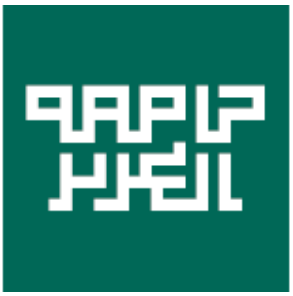
AL GHURAIR UNIVERSITY



UNDERGRADUATE CATALOG

ACADEMIC YEAR

2011-12

September, 2011

Message from the President

It is my pleasure to present the Catalog for the year 2011-12.

The Catalog provides a perspective into the mission and objectives of Al Ghurair University (AGU) and also gives an insight into the University's academic policies, programs, degree requirements and the various services offered by the University.

As we move into a new era of growth, we reaffirm our commitment to provide international quality education to our students. We continue to improve our education process by adding new programs, updating courses and curricula to provide the necessary knowledge and skills to our students. We also pay particular attention to the students' all-round development so as to ensure their growth into caring human beings and responsible leaders of tomorrow.

We have continued in our efforts to upgrade the University's resources and encourage the effective utilization of these resources through a judicious application of human expertise and advanced technology. All academic programs offered at AGU have been granted recognition by the Ministry of Higher Education and Scientific Research, UAE. These programs include Bachelor of Business Administration, Bachelor of Science in Computer Information Systems, Bachelor of Science in Computer Science and Engineering, Bachelor of Science in Electrical and Electronics Engineering, and Bachelor of Arts in Interior Design. Furthermore AGU degrees have been recognized by competent authorities of various countries such as Iraq, Jordon, Oman, Pakistan, Sudan, Syria and Yemen.

AGU is committed to provide and maintain high quality infrastructure and support services. To fulfill this commitment, the University offers such services to students, faculty, staff, and community through a network of departments and units such as Admissions and Student Recruitment, Student Affairs, Educational Support Services (Registration, Library, IT, Career Planning and Placement Services), Continuing Education, Training, and Consultancy. The University has signed several memorandums of understanding with national and international organizations. As we move forward, our University is developing new centers of excellence. In particular, we have created a new Centre for Islamic Banking and Finance. Through such initiatives, we continue in our quest for outreach to the professions and the community.

As AGU celebrates the 10th anniversary of its establishment, we shall continue to strive to maintain the highest levels of harmonious unity in this culture of diversity and work together to achieve the goals and objectives of the University. AGU reflects the diversity of the cosmopolitan social and cultural environment of UAE. In the past few years we have added to the diversity of our members, and our student base has expanded substantially. Our faculty, students and staff represent several different nationalities and cultural backgrounds. We shall continue to strive to maintain the highest levels of harmonious unity in this culture of diversity and work together to achieve the goals and objectives of the University.

I encourage our current and prospective students to consult the Catalog for obtaining the information relevant to their area of interest.

Abdurahim Mohammed Al Ameen, PhD
President

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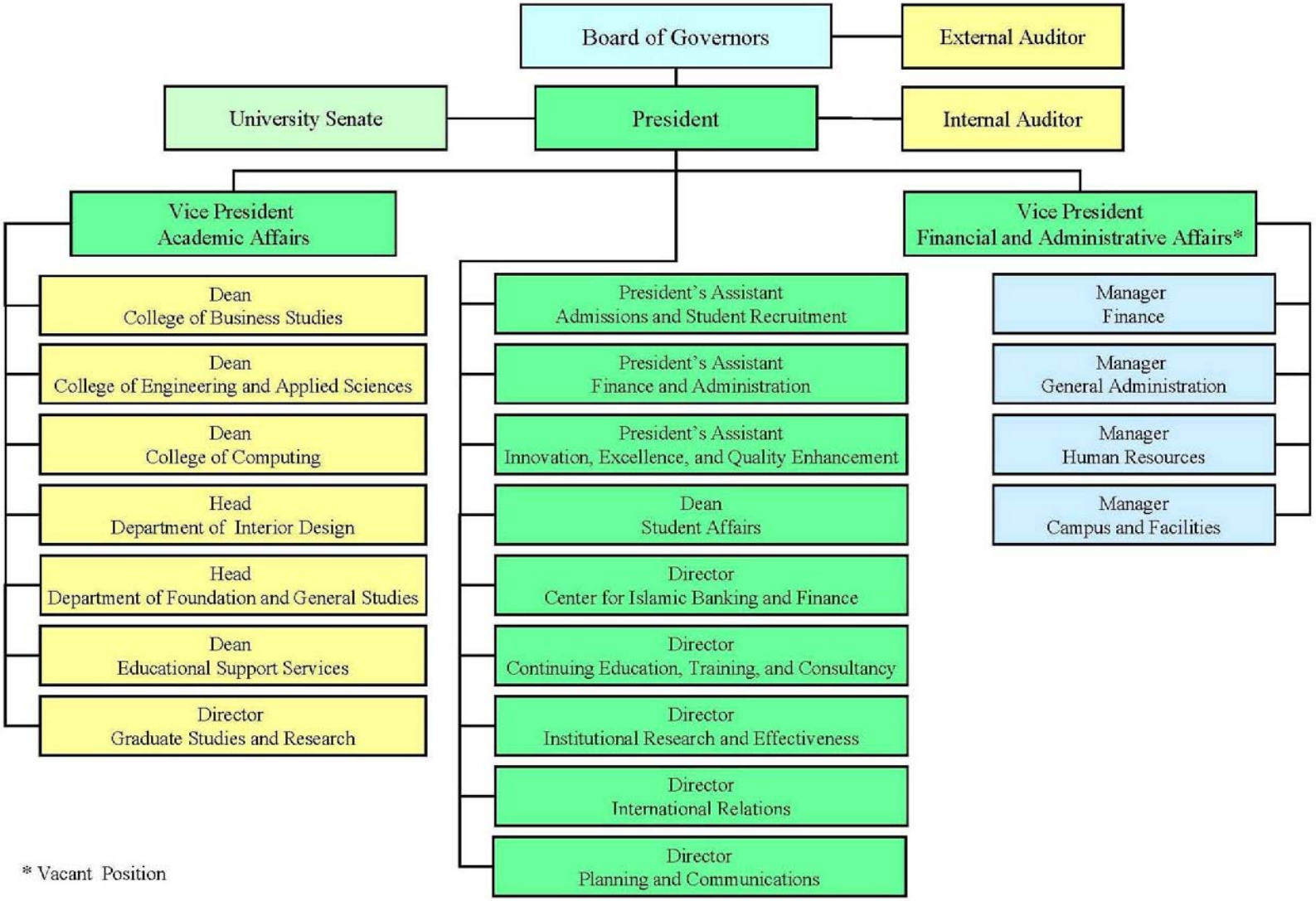
ALGHURAIR UNIVERSITY ORGANISATIONAL CHART



