community. It explains to the students the features and indicators of the Information Community. The course also provides the student with the opportunity to analyze the significance, prerequisites and constituents of the classifications of the information industry and evaluate the most important Arab and international tendencies towards the Information Community. In addition, the course qualifies the student to point out the influence and role of libraries in the Information Community. Besides, it enables the student to test the quality of the electronic library programs at the open education system and the quality of performance at the academic sections of libraries and information.</p>	
COM 304: Social Networking (Elective)	Prerequisite : CIS 204
<p>This course addresses the modern means of communication in the societies and the effect of social networking in promoting societal ties and interaction between the various generations. The course also points out the political, social and economic aspects of the new media and its interaction with the society as well as the negative roles of these aspects. The course introduces the advantages of the various social networking sites, their relevant pros and cons, features of e- journalism and means of controlling it. This course also presents the features of the new media which differentiate it from traditional media.</p>	
MGT 101: Introduction to Business (Elective)	Prerequisite: None

This course provides an overview of the main administrative functions with a special emphasis on planning, organization, leadership and control.

ADV 405: Multimedia (Elective)

Prerequisite : CIS 204

This course defines the concept of multimedia by outlining the various features of its elements and types as well as the fields of its use and the means of its presentation. This course aims at developing the student's knowledge skills in utilizing hardware in producing multimedia. It also targets at enabling the student to differentiate between the features and standards of the production and authoring programs in order to create various applications. In addition, it qualifies the student to design and evaluate the steps, stages and standards of producing and selecting multimedia programs.

ADV 309: Graphic Art (Elective)

Prerequisite : CIS 204

This course defines graphic design, its significance, history of its origin, fields of its application and the bases of its success. The course enables the student to differentiate between the types of publications and graphic design as well as between the pictorial, visual, relational and applied elements and the primary and accessory principles of the graphic design. This course also qualifies the student to evaluate Spenser's classification of the art work. The course prepares the student to plan the suitable grid and identify the significance and the relation between the grids and balance. Finally, the course qualifies the students to design a logo or slogan by using graphic design.

ADV 305: Design Fundamentals (Elective)

Prerequisite : CIS 204

This course stresses on the importance, function, influential factors, raw materials, used tools and modern trends of design. It allows the student to use the types, space, movement, and nature of the font and differentiate between its optical and chromatic value, measure the dimensions of fonts and their chromatic values and compare between the straight and zigzag fonts in the Arabic calligraphy and Islamic ornamentation. The course also qualifies the student to discuss the psychology of understanding the color and the meanings related to colors, their effect on the design and color harmony or contrast and its relation to the graphic art (in the art of media and advertising). In addition, the course qualifies the student to evaluate the types of the shape formations, their relation to the (negative and positive) space, the font relation, principles of forming the shape, printing designer and the community. The student shall be able to assess the relation of the shape unity, diversification, types of balance between the shapes of artistic work and types of rhythms in design. This course allows the students the opportunity to practice these skills and apply them in diversified means in a manner which enables them to realize their personal objectives and artistic ideas by designing a model which takes into consideration the elements of design and time in its capacity as a basic unit for building the design components.

PRA 412: Organizing Fairs and Festivals (Elective)

Prerequisite : PRA 208

This course covers: the definition of genesis and evolution of the concept of exhibitions, the diversity of significance of exhibition title and the history and characteristics of the markets and Arab and foreign exhibitions. The course aims at developing the student's cognitive abilities in the types of exhibitions and the reasons for the different classifications and the most important obstacles and mistakes that should be avoided when holding exhibitions and festivals. The course also seeks to enable the student to determine the justification and the importance of exhibitions

for the organizers, companies, visitors and States, in addition to analyze how festivals and events can be managed through tourism system and the relationship between the host community and visitors, and how to share the culture of the communities during festivals, besides studying the economic importance of fairs and festivals and the nature of the spatial capacity and production capacity of the festival. Thereby improving the student in order to be able to assess the idea, strategies and the results of participating in exhibitions.

Bachelor of Public Relations and Advertising: Advertising

Degree requirements

Degree Requirements – Advertising		
Component	Courses	Credit Hours
General Education	11	33
Program Core Courses	13	39
Program Elective	4	12
Program Specialization Courses	10	30
Specialization Elective	4	12
Total Required	42	126

Study Plan

1- General Education Courses (11 courses covering 33 credit hours)

Sr.	Course Number		Course Name	Credit Hours
1	CIS	101	Computer Fundamentals	3
2	ENGA	101	English I	3
3	ENGA	102	English II	3
4	HUM A	101	Critical Thinking	3
5	ENVA	201	Introduction to Environmental Science	3
6	SCI	101	Science and Life	3
7	ISLA	201	Islamic Studies in Arabic	3
8	PSYA	101	Introduction to Psychology	3
9	SSSA	101	Study Skills	3
10	UAEA	201	UAE Studies in Arabic	3
11	MGT	310	Innovation and Entrepreneurship	3
Total				33

2- Mandatory Program Courses (13 courses covering 39 credit hours)

SERIAL #	COURSE CODE	COURSE NUMBER	COURSE NAME	THEORETICAL	PRACTICAL	CREDIT HOURS	ACADEMIC LEVEL	PREREQUISITE
1.	COM	101	Communication Skills	3	-	3	First	
2.	COM	102	Arabic Language for Media	3	-	3	First	

3.	EOCA	201	Principles Economics	3	-	3	Seco nd	
4.	POL	202	Introduction to Political Sciences	3	-	3	Seco nd	COM101
5.	SOCA	101	Introduction to Sociology	3	-	3	Seco nd	
6.	ADV	204	Television Production	2	2	3	Seco nd	COM101
7.	RES	201	Research Methods	3	-	3	Seco nd	CIS1 01, STA 301
8.	COM	206	Translation	3	-	3	Seco nd	ENGA102
9.	ADV	207	Photography	2	2	3	Seco nd	COM101
10.	PRA	208	Introduction to Public Relations	3	-	3	Seco nd	COM101
11.	ADV	209	Introduction to Advertising	3	-	3	Seco nd	PRA208
12.	STA	301	Applied Statistics	3	-	3	Thir d	CIS 101
13.	COM	401	Public Opinion	3	-	3	Fou rth	PRA 208 ADV 209

3- Elective Program Courses (4 courses selected by the student out of 11 courses covering 12 credit hours)

SERIA L #	COU RSE COD E	COUR SE NUM BER	COURSE NAME	THEO RE TI CAL	PRA CT IC AL	CH	ACADE MIC LEVE L	PREREQ UISI TE
1.	HIS	210	History of the Arab Gulf Countries	3	-	3	Second	UAEA201
2.	LAW	101	Introduction to Law	3	-	3	Third	
3.	ENV	303	Renewable Energy Sources	3	-	3	Third	COM101
4.	COM	304	Social Networking	2	2	3	Third	CIS204
5.	ADV	305	Design Fundamentals	2	2	3	Third	CIS204
6.	ADV	309	Graphic Art	2	2	3	Third	CIS204
7.	MGT	101	Introduction to Business	3	-	3	Third	

8.	LAW	304	Regional and International Organizations	3	-	3	Fourth	COM101
9.	PRA	403	Information Society	3	-	3	Fourth	COM101
10.	PRA	412	Organizing Fairs and Festivals	3	-	3	Fourth	PRA208
11.	ADV	405	Multimedia	2	2	3	Fourth	CIS204

4- Mandatory Specialization Courses (10 courses covering 30 credit hours)

SE RIA L #	COU RSE COD E	COUR SE NUM BER	COURSE NAME	THEO RE TI CAL	PRA CT ICAL	CH	ACADE MIC LEVE L	PREREQ UISI TE
1.	ADV	201	Computer Applications on Advertising	3	-	3	Third	ADV 204, ADV 207
2.	ADV	303	Advertising Management	2	2	3	Third	ADV 209
3.	ADV	301	Writing Advertising Texts	2	2	3	Third	ADV 209, ADV 207
4.	ADV	302	Printed Advertisement	3	-	3	Third	ADV 201

