



**BACHELOR OF BUSINESS ADMINISTRATION
BACHELOR OF INFORMATION TECHNOLOGY**

**CATALOG
2013 – 2014**

- COMPUTER COLLEGE -

TABLE OF CONTENTS

I. VISION, MISSION, GOALS	4
VISION	4
MISSION STATEMENT	4
GOALS	4
II. ABOUT COMPUTER COLLEGE.....	5
ACCREDITATION AND LICENSURE	5
III. LEARNING RESOURCES AND FACILITIES	6
CAMPUS FACILITIES	6
LEARNING RESOURCE CENTER	6
IT SERVICES	6
STUDENT SERVICES.....	6
IV. ACADEMIC SUPPORT SERVICES.....	8
ACADEMIC ADVISING	8
RESPONSIBILITIES OF STUDENTS	8
RESPONSIBILITIES OF THE FACULTY MEMBERS.....	9
PERSONAL COUNSELING	9
CAREER COUNSELING.....	9
V. BACHELOR OF BUSINESS ADMINISTRATION PROGRAM.....	11
PROGRAM MISSION	11
PROGRAM GOALS	11
PROGRAM LEARNING OUTCOMES	11
CURRICULUM	16
BBA CONCENTRATIONS-CAREER OPPORTUNITIES	23
VI. BACHELOR OF INFORMATION TECHNOLOGY	24
PROGRAM STRUCTURE.....	24
STUDY PLAN	27
PROGRAM MISSION	28
PROGRAM GOALS (PG).....	28
PROGRAM LEARNING OUTCOMES (PLO).....	28
VII. REQUIREMENTS FOR AWARD OF BACHELOR DEGREE.....	33
DEGREE COMPLETION REQUIREMENTS	33
GENERAL EDUCATION EXIT EXAMINATION	33
CREDIT HOURS.....	33
COURSE LOAD	34
COURSE OVERLOAD.....	34
PROGRAM COMPLETION DURATION	34

ADVANCED CREDITS	34
CREDIT TRANSFER AND RESIDENCY REQUIREMENT	34
GRADING SYSTEM	35
GRADE POINT AVERAGE	36
CUMULATIVE GRADE POINT AVERAGE.....	37
ACADEMIC PROGRESS POLICY	37
ACADEMIC ADVISING	39
ACADEMIC DISHONESTY	40
GRADE APPEAL.....	43
DISMISSAL	43
VIII. ADMISSIONSPOLICY AND PROCEDURE	44
ADMISSIONS CRITERIA	44
APPLICATION PROCEDURE AND DOCUMENTATION REQUIREMENTS	44
APPLICATION DEADLINES	45
CERTIFICATION AND ATTESTATION	45
PROVISIONAL ADMISSIONS.....	46
PROBATIONARY ADMISSION	46
IX. ORGANIZATION CHART	48
I. DESIGNATION	49
II. FEES AND REFUND POLICY.....	51
FEE STRUCTURE	51
FEE PAYMENT PLAN	53
FULL PAYMENT PLAN	53
INSTALLMENT PAYMENT PLAN	53
REFUND POLICY	53
DEFERRAL.....	53
DISCIPLINARY DISMISSAL	54
FINANCIAL ASSISTANCE	54
III. ACADEMIC CALENDAR.....	55
IV. APPENDIX A: COURSE DECRITPION, BACHELOR DEGREE IN BUSINESS ADMINISTRATION	56
V. APPENDIX B: COURSE DESCRIPTION, BACHELOR DEGREE IN INFORMATION TECHNOLOGY.....	65

I. VISION, MISSION, GOALS

VISION

To be a leading provider of educational programs and learning opportunities of the highest quality to empower our students with academic, professional and personal knowledge and skills needed to achieve their full potential.

MISSION STATEMENT

The Mission of Computer College is to provide high quality university education and continuous learning opportunities that address the needs of a diverse student population of national and international College entrants and adult learners.

Computer College is strongly committed to student learning and professional development. The College supports professional growth by offering career-oriented academic programs that prepare students for productive roles in the private and public sectors in the UAE and in the region. The College promotes personal development by fostering aptitudes and skills critical to lifelong learning, further studies and leadership roles in the community.

GOALS

Goal 1: Educational Programs

Provide a comprehensive range of degree and continuous educational programs of academic excellence.

Goal 2: Educational Support Services

Maintain and enhance a supportive educational environment conducive to personal development and academic success of students.

Goal 3: Faculty and Staff Development

Ensure continuous relevance, currency and quality of staff and Faculty competencies.

Goal 4: Corporate Partnership

Enhance the practical dimension and application of learning to real business contexts to meet industry needs of qualified work force.

Goal 5: Student Support Service

Enable students to achieve their professional goals by fostering leadership and interpersonal skills to enhance their employability.

II. ABOUT COMPUTER COLLEGE

ACCREDITATION AND LICENSURE

Computer College located in the Emirates of Dubai, is officially licensed from 01/08/2009 to 31/07/2014 by the Ministry of Higher Education and Scientific Research of the United Arab Emirates to award degrees/qualifications in higher education.

The Computer College was founded in 1993 as a private institution of higher education. In 2009 Computer College was officially licensed by the Ministry of Higher Education and Scientific Research of the UAE and authorized to award degrees and qualifications. In 2001, the Diploma of Computer Studies was granted initial accreditation by the CAA. Subsequently, in 2003, the Diploma in Business Administration was accredited by the CAA. In 2010, the Associate degree in Finance received initial accreditation and in 2011, the Associate Degree in Business Administration was granted full accreditation. In 2011 the Associate Degree in Computer also received initial accreditation.

III. LEARNING RESOURCES AND FACILITIES

CAMPUS FACILITIES

Computer College occupies three floors in the Emitac Building in the Garhoud district in Dubai with a total usable area of 17,000 sq. feet. In November 2012, new premises were leased. The new campus is spread over 3 floors, representing an additional 48,000 sq. feet of physical infrastructure. CC campus is composed of lecture rooms, state of the art laboratories, cafeteria, library and IT services to ensure that students are provided with proper educational infrastructure.

LEARNING RESOURCE CENTER

The Library at the Computer College provides staff and students with a collection of books and study material in the fields of management and information technology. Other learning resources available at the Library are multimedia materials, journals and company reports.

IT SERVICES

IT services at the College presently include 3 computer labs, a wide range of software's, a web based portal (Moodle) through which students can interact with Faculty members. Internet services are accessible throughout the Campus to all stakeholders.

STUDENT SERVICES

The Office of Student Services manages all the student activities and events organized throughout the Academic year.

The Office proposes a wide range of services with the aim to facilitate the integration of the students into the College through organization of extra-curricular activities, study and recreational trips, sport events and publication of the CC Newsletter.

Computer College aims to create and maintain a community where each student is able to pursue, through Student Committees, various types and forms of activities in order to enrich their student life. The college provides an encouraging environment so that students have the opportunity to pursue activities within the rules of the Campus.

Students are able to establish their own committees or join existing ones. Each committee consists of a group of interested students who actively share the duties necessary to run the association effectively.

The mission of the Office of Student Services is to assist students in areas of extracurricular activities and facilitates the integration of student into the college life by:

- Providing students with personal counselling or refer the student to personal councillors
- Organizing and supporting educational and recreational activities
- Sponsoring and organizing sports events
- Supporting the Alumni Association
- Assisting students in all aspect of student life including housing, medical care, residency formalities, etc...

IV. ACADEMIC SUPPORT SERVICES

ACADEMIC ADVISING

Academic Advising complements academic instruction and is thus a faculty member responsibility. CC recognizes this responsibility by allocating time for indirect instructional activity, which includes student advising, as part of the total faculty instructional workload.

Academic advising is designed to provide necessary tools and information to all students, allowing them to take responsibility for developing educational plans compatible with their goals; meeting institutional and degree requirements; and preparing for a life of change, challenge and individual fulfillment as active citizens.

The primary purposes of academic advising are to help students to select appropriate academic courses and programs, to establish effective mentor relationships, to use support services effectively, and to plan for the future.

Academic Advising purpose is to:

- Inform students about the advising policy and the advising process during initial introduction to the college and direct them to an appropriate advisor
- Make sure that all enrolled students will have an assigned advisor
- Advise students seeking to change majors or programs, declaring a track/concentration, being on probation, applying for graduation
- Assist students in designing an academic program for timely fulfillment of their degree goals, including selection of appropriate courses singly and in sequence
- Provide students with timely and accurate information regarding CC 's academic policies and procedures
- Disseminate information among students of the wide variety of student support services and extracurricular educational opportunities that may help them reach their personal and academic goals
- Assist students to explore and understand possible short- and long-range implications and consequences of their choices

RESPONSIBILITIES OF STUDENTS

The advising process depends on the thoughtful participation of the students. Students must assume the following responsibilities:

Students should:

- Attend the Orientation Program prior to their first term of attendance
- Obtain the Student Handbook and Catalog upon joining the Program
- Meet at least once each semester with their program academic advisers, beginning with the first semester
- Ensure completing all degree requirements and accept ultimate responsibility for their selection of classes which incorporates their decisions as well as the academic advice that has been given

RESPONSIBILITIES OF THE FACULTY MEMBERS

Faculty advisers are the key element in providing academic advising to students. Faculty members are expected to maintain regular and reasonable office hours during which they will be available to meet with individual advisees.

PERSONAL COUNSELING

Personal counseling is defined as giving help to students with their individual problems related to their study or issues arising from being a student at the College.

In case that the Head of Student Services is not qualified to provide personal counseling to the students, a trained and professional Student Counselor will be employed in the college. The counselor is responsible for giving personal counseling to students. She/He is required to make her/his office hours known to students so that they can come and talk about issues affecting their study at the college

The counselor must not get personally involved with the student problem. All guidance and help offered to the student must be in line with the college's published policies. Help must be given to all students without discrimination of any kind.

All cases that require counseling must be documented along with the actions taken for review by the Student Service Office.

CAREER COUNSELING

The Office of Career Services at the College is responsible for providing students with an effective career development program which includes career information and planning, placement services, and career counseling.

The Office will provide students guidance and support as they develop and pursue their career plans. A wide array of services consists of:

- Assist students with their internship requirements by providing internship opportunities
- Manage all contractual and educational processes related to internships
- Assist students and Alumni in their employment search
- Organize career development workshops to assist students in their internship/employment strategies
- Provide students and Alumni with career counseling to help them in their employment and career plans
- Update students with the current job vacancies and opportunities, market demand, and annual career fairs

Career services activities include:

- Workshops on resume preparation
- Workshop on interview techniques
- Seminars on career development
- Internship postings
- Annual Career Fairs
- Access to internship and employment databases

V. BACHELOR OF BUSINESS ADMINISTRATION PROGRAM

PROGRAM MISSION

The mission of the BBA Program is to provide students with the general and business knowledge and skills required to successfully operate in business organizations. The Program is designed to address the needs of full-time students by preparing them for entry-level positions and to enhance the managerial aptitudes and capabilities of employed students to advance further in their career paths.

PROGRAM GOALS

On completion of the BBA Program, graduates of Computer College will be able to :

Goals	
G1	Demonstrate a broad theoretical knowledge of management concepts, theories and processes and their application to business contexts
G2	Develop and apply critical thinking skills to complex business management operations and propose appropriate solutions
G3	Develop effective interpersonal skills and deploy creativity in different business contexts
G4	Demonstrate ability to comprehend and integrate multiple perspectives in business
G5	Demonstrate ability to learn from different experiences and embrace new knowledge and skills

PROGRAM LEARNING OUTCOMES

Alignments of BBA Program Learning Outcomes with NQF Strands

BBA Program Learning Outcomes	
(NQF Strand # 1)	
PL01	Understand management systems, functions and processes in business organizations
PL02	Understand societal, economic and cultural trends in the Gulf region and globally and their impact on business
(NQF Strand #2)	
PL03	Analyze, evaluate and formulate strategic solutions to business problems
PL04	Convey messages efficiently in both oral and written forms in different business situations.
(NQF Strand # 3)	
PL05	Demonstrate aptitude to work independently as well as part of a group in different situations
PL06	Formulate creative solutions to business problems
(NQF Strand # 4)	

PL07	Demonstrate specific competencies and skills related to the respective fields of concentration
PL08	Demonstrate ability to integrate and manage different operations and functions of a business
(NQF Strand # 5)	
PL09	Demonstrate ethical, social and professional awareness and sensitivity in business decisions
PL010	Critically explore complex and unpredictable matters and situations

Mapping the Courses to the PLO to assess the overall strength of the contribution a Course makes to achieve each of the PLOs :

3= Full Contribution 2= Moderate Contribution 1= Weak or No Contribution

Code	Course Title	NQF1		NQF2		NQF3		NQF4		NQF5	
		PL01	PL02	PL03	PL04	PL05	PL06	PL07	PL08	PL09	PL010
BIT 101	Computer Application	3	1	1	3	1	1	1	1	1	1
ENGL 102	English Writing Skills	1	1	1	3	1	2	1	1	1	1
Math 106	Business Mathematics	2	2	1	1	3	3	1	1	1	1
ISLC 104	Islamic Culture	3	3	1	1	1	1	1	1	1	1
ENVT 105	Environmental Studies	2	1	2	1	1	2	3	1	2	1
SOCL 107	UAE Society and Culture	3	3	1	1	1	1	1	1	1	2
ENGL 103	Advanced English Writing Skills	1	1	1	3	1	1	1	1	1	2
ARTS 108	Introduction to Arts	1	3	1	1	1	1	1	1	1	1
ECON 206	The Global Economy	3	2	3	2	2	1	3	2	3	2
ECON 207	The GCC Economics	2	2	2	3	2	1	1	2	3	2
CRIT 109	Critical Thinking	1	1	3	2	1	1	1	1	1	2
ACCT 302	Financial Accounting	3	1	2	1	1	1	3	1	2	2
ACCT 303	Managerial Accounting	3	1	2	1	1	2	3	1	1	2
FINA 304	Financial Management	3	1	2	1	1	1	3	1	1	1
MISM 402	Management Information Systems	2	2	2	1	1	1	1	1	2	1
MGMT 403	Leadership	2	1	2	1	1	2	1	3	1	2
MGMT 401	Project Management	1	1	3	3	1	1	3	3	2	2
ETIC 306	Business Ethics	3	2	1	1	1	1	1	1	2	2
MGMT 308	International Business	1	2	1	2	1	2	1	2	1	1
MGMT 307	Operations Management	2	1	2	3	1	1	1	2	1	2
STRT 405	Strategic Management	3	2	3	3	1	3	3	3	3	1
MGMT 404	Management of Change	1	2	2	1	1	1	1	1	1	1
ORGB 309	Organizational Behavior	2	1	3	1	1	1	1	1	1	3