* Vacant Position

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2. Academic Calendar (2011-2012)

2.1. Fall Semester

Month	Date	Day	Week	Activities
Sep	11 - 15	Mon - Thu	-	Registration for Returning Students
Sep	15	Thu	-	Orientation and Registration for New Students
Sep	18	Sun	1	Classes begin
Sep	29	Thu	2	Last day for drop and add
Oct	13	Thu	4	Last day for drop only
Oct	16 - 20	Sun - Thu	5	Early Feedback Survey
Dec	1	Thu	10	Last day for withdrawal without Grade "F"
Dec	18 - 22	Sun - Thu	13	Student Feedback Survey
Jan	5	Thu	15	End of class work
Jan	7 - 19	Sat - Thu	16- 17	Semester-end Exam period
Jan	22	Sun	18	Declaration of Semester-end Exam Results

2.2. Winter Semester

Month	Date	Day	Week	Activities
Jan	22 - 26	Sun - Thu	-	Registration for Returning Students
Jan	26	Thu	-	Orientation and Registration for New Students
Jan	29	Sun	1	Classes begin
Feb	9	Thu	2	Last day for drop and add
Feb	23	Thu	4	Last day for drop only
Feb - Mar	26 - 1	Sun-Thu	5	Early Feedback Survey
Mar	22	Thu	8	Open Day
Apr	5	Thu	10	Last day for withdrawal without Grade "F"
Apr	22 - 26	Sun-Thu	13	Student Feedback Survey
May	10	Thu	15	End of class work
May	12 - 24	Sat - Thu	16 - 17	Semester-end Exam period
May	27	Sun	18	Declaration of Semester-end Exam Results

2.3. Summer Session-I

Month	Date	Day	Week	Activities
May	27 - 31	Sun - Thu	-	Registration
Jun	3	Sun	1	Classes begin
Jun	7	Thu	1	Last day for drop and add
Jun	14	Thu	2	Last day for drop only
Jul	12	Thu	6	End of class work
Jul	15 - 19	Sun - Thu	7	Summer semester - end exam period
Jul	22	Sun	8	Declaration of semester - end exam results

2.4. Summer Session-II

Month	Date	Day	Week	Activities
Jul	15 - 19	Sun - Thu	-	Registration
Jul	22	Sun	1	Classes begin
Jul	26	Thu	1	Last day for drop and add
Aug	2	Thu	2	Last day for drop only
Sep	6	Thu	6	End of class work
Sep	9 - 13	Sun - Thu	7	Summer semester - end exam period
Sep	16	Sun	8	Declaration of semester - end exam results

All public holidays will be announced by the Office of the President of AGU as per the UAE government regulations. Holidays for faculty and staff will be announced separately.

3. General Information

3.1. Al Ghurair University: A Leading Institution of Higher Education

Al Ghurair University (AGU) is a not-for-profit institution and is part of Al Ghurair Group, the well-known strength behind the highly successful and reliable organizations such as Mashreq Bank, Al Ghurair City, National Cement Company, Arabian Aluminum Company, and ETA-Ascon Group. The University is recognized by the Ministry of Education as a private university licensed to provide higher education in UAE.

His Highness Sheikh Nahyan Bin Mubarak Al Nahyan, Minister of Higher Education and Scientific Research, UAE has outlined a vision for UAE to become the home to educational institutions of international quality. AGU applauds this vision and actively contributes towards its achievement.

The University's academic programs in Business, Engineering, Computing, and Interior Design are based on the American System of education. The basic strengths of AGU's system, as incorporated in its philosophies and policies, are as follows:

(a) **Commitment to excellence and continuous improvement in all its programs and services** – AGU views continuous improvement as an important strategy to achieve a high level of administrative and operational efficiency, and satisfaction of all its stakeholders.

(b) **Commitment to a student-centered system of education**- A student-centered learning system results in educational processes that improve the motivation of students to learn and realize their career aspirations and life plans. It also leads to a transparent system where feedback mechanisms ensure that students know their progress, strengths, and weaknesses.

(c) **Flexible, modular, and convenient program structure**- A flexible program allows students to plan and schedule their academic load to suit their life and career commitments.

(d) **Extensive and comprehensive student support services**- Extensive support services provide a strong base for the delivery of academic programs. Availability of support services also lead to a climate of trust, reliability, and care.

(e) C**ommitment to diversity- AGU** offers equal access to and participation in employment and educational opportunities to all people regardless of their racial, ethnic, cultural, linguistic or religious backgrounds. AGU believes that the larger community, as well as the University itself, will benefit from a richer cultural and intellectual life that a policy of diversity tends to encourage and strengthen.

(f) C**lose interaction and feedback from the stakeholders**, e**specially business and industry, in the design and delivery of AGU's education programs** - The University, through such mechanisms as advisory boards, employer surveys, internships and student projects, ensures that programs remain need-based and relevant.

(g) R**espect for the national culture and values of UAE. AGU** is actively involved in promoting cultural understanding among students and faculty members through several social and cultural activities, including an annual two-day program where students display their national foods, dresses, and a range of cultural items.

Al Ghurair University is now located in a newly constructed building in Dubai Academic City. The new campus (spreading over 275,000 square-foot constructed area) is equipped with sophisticated

computer labs, spacious classrooms with LCD computers and audio-visual resources and excellent recreational facilities.

3.2. Recent Achievements

The following are some of the recent achievements that have contributed to AGU's growth and are likely to continue enhancing its leading position as an institution of higher education:

(a) The University's student population, staff, and faculty have become truly diverse. This **diversity** is expected to contribute to its growth as a strong multi-cultural institution and a center of excellence in UAE and the Gulf region.

(b) The University has added to its well-equipped library and learning resources through subscription to a number of electronic databases such as ABI Inform and IEEE. This makes latest publications and journals in the fields of business, IT and engineering available to faculty and students through computer networks.

(c) The University has also subscribed to Blackboard, a sophisticated Learning Management System, to facilitate the use of advanced computer technology in teaching and learning, and eventually in online classes that may be offered in future.

(d) AGU has also received approval to launch its University Foundation Program (UFP) starting with this academic year.