5.	ADV	401	Electronic Advertising (E)	2	2	3	Third	ADV 201
6.	ADV	402	Creative Advertising Strategies	2	2	3	Fourth	ADV 301
7.	ADV	411	Advertising Campaigns Planning	3	-	3	Fourth	ADV 301, ADV 303
8.	ADV	403	Radio and Television Advertising	2	2	3	Fourth	ADV 201
9.	ADV	412	Field Training in Advertising	120 Training Hours		3	3	Completing 105 credit hours
10.	ADV	406	Graduation Project in Advertising	1	4	3	Fourth	RES 201

5- Elective Specialization Courses (4 courses selected by the student out of 9 courses covering 12 credit hours)

SERIAL #	COURSE CODE	COURSE NUMBER	COURSE NAME	THEORETICAL	PRACTICAL	CH	ACADEMIC LEVEL	PREREQUISITE
1.	ADV	306	Advertising Promotion and Exhibitions	3	-	3	Third	ADV 209
2.	ADV	304	E-Marketing	3	-	3	Third	ADV 201
3.	ADV	310	Production of Television Advertising	3	-	3	Third	ADV 201
4.	ADV	307	Roads Advertisement	3	-	3	Third	ADV 201
5.	ADV	308	Integrated Marketing Communications	3	-	3	Fourth	ADV 209, PRA 208
6.	ADV	407	Consumer Behavior	3	-	3	Fourth	ADV 306
7.	ADV	408	Presentation Skills	3	-	3	Fourth	COM 101
8.	ADV	409	Advertising Economics	3	-	3	Fourth	ADV 303
9.	ADV	410	International Advertising Campaigns	3	-	3	Fourth	ADV 301

Course Descriptions

Description of the core and specialization courses

ECO 201: Principles of Economics	Prerequisite: None
<p>This course includes important and vital subjects which enable the student to understand economics, the economic problem and business mechanisms by studying and analyzing the theory of supply and demand and studying the various types of flexibility on the microeconomic level. In addition, the course studies and analyzes important subjects on the macroeconomic level such as the national income, unemployment, inflation, financial and cash policy, foreign trade, balance of payments and the various economic systems.</p>	
POL 202: Introduction to Political Sciences	Prerequisite : COM 101

This course addresses the definition of politics, its historical development, subjects, and relation to other social sciences. In addition, it defines the concept of the theory of the State, political authority and the reasons why the political authority is governed by the law. Besides, the course explains the concept of political parties and their relation to the political regime. It also manifests the significance and means of measuring the public opinion. It clarifies the concept, functions and approaches of the advocacy groups.

STA 301: Applied Statistics

Prerequisite : CIS 101

This course defines the science of **statistics and outlines its significance in collecting, organizing** and summarizing data as well as converting them into digital information which enables its users to take proper decisions in their field of business. This course aims at developing the student's knowledge abilities in characterizing and presenting data, and calculating the frequency distribution, measurements of centralization and dispersion. The student shall be also able to analyze and interpret regression, contrast and correlation between several **statistical** variables. In addition, the course shall enable the student to effectively apply statistical measurements in the field of business administration by testing samples, confidence limits and the application of Chi-squared test ... etc.

RES 201: Research Methods

Prerequisite: CIS 101, STA 301

This course covers scientific research and its theory in business administration and information systems. It also discusses the proposed strategy, process and problem of the scientific research by collecting, analyzing and coding data and developing a research report for the private and public sectors.

COM 102: Arabic Language for Media

Prerequisite: None

This course defines the language and points out its function, origin and the significance of the Arabic language as well as its features and means of its protection. It also outlines the concept, functions and objectives of media, elements of the media operation, the relation between mass media and the language and the linguistic reality in mass media. This course also indicates the role of media in teaching the language. It defines the media language in terms of the levels of linguistic expression and the most significant features of the media language. This course studies the problem of colloquial accents in media, provides relevant examples and proposes their solutions. The course discusses the relation between media and advertising by pointing out the concept of media, its significance, and features of its language, problems and proposed solutions.

Finally, the course researches the common language mistakes, relevant reasons and examples and provides suitable solutions. It also discusses the fragile linguistic performance in mass media in terms of the phenomena of such weakness, reasons and proposed corrective measures.

COM 206: Translation

Prerequisite : ENGA 102

This course aims at qualifying the student to be a translator / editor who has both translation and editing abilities. The course is a remarkable asset to the student in the field of foreign affairs. It enhances the student's skills, abilities and tools by mastering the theoretical rules of translation and editing as well as the practical applications on the news of the regional and international agencies. Besides, this course enables the student to adapt the translated news to the local language and publish it in an understandable manner after making the required modifications.

ADV 204: Television Production	Prerequisite : COM 101
<p>This course qualifies students to acquire the skills and experience necessary to film TV shows and lighting control, the students learn primarily how to be professional photographers and how they can chose locations inside and outside the studio by training on different types of cameras used in television work. Students will learn the basics of photography using different types of cameras, lenses, and filters in addition to speeds, as well as learn the importance of lighting and camera angles during photography. During the various training phases, students stand behind the camera and take shots and scenes by themselves to gain experience in the least possible time, they also receive training on applications for editing, mixing and adding graphics using Adobe Premiere and Final Cut.</p>	
ADV 207: Photography	Prerequisite : COM 101
<p>This course addresses the art of photography, the scientific and technical foundations of photography; it explains the idea of the camera, its parts and type, in addition to the types of lenses. It also explains the factors of exposure and depth of field; it demonstrates the mechanism of optical imaging, image production, use of lighting, image resolution, and storage media. How to edit photos using Photoshop and Lightroom.</p>	
COM 401: Public Opinion	Prerequisite : PRA 208, ADV 209
<p>This course defines public opinion in its capacity as one of the collective behavior phenomena which have been originated along with the development of cities. This phenomenon has been developed due to the voluminous variables of contemporary life which predominated the features of the prevalent human civilization. This course aims at familiarizing students with the concept of public opinion, reasons for paying attention to it, types for which a public opinion is classified in accordance with specific standards related to time, number of the involved audience, power of influence and impact and the various factors of forming a public opinion especially the mass media. Through such study, the student shall be able to understand the theories of interpreting the behavior which deals with the phenomenon of public opinion and accordingly, the student shall be able to measure public opinion through objective tools such as polls, surveys, content analysis and public opinion questionnaires.</p>	
COM 101: Communication Skills	Prerequisite: None
<p>This course addresses the issue of human communication, its obstacles, types of various characters and the different and important communication skills required for successfully understanding the human being and dealing with him / her taking into consideration that the human being represents various types of personalities, modes, tempers and inclinations. The students are trained to acquire skills and arts which enable them to successfully master communication with others in the various life environments while considering these skills as keys to realize excellence and leadership. Students have exposure to the phenomena of communicative messages issued by the human being, their connotation and implications such as the body language, voice and the various methods of dialog and persuasion with other human beings.</p>	
PRA 208: Introduction to Public Relations	Prerequisite : COM 101

This course addresses the description and concept of public relations. It provides the student with the stages, targets and origin of this concept. The course also points out the significance and reasons for deeply getting acquainted with the functions of general management. The course focuses on public opinion, its categories and the possibility of reaching the proper means to measure the public opinion. It also identifies the role of public relations in the field of communication, constituents of communication, and the means used in public communication with the employees, stakeholders and the local community. This course points out how the public relation activity is practiced and the development of the systems of the public relation bodies.

ADV 209: Introduction to Advertising

Prerequisite: PRA 208

This course defines advertisement in its capacity as one of the means of communication, the factors which assist in paying attention to this communicative activity, its stages, and its relation to the

consumer who is the primary target of the advertisement. The course also studies the relation to the market researches which have been conducted on some samples of the society taking into account that they are a preliminary catalyst for the success of the advertisement in its various tendencies. The course points out the used advertising means, formulas of editing advertisements and types of advertising missions. Hence the student shall be acquainted with this science which is governed by a set of models and theories and interpreted by field experimental researches. Such knowledge shall assist in understanding and coordinating the nature of advertising campaigns, factors of their success and the means used in them. The student shall be equipped with the ability to formulate and design advertising messages, know their main components, understand the work mechanisms of specialized advertising agencies, the nature of advertising campaigns and the prerequisites of their success. In addition, the student shall clearly identify the moral principles governing the advertising activity and the regulations and laws regulating it in several Arab and foreign countries.