COMPUTER COLLEGE

MKTG 301	Principles of Marketing	1	2	1	1	2	1	1	3	2	1
BULW 305	Business Law	1	1	2	2	2	2	1	1	2	2
STAT 201	Business Statistics	2	1	2	1	3	3	1	1	1	1
MGMT 208	Principles of Management	2	2	1	3	1	1	3	2	2	2
ECON 204	Microeconomics	2	1	2	1	1	1	1	2	1	1
ECON 204	Macroeconomics	3	2	2	1	1	1	1	1	3	2
BUSN 203	Business Communication	1	1	2	3	1	1	1	1	1	1
RESM 202	Research Methodology	1	1	1	3	2	2	1	1	1	2
MGMT 209	Career Preparation and Planning	1	1	1	2	3	1	1	3	1	3
MKTG 401	Consumer Behavior	1	1	1	1	1	1	3	1	3	1
MKTG 403	Advertising and Promotion	2	2	1	3	2	1	3	1	1	1
MKTG 402	e-Marketing	1	1	2	3	1	1	3	3	2	2
MKTG 404	Marketing of Services	1	1	2	2	1	1	3	3	2	2
MKTG 405	Sales Force Management	2	1	1	1	1	1	3	1	1	1
ACCT 401	Intermediate Accounting I	2	1	1	1	1	1	3	1	2	2
ACCT 402	Intermediate Accounting II	2	1	3	1	1	2	3	1	2	2
ACCT 405	Accounting Information Systems	2	1	1	1	1	2	3	3	1	2
ACCT 403	Auditing I	2	1	2	2	1	1	3	1	2	2
ACCT 404	Auditing II	2	1	2	1	1	2	3	1	2	2
HURM 401	Human Resources Management	1	1	3	3	1	1	3	3	1	1
HURM 403	Training and Development	2	2	1	2	1	1	3	3	1	2
HURM 402	Performance and Compensation	1	2	1	1	1	1	1	3	3	1
HURM 405	UAE Labor Law	3	3	2	1	1	1	3	1	3	1
HURM 404	Recruitment and Selection	1	1	1	1	1	1	3	1	1	3
HURM / ACCT / MKTG 406	Internship	3	2	3	3	3	3	3	2	3	2

Mapping the PLO to the BBA Goals to assess the overall strength of the contribution a PLO makes to achieve each of the BBA program goals:

3= Full Contribution 2= Moderate Contribution 1= Weak or No Contribution

		BBA Program Goals				
BBA Program Outcomes		1	2	3	4	5
NQF1	PLO 1	3	1	1	2	2
	PLO 2	2	1	1	2	3
NQF2	PLO 3	2	2	1	2	1
	PLO 4	1	1	3	1	2
NQF3	PLO 5	1	1	3	1	1
	PLO 6	2	2	3	3	1
NQF4	PLO 7	3	2	2	3	2
	PLO 8	3	3	2	3	1
NQF5	PLO 9	2	1	1	1	3
	PLO 10	3	2	1	1	1

V. Mapping the Courses to the assessment tools that will be used to measure the achievements of each PLO

Course Title	Attendance /Class Distribution	Assignments	Quizzes	Presentation /Project	Case Study	Mid Term	Final Exam	Total
Computer Application	15	15	-	60	10	-	-	100
English Writing Skills	5	10	10	15	-	20	40	100
Business Mathematics	5	15	15	-	-	15	50	100
Islamic Culture	10	10	30	30	-	20	-	100
Environmental Studies	5	20	20	30	-	25	-	100
UAE Culture and Society	5	10	10	10	15	20	30	100
Advanced English Writing Skills	5	5	10	10	-	20	50	100
Introduction to Arts	20	10	10	20	20	20	-	100
The Global Economy	10	15	15	-	15	15	30	100
The GCC Economics	10	15	15	-	15	15	30	100
Critical Thinking	5	5	20	20	-	20	30	100
Financial Accounting	5	15	20	-	-	20	40	100
Managerial Accounting	10	10	10	-	-	20	50	100
Financial Management	10	-	10	-	20	20	40	100

COMPUTER COLLEGE

Management Information Systems	5	15	10	20	-	20	30	100
Leadership	5	10	15	-	20	20	30	100
Project Management	10	15	15	30	15	15	-	100
Business Ethics	5	10	15	-	20	20	30	100
International Business	5	10	15	-	-	20	50	100
Operations Management	5	15	10	-	15	15	40	100
Strategic Management	10	15	15	30	15	15	-	100
Management of Change	10	15	15	-	15	15	30	100
Organizational Behavior	10	10	20	30	10	20	-	100
Principles of Marketing	5	10	20	30	15	20	-	100
Business Law	5	10	15	20	-	20	30	100
Business Statistics	5	15	15	-	-	15	50	100
Principles of Management	10	15	15	-	15	15	30	100
Microeconomics	10	15	15	-	15	15	30	100
Macroeconomics	5	10	10	20	10	15	30	100
Business Communication	10	15	15	30	10	20	-	100
Research Methodology	15	15	-	60	10	-	-	100
Career Preparation and Planning	25	30	-	45	-	-	-	100
Consumer Behavior	10	10	15	30	15	20	-	100
Advertising and Promotion	5	10	15	-	10	20	40	100
E-Marketing	5	15	20	30	10	20	-	100
Marketing of Services	5	15	20	30	10	20	-	100
Sales Force Management	5	10	20	30	15	20	-	100
Intermediate Accounting I	5	15	10	10	-	20	40	100
Intermediate Accounting II	5	15	10	10	-	20	40	100
Accounting Information Systems	5	15	10	20	-	20	30	100
Auditing I	10	10	10	10	-	20	40	100
Auditing II	15	15	-	20	-	20	30	100
Human Resources Management	5	5	10	20	10	20	30	100
Training and Development	10	15	10	-	20	15	30	100
Performance and Compensation	5	10	15	-	-	20	50	100
UAE Labor Law	10	10	20	30	10	20	-	100

Recruitment and Selection	5	10	15	-	-	20	50	100
Internship								

CURRICULUM

The BBA Program at CC consists of 4 major Learning Blocs:

General Education	27 Credit Hours
Business Foundation	26 Credit Hours
Business Core	42 Credit Hours
Free Electives	06 Credit Hours
Concentration	19 Credit Hours
Total	120 Credit Hours

General Education ... 27 Credit Hours

S	Course Code	Course Title	Pre-requisite	Cr
1	BIT 101	Computer Applications	NR	3
2	ENGL 102	English Writing Skills	NR	3
3	ENGL 103	Advanced English Writing Skills	ENGL 102	3
4	ISLC 104	Islamic Culture	NR	3
5	ENVT 105	Environmental Studies	NR	3
6	MATH 106	Business Mathematics	BIT 101	3
7	SOCL 107	UAE Society & Culture	NR	3
8	ARTS 108	Introduction to Arts	NR	3
9	CRIT 109	Critical Thinking	ENGL 102	3

Business Foundation ... 26 Credit Hours

S	Course Code	Course Title	Pre-requisite	Cr
1	STAT 201	Business Statistics	MATH 106	3
2	RESM 202	Research Methodology	STAT 201	3
3	BUSN 203	Business Communication	RESM 202	3
4	ECON 204	Macroeconomics	NR	3
5	ECON 205	Microeconomics	ECON 204	3
6	ECON 206	The Global Economy	ECON 204	3
7	ECON 207	The GCC Economies	ECON 206	3
8	MGMT 208	Principles of Management	NR	3
9	MGMT 209	Career Preparation and Planning	NR	2

Business Core ... 42 Credit Hours

S	Course Code	Course Title	Pre-requisite	Cr
1	MKTG 301	Principles of Marketing	NR	3
2	ACCT 302	Financial Accounting	NR	3

3	ACCT 303	Managerial Accounting	ACCT 302	3
4	FINA 304	Financial Management	ACCT 302, MGMT 208	3
5	BULW 305	Business Law	CRIT 109	3
6	ETIC 306	Business Ethics	CRIT 109, MGMT 208	3
7	MGMT 307	Operations Management	STAT 201	3
8	MGMT 308	International Business	ECON 204	3
9	ORGB 309	Organizational Behavior	MGMT 208, RESM 202, STAT 201	3
10	MGMT 401	Project Management	STAT 201, MGMT 208	3
11	MISM 402	Management Information Systems	BIT 101	3
12	MGMT 403	Leadership	ORGB 309	3
13	MGMT 404	Management of Change	ORGB 309	3
14	STRT 405	Strategic Management	FINA 304, MKTG301, ORGB309, MGMT 307	3

Electives ... 2 courses (6 Credit Hours)

Electives consist of two courses to be chosen from any concentration other than the student's chosen field.

S	Course Code	Course Title	Pre-requisite	Cr
1	-	Free Elective I	-	3
2	-	Free Elective II	-	3

Human Resources Management Concentration ... 19 Credit Hours

S	Course Code	Course Title	Pre-requisite	Cr
1	HURM 401	Human Resource Management	MGMT 208	3
2	HURM 402	Performance and Compensation Management	HURM 401	3
3	HURM 403	Training & Development	HURM 401	3
4	HURM 404	Recruitment and Selection	HURM 401	3
5	HURM 405	UAE Labor Law and Relations	BULW 305	3
6	HURM 406	Internship	MGMT 209	4

Marketing Concentration ... 19 Credit Hours

S	Course Code	Course Title	Pre-requisite	Cr
1	MKTG 401	Consumer Behavior	STAT 201, RESM 202, MKTG 301	3
2	MKTG 402	E-Marketing	BIT 101, MKTG 301	3
3	MKTG 403	Advertising and Promotion	MKTG 301	3
4	MKTG 404	Marketing of Services	RESM 202	3
5	MKTG 405	Sales Force Management	MKTG 301	3
6	MKTG 406	Internship	MGMT 209	4

Accounting Concentration ... 19 Credit Hours

S	Course Code	Course Title	Pre-requisite	Cr
1	ACCT 401	Intermediate Accounting I	ACCT 302	3
2	ACCT 402	Intermediate Accounting II	ACCT 401	3
3	ACCT 403	Auditing I	ACCT 401, ACCT 402	3
4	ACCT 404	Auditing II	ACCT 403	3
5	ACCT 405	Accounting Information Systems	MISM402, ACCT 302, ACCT 401	3
6	ACCT 406	Internship	MGMT 209	4

BBA Course Sequence

Year 1 – Semester 1 (Fall)				
S	Course Code	Course Title	Pre-requisite	Cr
1	BIT 101	Computer Applications	NR	3
2	ARTS 108	Introduction to Arts	NR	3
3	SOCL 107	UAE Society & Culture	NR	3
4	ISLC 104	Islamic Culture	NR	3
5	ENVT 105	Environmental Studies	NR	3
Year 1 – Semester 2 (Spring)				
1	ENGL 102	English Writing Skills	NR	3
2	MATH 106	Business Mathematics	BIT 101	3
3	MGMT 208	Principles of Management	NR	3
4	MKTG 301	Principles of Marketing	NR	3
5	ECON 204	Macroeconomics	NR	3

Year 2 – Semester 3 (Fall)				
S	Course Code	Course Title	Pre-requisite	Cr
1	ECON 206	The Global Economy	ECON 204	3
2	ECON 205	Microeconomics	ECON 204	3
3	CRIT109	Critical Thinking	ENGL 102	3
4	ENGL 103	Advanced English Writing Skills	ENGL 102	3
5	STAT 201	Business Statistics	MATH 106	3
Year 2 – Semester 4 (Spring)				
1	BULW305	Business Law	CRIT 109	3
2	RESM 202	Research Methodology	STAT 201	3
3	MGMT308	International Business	ECON 204	3
4	ECON 207	The GCC Economies	ECON 206	3
5	ACCT 302	Financial Accounting	NR	3

Year 3 – Semester 5 (Fall)				
S	Course Code	Course Title	Pre-requisite	Cr
1	BUSN203	Business Communication	RESM 202	3
2	FINA 304	Financial Management	ACCT 302, MGMT 208	3
3	ACCT 303	Managerial Accounting	ACCT 302	3
4	ORGB309	Organizational Behavior	MGMT 208, RESM 202, STAT 201	3
5	-	Concentration 1 (HURM/ACCT/MKTG)	-	3
Year 3 – Semester 6 (Spring)				
1	MGMT401	Project Management	STAT 201, MGMT 208	3
2	MGMT307	Operations Management	STAT 201	3
3	MGMT 404	Management of Change	ORGB 309	3
4	MGMT 209	Career Preparation and Planning	NR	2
5	-	Concentration 2 (HURM/ACCT/MKTG)	-	3
Year 4 – Semester 7 (Fall)				
S	Course Code	Course Title	Pre-requisite	Cr
1	MGMT 403	Leadership	ORGB 309	3
2	STRT405	Strategic Management	FINA 304, MKTG 301 ORGB 309 MGMT 307	3
3	-	Free Elective I	-	3
4	MISM402	Management Information Systems	BIT 101	3
5	-	Concentration 3 (HURM/ACCT/MKTG)	-	3
Year 4 – Semester 8 (Spring)				
1	ETIC 306	Business Ethics	CRIT 109, MGMT 208	3
2	-	Free Elective II	-	3
3	-	Concentration 4 (HURM/ACCT/MKTG)	-	3
4	-	Concentration 5 (HURM/ACCT/MKTG)	-	3
5	-	Internship	MGMT 209	4

Human Resources Management Concentration Study Plan

	S	Course Code	Course Title	Pre-requisite	Cr	
Year 1	Semester 1	1	BIT 101	Computer Applications	NR	3
		2	ARTS 108	Introduction to Arts	NR	3
		3	SOCL 107	UAE Society & Culture	NR	3
		4	ISLC 104	Islamic Culture	NR	3
		5	ENVT 105	Environmental Studies	NR	3
	Semester 2	1	ENGL 102	English Writing Skills	NR	3
		2	MATH 106	Business Mathematics	BIT 101	3
		3	MGMT 208	Principles of Management	NR	3
		4	MKTG 301	Principles of Marketing	NR	3
		5	ECON 204	Macroeconomics	NR	3
Year 2	Semester 3	1	ECON 206	The Global Economy	ECON 204	3
		2	ECON 205	Microeconomics	ECON 204	3
		3	CRIT 109	Critical Thinking	ENGL 102	3
		4	ENGL 103	Advanced English Writing Skills	ENGL 102	3
		5	STAT 201	Business Statistics	MATH 106	3
	Semester 4	1	BULW 305	Business Law	CRIT 109	3
		2	RESM 202	Research Methodology	STAT 201	3
		3	MGMT 308	International Business	ECON 204	3
		4	ECON 207	The GCC Economies	ECON 206	3
		5	ACCT 302	Financial Accounting	NR	3
Year 3	Semester 5	1	BUSN 203	Business Communication	RESM 202	3
		2	FINA 304	Financial Management	ACCT 302, MGMT 208	3
		3	ACCT 303	Managerial Accounting	ACCT 302	3
		4	ORGB 309	Organizational Behavior	MGMT 208, RESM 202, STAT 201	3
		5	HURM 401	Human Resource Management	MGMT 208	3
	Semester 6	1	MGMT 401	Project Management	STAT 201, MGMT 208	3
		2	MGMT 307	Operations Management	STAT 201	3
		3	MGMT 404	Management of Change	ORGB 309	3
		4	MGMT 209	Career Preparation and Planning	NR	2
		5	HURM 402	Performance and Compensation	HURM 401	3
Year 4	Semester 7	1	MGMT 403	Leadership	ORGB 309	3
		2	STRT 405	Strategic Management	FINA 304, MKTG 301 ORGB 309 MGMT 307	3
		3	-	Free Elective I	-	3
		4	MISM 402	Management Information Systems	BIT 101	3
		5	HURM 403	Training & Development	HURM 401	3
	Semester 8	1	ETIC 306	Business Ethics	CRIT 109, MGMT 208	3
		2	-	Free Elective II	-	3
		3	HURM 404	Recruitment and Selection	HURM 401	3
		4	HURM 405	UAE Labor Law and Relations	BULW 305	3
		5	HURM 406	Internship	MGMT 209	4