The University is committed to faculty and staff excellence and its continuous development in teaching, research, and professional services. AGU will constantly strive to create an environment that promotes excellence and values diversity, partnerships with all its stakeholders to advance the educational, cultural, social, and economic interests of UAE and other Gulf-region countries.

3.3. Separate Identity

AGU was initially associated with some Indian universities. These universities were Aligarh Muslim University, Manipal Academy of Higher Education, India, and Birla Institute of Technology and Science – Pilani, India. In September 2003, AGU terminated all these associations and became a separate entity. Consequently, the option of obtaining a degree from these universities is no longer available. However, AGU has academic relationships for credit transfer, benchmarking, and continuous quality improvement arrangements with a number of local and international universities.

3.4. AGU Accreditation and Licensing Status

Al Ghurair University was licensed in 1998 by the Ministry of Higher Education and Scientific Research, Government of UAE, Decree number 75/2001. Al Ghurair University's degree programs, Bachelor in Business Administration, Bachelor of Science in Computer Information Systems, Bachelor of Science in Electrical and Electronics Engineering, Bachelor of Science in Computer Science and Engineering, and Bachelor of Arts in Interior Design, have received recognition from the Ministry of Higher Education and Scientific Research, UAE. Furthermore AGU degrees have been recognized by competent authorities of various countries such as Iraq, Jordon, Oman, Pakistan, Sudan, Syria and Yemen.

4. Vision, Mission, and Goals of the University

4.1. Vision

Al Ghurair University's aim is to become a leading learner-centered private university in the region in the next decade, with special strengths in the fields of Engineering, Business Management, Information and Communications Technology, and Interior Design.

4.2. Mission Statement

Al Ghurair University is a private educational institution dedicated to offer innovative undergraduate and graduate programs, provide continuing professional education, and to actively engage in relevant and impactful research. The University's educational programs foster student's learning that contributes to the development of individual and society. The University adopts a global view in its educational programs to provide opportunities to launch and enhance careers in a diverse global society.

4.3. Goals to support the mission of the University:

(a) To offer quality academic programs that are continuously assessed and improved.
(b) To engage in active research that improves the ongoing teaching and learning as well as contributes to the local, regional and global development.
(c) To develop and advance the professional and career interests of its students through development of knowledge, skills, and values to achieve success in their careers and life.
(d) To prepare students to contribute to the economic prosperity and social welfare of the local, regional and global community.
(e) To attract and retain students for maintaining a steady growth of students enrolment.
(f) To attract and retain highly talented and professional faculty and staff reflecting the diversity of the social and cultural environment of the region.
(g) To establish partnerships and collaborations with industry, public and private institutions to enhance its participatory role in contributing to the developmental needs of the region.

5. Admission and Registration Policy

Al Ghurair University places special emphasis on quality of education. The University's diverse student and faculty population has become one of its distinguishing features, which has immensely contributed to the development of an intellectually stimulating learning environment. The different backgrounds and countries the students and faculty represent are reflected in the broad range of interests, talents, and viewpoints, which all contribute to a rich and challenging environment for the personal and professional development of both students and faculty members.

The application for admission of each candidate is carefully scrutinized. Admission is usually offered after all admission requirements are satisfied. As the medium of instruction of the University is English, a good command of the English language - both oral and written - is essential. For admission purposes, Secondary School grades must meet the minimum standards set by the University. If admission is offered, it will be valid for the semester for which it is given unless official postponement for one semester is applied for and approved by the concerned parties within the University.

Students seeking admission to various academic programs of the university shall meet the general requirements of the university and the specific requirements of each program as specified by the respective college. The criteria and the basic requirements for admission to the university shall be evaluated and assessed annually to meet the local/international requirements. Generally the number of students admitted each semester depends on the available resources.

The university requires regular attendance at all classes, lectures, seminars, lab, sessions. Seeking education through correspondence or by merely passing university Tests and Examination is not permitted. AGU does not offer any degree by distance learning. The Admission and Registration Office in collaboration with the colleges and academic departments is responsible for the implementation of the admission policies and procedures. The office also maintains necessary coordination between different colleges with regards to admission policy, and conducts regular assessment and evaluation of admission policy.

5.1. General Admission Requirements

(a) Academic Requirements

Students seeking admission to the undergraduate program of the university must have passed the General Secondary Education State Examination. The average high school score required for admission into any of the undergraduate degree program is 60%. Applicants having a score below 60% must join the Foundation Program of the university before proceeding to any of the undergraduate program. (For more details see relevant section)

(b) English Language Requirement

In order to be admitted to an undergraduate program at AGU, a candidate must demonstrate sufficient command of the English language as measured by the TOEFL or any other internationally recognized equivalent and standard test. The candidate must submit a score of 500 (paper based) or 173 (computer based) or 61 (iBT) on the international TOEFL or submit a score of 5.00 (overall) on IELTS or other internationally recognized equivalent test score as approved by the Commission for Academic Accreditation, Ministry of Higher Education and Scientific Research, UAE. The students transferring from other institution to AGU must also meet the same English language requirement.

(c) **Program Specific Requirements** (for engineering programs only)

In addition to the academic requirements mentioned above, a candidate has to satisfy the specific admission requirements of the "Bachelor of Science in Electrical and Electronics Engineering" and "Bachelor of Science in Computer Science and Engineering" programs. The specific admission requirements for these programs are given below:

Program	Program-specific admission requirements
BS in Electrical and Electronics Engineering BS in Computer Science and Engineering	Students must have studied and passed physics, chemistry and mathematics up to grade 12 in the secondary education.

5.2. Admission Procedure

(a) Student who fulfills the above mentioned admission requirements will be issued an admission letter to offer a place either in the foundation or undergraduate program of their interest.

(b) Upon receipt of such offer the student should confirm his/her acceptance of the offer by completing the section provided for this purpose in the admission letter.

(c) The student should also pay the admission fee to secure a seat in the program of his/ her interest.