ADV 201: Computer Applications on Advertising

Prerequisite: ADV 204, ADV 207

This course deals with the importance of the computer's use of its hardware for input, operation, output, storage and external transport units, and its relationship to production processes for advertising. The student also studies and trains practically on computer software used in specialization, especially publishing software, Adobe-Photoshop, Adobe in design and some animation and three-dimensional software.

ADV 301: Writing Advertising Texts

Prerequisite: ADV 209, ADV 207

This course aims to study how to prepare the editorial material for advertising messages in order to form a targeted public opinion and also prepare the targeted editorial article for different advertising means while defining the dimensions of the content formulation and its contents and the effects of writing and drafting and its effectiveness on the stages of the psychological and communication impact of the target audience and taking into account the difference of the audience and the means with practical applications prepared by the student.

ADV 303: Advertising Management

Prerequisite: ADV 209

Through this course, students will get acquainted with the general concept of management science, especially advertising management through an integrated scientific administrative study of what is taking place inside specialized facilities in this field with a study of advertising activity plans and the role of management to achieving goals and strategies of messages and methods used, managing decisions and standards set according to the budgets and studying economic feasibility inside advertising and media establishments.

ADV 302: Printed Advertisement

Prerequisite: ADV 201

This course aims for the student to study all forms of printed advertising after learning about a historical introduction to printing and its development and techniques until we reach modern applications in the field of printed advertising and that includes press advertising (newspapers and magazines), fixed and mobile external ads, printed promotional ads in self-service centers and Study the design elements in each of them and the basics of designing them, including the process of separating colors, printing methods, types of paper, inks, materials, and printing techniques, and training students on applied models through working groups.

ADV 401: Electronic Advertising (E)

Prerequisite: ADV 201

This course introduces students to the various institutions that use the Internet to achieve advertising goals for communicating directly with buyers, highlighting the organization, and increasing sales. The course shows students how to take advantage of online content to communicate the right information to the right people at the right time for a small portion compared to the cost of mega advertising campaigns. Students learn how to evaluate, develop and implement web-based advertising and promotional campaigns while exploring topics and ideas for online advertising and marketing. Most classes include discussion of topics related to online advertising and marketing, as well as laboratory and multimedia practical sessions.

ADV 402: Creative Advertising Strategies

Prerequisite: ADV 301

In this course, the student studies the meaning of creativity and innovative thinking in terms of the stages through which the innovative process and its components and creative strategies in the field of advertising and how to design and prepare them with the use of influential persuasive strings through practical and research steps that include practical stages so that the student is able to prepare and analyze innovative advertising messages through working groups.

ADV 411: Advertising Campaigns Planning

**Prerequisite: ADV 301,
ADV 303**

This course introduces advertising campaigns, examines their components and models of audience trends, analyzes the strategies of advertising campaigns, the planning process, studying the mixing of means, what their relationship to the target audience is, how to prepare financial allocations and scheduling, studying pre-test and post-test, and evaluating campaigns to ensure their success.

ADV 412: Field Training in Advertising

**Prerequisite: Completing
105 credit
hours**

Students are divided into working groups to be trained in public and private advertising establishments and agencies, as they acquire practical skills through applying what they have learned in the Printed Advertisement course and the Radio and Television Advertising course through a workshop of training on design and photography for business, and training on technical foundations and the skills of executive acquisition, choosing the appropriate materials and prepare printing samples. Students submit reports on the nature of the tasks they performed during the training period, as well as the skills they acquired and the difficulties they encountered during the training period, and these reports are discussed by the academic supervisor.

ADV 403: Radio and Television Advertising

Prerequisite: ADV 201

This course introduces the development of radio and television, their characteristics and components of advertising in each of them, and to identify the advantages of each of them as mass advertising means, and to address their modern technologies and their impact on advertising. This course is also exposing students to the methods of preparing and designing advertisements in radio and television, their different types and the related technical means. Students are practically trained to do this through working groups in the setting places.

ADV 406: Graduation Project in Advertising

Prerequisite: RES 201

In this course, students experiment with planning, design and implementation of an integrated advertising campaign through working groups that simulate what is happening in the advertising market in a practical way, collective work is done through an integrated work team where students choose the title of the graduation project and go through preparation, research, information gathering and opinion polls and analysis to get Indicators that help them define an advertising strategy and designs that include thoughtful, innovative ideas that the group will implement and then present to the evaluation committee.

**ADV 306: Advertising Promotion and Exhibitions
(Elective)**

Prerequisite: ADV 209

Through this course, students learn about promotional studies, what is related to the promotional mix, the factors influencing the formulation of these strategies and their relationship to advertising activities, publishing, personal selling and sales promotion through processes related to managing display windows, holding exhibitions and festivals, and all means supporting sales fairs in self-service stores.

ADV 304: E-Marketing (Elective)

Prerequisite: ADV 201

This course seeks to provide students with the latest skills to deal with the Internet and do practical applications by designing and implementing forms of advertising service for specific institutions, products or brands, while examining the types of these applications and graphic programs related to their design and implementation, while introducing students to the ethics applied in this field.

ADV 307: Roads Advertisement (Elective)

Prerequisite: ADV 201

In this course, the student studies everything related to external advertisements, whether fixed or on transportation, methods of design and implementation, and how to manage them, including studying laws and legislations regulating them. The course also deals with a study of all types of external advertisements with their different names, also studying and analysing global and local samples in addition to study the raw materials and the printing methods used in its execution.

ADV 308: Integrated Marketing Communications (Elective)

Prerequisite: ADV 209, PRA 208

The study for this course is based on the modern concept of the integrated marketing communication process, which includes coordination based on the integration of all advertising, publishing, personal selling, advertisement, direct marketing and means of sales promotion. This course also includes the relationship of all these activities to planning, organizing, measuring effectiveness and assessing the development of those activities to ensure their integration.

ADV 310: Production of Television Advertising (Elective)

Prerequisite: ADV 201

In this course, the student studies the foundations of filming television ads in all its forms and artistic styles, after studying the types of cameras and lighting units and the relationship of filming techniques, whether internal or external and the study of directing and editing to achieve and train on the communication goals of the advertisement.

ADV 407: Consumer Behavior (Elective)

Prerequisite: ADV 306

This course aims to make the student fully conversant with the psychological studies of consumers and recipients before preparing the communication processes by studying all the different aspects of consumer behavior, influencing factors, types of perception and trends, motives and needs and their link to instincts. Study all these theories and their connection to advertising and decision-making processes and how to use persuasive strings of positive effect with examining and editing some samples.

ADV 408: Presentation Skills (Elective)

Prerequisite: COM 101

This course aims to provide students with a set of communication skills related to their success in the media field, especially in the field of advertising, where the course addresses the method of speaking, listening, expression, methods and theories of influence and persuasion. Students are also trained to use the communication methods and techniques during presentation to ensure the creation of persuasion and the achievement of communication goals.

ADV 409: Advertising Economics (Elective)

Prerequisite: ADV 303

This course deals with all topics related to economic factors associated with advertising operations through studying the economic theoretical foundations and their applications before selecting the correct methods and planning the campaigns where there is a correlation between the cost and the revenue must be taken into consideration and identified before making decisions, in addition, studying the applications related to the technical feasibility study that can be converted, in the end, to an economic feasibility study.

ADV 410: International Advertising Campaigns (Elective)

Prerequisite: ADV 301

In this course, the student studies international advertising from an applied conceptual perspective, and discusses the international advertising and international advertising campaigns with their broad concepts and capable of disseminating ideas internationally with the possibility of applying them locally (for each country according to the variables related to the quality of the audience) after a marketing, promotional, cultural and social study and its relationship to the behaviour of local consumers. In addition to studying and analysing examples from these international campaigns.

LAW 101: Introduction to Law (Elective)

Prerequisite: None

The course discusses the general theory of law including the definition of law, features of the legal rule, various branches of the law, formal and explanatory sources, scope of applying the law in terms of place and time and studying the interpretation of the legal rule. This course also studies the legal personality, feature, types and resultant effects of acquiring it. This subject also includes studying the general theory of rights such as the definition of a right, its elements, types, parties and means of its protection and ascertainment.