Marketing Concentration Study Plan

	S	Course Code	Course Title	Pre-requisite	Cr	
Year 1	Semester 1	1	BIT 101	Computer Applications	NR	3
		2	ARTS 108	Introduction to Arts	NR	3
		3	SOCL 107	UAE Society & Culture	NR	3
		4	ISLC 104	Islamic Culture	NR	3
		5	ENVT 105	Environmental Studies	NR	3
	Semester 2	1	ENGL 102	English Writing Skills	NR	3
		2	MATH 106	Business Mathematics	BIT 101	3
		3	MGMT 208	Principles of Management	NR	3
		4	MKTG 301	Principles of Marketing	NR	3
		5	ECON 204	Macroeconomics	NR	3
Year 2	Semester 3	1	ECON 206	The Global Economy	ECON 204	3
		2	ECON 205	Microeconomics	ECON 204	3
		3	CRIT 109	Critical Thinking	ENGL 102	3
		4	ENGL 103	Advanced English Writing Skills	ENGL 102	3
		5	STAT 201	Business Statistics	MATH 106	3
	Semester 4	1	BULW 305	Business Law	CRIT 109	3
		2	RESM 202	Research Methodology	STAT 201	3
		3	MGMT 308	International Business	ECON 204	3
		4	ECON 207	The GCC Economies	ECON 206	3
		5	ACCT 302	Financial Accounting	NR	3
Year 3	Semester 5	1	BUSN 203	Business Communication	RESM 202	3
		2	FINA 304	Financial Management	ACCT 302, MGMT 208	3
		3	ACCT 303	Managerial Accounting	ACCT 302	3
		4	ORGB 309	Organizational Behavior	MGMT 208, RESM 202, STAT 201	3
		5	MKTG 401	Consumer Behavior	STAT 201, RESM 202, MKTG 301	3
	Semester 6	1	MGMT 401	Project Management	STAT 201, MGMT 208	3
		2	MGMT 307	Operations Management	STAT 201	3
		3	MGMT 404	Management of Change	ORGB 309	3
		4	MGMT 209	Career Preparation and Planning	NR	2
		5	MKTG 402	E-Marketing	BIT 101, MKTG 301	3
Year 4	Semester 7	1	MGMT 403	Leadership	ORGB 309	3
		2	STRT 405	Strategic Management	FINA 304, MKTG 301, ORGB 309 MGMT 307	3
		3	-	Free Elective I	-	3
		4	MISM 402	Management Information Systems	BIT 101	3
		5	MKTG 403	Advertising and Promotion	MKTG 301	3
	Semester 8	1	ETIC 306	Business Ethics	CRIT 109, MGMT 208	3
		2	-	Free Elective II	-	3
		3	MKTG 404	Marketing of Services	RESM 202	3
		4	MKTG 405	Sales Force Management	MKTG 301	3
		5	MKTG 406	Internship	MGMT 209	4

Accounting Concentration Study Plan

	S	Course Code	Course Title	Pre-requisite	Cr	
Year 1	Semester 1	1	BIT 101	Computer Applications	NR	3
		2	ARTS 108	Introduction to Arts	NR	3
		3	SOCL 107	UAE Society & Culture	NR	3
		4	ISLC 104	Islamic Culture	NR	3
		5	ENVT 105	Environmental Studies	NR	3
	Semester 2	1	ENGL 102	English Writing Skills	NR	3
		2	MATH 106	Business Mathematics	BIT 101	3
		3	MGMT 208	Principles of Management	NR	3
		4	MKTG 301	Principles of Marketing	NR	3
		5	ECON 204	Macroeconomics	NR	3
Year 2	Semester 3	1	ECON 206	The Global Economy	ECON 204	3
		2	ECON 205	Microeconomics	ECON 204	3
		3	CRIT 109	Critical Thinking	ENGL 102	3
		4	ENGL 103	Advanced English Writing Skills	ENGL 102	3
		5	STAT 201	Business Statistics	MATH 106	3
	Semester 4	1	BULW 305	Business Law	CRIT 109	3
		2	RESM 202	Research Methodology	STAT 201	3
		3	MGMT 308	International Business	ECON 204	3
		4	ECON 207	The GCC Economies	ECON 206	3
		5	ACCT 302	Financial Accounting	NR	3
Year 3	Semester 5	1	BUSN 203	Business Communication	RESM 202	3
		2	FINA 304	Financial Management	ACCT 302, MGMT 208	3
		3	ACCT 303	Managerial Accounting	ACCT 302	3
		4	ORGB 309	Organizational Behavior	MGMT 208, RESM 202, STAT 201	3
		5	ACCT 401	Intermediate Accounting I	ACCT 302	3
	Semester 6	1	MGMT 401	Project Management	STAT 201, MGMT 208	3
		2	MGMT 307	Operations Management	STAT 201	3
		3	MGMT 404	Management of Change	ORGB 309	3
		4	MGMT 209	Career Preparation and Planning	NR	2
		5	ACCT 402	Intermediate Accounting II	ACCT 401	3
Year 4	Semester 7	1	MGMT 403	Leadership	ORGB 309	3
		2	STRT 405	Strategic Management	FINA 304, MKTG 301 ORGB 309 MGMT 307	3
		3	-	Free Elective I	-	3
		4	MISM 402	Management Information Systems	BIT 101	3
		5	ACCT 403	Auditing I	ACCT 401, ACCT 402	3
	Semester 8	1	ETIC 306	Business Ethics	CRIT 109, MGMT 208	3
		2	-	Free Elective II	-	3
		3	ACCT 404	Auditing II	ACCT 403	3
		4	ACCT 405	Accounting Information Systems	MISM 402, ACCT 302, ACCT 401	3
		5	ACCT 406	Internship	MGMT 209	4

BBA CONCENTRATIONS-CAREER OPPORTUNITIES

Human Resources Management Concentration

The concentration in Human Resource Management prepares students to qualify for entry-level positions in the field of Human Resources such as general administration, HR officer, public relations officer, recruitment officer, personnel administration, recruitment planning and selection, payroll management.

Marketing Concentration

The concentration in Marketing leads to career opportunities in the broad fields of sales and marketing.

Typically it prepares graduates for careers in sales, product management, retailing, market research, brand management, business development, consulting.

Accounting Concentration

Students in this concentration will be well equipped to take professional responsibilities at entry-level in various fields such as financial accountant, financial analyst, junior auditor, assistant financial manager, junior accountant, credit analyst, administrator.

VI. BACHELOR OF INFORMATION TECHNOLOGY

PROGRAM STRUCTURE

Bachelor's Degree in Information Technology (120 Credit Hours)

The BIT program requires a total of 120 credit hours for graduation. This includes 3 credit hours for 8 weeks of company training (internship) at the end of the 8th Semester. In addition, in the final semester of the program, students work on a capstone project (Graduation Project) involving design, implementation, testing, and evaluation of a computer based software or hardware system. The remaining credit hours of course work are distributed over 8 full semesters. Accordingly, a student can complete all the requirements for graduation in a period of four years.

Summary of the BIT program structure is shown as following:

General Education	(24 Cr. Hrs.)
BIT Core Courses	(48 Cr. Hrs.)
BIT Advanced Core Courses	(45 Cr. Hrs.)
Internship	(03 Cr. Hrs.)

Total = 120 Cr. Hrs.

In accordance with Association for Computing Machinery (ACM2008), BIT students are required to take courses in general education, humanities and social requirements to ensure that they are provided with many necessary skills beyond the technical ones found in the IT body of knowledge. The curriculum of the IT program comprises general education that supports the broad education of IT students as shown in Table I.

Two approaches have been recommended by ACM2008 for presenting the core courses; pillars-first approach and integration-first approach. ACM2008 indicates that the pillars-first approach has the advantage of being a better approach for articulation with two-year programs. Based on CC needs for allowing students to come in from a 2-year program, pillars-first approach is used to present the core and advanced core courses as shown in Tables II and III.

In Table I, Course ID beginning with 'BIT' represents a course offered by school of Information Technology. Any other alphabetical combination at the start of the course ID represents general education courses and they are offered by school of Business Administration. General education course syllabi are located in Appendix B in this document.

Table I General Education Courses

SN	Course ID	Course Title	Credit Hour	Prerequisite
1.	BIT101	Computer Applications	3	None
2.	BIT102	Introduction to Arts	3	None
3.	RESM202	Research Methodology	3	Completion of 90 Credits
4.	CRIT109	Critical Thinking	3	None
5.	ISLC104	Islamic Culture	3	None
6.	ENVT105	Environmental Studies	3	None
7.	SOCL107	UAE Society & Culture	3	None
8.	ENGL102	English Writing Skills	3	None
Total number of hours for General Education			24 Cr Hrs	

Table II Core Courses

SN	Course ID	Course Title	Credit Hours	Prerequisite(s)
1.	BIT103	Mathematics & Statistics for IT	3	None
2.	BIT104	Systems Analysis and Design	3	None
3.	BIT105	Computer System Concepts	3	None
4.	BIT201	Fundamentals of Web Technologies	3	BIT101
5.	BIT202	Fundamentals of Networking	3	BIT105
6.	BIT203	Computer Programming Fundamentals	3	BIT103
7.	BIT204	Software Engineering	3	None
8.	BIT205	Computer Architecture and Organization	3	BIT105
9.	BIT206	Object Oriented Programming	3	BIT203
10.	BIT207	Information Assurance and Security	3	BIT201 & BIT203
11.	BIT208	Operating System	3	BIT203
12.	BIT209	Fundamentals of Information Management	3	BIT203
13.	BIT210	Human Computer Interaction	3	BIT201 & BIT203
14.	BIT301	Integrative Programming and Technologies	3	BIT209
15.	BIT302	Database Programming	3	BIT209
16.	BIT303	System Administration and Maintenance	3	BIT208
Core Courses			48 Cr. Hrs	

Table III Advanced Core Courses

SN	Course ID	Course Title	Credit Hours	Prerequisite(s)
1.	BIT304	Network Communications and Security	3	BIT202
2.	BIT305	Distributed Systems	3	BIT208
3.	BIT306	Management Information Systems	3	None
4.	BIT307	Mobile Computing	3	BIT202 & BIT203
5.	BIT308	Intelligent Systems	3	BIT206

COMPUTER COLLEGE

6.	BIT309	Web Development	3	BIT201
7.	BIT310	System Integration and Architecture	3	BIT301
8.	BIT401	Data Warehousing	3	BIT302
9.	BIT402	Digital Media	3	BIT309
10.	BIT403	Knowledge Based Systems	3	BIT308
11.	BIT404	e-Commerce	3	BIT309
12.	BIT405	Cloud Computing	3	BIT304& BIT309
13.	BIT406	IT and Society	3	BIT402
14.	BIT407	Software Quality Management	3	BIT310
15.	BIT408	Graduation Project	3	Completion of 105 credits
Advanced Core Courses			45 Cr. Hrs	
16.	BIT409	Internship	3	BIT 408

STUDY PLAN

Semester	Code	Course Title	Type	Pre-Requisite	Credits
Year 1 Fall	BIT101	Computer Applications	GE	None	3 (2Lec+2Lab)
	BIT102	Introduction to Arts	GE	None	3 (3Lec)
	SOCL107	UAE Society and Culture	GE	None	3 (3Lec)
	ISLC104	Islamic Culture	GE	None	3 (3Lec)
	ENVT105	Environmental Studies	GE	None	3 (3Lec)
Total					15
Year 1 Spring	BIT103	Mathematics and Statistics for IT	CR	None	3 (2Lec+2Tut)
	BIT104	Systems Analysis and Design	CR	None	3 (2Lec+2Tut)
	BIT105	Computer System Concepts	CR	None	3 (2Lec+2Tut)
	ENGL102	English Writing Skills	GE	None	3 (3Lec)
	CRIT109	Critical Thinking	GE	None	3 (3Lec)
Total					15
Year 2 Fall	BIT201	Fundamentals of Web Technologies	CR	BIT101	3 (2Lec+2Lab)
	BIT202	Fundamentals of Networking	CR	BIT105	3 (2Lec+2Lab)
	BIT203	Computer Programming Fundamentals	CR	BIT103	3 (2Lec+2Lab)
	BIT204	Software Engineering	CR	None	3 (3Lec)
	BIT205	Computer Architecture and Organization	CR	BIT105	3 (2Lec+2Lab)
Total					15
Year 2 Spring	BIT206	Object Oriented Programming	CR	BIT203	3 (2Lec+2Lab)
	BIT207	Information Assurance and Security	CR	BIT201 & BIT203	3 (3Lec)
	BIT208	Operating System	CR	BIT203	3 (3Lec)
	BIT209	Fundamentals of Information Management	CR	BIT203	3 (2Lec+2Lab)
	BIT210	Human Computer Interaction	CR	BIT201 & BIT203	3 (3Lec)
Total					15
Year 3 Fall	BIT301	Integrative Programming and Technologies	CR	BIT209	3 (2Lec+2Lab)
	BIT302	Database Programming	CR	BIT209	3 (2Lec+2Lab)
	BIT303	System Administration and Maintenance	CR	BIT 208	3 (2Lec+2Lab)
	BIT304	Network Communications and Security	AD	BIT202	3 (2Lec+2Lab)
	BIT305	Distributed Systems	AD	BIT208	3 (3Lec)
Total					15
Year 3 Spring	BIT306	Management Information Systems	AD	None	3 (3Lec)
	BIT307	Mobile Computing	AD	BIT202 & BIT203	3 (3Lec)
	BIT308	Intelligent Systems	AD	BIT206	3 (3Lec)
	BIT309	Web Development	AD	BIT201	3 (2Lec+2Lab)
	BIT310	System Integration and Architecture	AD	BIT301	3 (2Lec+2Lab)
Total					15
Year 4 Fall	RESM202	Research Methodology	GE	Completion of 90 Crs	3 (3Lec)
	BIT401	Data Warehousing	AD	BIT302	3 (2Lec+2Lab)
	BIT402	Digital Media	AD	BIT309	3 (2Lec+2Lab)
	BIT403	Knowledge Based Systems	AD	BIT308	3 (3Lec)
	BIT404	e-Commerce	AD	BIT309	3 (2Lec+2Lab)
Total					15
Year 4 Spring	BIT405	Cloud Computing	AD	BIT304 & BIT309	3 (3Lec)
	BIT406	IT and Society	AD	BIT402	3 (3Lec)
	BIT407	Software Quality Management	AD	BIT310	3 (3Lec)
	BIT408	Graduation Project	AD	Completion of 105 Crs	3 (1Lec+4Lab)
	BIT409	Internship	---	BIT408	3(8 weeks)
Total					15
Grand Total					120

GE: General Education

CR: Core

AD: Advanced Core

Lec: Lecture

Lab: Laboratory Tut: Tutorial

PROGRAM MISSION

The School of Information Technology strives to provide high quality Information Technology education to its students. It places special emphasis on developing its graduates with the skills and knowledge to take on appropriate professional positions in Information Technology upon graduation and grow into leadership positions or pursue research or graduate studies in the field and can effectively contribute to the advancement of the community.