5.3. Documents Required for General Admission

Students seeking admission to undergraduate programs are required to submit the following documents:

i. A completed application form for admission (All parts of the application must be filled out).
ii. Attested UAE Secondary School Certificate or its equivalent.
iii. Five recent photographs.
iv. A photocopy of a valid identity card or passport.
v. Certificate of English Proficiency Test (for regular and transfer students)
vi. Documentation satisfying UAE visa and immigration conditions.
vii. Good conduct certificate issued by the previous school or the CID.
viii. Admission fee as specified in the university catalog

5.4. Conditional Admission

A student may be granted a conditional admission under the following circumstances:

(a) English Language Requirement Condition

A student (except transfer student) who does not meet the English Language requirements may be offered "Conditional Admission" until he/she satisfies the English Language requirement specified in the earlier section. The student admitted in this category can take a combination of non-credit English language preparatory courses to assist you achieve the desired English language requirements as well as credit-bearing courses from the GE program as prescribed by your academic advisor. Such student will not be allowed to take more than 15 credits of course work during the probationary period. The length of the probationary period will be decided by the Dean of your college based on your results in an English proficiency test and the recommendation of your academic advisor. Upon meeting the English language requirements the student will be granted full admission into the specified undergraduate program and the credit-bearing courses will be counted towards the requirements of that particular program. Students who fail to meet the English Language requirements even after taking English language preparatory courses shall be dismissed from the university. Tuition fee will be non-refundable.

(b) Provisional High School Result

A student without final results may be admitted on the basis of provisional result from the school. His/her admission will be confirmed only after submitting the valid documents of eligibility. The student must submit these documents not later than 15 days of the announcement of final results. If the student fails to meet the requirements of the University in terms of qualifying marks etc, his/her name will be removed from the rolls of the University (admission fee is not refundable).

Note: All students admitted provisionally must confirm the acceptance of the conditional offer with the stated condition(s) by completing the section allocated for this purpose in the admission letter. These students will be registered through the Registration Office. The Registration Office shall be responsible for monitoring these students in order to cancel their enrollment in case they are unable to meet any of the condition stated in their respective letters.

5.5. Admission of Visitor Students

Students pursuing their studies in other accredited institutions or students interested in seeking professional development may take certain courses offered at AGU. These students can be admitted to AGU as non-degree students and will be subject to following regulations:

(a) To be considered for an admission under this category, an applicant must submit an appropriate application form along with the documents listed in the earlier section to the Admission Office of AGU on or before the dates advertised for regular admission.
(b) Students studying at other institutions must submit "No Objection Certificate" from their respective institution allowing him/her to pursue the specified course(s) at AGU.
(c) They must pay specified tuition fees based on credit hours as well as student activities/services fee.
(d) Such students will not be allowed to register for more than two consecutive semesters. The cumulative number of credit hours registered over their entire period of study at AGU must not exceed 50% of the total credit hours required for the completion of the graduation requirements of a particular program offered at AGU.

5.5.1. Conversion of Visitor Students to AGU Degree Students

A student who pursued specified courses at AGU as a visitor student (non-degree student) may apply to seek his/her status to be converted to an AGU degree student, subject to the conditions and criteria specified in current AGU catalog under "General Admissions Requirements" and/or under "Admission of Transferred Students". Such student must submit the appropriate application form along with the supporting documents to the Admission Office.

5.6. Admission of Transferred Students

Al Ghurair University (AGU) strongly believes in providing an effective and efficient service to its students seeking credit transfer from other post-secondary institutions as well as students intending to transfer from one program of the AGU to the other. The aim of the credit transfer policy is to:

- provide students with credit towards completing their program at AGU based on prior learning
- offer an opportunity to the students in moving between institutions as well as between programs
- provide guidelines and procedures for determining the award of credit transfer

(a) Definition

Credit transfer is the award of credit in recognition of studies from a previously completed or partially completed program or qualification.

(b) Granting of Credits

Students who have completed courses at other accredited/recognized institutions of higher education and are seeking admission to AGU may be awarded credits for those courses provided that they submit authenticated transcripts, full course syllabi and related documents to prove the validity of such credits.

(c) Eligibility of Institution for Credit Transfer

The students who have completed their courses in their appropriate certificate, diploma, undergraduate, or graduate program from any institution recognized or licensed by the Ministry of Higher Education and Scientific Research, UAE would be eligible for appropriate credit transfer to AGU.

(d) Study Hours, Course Content, and Minimum Letter Grade

A course can only be considered for a credit transfer only if the student has studied that course for appropriate number of hours per week during a semester consisting of 16 weeks duration. The content of the course studied at previous institution should also match at least 75 percent or more of the material covered at the relevant course being taught at AGU. Furthermore a course with letter grade C (or equivalent) and above will be considered for credit transfer to AGU.

(e) Marks and Equivalent Letter Grade

For an institution that awards marks instead of letter grades, the following criteria will be implemented for accepting the marks for credit transfer.

Range of Percentage Marks	**Letter Grade**
90 and above	A
81 - 89	B+
74 - 80	B
67 - 73	C+
60 - 66	C

(f) Letter Grade Other Than A, B, C etc.

Some institutions (particularly British and Australian universities) use different grading codes in students' transcript codes which are different than normal letter grades A, B, C, etc. For all such cases, the following criteria shall be implemented for awarding equivalent credits at AGU.

Grading Code	**Explanation**	**Equivalent Grade at AGU**
PD	Performance with Distinction	A
PM	Performance with Merit	B
CO	Competency Attained	C

(g) Minimum Cumulative Grade Point Average for Credit Transfer

The Minimum Cumulative Grade Point Average (CGPA) for considering the credit transfer is 2 in a scale of 4. Transfer credits and grades will not be used in calculating the CGPA at AGU.

(h) Maximum Transferable Credits

Maximum credits that a student is allowed to transfer from other recognized institutions to AGU is limited to 50 percent (50%) of the total credits required for completion or award of the degree of a particular program being pursued by the student.

(i) Internal Credit Transfer

All grades (A, B, C, and D) earned by AGU students can be transferred from one program to any other program within AGU.

(j) Credit Transfer Matrix

All AGU Colleges and Academic Departments shall prepare and maintain a Credit Transfer Matrix to ensure consistency and reliability in awarding credit transfer to various students pursuing a particular program.

(k) Approval of Credits and Credit Transfer Procedures

i. The student must submit the attested copy or copies of the transcript(s) showing courses and grades that the student received from the licensed institution where he/she has been studying.
ii. A full course syllabus providing information about credit value, level, detailed course content, learning outcomes/objectives and indicative learning resources for each course which the student wish to seek credit transfer.
iii. The Dean/Academic Head shall constitute a Credit Transfer Committee (CTC) that will be responsible to examine and decide all credit transfer cases relating to the academic program being offered by that particular College or Academic Department. The committee shall communicate its decision on the Credit Transfer Form along with a detailed Credit Equivalency Report (CER) that must be signed by College Dean/Academic Head of Department, the Chairman of the CTC.
iv. The Officer In-charge for the credit transfer at AGU's Admission/Registration office shall prepare three copies of the Credit Equivalency Report (CER). The original copy of the CER must be issued to the concerned student whereas the second of CER must be sent to the concerned College or Academic Department for future reference and record. The third copy of CER must be retained in the Admission/Registration office for future reference.