HIS 210: History of the Arab Gulf Countries (Elective)

Prerequisite : UAE/A 201

This course aims at familiarizing the students with the identity of the ancient inhabitants of the Gulf during the Stone Age, Hellenic Age, and the Parthian Age. The course illustrates the history of Arabs during the Islamic period and the Islamic conquests. It points out the concepts of forming the Karamathian and united emirates in the Gulf. The course also enables the student to interpret the struggle on the Gulf during the eras of the Portuguese, Safavids and Ottomans. It refers to the role of

England in the Gulf and analyzes the nature of man and the origin of the political formation in the

Gulf. This course enables the student to acquire the skills necessary to get acquainted with the history of the Gulf (Trucial States) from 1820 AD till independence. Besides, it discusses the political developments and the oil economy in the Gulf during the twentieth century.

LAW 304: Regional and International Organizations (Elective)

Prerequisite : COM 101

This course studies the international organizations in terms of their definition, origin and development. It focuses on studying the general rules of the global organization, the legal personality of the international organization, as well as the types, role and powers of the international organizations. The course extensively presents the UN and some regional organizations such as the Arab League and the Cooperation Council of the Arab Gulf countries.

ENV 303: Renewable Energy Sources (Elective)

Prerequisite :COM 101

This course identifies the sources of renewable energy and its significance. It also presents the energy resources and conversions from traditional methods and the demand on energy. The course presents fossil, solar, wind, water, biological and nuclear energy. It studies energy, economics and environment as well as renewable energy in the United Arab Emirates, its history, applications and importance.

PRA 403: Information Society (Elective)

Prerequisite : COM 101

This course provides a comprehensive idea on the concept, origin and most important theories of the Information Community. It explains to the students the features and indicators of the Information Community. The course also provides the student with the opportunity to analyze the significance, prerequisites and constituents of the classifications of the information industry and evaluate the most important Arab and international tendencies towards the Information Community. In addition, the course qualifies the student to point out the influence and role of libraries in the Information Community. Besides, it enables the student to test the quality of the electronic library programs at the open education system and the quality of performance at the academic sections of libraries and information.

COM 304: Social Networking (Elective)

Prerequisite : CIS 204

This course addresses the modern means of communication in the societies and the effect of social networking in promoting societal ties and interaction between the various generations. The course also points out the political, social and economic aspects of the new media and its interaction with the society as well as the negative roles of these aspects. The course introduces the advantages of the various social networking sites, their relevant pros and cons, features of e-journalism and means of controlling it. This course also presents the features of the new media which differentiate it from traditional media.

MGT 101: Introduction to Business (Elective)

Prerequisite: None

This course provides an overview of the main administrative functions with a special emphasis on planning, organization, leadership and control.

ADV 405: Multimedia (Elective)

Prerequisite : CIS 204

This course defines the concept of multimedia by outlining the various features of its elements and types as well as the fields of its use and the means of its presentation. This course aims at developing the student's knowledge skills in utilizing hardware in producing multimedia. It also targets at enabling the student to differentiate between the features and standards of the production and authoring programs in order to create various applications. In addition, it qualifies the student to design and evaluate the steps, stages and standards of producing and selecting multimedia programs.

ADV 309: Graphic Art (Elective)

Prerequisite : CIS 204

This course defines graphic design, its significance, history of its origin, fields of its application and the bases of its success. The course enables the student to differentiate between the types of publications and graphic design as well as between the pictorial, visual, relational and applied elements and the primary and accessory principles of the graphic design. This course also qualifies the student to evaluate Spenser's classification of the art work. The course prepares the student to plan the suitable grid and identify the significance and the relation between the grids and balance. Finally, the course qualifies the students to design a logo or slogan by using graphic design.

ADV 305: Design Fundamentals (Elective)

Prerequisite : CIS 204

This course stresses on the importance, function, influential factors, raw materials, used tools and modern trends of design. It allows the student to use the types, space, movement, and nature of the font and differentiate between its optical and chromatic value, measure the dimensions of fonts and their chromatic values and compare between the straight and zigzag fonts in the Arabic calligraphy and Islamic ornamentation. The course also qualifies the student to discuss the psychology of understanding the color and the meanings related to colors, their effect on the design and color harmony or contrast and its relation to the graphic art (in the art of media and advertising). In addition, the course qualifies the student to evaluate the types of the shape formations, their relation to the (negative and positive) space, the font relation, principles of forming the shape, printing designer and the community. The student shall be able to assess the relation of the shape unity, diversification, types of balance between the shapes of artistic work and types of rhythms in design. This course allows the students the opportunity to practice these skills and apply them in diversified means in a manner which enables them to realize their personal objectives and artistic ideas by designing a model which takes into consideration the elements of design and time in its capacity as a basic unit for building the design components.

PRA 412: Organizing Fairs and Festivals (Elective)

Prerequisite : PRA 208

This course covers: the definition of genesis and evolution of the concept of exhibitions, the diversity of significance of exhibition title and the history and characteristics of the markets and Arab and foreign exhibitions. The course aims at developing the student's cognitive abilities in the types of exhibitions and the reasons for the different classifications and the most important obstacles and mistakes that should be avoided when holding exhibitions and festivals. The course also seeks to enable the student to determine the justification and the importance of exhibitions for the organizers, companies, visitors and States, in addition to analyze how festivals and events can be managed through tourism system and the relationship between the host community and visitors, and how to share the culture of the communities during festivals, besides studying the economic importance of fairs and festivals and the nature of the spatial capacity and production capacity of the festival. Thereby improving the student in order to be able to assess the idea, strategies and the results of participating in exhibitions.

Bachelor of Dental Surgery

Program Mission

Provide a Bachelor of Dental Surgery educational program in the UAE, initiate and develop basic and clinical research and offer high quality care to meet the needs and requirements of the region. The program aims to prepare highly qualified graduates in general dentistry to deliver compassionate and ethical oro-facial health care service.

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.

Degree Requirements

Degree Requirements – Bachelor of Dental Surgery	
Component	Credit Hours
General Education	24
Specialization	170
Total	194

General Education Requirements (24 Credit Hours)

No.	Course Code	Course Name	Cr / H	Prerequisite
1	ACS 101	Communication Skills in Arabic Lang	3	None
2	CIS 101	Computer Fundamentals	3	None
3	HUM 101	Critical Thinking	3	None
4	ISL 201	Islamic Culture	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

DDS Course Requirements (170 Credit Hours)

No.	Course Code	Course Name	Cr/H	Prerequisite
1	DDS 101	Physics (Dentistry)	2	-----
2	DDS 110	English for Special Purposes (Dentistry)	3	-----
3	DDS 111	Integrated Biological Sciences I	3	-----
4	DDS 112	Histology & Cell Biology	3	-----
5	DDS 126	General Chemistry (Dentistry)	2	-----
6	DDS 119	Biochemistry (Dentistry)	4	DDS 126
7	DDS 121	Integrated Biological Sciences II	4	DDS 111
8	DDS 122	Oral Histology	4	DDS 112
9	DDS 123	Head & Neck Anatomy I	3	DDS 111
10	DDS 210	Psychology & Behavioral Sciences	2	-----
11	DDS 213	Biomaterials	2	DDS 101
12	DDS 214	Microbiology & Immunology	3	-----

1 3	DDS 215	Pathology	2	DDS 112
1 4	DDS 223	Head & Neck Anatomy II	3	DDS 123
1 5	DDS 239	Pharmacology I (Dentistry)	2	DDS 121
1 6	DDS 220	Introduction to Oral & Dental Diseases	3	DDS 215
1 7	DDS 221	Oral Radiology I	3	DDS 101, DDS 123