PROGRAM GOALS (PG)

The goals of the BIT program are in conformity with those mentioned in (Association for Computing Machinery) ACM2008. The goals of the BIT program are:

Table IV Alignment between Program Goals and ACM2008 Goals

No	BIT Program Goals	ACM2008 Goals
PG1	Employ appropriate IT methodologies to help an individual or organization achieve its goals and objectives.	1
PG2	Function as a user advocate to meet the Information Technology needs of community and organizations.	2
PG3	Manage Information Technology resources and provide leadership in planning by strengthening IT knowledge and skills for the effective use of technology.	3
PG4	Predict the changing direction of Information Technology, evaluate and communicate toward new technologies to meet specified requirements.	4
PG5	Awareness and, in some cases, contribution to the foundation of basic sciences and mathematics and ability to apply this knowledge to identify and solve IT problems	5
PG6	Can work effectively as a member of a team and acquire the generic skills needed to function in multidisciplinary, diverse, competitive and fast changing environment.	6
PG7	Can appreciate the significance of ethical issues and contribute as a well-rounded member of society.	6

PROGRAM LEARNING OUTCOMES (PLO)

The Program learning outcomes of the BIT program are in conformity with those mentioned in (Accreditation Board for Engineering and Technology) ABET's A-K and ACM2008.

The program provides opportunities for students to achieve and demonstrate the following learning outcomes:

Table V Alignments between BIT Program Learning Outcomes using National Qualifications Framework (NQF) strands and ABET& ACM2008 Program Learning Outcomes

BIT Program learning Outcomes		ABET (A-K)	ACM 2008
NQF Strand # 1: Knowledge			
PLO1	Understanding the knowledge of computing, mathematics and research innovations appropriate to the discipline	A	A
PLO2	An understanding of best practices, standards, applications and how other disciplines relate to the field of work and study	K	M
PLO3	Familiarity with local and global impact of computing on individuals, organizations, and society	H, J	G
NQF Strand # 2: Skills			
PLO4	To be able to recognize problems, create solutions, identify requirements and advance current practices.	E	B
PLO5	To be able to communicate effectively with a range of audiences	G	F
PLO6	To assist in the creation of an effective project plan and interact successfully with others in order to work towards a common result.	D	D, N
NQF Strand # 3: Responsibility			
PLO7	To design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs	B, C	C
PLO8	To use and apply current technical concepts and practices in the core information technologies	K	J
PLO9	To effectively integrate IT-based solutions into the user environment	E	L
PLO10	To identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of computer-based systems	B,C, H	K
NQF Strand # 4: Role in Context			
PLO11	Can take responsibility to work as an IT professional to design, select, apply, deploy and manage computing systems to support the organization, as an individual and in multi-cultural and multi-disciplinary teams, with the capacity to be a team leader or valuable team member	D	A,,B,C,D,E, F,J K,L,M,N
NQF Strand # 5: Independency and Self-Development			
PLO12	An understanding of professional, ethical, legal, security and social issues and responsibilities	F	E
PLO13	Recognition of the need for and an ability to engage in continuing professional development, independent learning and initiatives.	I	H

Mapping the Program Learning Outcomes to the Program Goals

Mapping the program learning outcomes to the program goals to assess the overall strength of the contribution a PLO makes to achieve each of the BIT program goals. The mapping and the assessment score are shown in Table VI below:

Table VI Mapping the Program Learning Outcomes to the Program Goals

BIT Program Outcomes		BIT Program Goals						
		PG1	PG2	PG3	PG4	PG5	PG6	PG7
NQF1	PLO 1	1	1	2	2	3	1	1
	PLO 2	2	1	2	3	2	2	1
	PLO 3	3	2	2	3	1	2	1
NQF2	PLO 4	1	3	2	2	3	1	1
	PLO 5	2	3	1	1	1	2	1
	PLO 6	2	2	3	2	1	2	1
NQF3	PLO 7	3	1	1	2	2	1	1
	PLO 8	3	2	1	2	3	1	1
	PLO 9	3	3	1	1	2	1	1
	PLO 10	3	3	2	2	2	1	1
NQF4	PLO 11	3	3	3	2	3	3	2
NQF5	PLO 12	1	1	1	1	1	2	3
	PLO 13	1	1	1	2	1	3	2

Assessment Score

3=Full Contribution

2=Moderate Contribution

1=Weak or No Contribution

Mapping the Courses to the Program Learning Outcomes (PLO) and National Qualifications Framework (NQF) Strands

Mapping the BIT courses to the program learning outcomes to assess the overall strength of the contribution a course makes to achieve each of the PLO. Successfully completing those courses will contribute to the recognition of the students achievement of the program learning outcomes as shown in Table VII.

Mapping the BIT Courses to the Assessment Tools with their Respective Weight

Mapping the courses to the assessment tools that will be used to measure the achievements of each PLO, and the weight of each of the assessment tool are shown in Table VIII.

Table VII Mapping BIT Courses to Program Learning Outcomes and National Qualifications Framework Strands

Code	Course Title	BIT Program Learning Outcomes												
		NQF1			NQF2			NQF3				NQF4	NQF5	
		PLO1	PLO2	PLO3	PLO4	PLO5	PLO6	PLO7	PLO8	PLO9	PLO10	PLO11	PLO12	PLO13
BIT101	Computer Applications	3	2	2	1	2	1	1	1	1	1	1	1	1
BIT102	Introduction to Arts	2	1	1	1	2	1	1	1	1	1	1	1	1
BIT103	Mathematics and Statistics for IT	3	3	1	2	2	1	1	1	1	1	1	1	1
BIT104	Systems Analysis and Design	3	3	1	3	1	2	3	2	2	3	1	1	2
BIT105	Computer System Concepts	3	3	1	2	2	1	1	1	1	1	1	1	1
BIT201	Fundamentals of Web Technologies	3	3	3	3	1	1	3	3	3	1	2	1	1
BIT202	Fundamentals of Networking	3	2	2	1	1	1	1	3	2	2	2	1	1
BIT203	Computer Programming Fundamentals	2	1	3	1	3	1	3	3	2	2	2	1	1
BIT204	Software Engineering	3	3	1	3	1	2	3	2	2	3	1	1	2
BIT205	Computer Architecture and Organization	1	1	3	1	1	1	1	3	3	3	2	3	1
BIT206	Object Oriented Programming	2	1	3	1	3	1	3	3	2	2	2	1	1
BIT207	Information Assurance and Security	2	3	1	3	1	1	1	3	1	1	1	1	1
BIT208	Operating System	1	1	3	1	1	1	1	3	3	3	2	3	1
BIT209	Fundamentals of Information Management	3	1	3	3	1	1	3	3	3	1	1	3	1
BIT210	Human Computer Interaction	1	1	3	3	1	1	3	3	3	1	1	3	1
BIT301	Integrative Programming and Technologies	3	3	1	1	1	1	3	3	3	3	2	1	1
BIT302	Database programming	3	1	3	3	1	1	3	3	3	1	1	3	1
BIT303	System Administration and Maintenance	1	1	3	1	1	1	1	3	3	3	2	3	1
BIT304	Network Communications and Security	3	3	3	3	1	1	3	3	3	3	1	2	2
BIT305	Distributed Systems	3	3	3	3	1	1	3	3	3	3	1	3	1
BIT306	Management Information Systems	1	1	3	1	3	3	1	3	1	1	3	3	2
BIT307	Mobile Computing	3	3	3	3	1	1	1	3	3	3	2	2	1
BIT308	Intelligent Systems	3	3	3	3	1	1	3	3	3	3	1	3	1
BIT309	Web Development	3	3	3	3	1	1	3	3	3	1	2	2	2
BIT310	System Integration and Architecture	3	3	3	3	3	3	1	3	3	3	2	3	1
BIT401	Data Warehousing	3	1	3	3	1	1	3	3	3	3	2	3	1
BIT402	Digital Media	3	3	3	3	1	1	3	3	3	1	2	2	2
BIT403	Knowledge Based Systems	3	1	3	3	1	1	3	3	3	1	1	3	1
BIT404	e-Commerce	3	3	3	3	1	1	3	3	3	1	2	2	2
BIT405	Cloud Computing	3	3	3	3	1	1	1	3	3	3	2	2	1
BIT406	IT and Society	1	1	3	1	3	3	1	3	1	1	3	3	1
BIT407	Software Quality Management	2	3	1	3	1	1	1	3	1	1	1	1	1
BIT408	Graduation Project	3	3	3	3	3	3	3	3	3	3	3	3	3
BIT409	Internship	3	3	3	3	3	3	3	3	3	3	3	3	3

Table VIII Mapping BIT Courses to the Assessment Tools

Code	Course Title	Assessment Tools											Total	
		Attendance	Assignments	Quizzes	Class Contribution	Tut	Lab	Presentation	Case study	Project	Mid Term	Final Exam		
BIT101	Computer Applications	10%	10%	--	--	--	30%	10%	--	40%	--	--	100%	
BIT102	Introduction to Arts	10%	10%	10%	10%	--	--	--	20%	20%	20%	--	100%	
BIT103	Mathematics and Statistics for IT	5%	--	--	10%	25%	--	--	--	--	20%	40%	100%	
BIT104	Systems Analysis and Design	5%	--	--	--	15%	--	10%	10%	--	20%	40%	100%	
BIT105	Computer System Concepts	10%	--	10%	--	20%	--	--	--	--	20%	40%	100%	
BIT201	Fundamentals of Web Technologies	5%	--	--	--	--	25%	10%	--	10	20%	30%	100%	
BIT202	Fundamentals of Networking	5%	15%	--	--	--	20%	--	--	--	20%	40%	100%	
BIT203	Computer Programming Fundamentals	5%	5%	--	--	--	30%	--	--	--	20%	40%	100%	
BIT204	Software Engineering	10%	10%	--	--	--	--	10%	--	--	30%	40%	100%	
BIT205	Computer Architecture and Organization	5%	10%	--	--	--	25%	--	--	--	20%	40%	100%	
BIT206	Object Oriented Programming	5%	15%	--	--	--	25%	--	--	15%	20%	20%	100%	
BIT207	Information Assurance and Security	5%	10%	--	--	--	--	15%	--	10%	20%	40%	100%	
BIT208	Operating Systems	5%	15%	--	--	--	20%	--	--	--	20%	40%	100%	
BIT209	Fundamentals of Information Management	5%	15%	--	--	--	30%	--	--	--	20%	30%	100%	
BIT210	Human Computer Interaction	5%	5%	--	--	--	--	15%	15%	--	20%	40%	100%	
BIT 301	Integrative programming and Technology	10%	20%	--	--	--	20%	--	--	--	20%	30%	100%	
BIT302	Database programming	5%	--	--	--	--	25%	--	--	10%	20%	40%	100%	
BIT303	System Administration & Maintenance	10%	20%	--	--	--	20%	--	--	--	20%	30%	100%	
BIT304	Network Communications & Security	5%	--	--	--	--	20%	--	5%	10%	20%	40%	100%	
BIT305	Distributed Systems	10%	10%	10%	--	--	--	--	10%	--	20%	40%	100%	
BIT306	Management Information Systems	10%	10%	10%	--	--	--	--	10%	--	20%	40%	100%	
BIT307	Mobile Computing	5%	--	--	--	--	20%	--	--	15%	20%	40%	100%	
BIT308	Intelligent Systems	5%	--	--	--	--	20%	--	--	15%	20%	40%	100%	
BIT309	Web Development	10%	10%	--	--	--	30%	10%	--	40%	--	--	100%	
BIT310	System Integration and Architecture	5%	--	--	--	--	15%	5%	5%	10%	20%	40%	100%	
BIT401	Data Warehousing	10%	--	--	--	--	20%	--	--	20%	20%	30%	100%	
BIT402	Digital Media	10%	10%	--	--	--	30%	10%	--	40%	--	--	100%	
BIT403	Knowledge Based Systems	10%	--	--	--	--	20%	--	--	20%	20%	30%	100%	
BIT404	e-Commerce	5%	--	10%	--	--	10%	10%	5%	--	20%	40%	100%	
BIT405	Cloud Computing	10%	--	--	--	--	20%	--	--	20%	20%	30%	100%	
BIT406	IT and Society	5%	5%	10%	--	--	--	10%	10%	--	20%	40%	100%	
BIT407	Software Quality Management	5%	5%	10%	--	--	--	10%	10%	--	20%	40%	100%	
BIT408	Graduation Project	Literature Research=20% Action Plan=15% Contribution=15% Final Report=25%						25%						100%
BIT409	Internship	Company Evaluation =50%						25%		25%				100%

VII. REQUIREMENTS FOR AWARD OF BACHELOR DEGREE

DEGREE COMPLETION REQUIREMENTS

1 - To qualify for graduation with a Bachelor of Business Administration Degree, students must complete successfully 120 credit hours of courses including:

- 27 credit hours of General Education
- 26 credit hours of Business Foundation
- 48 credit hours of Business Core
- 19 credit hours of Concentration

In addition, students must achieve a minimum CGPA of 2.0 and must complete a minimum of four semesters and 60 credit hours in residence at Computer College including the final 30 credit hours of the program.

2 - To qualify for graduation with a Bachelor of Information Technology Degree, students must complete successfully 120 credit hours of courses including:

- 24 credit hours of General Education
- 48 credit hours of Core Courses
- 45 credit hours of Advanced Core Courses
- 03 credit hours of Internship

In addition, students must achieve a minimum CGPA of 2.0 and must complete a minimum of four semesters and 60 credit hours in residence at Computer College including the final 30 credit hours of the program.

GENERAL EDUCATION EXIT EXAMINATION

Although students would have demonstrated sufficient proficiency through earning passing grades in the General Education courses at the end of each course, a General Education Exit Examination will be administered each Semester. The Examination will assess the undergraduate student achievements and acquisition of general education competencies and skills.