Once the student seeking credit transfer is granted admission, he/she will be informed about the transferred courses. The student should confirm the acceptance of the offer by completing the section allocated for this purpose in the admission letter. A student accepted for admission should pay the admission fee to secure a seat in the program of interest.

5.6.1. Required Documents for Transfer Students

In addition to the documents specified in section the "Documents Required for General Admission" mentioned in the earlier section, the transfer students must submit the following documents along with the appropriate application form:

i. Attested student transcript showing courses and grades that the student received from the licensed institution where he/she has been studying
ii. A full course syllabus (providing information about credit value, level, detailed course content, learning outcomes/objectives, learning resources etc.) of the course(s) for which the student is seeking a credit transfer.

Note: There is no conditional admission for transfer students.

5.6.2. Re-evaluation Policy

(a) In case a student is dissatisfied with the outcome of a credit transfer process, he/she may request a review of the decision. The concerned student must submit his/her application to the concerned Dean or Head of Academic Department along with the copy of CER and

other documents supporting the basis for the re-evaluation. The student must submit this application within 60 days from the date of issuance of CER by the Admission/Registration office.

(b) The re-evaluation request shall be examined by two members of the CTC of that particular College or Department out of which one committee member must have participated in the evaluation of this particular credit transfer case.

(c) As a result of this re-evaluation process, if the CER of this particular student is revised or amended then the Admission and Registration office must prepare and issue fresh copies of amended CER to the concerned student and the concerned College or Academic Department for future reference and record.

(d) The option for re-evaluation can only be exercised once during an academic period of the student at AGU.

5.7. Admission to Foundation Program

The students seeking admission to the university foundation program (UFP) should possess UAE General Secondary School Certificate or equivalent educational level and must have attained a certain level of English Language proficiency. The minimum admission requirements for the UFP are as under:

(a) UAE General Secondary School Certificate with an overall percentage of 50

(b) Must have passed English subject at secondary level

The students seeking admission to the foundation program are required to submit the same documents as specified in section the "Documents Required for General Admission" mentioned earlier except the Certificate of English Proficiency Test.

5.8. Re-Admission

(a) A student who had studied at AGU and his /her study had been interrupted due to non-academic reasons for not more than two semesters and who wishes to resume studies at AGU, shall apply for readmission to the Office of the Registrar. The application must be submitted before or during the registration period for the semester the student intends to resume study.

(b) A student whose study had been disrupted because of academic reasons and who has been out of the Program/University for not more than two semesters may apply for readmission to the Office of the Registrar. He/she must outline in his/her application the activities since leaving the AGU program that contributed to his/ her academic development.

(c) A student whose study has been disrupted for more than two semesters must submit a new application form to the Admission Office.

(d) A student who had been dismissed on disciplinary grounds is not eligible for readmission to the University.

5.9. Orientation Program

The Admissions Office organizes an orientation program for all new undergraduate students prior to the beginning of the classes. During the orientation, the students are given essential information about AGU's values, academic requirements and standards, rules, and regulations. The students are introduced to the faculty and staff and are also taken on a campus tour.

5.10. Registration Procedure

Registration is the process of enrolling in classes. Every semester, before the beginning of registration process, the registration office makes a registration guide available for all students. The guide

published by the Registration Office lists initial course offering and schedules for the semester and explains the registration process and procedures. Students should carefully read the registration guide and prepare themselves for registration. Registration involves the following steps:

(e) **Advisement and Consultation**

Students must meet their assigned academic advisors who will help them in selecting the courses and in planning the schedule for the semester. The advisors may also approve the schedule.

(f) **Selection and registration of courses**

Once the student selects courses with help of his/her advisor, the student completes the registration process either manually or online. Students must satisfy the prerequisite requirements of a course as per the study plan of AGU programs.

(g) **Payment of Fees**

For each semester all fees are due at time of registration. For fee payment details please refer to the application package.
The Registration Office shall be responsible for monitoring all registered students in order to check their academic standing at the end of each semester.

5.10.1. Visitor/Non-Degree Seeking Student Registration

(a) Students granted admission with visitor/non-degree status may enroll in any course offered at the university provided the student has the required academic background.
(b) They should register through the Registration Office.
(c) Fees and charges to be calculated per credit hours as declared for regular students.

5.10.2. Denial of Registration

Registration is denied if all academic and/or administrative requirements have not been fulfilled prior to the term. A student may be denied registration if one or all of the following deficiencies exist:

(a) Academic dismissal
(b) Incomplete admission documents
(c) Failure to meet specific requirements of the University, College or Department.
(d) Outstanding charges or fees due to the University

5.11. Changing of Specialization and Internal Transfer

(a) In conformity with the University's philosophy of academic flexibility, a student can transfer from one program of study or college/department to another provided that he/she meets the requirements for admission to the new program or college/department.
(b) Before submitting the internal transfer application, the student is strongly advised to consult with his/her academic advisor and the concerned Dean/Academic Head to discuss the consequence of such transfer.
(c) Change of program of study or college/department requires the prior approval of the Dean/Academic Head of the College/Department to which the student seeks a transfer.
(d) When change of program or transfer to another College/Department is approved, all courses successfully passed by the student (with minimum Grade D) shall count if they are relevant to his/her new specialization program requirements.

5.12. Transfer Procedure

(a) Changing a program within a College/Department

i. A student who seeks transfer from one program to another must submit the completed "Change of Program Request" form to the new program/department in which he/she wish to transfer within two weeks from the start of the semester.
ii. The Dean/Head of the academic department shall approve the student's transfer request to the new program and forwards it to the office of Registrar to complete the process.

(b) Transfer from one College/Department to Another

i. A student who seeks a transfer must submit a "Change of College/Department Request" form to the Office of Registrar. The Registrar's Office will forward the request along with the student's transcript record to the College/Department to which the student is seeking transfer for approval.
ii. Depending on the admission requirement of the particular College/Academic Department, the Dean/Head may approve the transfer. The Dean/Head of the College/Department to which the student is seeking transfer will also decide the courses completed at the previous College/Department which could be transferred to the new College/Department.
iii. The University policy governing the transfer courses and credits will apply (for a course or credits to be transferred, a minimum Grade D is required).