No.	Course Code	Course Name	Cr/H	Prerequisite
18	DDS 222	Dental Anatomy & Occlusion	4	DDS 123
19	DDS 226	General Medicine & Infectious Diseases	4	DDS 214, DDS 215
20	DDS 227	General Surgery & ENT	3	DDS 123, DDS 215
21	DDS 228	Infection Control	1	DDS 214
22	DDS 240	Pharmacology II (Dentistry)	2	DDS 239
23	DDS 311	Preventive Dentistry & Nutrition	4	DDS 226, DDS 221
24	DDS 312	Pre-Clinical Pediatric Dentistry I	2	DDS 221
25	DDS 313	Pre-Clinical Oral Surgery I & Pain Control	2	DDS 240, DDS 214, DDS 227
26	DDS 314	Oral Pathology I	3	DDS 215, DDS 220
27	DDS 315	Pre-Clinical Operative Dentistry I	3	DDS 213, DDS 222
28	DDS 316	Pre-Clinical Prosthodontics I	4	DDS 213, DDS 222
29	DDS 317	Pre-Clinical Endodontics I	2	DDS 213, DDS 222
30	DDS 318	Pre-Clinical Periodontics I	1	DDS 122
31	DDS 320	Four Handed Dentistry	1	DDS 214
32	DDS 321	Pre-Clinical Orthodontics	2	DDS 122, DDS 222
33	DDS 322	Pre-Clinical Pediatric Dentistry II	2	DDS 312
34	DDS 323	Pre-Clinical Oral Surgery II	3	DDS 226, DDS 313
35	DDS 324	Oral Pathology II	3	DDS 314
36	DDS 325	Pre-Clinical Operative Dentistry II	3	DDS 315
37	DDS 326	Pre-Clinical Prosthodontics II	3	DDS 315, DDS 316

3 8	DDS 327	Pre-Clinical Endodontics II	2	DDS 317
3 9	DDS 328	Pre-Clinical Periodontics II	2	DDS 318
4 0	DDS 410	Oral Diagnosis / Oral Medicine	3	All Preclinical Courses and DDS 210
4 1	DDS 411	Oral Radiology II	2	DDS 221
4 2	DDS 412	Clinical Pediatric Dentistry I	2	All Preclinical Courses and DDS 210
4 3	DDS 413	Clinical Orthodontics I	2	All Preclinical Courses and DDS 210
4 4	DDS 415	Clinical Operative Dentistry I	2	All Preclinical Courses and DDS 210
4 5	DDS 416	Clinical Prosthodontics I	2	All Preclinical Courses and DDS 210
4 6	DDS 417	Clinical Endodontics I	2	All Preclinical Courses and DDS 210
4 7	DDS 418	Clinical Periodontics I	2	All Preclinical Courses and DDS 210
4 8	DDS 419	Clinical Oral Surgery I	2	All Preclinical Courses and DDS 210

N o.	Course Code	Course Name	Cr/H	Prerequisite
49	DDS 511	Treatment Planning & Seminars	2	DDS 324
50	DDS 422	Clinical Pediatric Dentistry II	2	DDS 412
51	DDS 423	Clinical Orthodontics II	2	DDS 413
52	DDS 425	Clinical Operative Dentistry II	2	DDS 415
53	DDS 426	Clinical Prosthodontics II	2	DDS 416
54	DDS 427	Clinical Endodontics II	2	DDS 417
55	DDS 428	Clinical Periodontics II	2	DDS 418
56	DDS 429	Clinical Oral Surgery II	2	DDS 419
57	DDS 512	Applied Biostatistics	2	STE 201
58	DDS 435	Internal Clinical Training Fourth Year	2	All Clinical Courses
59	DDS 510	Ethics	1	-----
60	DDS 513	Geriatric Dentistry	1	All Clinical Courses
61	DDS 515	Emergency Dental Care	2	All Clinical Courses
62	DDS 518	Implantology	1	All Clinical Courses
63	DDS 519	Clinical Dentistry I	6	All Clinical Courses
64	DDS 522	Research Project	1	DDS 510
65	DDS 523	Practice Management	1	-----
66	DDS 524	Equipment Maintenance	1	-----
67	DDS 526	Hospital Dentistry	2	DDS 515
68	DDS 529	Clinical Dentistry II	9	DDS 519, DDS 511
69	DDS 535	Internal Clinical Training Fifth Year	2	All Clinical Courses
			Total	170

Training

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	

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	

Suggested Study Plan

First Year/First Semester					
Course Code	Course Name	L/C	Lb/T	Cr/H	Prerequisite
ACS 101	Communication Skills in Arabic Language	3	-	3	-----
CIS 101	Computer Applications	3	-	3	-----
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	Prerequisite
ISL 201	Islamic Culture	3	-	3	-----
STE 201	Statistics	3	-	3	CIS 101
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
HUM 101	Critical Thinking	3	-	3	-----
RME 301	Research Methods	3	-	3	STE 201
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 10 1, DDS 123
DDS 222	Dental Anatomy & Occlusion *	3	2	4	DDS 123
DDS 226	General Medicine & Infectious Diseases *	3	2	4	DDS 21 4, DDS 215
DDS 227	General Surgery & ENT *	2	2	3	DDS 12 3, 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 22 6, 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 24 0, DDS 21 4, DDS 227
DDS 314	Oral Pathology I *	2	2**	3	DDS 21 5, DDS 220
DDS 315	Pre-Clinical Operative Dentistry I *	2	3	3	DDS 21 3, DDS 222
DDS 316	Pre-Clinical Prosthodontics I *	2	6	4	DDS 21 3, DDS 222
DDS 317	Pre-Clinical Endodontics I *	1	3	2	DDS 21 3, 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 12 2, DDS 222
DDS 322	Pre-Clinical Pediatric Dentistry II *	1	3	2	DDS 312
DDS 323	Pre-Clinical Oral Surgery II	3	-	3	DDS 22 6, 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 31 5, 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 Preclin ical Courses and DDS 210
DDS 413	Clinical Orthodontics I	1	4*	2	All Preclin ical Courses and DDS 210
DDS 415	Clinical Operative Dentistry I	1	4*	2	All Preclini cal Courses and DDS 210
DDS 416	Clinical Prosthodontics I	1	4*	2	All Preclini cal Courses and DDS 210
DDS 417	Clinical Endodontics I	1	4*	2	All Preclin ical Courses and DDS 210
DDS 418	Clinical Periodontics I	1	4*	2	All Preclini cal Courses and DDS 210
DDS 419	Clinical Oral Surgery I	1	4*	2	All Preclini cal Courses and DDS 210
DDS 511	Treatment Planning & Seminars	2	-	2	DDS 324

Total	12	34	21	
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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</u>

					<u>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
ENV 201	Environmental science	3	-	3	-----
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 51 9, 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	

Courses Descriptions

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 oro-facial 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 are 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 moment by encouraging diversity in students, staff C1. Display leadership and decision-making.

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 2: 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	WF	0.0	Withdrawal with Fail
N/A	I	N/A	Incomplete

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 3: 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 4: 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

$$\text{GPA}_{(s1)} = \frac{(12) + (12) + (6) + (9) + (9) + (6)}{3 + 3 + 3 + 3 + 3 + 3} = \frac{54}{18} = 3.00$$

$$\text{GPA}_{(s2)} = \frac{(9) + (12) + (9) + (12) + (9)}{3 + 3 + 3 + 3 + 3} = \frac{51}{15} = 3.40$$

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

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.

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**.

Academic Progress Policy

Students at CU are expected to meet the satisfactory academic standard. The Academic Progress Policy is intended to provide a benchmark for students of minimal academic achievement and a transparent and equitable process for students with weak academic performance

Students who are not achieving satisfactorily across their course of study will receive specifically-targeted advice and assistance at an early stage, and the opportunity to be involved in planning their future study carefully with a Designated Adviser. However, if they fail to show improvement over a specified period of time, they will not be dismissed.

Academic Probation

Undergraduate Programs

1. A student whose CGPA falls below 2.0 by the end of the second semester and after studying 10 courses (30 credit hours), or in any subsequent semester, is placed on first academic probation.
2. Students on first academic probation are expected to raise their CGPA to at least 2.0 in the following semester and may not register for more than 12 credit hours, and they will be asked to repeat one or two courses with D or F marks in order to improve the CGPA.
3. Students who fail to raise their CGPA to 2.00 and remove the first probation by the end of the following semester, will receive the second academic probation, and they may not register for more than 12 credit hours, and they will be asked to repeat two courses with D or F marks in order to improve the CGPA.
4. Students who fail to raise their CGPA to 2.00 and remove the second academic probation by the end of the following semester, will receive the third academic probation, and they will be requested to change their specializations, and if they don't agree, they will be dismissed from the University.
5. The University academic council may grant a final chance for the students with third academic probation by allowing them to repeat 4 courses (12 credit hours) with D, and F marks.
6. 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 University 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.
7. 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 CU for at least one semester.
8. 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.
9. If the students raise their CGPA after receiving an academic probation, and their CGPA dropped down below 2.00 in any of the consecutive semesters, the academic probation will recount.