Computer College administers the General Education Exit Exam at the end of the fourth Semester upon successful completion of all the General Education courses in the Program. Exam dates are announced at the beginning of the Semester.

The Exam is prepared by the Faculty in charge of the General Education and administered by the Office of Institutional Effectiveness.

CREDIT HOURS

All courses carry 3 credits hours with the exception of the Internship (4 credit hours)and Career Preparation and Planning (2 credit hours) courses of the BBA Program. Each credit hour represents 3 hours of classroom contact time per week. In addition, each credit requires on average two hours of student work preparation and learning outside the classroom. All courses, with the exception of the Internship course, are spread over a period of 15 weeks. Each course is delivered over a period of 15 consecutive weeks.

COURSE LOAD

The regular student course load per semester is of 15 credit hours i.e. 5 courses of 3 credit hours (Fall and Spring). For the Summer Terms (Summer I and Summer II), students can take up to 9 credit hours per session. Students on Probation will not be allowed to take full course load (see Section on Academic Probation)

COURSE OVERLOAD

Overload is permitted for students in good academic standing (with a minimum CGPA of 2.0) subject to their academic advisor's approval. The maximum course overload permitted in any Semester is 3 credit hours.

PROGRAM COMPLETION DURATION

The BIT and BBA Programs duration is of 8 Semesters. The standard completion time is 4 academic years. Subject to the Dean's approval and in exceptional circumstances, the time required for the completion of the Program may extend to 8 years.

ADVANCED CREDITS

Students with good academic standing (minimum C grade) from the secondary curricula are eligible for consideration for advanced credits from the following:

- GCE
- IB
- French Bacalaureate

CREDIT TRANSFER AND RESIDENCY REQUIREMENT

Students applying for credit transfer to Computer College from the UAE must have been enrolled in Universities and Colleges accredited by the CAA of the MOHESR.

Computer College also accepts credit transfer from institutions of higher education located outside the UAE provided the institution is licensed or officially accredited by the country's relevant Ministry or accreditation authority.

In addition, Computer College does not award credit for duplicated courses or for training provided by non-approved organizations.

The Registration office has the responsibility to verify the eligibility of the institution for credit transfer.

For the BBA and BIT programs, the maximum authorized credit transfer is of 60 credit hours representing 50 percent of the credit requirements in each program.

In addition, credit transfer is subject to the following conditions and dispositions:

- Students must complete a minimum of 50% of the program total credit requirements in residency at the College.
- The last two semesters must be completed in residency at the Computer College.
- For courses at the 100/200 level, a minimum grade of C is required to be eligible for transfer.
- For courses at the 300/400 level a minimum grade of B is required to be eligible for transfer.
- Petition for transfer credit must be made at the time of enrolment at Computer College and all records (transcripts,etc) must be received during the first semester in residence.
- The total number of credit transfer authorized in the area of concentration cannot exceed 6 credits.
- Credit transfer will not be granted for the internship course and the capstone courses.

Documentation requirement:

Students transferring to Computer College must submit the following documents:

- Official transcripts from the institution from which they are transferring
- Detailed course description of all courses for which credit transfer is requested.

GRADING SYSTEM

Course Assessment

Different types of assessment are used by the course instructors. The Course Syllabus distributed to the students at the beginning of each course describes the various methods of assessment used in the course and their relative weight in the final grade. For most courses,

students are assessed by a variety of methods such as Quizzes, Project Work, Classroom Participation, Mid Term and Final Exam.

Grading System

Grade	Points	Marks	Description
A	4.0	90 – 100	Outstanding
B⁺	3.5	86 – 89	Excellent
B	3.0	80 – 84	Very Good
C⁺	2.5	75 – 79	Good
C	2.0	70 – 74	Average
D⁺	1.5	65 – 69	Poor
D	1.0	60 – 64	Very Poor
F	0	< 60	Fail
I	-		Incomplete

Grade Qualifications

A	Demonstrates a high Level of performance and outstanding mastery of the domain area
B⁺	Demonstrates excellent mastery of subject matter and overall commendable performance and achievement
B	Very good mastery of subject matter and excellent knowledge and understanding
C⁺	Good mastery of subject matter and fairly good knowledge and understanding
C	Average performance and achievement
D⁺	Inadequate level of achievement overall. Average to poor level of knowledge and understanding of the subject matter
D	Limited knowledge and understanding of the subject matter
F	Spare knowledge and understanding of the subject matter and standard of performance well below the level required for a Bachelor Degree Program

GRADE POINT AVERAGE

The student's Grade Point Average (GPA) is calculated by dividing the total number of Grade Points awarded by the total number of credit hours registered per semester.

Courses with letter grades of EX (Exempted) and I (Incomplete) are excluded from the GPA calculation.

CUMULATIVE GRADE POINT AVERAGE

The Student's Cumulative Grade Point Average (CGPA) is calculated by dividing the total number of Grade Points awarded from the first semester by the total number of credit hours of a given semester

The CGPA is used to determine the student academic standing and progress in all semesters.

ACADEMIC PROGRESS POLICY

Good Academic Standing

In order to be considered in Good Academic Standing students must achieve a minimum CGPA of 2.00 at the end of each Semester.

Academic Warning

Students who fail to achieve a CGPA of 2.0 at the end of the first academic semester will be placed on academic warning.

Concerned students must return to good academic standing at the end of the next semester following the academic warning with a CGPA of 2.0 or higher.

Students having achieved a CGPA of 2.0 or higher will have the academic warning removed. Failure to achieve a CGPA of at least 2.0 will lead to Academic Probation.

Academic Probation

Students with a CGPA of less than 2.00 will be placed on Probation. The Probation duration cannot exceed two Semesters and the concerned students must revert to good Academic standing within the set period. Failure to achieve a CGPA of 2.0 at the end of the second probation semester will lead to dismissal from the College.

In order to revert to Good Academic Standing, students must Repeat all "Fail" (F) courses and obtain a satisfactory grade. The new grades will be the basis for the CGPA calculation. It will also appear in the transcript (followed however by the word "Repeat"). Payment of tuition fees is due for all repeated courses.

Students on Probation may only register for 4 courses of 12 credit hours per Semester.

Students who fail to achieve a CGPA of 2.0 at the end of a first semester of Probation may only register for 3 courses of 9 credit hours.

Repeat students are required to pay tuition fees for all repeated courses.

Incomplete (Grade I)

Grade I is allocated to students who fail to complete a specific component of a course work. The concerned instructor may authorize the student to complete the additional course work in the course of the next Semester. A grade I cannot be extended beyond one Semester and if not converted, will be automatically replaced by an F (Fail) grade.

Repeat Course

A student may choose to repeat a course either to try to improve his/her grade, or to replace a Fail Grade. Student can only repeat once a previously passed course. The repeat course must be taken within a maximum period of one year or, if not offered during the timeline, as soon as it is offered by the College.

A failed course can be retaken only twice. Shall the students fail in his/her two attempts to pass successfully the course, constitutes ground for dismissal. In all repeat course cases, the best grade is considered for CGPA calculation. In such cases, the grade will be followed by an asterisk (*) showing that the course has been repeated.

Academic Suspension

Students, who fail to achieve a CGPA of at least 2.0 at the end of their probation period, will be placed on Academic Suspension for one academic semester. Students on Academic Suspension may seek readmission at the end of the Suspension Period. When readmission is granted, student will be placed on Academic Probation.

Academic Dismissal

If a readmitted student fails to achieve a CGPA of 2.0 or higher at the end of the semester in which readmission was granted, he/she will be dismissed from the College.

Attendance Policy

Students are expected to attend all classes and be punctual.

Throughout the Program regular attendance and participation in classroom activities are compulsory. Attendance will be monitored by the Instructor at the beginning of each session. Students absent for medical or any other “force majeure” reasons have to report to the Program office and produce proper supporting documents.

Absenteeism of more than 25% in any course will result in the dropping of the course.

Dean's List

At the end of each Academic Year, a Dean's List of academically outstanding students is issued by the Registrar's office. The Dean's list consists of the top 10% of the best performing students.

To be on the Dean's List, students have to be in good Academic standing with a CGPA of at least 3.5 with no I grade and no grade below C during the Academic Year. In addition, students with a full course load only are eligible to the Dean's List. Dean's list designation applies to only Fall and Spring Semesters academic records.

ACADEMIC ADVISING

Academic Advising complements academic instruction and is thus a faculty member responsibility. CC recognizes this responsibility by allocating time for indirect instructional activity, which includes student advising, as part of the total faculty instructional workload.

Academic advising is designed to provide necessary tools and information to all students, allowing them to take responsibility for developing educational plans compatible with their goals; meeting institutional and degree requirements; and preparing for a life of change, challenge and individual fulfillment as active citizens.

The primary purposes of academic advising are to help students to select appropriate academic courses and programs, to establish effective mentor relationships, to use support services effectively, and to plan for the future.

Academic Advising purpose is to:

- Inform students about the advising policy and the advising process during initial introduction to the college and direct them to an appropriate advisor
- Make sure that all enrolled students will have an assigned advisor
- Advise students seeking to change majors or programs, declaring a track/concentration, being on probation, applying for graduation
- Assist students in designing an academic program for timely fulfillment of their degree goals, including selection of appropriate courses singly and in sequence
- Provide students with timely and accurate information regarding CC 's academic policies and procedures
- Disseminate information among students of the wide variety of student support services and extracurricular educational opportunities that may help them reach their personal and academic goals
- Assist students to explore and understand possible short- and long-range implications and consequences of their choices

Responsibilities of Students

The advising process depends on the thoughtful participation of the students. Students must assume the following responsibilities:

Students should:

- Attend the new student Orientation Day prior to their first term of attendance
- Obtain the Student Handbook and Catalog upon joining the Program
- Meet at least once each semester with their program academic advisers, beginning with the first semester
- Ensure completing all degree requirements and accept ultimate responsibility for their selection of classes which incorporates their decisions as well as the academic advice that has been given

Responsibilities of the Faculty Members

Faculty advisers are the key element in providing academic advising to students. Faculty members are expected to maintain regular and reasonable office hours during which they will be available to meet with individual advisees.

ACADEMIC DISHONESTY

Students are expected to respect the College code of Academic honesty and conduct themselves according to these standards. Academic dishonesty is a serious offense and may take various forms.

Violations of Academic Integrity

Cheating During Examination

It is defined as:

- obtaining or providing unauthorized information during an examination through verbal, visual or unauthorized use of books, notes, text and other materials
- obtaining or providing information concerning all or part of an examination prior to that examination
- taking an examination for another student, or arranging for another person to take an exam in one's place

- altering or changing test answers after submittal for grading, grades after grades have been awarded, or other academic records once these are official
- Sharing the content of exams with other students
- Use of solution manuals or other instructor manuals as an aid during examination

Submission of works prepared by others

Plagiarism

Plagiarism, whereby another person's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own.

All students, found guilty of plagiarism in an assignment or exam, are subject to disciplinary measures. The faculty must inform the Program officer of all instances of plagiarism with evidence documents relevant to the accusation.

Falsification

Falsification of official documents, forges of College official signatures or stamp, adding or deleting information on academic documents, etc.

Disciplinary Procedures

In case of violation of standards of Academic Integrity the following procedure will be followed:

- Reporting the violation to the School chairs
- After proper inquiry and request of information from the student about the alleged violation, the chair will report the incident to the Dean.
- The Dean will convene the Academic Disciplinary Committee.

The ADC consists of:

- The Dean, who chairs the Committee
- The concerned School Chair
- Two Faculty members of the concerned School

Disciplinary procedures for incidents of academic dishonesty may involve both academic action and administrative action for behavior against the campus regulations for student conduct. The procedure involve the determination by the faculty member pursuing concerns over alleged cheating or plagiarism as to whether administrative action is warranted, in addition to making a determination as to any academic consequence.

Timelines for the procedures

On first detection of a small incident or the intent to commit an incident the staff member can issue a verbal warning to the student. The student cannot appeal the verbal warning but can talk to the concerned person for ways of avoiding the same conflict in the future.

On detection of a serious incident by the staff member, this shall be noted down in the incident report form available with the program managers. The form shall be signed by the reporting staff and the program manager. The outcomes of the incident should be mentioned on the form. The possible outcomes are

Academic sanctions may include:

- (1) cancelling the student's enrollment in the class without a grade;
- (2) filing a final grade of "F";
- (3) awarding a failing mark on the test or paper in question;
- (4) requiring the student to retake the test or resubmit the paper.

Disciplinary Probation

The incident report form and the outcome should be completed and handed over to the student within 5 working days. The student on receiving the incident report form will need to follow the student grievance policy and appeals policy.

Appeal

Students have the right to appeal and contest the disciplinary decision against them.

If the student wishes to appeal the academic sanction, the Academic Disciplinary Committee will investigate the incident and determine whether the student is responsible for dishonesty and, if so, the appropriate academic action as a consequence for this act. The appeal should be done according to the student appeals policy. The student will be entitled to receive notice of the academic charges and the opportunity to reply to or to rebut the charges before an unbiased board.

GRADE APPEAL

In case of disagreement in regard to their grades, students have the right to request a review by lodging an appeal. The conditions and procedure for a Grade Appeal are as follows:

- Grade appeal can be lodged within a maximum period of 7 days from the time of the official release of the grades by the Instructor or the Registrar's office
- An official Grade appeal form must be duly filled up and submitted to the Registrar's office
- Proper reasons for the grade appeal and substantive justification – will be provided by the student
- The School Chair will convene a Grade Appeal Committee consisting of two faculty members to review the grade appeal
- The Grade Appeal will re-examine all concerned examination papers of the concerned student and will take a decision to maintain or modify the grade(s)
- The decision of the Grade Appeal is final and the concerned students can no further dispute it

DISMISSAL

Students, who fail to achieve a CGPA of at least 2.0 at the end of their probation period will be dismissed from the College. Students dismissed on academic grounds will not be allowed to register at the College for one academic year.

VIII. ADMISSIONS POLICY AND PROCEDURE

ADMISSIONS CRITERIA

- Secondary school certificate with a minimum CGPA of 2.5 on a 4.0 scale.

Students with a CGPA ranging from 2.00 to 2.49 may be admitted on probation basis

- English Proficiency

All applicants whose native language is not English must take an English proficiency test and obtain one of the following scores:

- TOEFL - Internet English Proficiency test (IBT) with a minimum score of 61
- TOEFL – Institutional Testing Program (ITP) at CC with a minimum score of 500,
- IELTS Test (Academic) with a minimum score of 5.0

APPLICATION PROCEDURE AND DOCUMENTATION REQUIREMENTS

1. Application Form, completed and signed by the applicant
2. A non-refundable application fee of AED 400
3. High School Certificate(Original or Certified copy) approved by the UAE ministry of Education.
4. Official Academic Transcripts
5. An original/certified true copy of UAE High School Certificate is required with passing score of 60%+, or
6. An original/certified true copy of UAE High School Certificate is required with passing score of maximum 59% and achieving the Foundation Program Certificate, or
7. Four passport size photographs
8. Copy of student's passport
9. Copy of student's National ID card

APPLICATION DEADLINES

Deadlines for application will be posted on the College Website prior to each admission's cycle. Typically, prospective students must complete the application procedures by mid-July for the Fall Semester admissions, and by mid-December for the Spring Semester admissions.