(c) Transferring from Non-Degree to Degree Status

Students seeking transfer from a visitor/non-degree status to a degree status must submit the appropriate application form along with the supporting documents to the Admission Office. If admitted to a degree program, the visitor/non-degree students may request the transfer of their credits to the regular University program they wish to join. The University policy governing transfer of courses and credits will apply (for a course or credit to be transferred, a minimum Grade D is required).

5.13. Drop and Add of Courses

Drop means removal of a course included in the regular registration. **Add means** the addition of a new course that was not included in the regular registration.

(a) The drop and/or add processes are designed to enable the students to make **some** changes in their program of study after the completion of the regular registration process as notified by the Registration Office.
(b) Students are allowed to drop and/or add courses during the first two weeks of the fall and winter semester classes. For the summer semester classes, students are allowed to drop and add courses within one week from the commencement of classes.
(c) Students may drop a course without adding another within one month from the commencement of the normal semester.
(d) Changes due to add/drop of courses are not recorded in the students transcripts.
(e) The fee paid towards the dropped courses will be credited to the student's account.
(f) Students interested in dropping or adding courses should fill and submit the required form available in the registration office.

5.14. Withdrawal from Courses

Withdrawal from a course means removal of the course from the student's registration, after the period declared for dropping and/or adding courses has ended.

(a) Students are permitted to withdraw from courses after filling and submitting the appropriate withdrawal form to the Registration Office.
(b) Withdrawal from courses must occur no later than the end of the 10th week of classes in the Fall and Winter semesters and 3rd week of classes in the Summer Semester.
(c) The fee paid for such courses will not be refunded.
(d) A grade of **W** will be recorded in the transcript for the course from which the student has withdrawn **but it will not affect the student's CGPA.**
(e) As of the 11th week of the Fall and Winter semester classes and the 4th week of the summer semester classes a grade of WF will be recorded for those students who withdraw from a course. The grade point of **WF** is 0.00 and it is used in the calculation of the **CGPA**.
(f) Rules regarding maximum and minimum load shall be applicable in all cases**.**

5.15. Cancelling Registration / Withdrawal from University

Canceling registration means canceling registration of all courses for a particular semester.

(a) Provided that a student has been in the University for at least one semester, and for certain un-avoidable non-academic reasons the student may apply to cancel registration of all the courses for a particular semester.
(b) If an application for canceling registration was made within one month from the commencement of the study, the Dean/Head of the concerned College/Department may approve the application for canceling the registration. In such cases, the student shall retain the CGPA gained in the earlier semesters.
(c) If the application was made after the lapse of one month from the commencement of the study, cancellation of registration may be granted on the recommendation of the concerned Dean/Head. Grade AW will be recorded in the student's permanent record. The grade AW is not used in the calculation of the CGPA.
(d) Cancellation of registration shall not exceed two consecutive semesters, or four separate semesters during the study period, including the semesters in which the student has sought cancellation of registration.

5.16. Tuition Fees, Financial Aid and Refund Policy

In line with AGU's philosophy of providing higher education opportunities at affordable cost to large segments of the society, the fee structure is kept reasonable. Since the University is following the American model of education, the tuition fees of the various programs are calculated on the credit hours basis. The table below shows the fee structure for the various programs. For example, if a student in his/her first semester registers for 3 general education courses (assuming all courses taken have a credit weight of 3 hours) and 2 core courses, then the total tuition fees for this student will be calculated as follows:

3 general education courses = 3 courses × 3 credits hours × AED 1000 = AED 9,000
2 core courses = 2 courses × 3 credits hours ×AED 1000 = AED 6,000
Total tuition fees to be paid for 5 courses = AED 15,000

Tuition Fees

Course/Program	**Regular Sessions**		**Weekend Session**
	Morning	**Evening**	
All courses offered under bachelor degree programs of business studies, computing, engineering and applied sciences, and interior design.	AED 1150 per credit hour	AED 1150 per credit hour	AED 1300 per credit hour
Courses offered during summer semesters	AED 3750 per course		AED 4000

			per course
Foundation program courses	English course	AED 1000 per contact hour	
	Other courses	AED 800 per contact hour	

Other Fees and Expenses

Fee Type	Amount (AED)	Remarks
Application Fees	150	Non refundable
Admission Fees	1000	Non refundable
Late Registration Penalty	200	
Student Activities / Services	200	Per semester
Change Major Fee	150	
Replacing a lost or damaged ID	50	
Academic Year ID Renewal	10	
"To Whom it May Concern" Letter	30	
Grades Appeal Request	50	
Postponement of registration	100	
Incomplete Request	50	Per course
Graduation Fee	500	To be paid once in the last Semester
Returned Cheque	200	
Lockers Keys fees	50	
Online Services	300	Per semester
Placement test	400	AGU Institutional Placement Test

Please note the following:

- Other expenses such as the cost of textbooks and supplies are excluded from the above and are the responsibility of students.
- A charge of AED 200 is added if a cheque is dishonored.
- Students who wish to pay through installments shall contact the Office of the Registrar.
- Tuition fee indicated above is valid for the current academic year only. Tuition fee, other charges, and scholarships are subject to review, periodically.

5.16.1. Methods of Payment

The University follows a flexible payment policy. Students can pay their fees in installments. For payment in installments, students are advised to consult with the Office of the Registrar. However, the University accepts and entertains the following methods of payment:

- Cash denominated in UAE Dirhams only
- Cheques* drawn on local banks in UAE and in AED only
- Bankers Drafts
- Direct transfers to the University's account at Mashreq Bank (Account No. 04-90-91738-9); Hor Al Anz Branch, Dubai.

(Student Name and ID No. must be clearly indicated on the transfer).

**A fee charge is added if a cheque is dishonoured for insufficient funds.*

5.16.2. Financial Aid

The students attending AGU may be eligible to receive some financial aid in the form of scholarship/tuition fee discount. The categories of scholarship/tuition fee discount available for AGU students along with the eligibility criteria are given below.

a. AGU Admission/Entrance Scholarship

Upon fresh admission into an undergraduate program of the university, the students might be eligible for university entrance scholarship in the form of tuition fee discount. This discount is available only for those students who have been accepted in an undergraduate program for the first time and have not attended any other post-secondary educational institution. The discount is awarded on the basis of marks obtained in the secondary school examination and is renewable provided the students continue to maintain a required CGPA in the university examinations. In any given semester, if a student fails to maintain the required CGPA, the tuition fee discount will be terminated. The criteria to determine the amount of tuition fee discount and the required CGPA for its renewal are given in the following table.