Good Academic Standing

Undergraduate Programs

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 CU. A CGPA of 2.0 or above is required for graduation.

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 credit hours for undergraduate, 9 credit hours for graduate, and 12 credit hours in the last two terms for MBA program and receive no failing grades
2. A minimum semester/term GPA of 3.6
3. No recorded or pending disciplinary action Academic Suspension

Award of Degrees

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

Honorary degrees and degrees in course which the University is authorized to grant, and rewards, shall be conferred only pursuant to the approval of the Board of Trustees granting the same.

Student Records

Student File

1. Each Student Permanent Record maintained at CU includes (*RM-10-Student Information Checklist*):
 - Basic student identification information
 - Listing of all coursework accepted by CU for transfer
 - Current listing of CU 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 CU.
3. Back-up (scanned) copies of student records are maintained electronically through the network server system at the University 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 CU campus.
5. Students must notify the Registration Department on changes related to address, status, or contact numbers.

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 CU 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 CU.
3. Official transcripts are typically sent to a University or University, 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 University'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 CU 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*.

General Class Guidelines

1. Students should be familiar with the University 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 University 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. University 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 University 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 University *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 University rules on scholastic dishonesty are subject to disciplinary measures, including the possibility of failing a course or dismissal from the University. Dishonesty harms not only the individual, but all students, and the integrity of the University. 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.

**Listing of the Undergraduate and Graduate Faculty with Degrees Held and the
Conferring Institution, and Research Interest**

City University Ajman

FT Faculty Details Qualification Report

Spring 2023

Sr . #	Full Name	Hire Date	Nationality	Administration Position /Academic Rank	Qualification	Year of Graduation	University	Specialization - PHD
DENTISTRY								
1	Dr. Ali Abdul Wahab Razooki Al-Shekhli	19-Jan-20	Iraqian	Dean & Porfessor	PHD	2005	University of Baghdad	Conservative Dentistry
2	Dr. Sabrin Ali Azim	31-Jan-21	Azerbaijan	Assistant professor	PHD	2016	Azerbaijan Medical University	Oral and maxillofacial surgery
3	Dr. Ban Ahmed Abdulhameed Al Mudarris	13-Sep-21	Australian	Assistant professor	PHD	2006	University of Baghdad	Prosthodontic Dentistry
4	Dr. Syed Kuduruthullah	12-Sep-22	Indian	Lecturer	Master	2012	Minakshi University	Oral Pathology & Microbiology
5	Dr. Meharunneesa Aboobacker Sidheeq	12-Sep-22	Indian	General Practitioner	Master	2021	Rajeev Gandhi University	Periodontology
6	Dr. Ahmed Tarek Abdellattif	12-Sep-22	Egyptian	General Practitioner	Bachelor	2020	Ajman University	Dental Surgery
7	Dr. Ridhima Suneja	13-Sep-22	Indian	Lecturer	Master	2009	Pt. B.D. Sharma University of Health Sciences, Haryana	Endodontics and Conservative Dentistry

8	Dr.Nader Nabil Rezallah	19-Sep-22	Egyptian	Assistant professor	PHD	2019	Cairo University	Oral & Maxillo-facial Radiology
9	Ms. Farah Saed Akram	12-Sep-21	Comoros	General Practitioner	Bachelor	2018	Ajman University	Dental Surgery
10	Dr. Hala Afifi	6-Sep-20	UK	Associate Professor	PHD	2011	King's College London	Pharmaceutical Sciences
LAW DEPARTMENT								
11	Dr. Adel Abouhashema Mahmoud Hashima	14-Feb-13	Egyptian	Dean and Professor	PHD	2010	Cairo University	General Specialization: Private Law
								Specialization: International Private Law
12	Dr. Khalid Hussain Khalid	1-Sep-13	Syrian	Associate Professor	PHD	2011	Damascus University	General Specialization: Islamic Law
								Islamic Jurisprudence
13	Dr. Fouad Qasem Musaeed Qasem	8-Sep-13	Yemeni	Professor	PHD	2012	Cairo University	General Specialization: Private Law
								Specialization: Civil Law
14	Dr. Muayed Hasan Mohammad Al Tawalbeh	15-Feb-14	Jordanian	Associate Professor	PHD	2001	University of Baghdad	General Specialization: Private Law
								Specialization: Commercial Law
15	Dr. Ahmed Hassan Fouly	1-Sep-15	Egyptian	Acting Deputy Head and Associate Professor	PHD	2011	Zagazig University	General Specialization: General Law
								Specialization: General International Law
16	Dr. Hala Amin Ahmed Ghaled Bahr	1-Sep-16	Egyptian	Professor	PHD	2002	Cairo University	General Specialization: General Law
								Specialization: Criminal Law
17	Dr. Omar Mohamed Fares	5-Sep-18	Syrian	Professor	PHD	2015	Universite Clermont Ferrand	General Specialization: Private Law
								Specialization: Commercial Law

18	Dr. Mahmoud Mokhtar Abdelmoghies	1-Sep-19	Egyptian	Associate Professor	PHD	2012	Cairo University	Civil and Commercial Procedures Law
19	Dr. Akmal Ramadan Abdelkader Amin	27-Sep-21	Egyptian	Professor	PHD	1997	Zagazig University	Civil Law
20	Dr. Raghda Raafat Elsayed Ahmed	20-Sep-21	Egyptian	Assistant professor	PHD	2019	Cairo University	Public law
BUSINESS ADMINISTRATION								
21	Dr. Babeet Gupta	1-Sep-16	Indian	Dean & Associate Professor	PHD	2013	Bhagwant University	Management
22	Dr. Mohammad Abu Faiz	11-Jun-17	Indian	Assistant Professor	PHD	2005	University of Allahabad	Commerce
23	Dr. Riktesh Srivastava	6-Sep-20	Indian	Associate Professor	PHD	2009	Dr Ram Manohar Lohia Avadh University	Electronics
24	Dr. Deepanjana Varshney	11-Feb-21	Indian	Professor	PHD	2009	University of Lucknow	Business Administration
25	Dr. Harish Uppilappatta Chennelleri	21-Mar-22	Indian	Assistant Professor	PHD	2017	Anna University	Management Science
26	Dr. Fanar F H Shwede	1-Sep-21	Palestinian	Assistant Professor	PHD	2020	Utara University Malaysia	Technology, operations and Logistics Management
27	Dr. Ahmad Mohammad Aburayya	12-Sep-22	Jordanian	Assistant Professor	PHD	2020	Teesside University	Business Administration
ACCOUNTING AND FINANCE								
28	Dr. Jaishu Manavalan Antony	15-Sep-13	Indian	Deputy Head and Associate Professor	PHD	2012	Mahatma Gandhi University	Commerce
29	Dr. Zaheda Ronak Daruwala	14-Feb-16	Indian	Assistant Professor	PHD	2013	Banasthali University	Management
30	Dr. Faisal Khan	1-Oct-16	Pakistani	Acting Deputy Head & Associate Professor	PHD	2014	University Technology Malaysia	Philosophy (Management)