After review of the application file and all supporting documents, the decision of the College will be communicated in writing by electronic mail or by postal services to the candidates.

In some cases, when deemed necessary, an admission interview may be required.

CERTIFICATION AND ATTESTATION

High school certificates and transcripts obtained abroad must be attested by: (1) the Ministry of Education of the country of study; (2) the Ministry of Foreign Affairs in/of that country; and, (3) the UAE Embassy in that country or the Embassy of the country of study in the UAE and the UAE Ministry of Foreign Affairs.

The following rules apply to students who have other than the UAE General Secondary School Certificate:

- The student must have passed the relevant secondary/high school certificate which enables him/her to be admitted to accredited universities in their own countries. The duration of the study at school must NOT be 10 years only and in those countries that have two levels of secondary/high school education then the student must have successfully completed level II.
- The student must have passed six subjects at least at the secondary/high school level in a minimum of four areas of study, which must include: Mathematics, Science, Social & Human Studies and Linguistics (English language is a must).
- Students who studied at schools that follow the British system must have passed at least 7 subjects at the Ordinary and Advanced Levels (GCSE/IGCSE) with a minimum grade C in the O level subjects, grade E in the A Level, and grade D in the AS Level. The subjects studied must cover the following areas: Mathematics, Linguistics, Science, Social & Human Studies and Arts & Design. Students who successfully completed grade 12 at schools that follow the British system with an average score more than 60% will be accepted.

- The lowest acceptable average score in the UAE GSSC (or equivalent qualifications from other countries) is 60%. No student will be admitted to any undergraduate degree program with a high school average score below 60%. Thus, Students with average scores between 50% and 59% will be admitted to the Foundation Program.
- Application Forms are processed three times during the year prior to the Fall, Spring, and Summer semesters.

PROVISIONAL ADMISSIONS

Applicants who are unable to submit one or more of the Admissions required documents in due course will be admitted provisionally for the first Semester provided that they undertake to submit all the required documents by the end of the first Semester. Failure to do so, the student's enrollment at the College will be cancelled.

PROBATIONARY ADMISSION

Students with an insufficient background in English or Mathematics will be admitted on probation basis to the degree programs. Those students will be enrolled in the Remedial Program for two consecutive semesters and may take up to 15 credit hours of General Education Courses. Failure to successfully complete the Remedial Program within the specified period of time will lead to dismissal from the College.

English Proficiency Test

Applicants, who have not submitted required scores in TOEFL, IELTS, or Pearson, during the Admissions process, will have to take an English Proficiency Test.

Based on the test result, students are placed in the following Intensive English Program:

- Scores from 0% to 39%: Level 1: Pre-Intermediate Level (07 Weeks)
- Scores from 40% to 79%: Level 2: Intermediate Level (07 Weeks)
- Scores from 80% to 100%: TOEFL ITP Preparation Class (07 Weeks)

Mathematics Placement Test

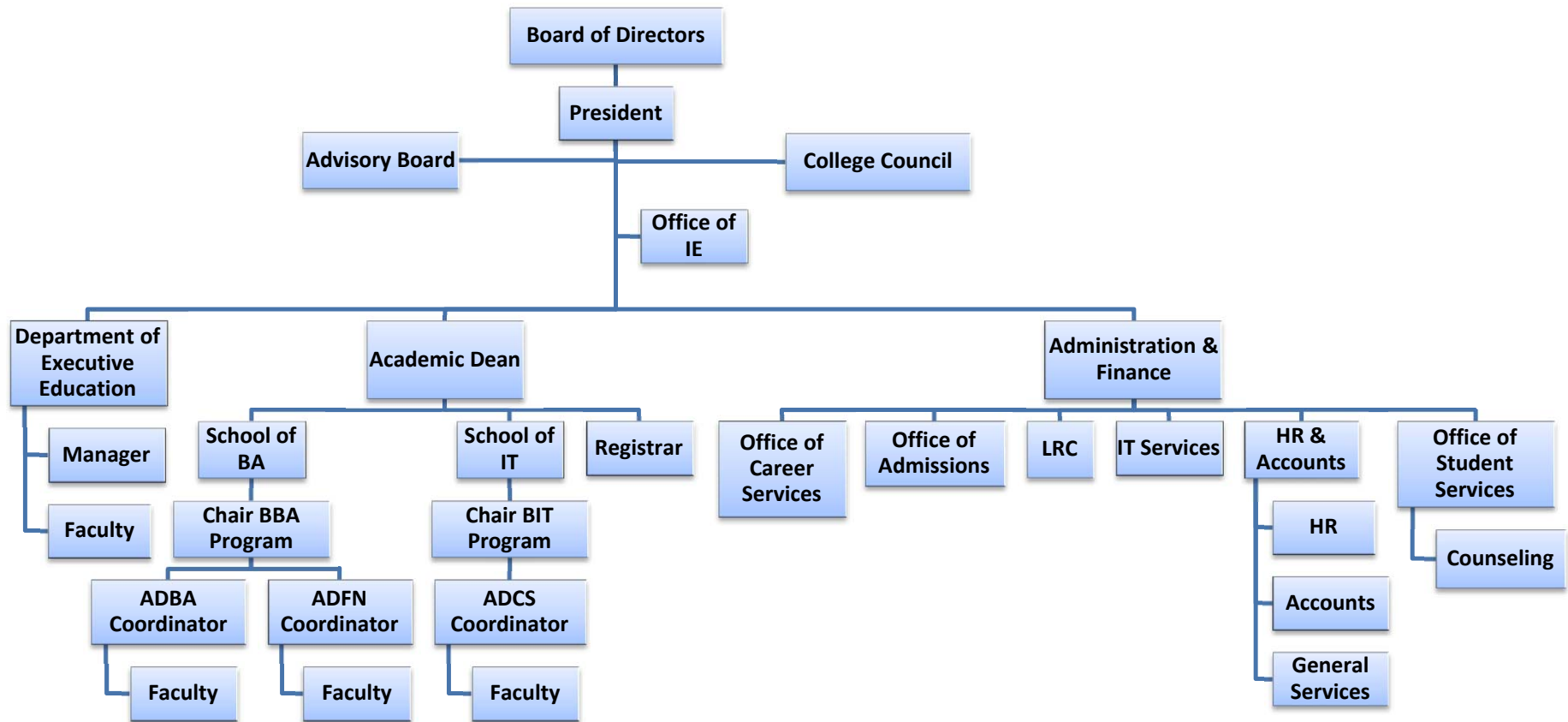
Mathematics Placement Test is required for all undergraduate applicants to determine the appropriate academic placement and the need for a preparatory course work.

Applicants who fail to score more than 50% in the Placement Test will be enrolled in the Preparatory Mathematics.

Preparatory Mathematics, a non-credited course is required for all undergraduate applicants who do not possess the minimal standards of proficiency and competences in mathematics. The course develops the basic academic skills in the mathematics area. The course covers topics in arithmetic and algebra.

To exit out the course, the student is expected to receive a passing grade of 60% in the final result.

IX. ORGANIZATION CHART



ADMINISTRATION

	Name	Email
Acting President	Prof. Farhad Rad Serecht	rad.serecht@computercollege.ac.ae
Chair BIT	Dr. Ahmad Al Gindy	a.gindy@computercollege.ac.ae
Chair BBA	Dr. Mahmoud Kaleem	Mahmoud.kaleem@computercollege.ac.ae
CS Coordinator	Sindhu Shivshankar	sindhu@computercollege.ac.ae
BA Coordinator	Dr. Maria Teresa Argonza	marites@computercollege.ac.ae
FN Coordinator	Mrs. Josephine Pontero	Josephine@computercollege.ac.ae
Head of Institutional Effectiveness	Bassam Beyrouti	bassam@computercollege.ac.ae
Assistant IE Officer	Mary Ann M. Cruz	maryann@computercollege.ac.ae
Finance & Administration Manager	Issam Hosni	issam@computercollege.ac.ae
Accountant	Roselle Torres De Mesa	roselle@computercollege.ac.ae
Secretary	Venice Gacusana	venice@computercollege.ac.ae
HR Manager	Imran Ullah	imran@computercollege.ac.ae
Head of Student Services	BasmaWaleed	basma@computercollege.ac.ae
Registrar	Fawzi AlAni	fawzi@computercollege.ac.ae
Assistant Registrar	AmelieGentapa	amelie@computercollege.ac.ae
Assistant Registrar	Maylene V. Cleofe	maya@computercollege.ac.ae
Assistant Registrar	Ria H. Bernardo	ria@computercollege.ac.ae
Assistant Registrar	MouayadShanar	mouayad@computercollege.ac.ae
Librarian	SadafNaseem	library@computercollege.ac.ae
Assistant Librarian	NuzhatMunawar	library@computercollege.ac.ae
Career Services	Mohamed Abdulsalam	abdulsalam@computercollege.ac.ae
IT Manager	Vijay Chawla	vijay@computercollege.ac.ae
Data Administrator	Iftikhar Ahmed	Iftikhar@computercollege.ac.ae

Executive Education Coordinator	Anas Kandalaft	anas@computercollege.ac.ae
English Program Coordinator	Maher Ali	maher@computercollege.ac.ae
VUE Testing Center Coordinator	Asif Ehsan	asif@computercollege.ac.ae

FULL-TIME FACULTY INFORMATION

Name	Rank	Degree	University Name	Email
Dr. Ahmed Al Gindy	Chair BIT	PhD. Computer Science	University of Manchester	agindy@computercollege.ac.ae
MorhafMoustafa	Lecturer	MSc. Computer Science	Gent University / Belgium	mmurhaf@computercollege.ac.ae
SindhuShivshankar	Lecturer	Master of Philosophy in Computer Science	Barathiyar University / Coimbatore	sindhu@computercollege.ac.ae
WafaaSaleh	Lecturer	MSc. Computer Science	Technology University	wafaa@computercollege.ac.ae
Dr. Mahmoud Kaleem	Chair BBA	PhD, Public Administration	University of Pune India	mahmoud@computercollege.ac.ae
Dr. MaritezArgonza	Lecturer	PhD, Business Management	University of La SallettePhils.	maritez@computercollege.ac.ae
Waqar Akbar	Lecturer	MBA in Marketing	The University of Lahore	waqar@computercollege.ac.ae
Josephine Pontero	Lecturer	Master of Business Administration	University of Mindanao	josefine@computercollege.ac.ae
Mohamed Nassoura	Lecturer	MSc in Management	University Utara Malaysia	mohamed@computercollege.ac.ae
Mahmoud Ambashe	Lecturer	MA major in Strategic Financial Management	Sheffield Hallam University, Huddersfield	ambashe@computercollege.ac.ae

II. FEES AND REFUND POLICY

FEE STRUCTURE

BACHELOR OF BUSINESS ADMINISTRATION			
TUITION AND OTHER FEES			
SN	FEES	AED	DESCRIPTIONS
1	Application Fee	400	Application Submission, Non-Refundable
2	Registration Fee	500	At the time of Registration, repeatable each Semester
3	Tuition fee per Credit Hour	1000	Payable as per Payment Plan
4	General Service	1000	Onetime payment, payable at the time of registration (internet, library & laboratory)
5	Security Deposit	1000	Onetime payment (REFUNDABLE)
6	Graduation Fee	600	Onetime payment (Payable at Graduation)
7	Transcript Fee	100	Upon request , per Transcript
8	Late Registration	500	Penalty for late registered students
9	Replacing a Lost ID	100	Upon Request
10	To Whom it may Concern Letter	50	Upon request , per Letter
11	Bonafide Letter attested by MOHESR	300	Upon request , per Letter
12	Marks Review Appeal	100	Upon request , per Subject

BACHELOR OF INFORMATION TECHNOLOGY			
TUITION AND OTHER FEES			
SN	FEES	AED	DESCRIPTIONS
1	Application Fee	400	Application Submission, Non-Refundable
2	Registration Fee	500	At the time of Registration, repeatable each Semester
3	Tuition fee per Credit Hour	1100	Payable as per Payment Plan
4	General Service	1000	Onetime payment, payable at the time of registration (internet, library & laboratory)
5	Security Deposit	1000	Onetime payment (REFUNDABLE)
6	Graduation Fee	600	Onetime payment (Payable at Graduation)
7	Transcript Fee	100	Upon request , per Transcript
8	Late Registration	500	Penalty for late registered students
9	Replacing a Lost ID	100	Upon Request
10	To Whom it may Concern Letter	50	Upon request , per Letter

11	Bonafide Letter attested by MOHESR	300	Upon request , per Letter
12	Marks Review Appeal	100	Upon request , per Subject

ENGLISH INTENSIVE PROGRAM			
TUITION FEES			
SN	FEES	AED	DESCRIPTIONS
1	Pre - Intermediate English (10x6 = 60Hours)	5000	Payable as per Payment Plan
2	Intermediate English (10x6 = 60Hours)	5000	Payable as per Payment Plan
3	TOEFL Preparation (10X3 = 30Hours)	2500	Payable as per Payment Plan

FEE PAYMENT PLAN

Students can plan their fee payments according to the following plans:

FULL PAYMENT PLAN

Fees can be paid by cash, cheque, or credit card. Fees are to be paid in full during the registration period and according to the dates mentioned in the Academic Calendar. Late payment fees are charged at AED 500. A charge of AED 200 is added if a cheque is bounced back for insufficient funds.

INSTALLMENT PAYMENT PLAN

Fees are paid in three installments which are as follows.

- 1st instalment – 50% of the total tuition fees for the semester.
- 2nd instalment – 25% of the total tuition fees for the session.
- 3rd instalment – 25% of the total tuition fees for the session.

The dates for payment of installments will be advertised by the Registrar's Office prior to the start of each semester. Fees can be paid by Cash, Cheque or Credit Card (2% extra charge). A charge of AED 200 is added if a cheque is returned for whatever reason or the Debit Order cannot be processed by the bank. Late payment fees are charged at AED 500.

REFUND POLICY

In the case of a student withdraws or dismisses from all or partial classes during the semester, he/she is entitled for refund of his/her tuition fees according to the following schedule

Week	Refund Policy	Effect on Transcript
During the 1 st Week	100%	Will not appear
After 2 nd Week	0%	Will not appear
After 7 th Week	0%	Appears as Fail

DEFERRAL

A student may submit an application for Deferment of Study for one or a maximum of two consecutive semesters. The application should be obtained and submitted to the Registration

Office. In this case the full amount of any fees paid shall be credited in full to the student's balance for the following semester.