Secondary School Examination Marks	**Applicable Tuition Fee Discount (during first semester)**	**Required CGPA for Renewal**
95% and above	50%[1]	CGPA 3.85
90- 94.9 %	20%	CGPA 3.80
85- 89.9 %	15%	

b. University Merit Scholarship

Current or returning students of AGU students will be eligible for merit scholarships in the form of tuition fee discounts. These discounts are based on the CGPA calculated for all AGU credit courses taken in a particular semester. The type of scholarship and the eligibility criteria are given in the following table.

Scholarship	**Tuition Fee Discount**	**Required CGPA**
President's Honor List	25%	3.95 - 4.00
Deans' Honor List	20%	3.90 to less than 3.95
	15%	3.80 to less than 3.90

The students must also meet the following conditions to be considered eligible for university merit scholarships:

(i) The tuition fee discounts that are awarded based on a given semester result will only be valid for the following one semester.

(ii) A student taking courses less than 12 credits in one semester will not considered for the merit scholarship.

(iii) A student to be considered for these scholarships must be a full time student enrolled in one of the undergraduate programs of the university.

(iv) If a student fails in any course, he/she will not be eligible for any of the merit scholarship listed above.

[1] Those students who received 50% discount on tuition fee on the basis of their result in Secondary Examination marks (95% and above) will receive the discount of 50% till they continue to maintain the CGPA of 3.85 and above.

(v) A student who cancels registration in any semester or withdraws a course without any valid reason or faces a dismissal or suspension from the university will not be eligible for scholarship/discount in the following semester.

(vi) No scholarship/discount will be available for the courses taken in summer sessions.

c. Family Tuition Fee Discounts

Families who have more than one brother or sister studying at AGU are eligible for 25% tuition fee discount for the second member of the family as long as they are enrolled simultaneously. The spouses of the students studying at AGU simultaneously are also eligible for a discount of 25% in the tuition fee.

5.16.3. Refund Policy

(a) Application and Admission fees are non refundable.

(b) Transportation fees can be refunded within two weeks from the commencement of the specific semester.

(c) In case of cancellation of registration or withdrawal from the University the following scheme of refund will be applied:

Timing	**Refund**
Before the end of the first week of classes.	100%
Before the end of second week of classes.	50%
During the third week of classes.	0%
Summer Semester.	0%

(d) Accommodation and transportation fee refunds policy (refer to the respective contracts for details).

Note:

(a) Tuition Fees indicated are valid for admissions into the current academic year only.

(b) Other Fees, expenses and financial aids are subject to review periodically.

6. Academic Rules and Regulations

6.1. Academic Advising

At Al Ghurair University, academic advising is viewed as the foundation stone of all academic programs and learning activities. It is the most significant mechanism through which students will be able to relate their career goals to their educational programs and experience. Academic advising is also the most important service on campus because it helps students to negotiate their college experience in a positive way.

Academic advising services are committed to providing students with opportunity and guidance to realize their maximum educational potential for their professional and personal development. This is achieved through communication and sharing of information between advisors and students.

6.2. Objectives of Academic Advising

Academic advising services have the following specific objectives:

(a) Clarify the university and college policies and procedures regarding all academic issues such as registration, credit transfer, tuition fees payment, selection of courses, assessment, grading and graduation requirements.
(b) Provide students with information and guidance to explore alternative career options.
(c) Help students evaluate their academic programs and locate other referral and support resources.
(d) Support student retention strategies of the University.
(e) Encourages and help students to develop a sense of self-direction and accept responsibility for their own education and future.

6.3. Process of Academic Advising

(a) All new students shall be assigned an academic advisor by the College Dean/Academic Head.

(b) After the first/freshman year, each faculty member shall be assigned the responsibility of academic advising for a group of students in their respective programs by their respective Deans/ Academic Heads.

(c) Advisors may be assigned from other programs also, depending on the requirements and needs of the colleges and students.

(d) Number of students assigned to a faculty advisor shall depend on the needs of the students, the teaching load of the faculty and the department/college needs. Preferably, this number shall not exceed 20 students.

6.4. Roles and Responsibilities of Advisors

Academic advisors provide individualized attention and assistance to all students assigned to them. The ultimate goal of an advisor is to ensure that his/her advisees are progressing successfully toward completion of their degrees requirements and achievement of their career goals. Beside this major role, advisors will assume the following roles and responsibilities:

(a) To develop broad vision of their roles as academic advisors and relate that vision to the goals and mission of the university.

(b) To clarify university policies, procedures, and rules to their advisees.

(c) To monitor academic and personal development of their advisees.

(d) To appreciate the importance of academic advising in achieving the strategic goals of the university including the strategies for students retention.

(e) To develop themselves as experienced academic advisors and acquaint themselves with all new theories and practices in the area of academic advising.

(f) To identify any gaps or inefficient procedures in the delivery of the academic programs and report the same to the concerned administrative units/colleges within the university.

(g) To understand and acquaint themselves with all academic policies and regulations of the university specially those pertaining to their broad area of specialization or their specific college/academic unit.

(h) To recognize that the ultimate and final decisions regarding all academic advising activities is the responsibility of the advisee himself/herself. It is the responsibility of the advisor to always remind his/her students of this fact.

(i) To recognize that the academic advising relationship depends to a large extent on mutual trust and respect between the advisor and the advisees. Advisors are required to treat their advisees with respect and to develop good rapport with them.

(j) To meet their advisees at least twice during each semester.

(k) To maintain a complete record of all advising sessions.

(l) To understand that certain advising situations might dictate advising that may go beyond the academic aspects, for example, their personal matters. In these situations the advisor might want to seek the help of other resources inside the university like the counseling services or other professional counselors outside the university.

(m) To recognize that sometimes advisors might want to play the role of facilitators and mediators. These circumstances require certain skills and advisors should be aware of this.

6.5. Roles and Responsibilities of Students

The basic principle of the academic advising services is that the student is ultimately responsible for his/her academic decisions. As such, students should familiarize themselves with the university system, rules, and procedures and they should use this information to make decisions regarding their academic programs and career options. Students' roles and responsibilities include the following:

(a) To share with their advisors all information necessary for efficient academic advising processes and activities.

(b) To familiarize him/her-self with all academic rules and regulations included in the university's catalog.

(c) To know the location of his/her advisor office, hours assigned for advising, the procedure for advising e.g. if a prior appointment is required.