31	Ms. Shatha Hussain Mustafa	4-Feb-18	Syrian	Lecturer	Master	2005	Teshireen University	Management Accounting Systems and Managerial Performance
32	Dr. S. Edmund Christopher	1-Mar-20	Indian	Assistant Professor	PHD	2009	Manomaniam Sundaranar University	Commerce
33	Dr.Mohammad Saad El Dine Knio	4-Sep-21	Lebanese	Assistant Professor	PHD	2018	Cardiff Metropolitan University	Economics
34	Dr. Said Hajjar	21-Nov-21	Lebanese	Assistant Professor	PHD	2005	United Nations University for Global Peace	Social Statistics
HUMAN RESOURCE MANAGEMENT								
35	Dr. Marwan Rushdi Abdulaziz Yousef	1-Sep-14	Jordanian	Assistant Professor	PHD	1977	Karachi University	Economics
36	Dr. Zainab Esmaeel Ibrahim Al Ghurabli	12-Jun-15	Emirati	Assistant Professor	PHD	2013	Menoufia University	Human Resource Management
37	Dr. AbdelKarim Fuad Kitana	1-Sep-15	Jordanian	Department Chair and Associate Professor	PHD	2015	Girne Amercian University	Human Resource Management
38	Dr. Tamadher Abdulwahhab	20-Sep-18	Iraqi	Assistant Professor	PHD	2000	Al mustansiriyah University	Business Administration Management Science
39	Dr. Mohamed Ahmed Elbadawi Ali Abdellatif	8-Sep-19	Sudanese	Assistant Professor	PHD	2017	University od Science & Technology	Business Administration- Thesis Title: HRM
40	Dr. Brihan Fatin Yehia Hassan	8-Sep-19	Egyptian	Assistant Professor	PHD	2018	Ain Shams University	Business Administration- Thesis Title: HRM
41	Dr. Mahmoud Mohamed Ragab Elsayy	11-Mar-19	Egyptian	Assistant Professor	PHD	2015	Sadat Academy for Management Sciences	Human Resource Management
42	Dr. Kalpana Solanki	7-Oct-20	Indian	Assistant Professor	PHD	2011	Banasthali University	Management- HRM
43	Dr. Hima Parameswaran	12-Feb-20	Indian	Assistant Professor	PHD	2015	University of Madras	Public Administration- HRM
44	Dr. Siham Haider	10-Feb-20	Sudanese	Assistant Professor	PHD	2019	Omdurman Islamic Unversirty	Business Administration- HRM

HOSPITALITY AND TOURISM MANAGEMENT

45	Dr. Varinder Singh Rana	18-Sep-21	Indian	Department Chair & Assistant Professor	PHD	2019	Amity University	Hospitality
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MANAGEMENT INFORMATION SYSTEM

46	Dr. Ayman Bassam Abdelraheem Nassoura	1-Sep-14	Jordanian	Department Chair and Associate Professor	PHD	2010	University of Utara	Information Technology
47	Dr. Arif Mushtaq	13-Jan-19	Pakistani	Assistant Professor	PHD	2012	Universiti Teknologi Petronas	Information Technology
48	Dr. Saada Abdelgawad Mohamed Khadragy	16-Sep-17	Egyptian	Assistant Professor	PHD	2020	British University	Computer Science

MARKETING

49	Dr. Rameshwaran Byllopilly	1-Feb-16	Indian	Deputy Head & Assistant Professor	PHD	2010	Kannur University	Marketing Management
50	Dr. Beenish Shameem	28-Feb-20	Indian	Assistant Professor	PHD	2012	University of Jammu	Business Management

PUBLIC RELATION AND ADVERTISING

51	Dr. Bassant Mohamed Said Mohamed Eyada	26-Jan-20	Egyptian	Acting Dean and Associate Professor	PHD	2010	Helwan University	Advertising
52	Dr. Sameer A.O Bani Yassen	20-Sep-15	Jordanian	Assistant Professor	PHD	2020	United Arab Emirates University	Mass Communication
53	Dr. Rabab Abdel Moniem Mohamed Mahmoud	14-Jul-19	Egyptian	Assistant Professor	PHD	2014	Al Minia University	Advertising - Media
54	Dr. Dawood Salman Mutar	1-Sep-16	Iraqi	Assistant Professor	PHD	1996	University of Baghdad	(Mass communication) الاتصال الجماهيري

55	Dr. Samar Abdelhalim Gamaleldin	20-Feb-17	Egyptian	Assistant Professor	PHD	2012	Minia University	Advertising - Media
56	Dr. Nashwa Ahmed Ali	9-Sep-18	Egyptian	Assistant Professor	PHD	2014	Helwan University	Design
57	Dr. Mahmoud Idrees Mahmoud Kaleem	5-Feb-17	Sudanese	Deputy Head & Associate Professor	PHD	2010	Tilak Maharashtra University	Political Science
58	Ms. Faten Zakari Al Jazzar	1-Feb-15	Palestinian	Lecturer	Master	2006	University of Technology	Computer Science/ Digital Video and Image Processing
59	Dr. Mohanad Ahmed Elamin	1-Sep-21	Sudanese	Assistant Professor	PHD	2014	Om Durman Islamic University	Public Relations
PROFESSIONAL DIPLOMA IN TEACHING								
60	Dr. Khaled Younis El Derbashi	1-Sep-14	Jordanian	Department Chair & Associate Professor	PHD	2007	University of Jordan	Curricula and Teaching
61	Dr. Mohammad Mahmoud Mahdi Al Rabeei	17-Mar-19	Jordanian	Assistant Professor	PHD	2011	Amman Arab University	Educational psychology
62	Dr. Maher Ibrahim Tawadrous	6-Sep-18	Egyptian	Assistant Professor	PHD	2004	Ismaliya University	Education/ Curriculum & Methodology of Teaching Mathematics
63	Dr. Moustafa Kamal	23-Sep-21	Egyptian	Assistant Professor	PHD	2012	Ain Shams University	Educational Technology
64	Dr. Khamis Negm	5-Apr-21	Egyptian	Associate Professor	PHD	2010	Kafrelsheikh University	Curricula and Teaching Methods of Arabic Language
GENERAL EDUCATION								
65	Dr. Yassen Alftah Alfoteih	14-Aug-19	Syrian	Department Chair & Associate Professor	PHD	2008	University of Hohenheim	Environmental Biology

66	Dr. Awad Nawafleh	29-Oct-17	Jordanian	Assistant Professor	PHD	2007	University of Jordan	Geology
67	Dr. Mohamed Hadei Najdawi	5-Feb-17	Jordanian	Assistant Professor	PHD	2014	Université Mohammed V de Rabat	Public Law and Political Science
68	Dr. Nafeza Nibal Ahmed Muallem	2-Feb-20	Syrian	Assistant Professor	PHD	2018	International Islamic University Malaysia	(Education) Teaching Arabic for non-native speakers
69	Dr. Ammar Mustafa Harmouch	16-Apr-17	Syrian	Assistant Professor	PHD	2014	Omdurman University	Interpretation and Holy Quran Sciences
70	Dr. Ahmed Abdelzaher Ezzat	1-Sep-14	Egyptian	Associate Professor	PHD	2011	Ain Shams University	Curricula and teaching methods
71	Ms. Namita Das	20-Sep-15	Indian	Lecturer	Master	2011	Mahatama Gandhi University	Environmental Science
72	Ms. Wafaa Mahdi Mahdi Abedi	1-Sep-13	Iraqi	Deputy Head & Assistant Professor	PHD	2020	Technology University	Computer Science
73	Dr. Meriem Kaddouri	5-Sep-22	Algria	Assistant Professor	PHD	2019	Oran university2	Urban Sociology
74	Mr. Mahmoud Sultan Nafa	9/10/2017	Jordanian	Lecturer	Master	2013	British University	TESOL
75	Mr. ElSayed Mahmoud	9/20/2015	Egyptian	Lecturer	Master	2014	British University	TESOL
76	Ms. Faiza Bent Mohammed Tabib	8/9/2019	Tunisian	Lecturer	Master	2011	American University of Sharjah	Teaching English to Speaker of Other Languages

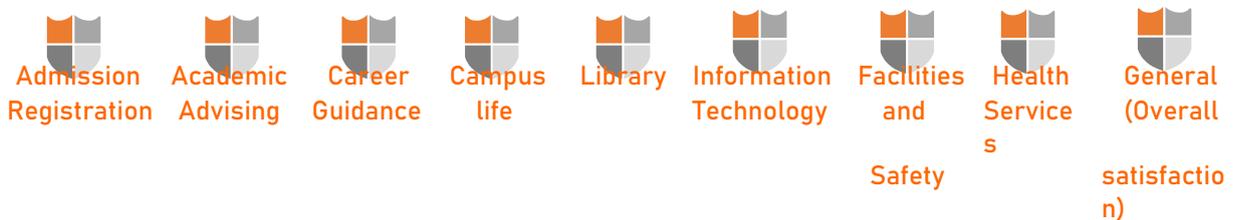
Listing of Senior Administrators and their Titles

S N	Name	Designation
1	Mr. Imran Khan	President
2	Dr. Mohamed S. Amerah	Vice-Chancellor
3	Dr. Ashok Kumar Kabi Satpathy	Director in Quality Assurance & IE
4	Salma Senaran	Director of Enrollment
5	Sadia Khan	Director of HR & Administration
6	Leeni Wilson	HR Manager
7	Shahid Saleem	Financial Controller
8	Farhan Parvez	Asst Financial Controller
9	Amal Al-Jiboury	Head of Student Affairs
10	Yasir Saleem	Manager-IT/Network
11	Ahed Alzghaier	Assistant Manager, Marketing

Overall Student Satisfaction Rate

In line with the pursuit for continuous improvement, City University Ajman (CUA) carried out a Student Satisfaction Survey for 2021-22 academic year to gauge overall Student satisfaction under the Department of Quality Assurance and Institutional Effectiveness (QA&IE) supervision. The survey followed a continuous quality improvement process. QA&IE administered this survey to measure students' experiences with CUA Admission & Registration Department, Student Affairs Department, quality of campus facilities, Health and Medical Services, and the availability of IT and Library and Learning Resource Center resources. Additionally, the survey assessed student's overall satisfaction levels with their experiences at CUA. The survey design assured respondents of their anonymity in an attempt to facilitate candor.