In the case of a student submits the application for Deferment of Study two weeks following the end of Add/Drop period, he/she shall be entitled to only 50 percent of the tuition fees paid in the semester in which he/she submits the application for deferment

DISCIPLINARY DISMISSAL

In the event that a student is dismissed from the college for disciplinary reasons is not entitled to any refund of tuition fees paid for the semester of dismissal.

FINANCIAL ASSISTANCE

Sibling Tuition Reduction

The College offers 10% discount for 2 or more members of the same family who register during the same academic year.

New Students

Students whose average in the UAE General Secondary School Certificate is 90% or more are eligible for 10% discount. They need to maintain a GPA of more than 3.2 in order to retain the discount each semester.

Performance Fee Reduction

Exemptions from tuition fees will be granted to academically distinguished students in accordance with the following regulations:

- The student holding first place at the program level: 100% fee exemption
- The student holding second place at the program level: 50% fee exemption
- The student holding third place at the program level: 40% fee exemption

These exemptions will be applied only to students who have demonstrated good conduct, who have completed at least 30 credit hours at the college, and who have not breached the Student Behavior Code during their entire period of study.

The College offers a limited number of part-time jobs for students who are enrolled on the course. Students who are interested in taking part-time employment with the institute or elsewhere should contact the careers officer at the administration department.

III. ACADEMIC CALENDAR

Computer College
Bachelor of Business Administration
Bachelor of Information Technology

Fall 2013-2014		
Description	Start Date	End Date
Admissions & Registration Period	Sunday, September 01, 2013	Saturday, September 08, 2013
Entrance Placement Tests	Sunday, September 01	Monday, September, 2013
Late Registration & Add/Drop Period+	Sunday, September 08, 2013	Sunday, September 15, 2013
Hijra New Year's Day	Thursday, November,5, 2013,	
Midterm Examinations	Wednesday , November 06, 2013	Tuesday, November 12, 2013
Eid Al Adha	Monday,October,14, 2013	Friday,October,17, 2013
UAE, National Day	Monday, December, 02,2013	Tuesday, , December, 03,,2013
Winter Break	Sunday, December 15, 2013	Thursday, January 02, 2013
Final Examinations	Sunday, January 05, 2014	Monday, January, 14, 2014
Announcement of Grades	Thursday, January 16, 2014	
Grade Appeal	Thursday, January 18, 2014	Thursday, January 23, 2014
Spring 2013 - 2014		
Admissions & Registration (New Students)	Sunday, January 05, 2014	Sunday, January 19, 2014
Prophet Mohammed's Birthday	Tuesday,January,14, 2014	
Entrance Placement Tests	Sunday, January 19,2014	Thursday, January,23,2014
Late Registration & Add/Drop Period+	Sunday, January 26, 2014	Thursday, January, 03, 2014
Midterm Examinations	Sunday, March ,16, 2014	Tuesday, March 25, 2014
Spring Break	Sunday, March 30, 2014	Saturday, April 13, 2014
Final Examinations	Sunday, May 18, 2014	Tuesday, May 27, 2014
Israa&Miaraj Night	Tuesday, May,27, 2014	
Announcement of Grades	Thursday, May 29, 2014	
Grade Appeal	Thursday, May 26, 2014	Tuesday, July 01, 2014
Faculty Break I	Sunday, July 02, 2014	Tuesday, July 16, 2014

Note The Academic Calendar is subject to change and the College has the right to change the dates as appropriate Please check the latest version before the start of each semester

Note The Academic Calendar is subject to change and the College has the right to change the dates as appropriate Please check the latest version before the start of each semester

IV. APPENDIX A: COURSE DESCRIPTION, BACHELOR DEGREE IN BUSINESS ADMINISTRATION

STAT 201 (STAT 123) - Business Statistics

This course covers basic concepts and methods of statistics that are commonly used in business applications. It introduces the use of statistical methods and tools in evaluating research data. It also includes topics such as data representation, sampling, probability, correlation, regression, hypothesis testing, and variance analysis.

MGMT 208 (MGMT 101) Principles of Management

A foundation course designed to provide students a basic understanding of organizations with emphasis on conceptual and interpersonal skills. It provides background on the development of business culture and introduces the underlying concepts of organization and management. It covers the general area of management including the fundamental management functions and areas on personnel, financial, materials, procurement, production, and marketing management.

ECON 205 (ECON 101) - Microeconomics

This course focuses on individual decision-making and how it affects people and markets. The topic concerned in the course include microeconomic issues and problems such as aggregate, income, average prices, inflation, competition and monopoly, consumer demand, producer supply and other areas dealing with the difference.

ARTS 108 – Introduction to Arts

This course covers basics of Arts and introduces its various forms and some of the famous personalities in the field of Arts to the students. It gives an overview of what constitutes Arts and allows the student to have a better understanding and appreciation of this domain. The student will be having an aesthetic sense and will be able to identify the different forms of art and also will be able to criticize great works.

ECON 204 (ECON 212) – Macroeconomics

This course covers the fundamental principles of modern macroeconomic theories. It covers topics like public debt, international economic issues, interest rates, inflation, monetary and fiscal policies.

BUSN 203 (BUSN 213) - Business Communication

This course is designed to provide students a comprehensive view of communication tools and techniques. The course also highlights role, scope and importance of communication in the corporate environment.

It also covers the basic principles of effective communication in business organizations, including verbal communication, use of body language, and various forms of written correspondence, report writing techniques, structure of presentation, and interview methods.

RESM204 Research Methodology

This course will develop research skills and practices in students and the purpose of the course is to enable students to undertake an independent extended study in a well-focused area relevant to their field of interest. During this course students will carry out an analysis and enquiry, presenting their results in the form of a scientific research report, completed by building on these investigations. The course is intended to make students independent learners and develop into confident graduates able to undertake professional, industrial, or academic research initiatives and challenges.

MKTG 301 (MKTG215) - Principles of Marketing

This course is designed to provide students the fundamental concepts of marketing function in modern organizations. It gives students an overview of basic marketing principles, concepts, theories, and models as they apply to different marketing problems. It includes the study and analysis of the buyer behavior, market segmentation, and the marketing mix. Other topics covered are external environment of the firm, marketing research, international/global marketing with relevance to cultural diversity, ethics, the impact of technology on marketing, and careers in marketing.

BULW 305 (BULW 221) - Business Law

This course introduces students to legal theory, sources of law and the court system. It will provide an overview of how laws impact local and international business operations. It also cover major issues on intellectual property rights, patents and copyrights, corporate governance and securities law.

ECON 206 (ECON 222) – The Global Economy

This course offers an overview of various aspects of the global economy. The course analysis the major trends in trade, investment and manufacturing and their impact on global economy. It will familiarize students with the theory of comparative advantage and global trade, balance of payments, global monetary and fiscal policies, exchange rate, business cycles and international trade.

ORGB 309 (ORGB 223) - Organizational Behavior

This course serves as an introduction to the field of organizational behavior which relates to the study of organization and management. This course covers a wide breadth of theories and applications dealing with such topics as perception, motivation, decision-making, team dynamics, negotiation, conflict management, leadership, and organizational culture. The course examines various theories developed in an attempt to explain employee behavior in an organizational context and business environment.

ECON 207 (ECON 211) – The GCC Economies

This course analyzes the economic conditions and development of the member states of the Gulf Cooperation Council (GCC). Topics include to sustainability, integration, risk, diversification, and sovereign wealth in the six members states.

CRIT 109 (CRIT 311) - Critical Thinking

Learning how to think critically is a key skill useful not only in business decision making but in all aspects of life. This course focuses on methods and techniques used to improve reasoning and cognitive skills. It covers a wide range of issues related to the thought process in all aspects of daily life and business. This course is also designed to serve as methodical preparation for more effective reasoning and improved cognitive skills.

FINA 304 (FINA 312)- Financial Management

This course covers financial theories and practical application to corporate financial decisions that will help increase the value of the firm. Topics discussed include valuation of fixed income securities, stocks and options, cost of capital, capital budgeting, financial planning and forecasting, cash distribution and capital structure, working capital management, mergers and acquisitions, multinational financial management, tactical financing decisions, hybrid financing, and other special and advanced topics in financial management.

ACCT 303 (ACCT 313) Managerial Accounting

This course covers the fundamental concepts and techniques of managerial accounting and the information needed by management for planning and forecasting. Important topics such as job-order and process costing systems, cost-volume-profit analysis, variable and absorption costing, capital budgeting, budgetary planning and control, variance analysis, decentralization and performance evaluation in decentralized organizations are also discussed.

MISM 402 (MISM 314) - Management Information Systems

The course introduces students to business organization structure and different types of management information systems that help organizations to achieve their objectives. The course focuses on how the information is processed, stored, used and controlled with the help of computer-based information systems for information management and decision making.

HURM 401 (HURM 315) - Human Resource Management

This course covers basic concepts, theories and models of human resources management. It outlines the roles and functions of staff members in the human resources department. It covers topics such as human resource planning, recruitment and selection, performance appraisal, roles and responsibilities of Human Resource personnel.

MGMT 401 (MGMT 312) Project Management

This course is an introduction to the basic processes of project management. It covers topics like organizational issues, methods of planning, cost estimation, quality management, risk management and portfolio management. This course further develops a foundation of concepts and solutions that support the performance measurement of activities required for successful completion of a project

ETIC 306 (ETIC 322)- Business Ethics

The course introduces various theoretical concepts associated with business ethics and explores the practical implications of these for work-placed practitioners. Topics covered include ethics in work environment, Corporate Responsibility & culture, Ethical treatment of Employees, and Ethical use of technology.

MGMT 308 (MGMT 322) - International Business

This course examines threats and opportunities facing companies operating internationally. It examines the international competitive environment and its impact on international corporate strategies. It analysis major issues faced by international business organizations such as foreign exchange exposure, multi-lateral trade agreement, investment climate, and strategies of entry into foreign markets

MGMT 307 (MGMT 324) - Operations Management

This course provides a study of the principles and the applications used in operations management. It presents the primary activities of the operational functions in organizations. It includes also discussions and examples for both manufacturing and service business organizations. The topics covered include operations strategy, managing for quality, forecasting, project management, supply chain management, and inventory management.

STRT 405 (STRT 325)- Strategic Management

Strategic management is about running the total business enterprise. It seeks to understand the challenges and the environment in which the business operates, the direction the management intends to head, the strategic plans to for getting the enterprise moving in the intended direction and the tasks of implementing the chosen strategy successfully.

ACCT 302 (ACCT 225) Financial Accounting

This course covers the application of basic principles of financial accounting concepts and procedures necessary to perform the accounting process that produces financial statements. Further, this course deals with operating cycle and accounting for merchandising operations, corporate and partnership accounting

ACCT 401 (ACCT 411) INTERMEDIATE ACCOUNTING 1

This is a continuation of the course Financial Accounting (ACC 302) with an in-depth study of the principles and contents of the financial statements. The course covers the conceptual framework underlying the financial reporting of the enterprise in accordance with the International Financial Reporting Standards (IFRS), the basic financial statements and the elements of statement of financial position. Topics include cash, receivables, inventory, property, plant and equipments, intangible assets, current and noncurrent liabilities.

ACCT 403 (ACCT 412) Auditing I

This course covers the basic auditing principles, generally accepted auditing standards, professional standards, ethics, audit reports, internal control, evidence gathering, fraud, statistical sampling, audit considerations in various computerized environments and statistical audit techniques.

ACCT 405 (ACCT 422) Accounting Information Systems

The course covers the basic knowledge of manual and computerized accounting systems from design and audit standpoints. Furthermore, this course includes accounting software, accounting controls on revenue, expenditure, production cycles and general ledger reporting systems, systems design and analysis, decision support systems, systems implementation, basics on REA model, and auditing computer-based information systems.

MKTG 401 (MKTG 411) - Consumer Behavior

This course provides an understanding of the way consumer behavior interacts with products and services. The course specifically examines the consumer decision process. It also explains

the concepts and theories related to buyers' needs and attitudes. Finally, it covers the role of cultures and social interactions in consumer behavior.

MKTG 404 (MKTG 413)- Marketing of Services

This course explores the area of service marketing and identifies the main characteristics that differentiate service marketing from product marketing. Students will analyze the unique challenges of managing services and delivering quality service to customers. Emphasis is placed on adapting the marketing mix to retain customers and build loyalty. Models of services marketing including the service profit chain and the service quality gap model are introduced.

MKTG 402 (MKTG 414) - E-Marketing

E-Business Marketing explores the implications that new technologies, primarily related to the Internet, have on marketing strategies and tactics. The course provides an understanding of technology, business concepts and issues that surround the emergence of electronic business on the Internet. It will develop an awareness and understanding of the relevant issues, advantages and disadvantages, and specific techniques involved in using the Internet as a marketing vehicle.

MKTG 403 (MKTG 415) - Advertising and Promotion

This course provides an understanding of the field of advertising and sales promotion. It covers topics such as procedures and policies for planning and preparation of advertising, selection of media, coordination of advertising, sales promotion, and display.

MKTG 405 (MKTG 421) - Sales Force Management

This course details the basic functions that ensure effective management of Sales Force by focusing on several aspects like sales force effectiveness, sales force deployment and compensation. Topics covered in this course include the process of buying and selling, organizing the sales force, strategic role of information in sales management, motivating the sales force, recruitment and selection of sales force sales training and ethics in sales management.

MGMT 403 (HURM 411) – Leadership

The course provides in-depth knowledge on the various leadership theories and insight into effective leadership practices. Areas of leadership covered include management versus leadership, trait theories of leadership, and behavior theories of leadership, participative leadership and delegation among others. Emphasis will also be placed on providing an opportunity to apply theories in practical business applications.

HURM 403 (HURM 412)–Training and Development

This course covers the core functions of human resource including training and development of workforce in organizations. The course further details the significance of key HR functions such as planning of workforce, training and development to an organization's competitive performance.

HURM404 – Recruitment and Selection

This course is intended to provide the students with an understanding of recruitment and selection methods and processes. It will cover tools, techniques, and activities important to matching organizational human resources requirements and specifications with applicant abilities and motivations. External influences such as labor market, legislation and regulations and labor unions will also be covered.

MGMT 404–Management of Change

The course is intended to give participants an overview of the basic change process and conditions for managing change in organizations. It prepares students to lead change within a variety of organizational settings. It will cover a range of topics including individual change, team change, organizational change, change agent, restructuring and cultural change.

HURM 402 – Performance and Compensation Management

This course examines performance, motivation and compensation practices in different organization and environment with a particular emphasis on the UAE. This course also analyzes the basic compensation concepts and the context of compensation practice, various laws that influence private sector companies and the role of performance measurement in merit pay process. The concept of equal opportunity in compensation and performance management will be emphasized throughout the course.

HURM 405 (HURM 423) - UAE Labour Law & Relations

This course provides students with an overview of the UAE legislation and practices pertaining to labour relations. The course covers all aspects of employment legislation, contractual practices and labour dispute resolutions in the UAE.

ACCT/HURM/MKTG 424 – Internship

All students are required to undergo a minimum of 10 weeks of in-company training during the third or fourth academic year. The internship assignment is an integral part of the program and a requirement toward the completion of the bachelor's degree programs.

The Internship Project offers a unique opportunity to students to acquire direct work experience in a business organization and to apply the knowledge gained during the course of the program to real business situations.

The responsibility to find an appropriate internship assignment rests with the students. The Office of Career Services will provide students with the required support to facilitate the search and to finalize the internship arrangement.

BIT 101 Computer Applications

This course provides the basic understanding of computer applications and foundation skills. It also teaches advanced features and practice of Microsoft Windows, Microsoft Office applications (Microsoft Word, Microsoft Excel and Microsoft PowerPoint, Microsoft Access and Microsoft Front-page), internet browsers and multimedia applications. Students are expected to practice these applications by working on class assignments in the lab. The course will also include topics such as, History of computing technology, the Internet, and the World-Wide Web.

ENGL 102 (ENGL 112) - English Writing Skills

This course covers English grammar, parts of speech, capitalization, punctuation, types of sentences, parallelism, comma splice, run on sentences, and pronouns antecedents. Other forms of writing such as: informative writing, business correspondences are also covered.

ENGL 103 (ENGL 122) - Advanced English Writing Skills

This course encompasses the major areas of advanced writing skills. It explores areas of pivotal importance; such as: types of document writings, argument essay writings, drafting and composing classification essays. This course also deals with the different techniques of academic and professional essay writing.

ENVT 115 - Environmental Studies

This course covers basic issues and challenges related to the environment and its impact on health, growth and economic development. In addition, it discusses the impact of climate change, industrial pollution on human and economic development and explains the basic principles of environmental sustainability.

ISLC 104 (ISLC 114)- Islamic Culture

This course introduces students to a broad understanding of Islam and Islamic Culture. It first presents an overview of Islamic history and civilization and then proceeds with the analysis of the political and sociological issues shaping the Islamic countries.

MATH 106 (MATH101) - Business Mathematics

This course covers the basic mathematical skills that are commonly used in business applications to assist the management in decision making and problem solving. It also includes topics such as percentage, mark up and mark down, discounts, statistical graphs, bank records, payroll, taxes, budgets, investing, and insurance.

SOCL 107 (SOCL 121) - UAE Society& Culture

The course covers the sociological and cultural characteristics of the UAE. Topics covered include: history, geography, economy, political organization of the UAE. The course also addresses the main challenges facing the UAE in the fields of demography, culture, and values.

MGMT 209 Career Preparation and Planning

The course provides an introduction to the critical skills required for successful career planning and job searching. Students will complete self-assessment activities and learn about workplace issues, job searching, career planning, cover letter and resume writing, and interviewing.

ACCT 402 (ACCT 421) Intermediate Accounting II

This course is the continuation of Intermediate Accounting I (ACCT 401) with intensive coverage of current accounting practice and reporting requirements related to shareholders' equity, employee compensation issues, stock warrants, earnings per share, investments, business segments and interim reports, options, debt investments, leases, derivatives, accounting changes and error corrections and full disclosure in financial reporting.

ACCT 404 Auditing II

This course covers investigation of financial statements and accounting processes to detect discrepancies and fraud. Topics covered include fraud prevention system in different corporate entities, internal control methodologies, approaches to financial fraud investigations and legal follow up.

V. APPENDIX B: COURSE DESCRIPTION, BACHELOR DEGREE IN INFORMATION TECHNOLOGY

BIT 101 Computer Applications

This course provides the basic understanding of computer applications and foundation skills. It also teaches advanced features and practice of Microsoft Windows, Microsoft Office applications (Microsoft Word, Microsoft Excel and Microsoft PowerPoint, Microsoft Access and Microsoft Front-page), internet browsers and multimedia applications. Students are expected to practice these applications by working on class assignments in the lab. The course will also include topics such as, History of computing technology, the Internet, and the World-Wide Web.

BIT 102 Introduction to Arts

This course covers basics of Arts and introduces its various forms and some of the famous personalities in the field of Arts to the students. It gives an overview of what constitutes Arts and allows the student to have a better understanding and appreciation of this domain. The student will be having an aesthetic sense and will be able to identify the different forms of art and also will be able to criticize great works.

BIT 103 Mathematics and Statistics for IT

The course introduces students to fundamentals of discrete mathematics and statistics that IT professionals should acquire. The course covers relevant topics in sets, functions, relations, logic, hypothesis, and statistical sampling. The course also introduces students to basic terminologies of trees, and graph theory.

BIT 104 Systems Analysis and Design

This course provides a methodical approach of developing new and existing information systems including systems planning, analysis, design, testing, implementation and software maintenance. Emphasis is on the strategies and techniques of systems analysis and design for producing logical methodologies for dealing with complexity in the development of information systems. The course approaches the development of information systems with the requirements analysis and modeling aspects from a problem-solving perspective that lead up to system design and implementation.

BIT 105 Computer System Concepts

The aim of this course is to develop the student's appreciation of computer terminology and its applications. It provides an overview of computer architecture, data storage and manipulation,

operating system, network and internet architecture, algorithms and problem-solving strategies, basic systems programming skills and tools, and software development engineering.

BIT 201 Fundamentals of Web Technologies

Web technology has grown to include a variety of business, academic, organizational and social applications. Diverse multi-cultural and multi-lingual user communities now depend on Web technology. Web technologies presents the student with an introduction to the Internet and its services, applications and tools. World Wide Web and its facilities, applications and tools. Topics include open source languages and packages, proprietary languages and packages, and enterprise Web development and distributed Web applications.

BIT 202 Fundamentals of Networking

Virtually all IT applications involve networking. This course will help students to select, design, deploy, integrate, and administer network and communication infrastructures in an organization. The course covers data communications, telecommunications, inter/intranetworking, and infrastructure security. It also includes application of networking to multimedia, information storage and distribution, and the World Wide Web.

BIT 203 Computer Programming Fundamentals

This course is designed to provide an introduction to computer programming which emphasizes using the computer in systematic and effective manner by using a programming language. The course is an introductory programming subject that orients students to programming concepts and logic without assuming any previous programming experience. Programming is a foundational skill for all computing disciplines. It covers fundamental programming concepts, event-driven programming, object-oriented programming, basic data structures, and algorithmic processes.

BIT 204 Software Engineering

This course aims to introduce the student to the standard methods of software and systems development. Students will have an understanding of how to develop software, the different stages involved like planning, analysis, design, implementation operation and maintenance. The students will learn the systems approach and the engineering approach of developing software. Requirements engineering, System modeling. Architectural design, Design and Implementation, Software testing, Software Evolution. Practical analysis and design steps using traditional and modern approaches like Object – Oriented programming, with its counterpart tool, the UML conventions are demonstrated.

BIT 205 Computer Architecture and Organization

This course is designed to give students a comprehensive knowledge of computer architecture at the hardware and software levels; study the numerical systems, arithmetic operations on signed binary numbers, memory locations and operations, addressing modes, instruction types, programming in assembly language, CPU basics, registers, control unit, cache memory, main memory, virtual memory, read only memory, RISC/CISC evolution cycle, and introduction to multiprocessors.

BIT 206 Object Oriented Programming

This course is designed to introduce the students to the features of object oriented programming languages such as inheritance and polymorphism, and advanced functions along with its types, local and global variables, introduction to classes and objects, basic data structures provided by a programming language such as searching and sorting arrays, pointers, characters and strings, and make use of these features in problem solving techniques.

BIT 207 Information Assurance and Security

This course describes concepts of IAS includes operational issues, policies and procedures, attacks and defense mechanisms, risk analyses, recovery, and information security. The course explains how to understand, apply, and manage information assurance and security in computing, communication, and organizational systems. The contents of this course includes: Introduction to information security, basic terms, mathematical background, symmetric and asymmetric cryptography, security requirements, viruses, file protection, operating system and database security, and network security controls.

BIT 208 Operating System

This course will introduce the core concepts of operating systems, such as processes and threads, scheduling, synchronization, memory management; file systems, input and output device management. The course will consist of weekly lectures, quizzes, a midterm and final exam. The goal of the course is to introduce the core concepts. Students are expected to read the assigned materials prior to each class, and to participate in in-class discussions.

BIT 209 Fundamentals of Information Management

This course focuses on how data must be efficiently collected, organized, retrieved and managed to make it meaningful to the organization. Students will learn how to develop, deploy, manage and integrate data and information systems to support the organization. This course includes the collection, organization, modeling, transformation, presentation, safety and security of the data and information.

BIT 210 Human Computer Interaction

This course help IT graduates to develop a mind-set that recognizes the importance of users and organizational contexts. They must employ user-centered methodologies in the development, evaluation, and deployment of IT applications and systems. This requires graduates to develop knowledge of HCI, including but not limited to such areas as user and task analysis, human factors, ergonomics, accessibility standards, and cognitive psychology.

BIT 301 Integrative Programming & Technologies

Organizations typically use many disparate technologies that need to communicate and work with each other. A key component to the discipline of Information Technology is the integration of applications and systems. This knowledge area examines the various types of programming languages and their appropriate use. It also addresses the use of scripting languages, architectures, application programming interfaces and programming practices to facilitate the management, integration and security of the systems that support an organization.

BIT 302 Database Programming

This course provides students with an overview of database programming. The course covers the process of database programming from creating a database to editing and manipulating the data and querying the databases. It assumes a vendor neutral approach and teaches the student the database programming concepts and not the vendor databases. An open source MySQL database is recommended to be used by the students. The concepts learned can be applied to any vendor database and an overview of the leading DBMS in the market will be provided to the students.

BIT 303 System Administration and Maintenance

Virtually all organizations have IT needs. It is the role of the IT professional to design, select, apply, deploy and manage computing systems to support the organization. This knowledge area consists of those skills and concepts that are essential to the administration of operating systems, networks, software, file systems, file servers, web systems, database systems, and system documentation, policies, and procedures. This also includes education and support of the users of these systems.

BIT 305 Distributed Systems

This course covers abstraction and implementation techniques for the design of distributed systems and applications. Topics include: communication mechanisms, peer-to-peer services, naming, network application protocols. It will also be invaluable to them to understand new and future developments in the field.

BIT 306 Management Information Systems

The Management of Information Systems course introduces students to business organization structure and different types of information systems that help these organizations to achieve their objectives. The course focuses on how the information is processed, stored, used and controlled with the help of computer-based information systems for information management and decision making. Students will also be shown how to equip organizations with quality, efficient and successful systems with emphasis on managing international information systems and global issues.

BIT307 Mobile Computing

The course introduces the concepts of mobile communication and computing in which it covers the 2G, 2.5G, 3G, 3G+, and 4G communication systems, mobile satellite communication networks, mobile IP, mobile TCP, and mobile TV. Moreover, the course systematically tackles mobile operating systems, mobile databases, client-server computing agents, application servers, security protocols, and mobile Internet.

BIT 308 Intelligent Systems

This course provides fundamental concepts of intelligent systems. The course will cover theoretical issues, characteristics, challenges, applications and implementation techniques of intelligent systems. An Overview of different paradigms, symbolic and non-symbolic methods, search algorithms, logical methods for reasoning, Structural Approaches Leading to Natural Language, fuzzy systems Concepts, Connotations, and Applications.

BIT 309 Web Development

This course presents basic concepts and techniques related to designing, developing, creation, and maintenance of web pages and websites. Students will learn about web design standards and why they are important. The course covers web interface, website implementation and integration, database integration and accessibility issues.

BIT 310 System Integration and Architecture

One of the roles of the IT professional is to design and build systems and integrate them into an organization. This course develops the skills to gather requirements, then source, evaluate and integrate components into a single system, and finally validate the system. It also covers the fundamentals of project management and the interplay between IT applications and organizational processes.

BIT 401 Data Warehousing

This course covers scientific and practical aspects of current data warehouse with visions on reasonable solutions for management and technical fields. This course will cover topics such as,

Overviews in Warehouse and Business Intelligence, Data in the Organization, Business Intelligence and Data Warehouse Strategy, Data Marts & Usage, Enterprise Data Models, Data Warehouse Architecture, ETL and Data Quality and Project Planning.

BIT 402 Digital Media

The course will introduce different types of multimedia information: text, audio, images, graphics, video, animation and their characterization; multimedia processing, compression standards and techniques, and multimedia systems. Students will apply tools and techniques to create, capture, digitize, and sample media contents and will develop hands on experience and understanding of current media production and consumption. Students will also learn all features of theory and practice regarding the way media are made.

BIT 403 Knowledge Based Systems

This course presents an in-depth treatment of expert or knowledge-based systems. Topics to be covered include architectures, development, management, Fuzzy logic, agent based systems, agent based and multi-agent systems, and software computing systems. Students are expected to learn how to write, analyze and design programs and systems of varying complexities.

BIT 404 e-Commerce

This course is will familiarize students with current and promising electronic commerce technologies using the Internet. It will provide students with an understanding of how the Internet can be used to create a brand presence, complete commercial transactions, business opportunities in electronic commerce, electronic commerce Web site design, social, political and ethical issues associated with electronic commerce, and business plans for technology ventures and other important aspects of having an online business. Students will be involved with a real problem solving, gather requirements, identify the problem, form a solution and present this solution to a prospective customer.

BIT 405 Cloud Computing

This course covers a series of current cloud computing technologies, including technologies for infrastructure, Platform, Software and Physical Systems as a Service. The course will also cover cloud issues and challenges and security. Students will learn to choose a solutions, calculate costs and compare between in-house and cloud solutions.

BIT 406 IT and Society

In this course the students will develop a critical awareness of the responsibilities, concerns, and consequences surrounding the use of IT in social, cultural, and economic contexts. Information

Technology (IT) has changed our society. This course will develop an awareness of these changes and an understanding of the resulting theory and debates.

BIT 407 Software Quality Management

This course examines concepts, tools, and techniques used in the management and measurement of quality, productivity, and competitiveness in an international environment. It focuses on how firms add value and compete with quality. Topics include quality control and management, employee involvement in quality, team building for quality, quality circles, relation between quality, productivity, and competitiveness, and statistical process control. The course requires the students to demonstrate and apply various quality management approaches and improvement tools into real life projects of local business organizations.

BIT 408 Graduation Project

To enhance students' ability to integrate IT solutions in designing, implementing and testing a realistic IT project. Students are expected to include project proposal, feasibility studies, intellectual property, teamwork, budgets, and schedule management for their project. This course also intends to improve students' presentation skills and provides them a chance to further extend their planning, coordination, and problem-solving skills and engage in continuing professional development while working as members of a project team.

BIT 409 Internship

Pre-work experience to apply knowledge gained during the course of the program to real world context. This course intends to improve curriculum related experience. At this level, students are expected to engage and take responsibility as an IT professional to support the organization and society.