In April 2022, the Department of Quality Assurance and Institutional Effectiveness administered the survey. The survey consists of 80 questions and covers the following key areas:



An initial email letter from the Student Affairs Office, including the electronic link of the survey, was sent to all the Students on April 1st, 2022, inviting them to participate in the survey. The QA&IE department sent two email reminders and an update on the number of responses every week to encourage the students to participate.

The survey results will be integrated with CUCA's annual institutional effectiveness report and shared with the Leadership Team to improve the CUA's effectiveness.

Respondents Demographics

Figures III-1 and III-2 show the number of responses by department and gender. With a total of 1391 registered students during the Spring Semester 22, the number of responses received is 857, representing 62% of the total student body.

Figure 1:
Number of Responses by Department

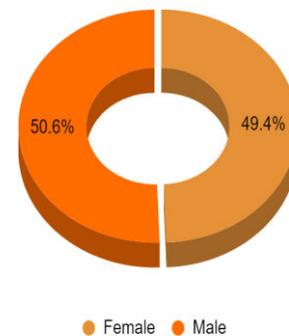
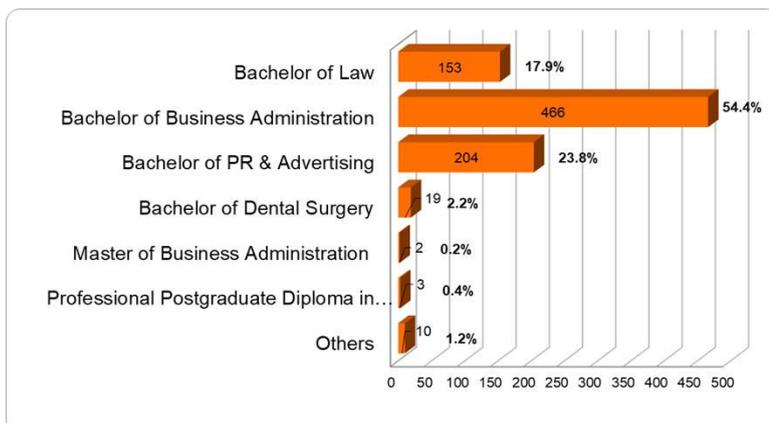


Figure 2:
Number of Responses by Gender

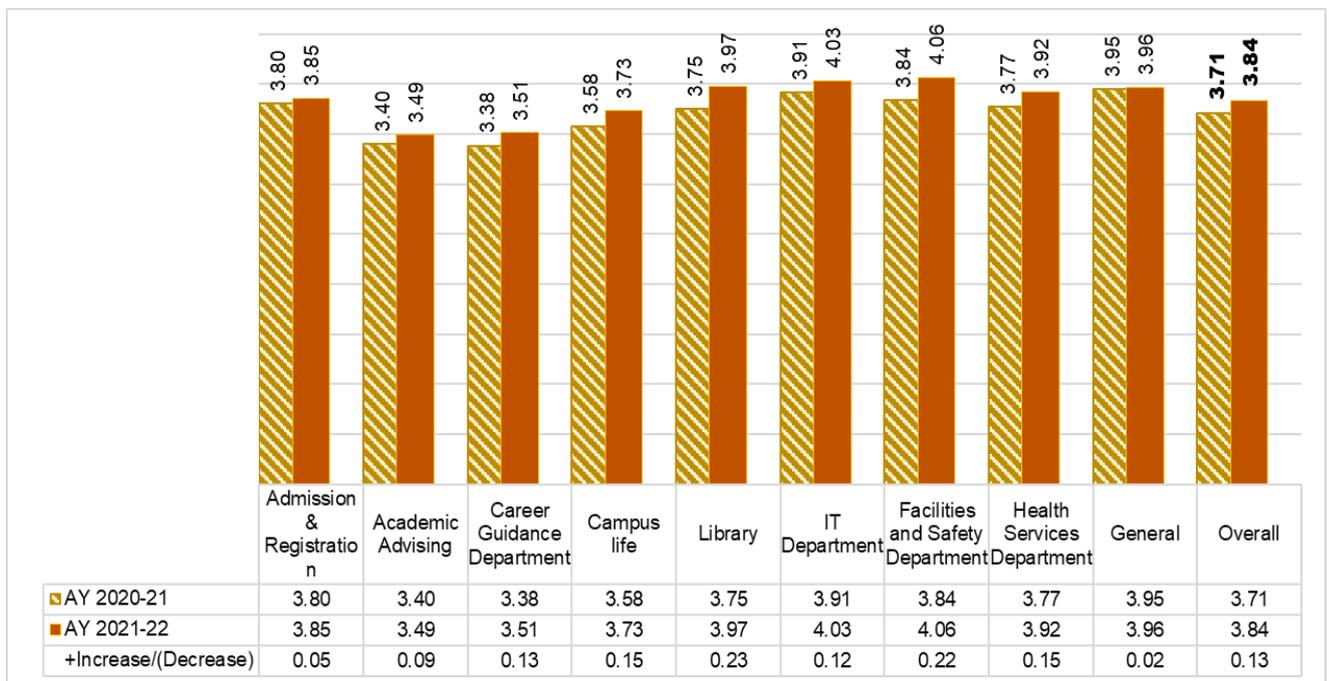
Overall Survey Results



The overall Student Satisfaction Index was **77 %**. Figure 3 shows the level of satisfaction of Students towards CUA Services for AY 2021-22. The analysis of the survey results indicated that Students are satisfied with the services offered by various departments in the University. All nine key areas received an average rating of 3.49 or more out of 5 in the Likert Scale, with an overall average of 3.84 or 77%.

Compared to previous year, all nine key areas have improved, with an overall increase of 0.13 out of 5 in the Likert Scale or 3%, from 3.71 last year to 3.84 this year [See Figure V-1].

Figure 3
2- Year Comparative Results [AY 2020-21 vs. AY 2021-22]



Faculty to Student Ratio

Faculty to student ratio Spring 2023	
program Name	Faculty to student Ratio
BDS	1:7
PR&A	1:30
LAW	1:12
BBA	1:24

CUA Board of Trustees

Chairman of the Board of Trustees

H.H. Sheikh Rashid bin Humaid Al Nuaimi
Chairman of Ajman Municipality and Planning Department, Member of the Ajman Government Executive Council, Chairman of R Holding, Chairman of Al Zorah Development Company and Ajman Sewage, CEO of Aqaar Properties.

Vice Chairman of the Board of Trustees

Sheikh Mohamed bin Abdullah Al Nuaimi
Chairman of Ajman Ports and Customs Department

Board of Trustees Members:

1. Mr. Abdul Rahman Mohamed Al Nuaimi
Director General of Ajman Municipality and Planning Department
2. Mr. Ibrahim Salman Al Hamadi
Executive Director of Government Services Measurement -Government Services Sector - Prime Minister's office – Ministry of Cabinet Affairs
3. Mr. Abdul Rahman Al Shamsi
Legal Advisor to the Ruler's Court of Ajman
4. Mr. Abdulaziz Al Jasmi
Group General Manager of R Holding
5. Mr. Sumair Tariq
Managing Director of R Hotels

Ex Officio:

Mr. Imran Khan
President

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Social Media (Instagram, Snapchat, Facebook, Twitter and YouTube)	@cuajman	
WhatsApp	+971526055440	