(d) To keep records of the graduation requirements of his/her specific program of study. It is the ultimate responsibility of the student to fulfill these requirements.

(e) To note and follow all important deadlines for various academic activities such as registration, withdrawal from a program, drop and add of courses, fees payment, exam dates, etc.

(f) To contact the appropriate support services on campus or outside the university as directed by their advisors.

(g) To meet at least twice during a single academic year (an academic year is normally two semesters) with their advisors. It is strongly recommended that the first of these meetings be at the registration time of the first semester of the specific academic year.

(h) To alert immediately their academic advisor if they begin to face difficulties that might affect their academic performance. For example, students are required to meet their advisors immediately if their CGPA falls below 2.00 points which is the minimum required average for an acceptable undergraduate academic standing.

(i) To take initiative to meet their advisors and to be active participants in all advising sessions.

(j) To maintain their own personal academic records which may include their year of admission to AGU, transcripts tracking audits, notes and communications from previous advising sessions etc.

(k) To attend all orientation sessions conducted by various units of the university and specially those sessions conducted by student's specific college or program.

6.6. Role of College Deans/Heads of Departments

(a) Dean/Academic Head shall initiate and finalize plan for assigning all students to an appropriate faculty member.

(b) The Dean/Academic Head shall receive progress report and action plans regarding the process of academic advising from the academic advisors, twice in each semester. At the end of each semester, through consultation with the advisors and concerned faculty members the plan shall be evaluated for its effectiveness and any perceived deficiency in order to improve or modify the plans. These suggestions and decisions for improvement shall be recorded.

Feedback from students shall also be obtained regarding quality of academic advice and support received from each advisor.

(c) To organize and plan orientation sessions for students and academic advisors, at the beginning of each semester. The objectives of these sessions shall be:

i. to help create an awareness about the need for academic advising.
ii. to help clarify the mutual roles and responsibilities of students and faculty members.
iii. to identify the criteria for measuring the program effectiveness.

(d) To provide all relevant records to the concerned advisors and the Students Affairs Office. Such records include:

i. Admission details,
ii. Grades secured in qualifying examination
iii. Marks/grades in continuous assessment tasks
iv. Attendance records.

How Should Students Make Maximum Use of the Advising Services?

Each student at AGU is assigned an academic advisor at the time of admission. Students are encouraged to make use of the expertise and knowledge of their advisors. In its very basic nature, the advising process is designed to help students to make the right academic and career-related decisions. As such, all students should become familiar with the advising process and their rights and obligations during enrollment at AGU. The following guidelines will help you to benefit from the advising services.

(a) <u>Why students should see their advisor?</u>

- To select courses for specific semester
- To complete the registration procedure for a semester
- To add or drop a course (or courses)
- To discuss academic standing and progress
- To discuss any problems affecting their academic performance
- To declare specialization
- To review their degree plan
- To discuss career options and personal development plans

(b) <u>How students should see their advisor?</u>

- Become familiar with your advisor's office hours and his or her plans for advising.
- Whenever it is possible, call to make an appointment with your advisor rather than dropping by without an appointment.
- If it is necessary to drop by without appointment, try to do so during your advisor's declared office hours.
- Try to avoid discussing important issues at the beginning or at the end of a semester as, most probably, your advisor will be very busy at those times.

The First Semester Experience

AGU firmly endorses the notion that a student's experience during his/her first term is the most critical factor in the student's ultimate success at the University. During the student's first term, advisors shall meet in teams by departments, along with student support staff (e.g., Student Affairs, Counseling, and Career Planning) to discuss progress of new students. At these meetings, students having trouble making necessary academic and social adjustments to university life shall be identified. The advisors, who play a key role in this process, subsequently contact the students and may suggest referral to instructors, support services, or other individuals on campus who may assist them. The concerned academic advisor and the Dean of Student Affairs are responsible for coordinating the activities and programs that make the first year at AGU successful.

Mid-semester Evaluation and Warning

Although advisors and instructors are assumed to monitor performance of students on a regular basis, the mid-semester evaluation is critical for avoiding any unpleasant consequences at the end of a semester. Mid-term warnings shall be issued by each course instructor for students who are at risk of "D", "F", or "I" grade in a specific course.

These students shall be advised to follow up with their professors to determine corrective actions. Advisors shall receive notices of all warnings and shall follow up with each student to monitor what the student is doing to improve performance. In some cases, it may be advisable to recommend that a student drop a risky course (a course in which the student is expected to get a low grade) and retake it in a subsequent semester.

7. Student Records

The University's commitment to its educational mission, student and the society is the basis for the need of maintaining various records. No educational records will be maintained that are not directly related to the declared basic purpose of the University. All policies and practices controlling the collection, maintenance review and release of student records are established upon the principle of confidentiality and the characteristic right of student to privacy.

7.1. Student Access to Records

A student who is or has been in attendance at the University has the right to inspect and review the contents of his/her education records, subject only to pre-arrangement in regards to time, supervision and cost of reproduction of the records. Exception of this general right of review is:

(a) Confidential financial records of parent or any information contained therein
(b) Copies of confidential letters and statement of recommendation which were placed in the records.

7.1.1. Release of Student Records

(a) The student records at the University are held in confidence for the common benefit of the student and educational mission of the University.
(b) So except with prior written consent of the student or otherwise explained below, no information will be released to any individual or organization.
(c) Records keeping personnel may have access to student education records as per responsibilities assigned to them.
(d) Member of Faculty and Staff who they have genuine educational interest may have access to the records or information from the records for internal educational purposes such as academic advising or for necessary administrative and statistical purpose only.
(e) Records or information from records may be released to Licensing and accrediting bodies in order to carry out their function.
(f) Records or information from records may be released to appropriate bodies or persons when such information are necessary to protect health or safety of the student, or in connection with student application for receipt of financial aid.
(g) The University officials responsible for implementing the student records policy and ensuring the compliance with such policy are The President, Vice President for Academic Affairs and Registrar.

8. Academic System

The University's academic activities are based on the American model of education which uses the credit hours and semester system. Semester means duration of study approximately equivalent to sixteen weeks. Each academic year consists of two semesters, Fall and Winter. The University may also run a Summer Semester of 6 - 8 weeks duration.

8.1. Credit Hour

One credit hour represents a course pursued for one period weekly during one semester of approximately 16 weeks or for an equivalent period in a summer semester. Generally, a course valued at 3-credit hours requires three periods weekly for one semester; a 2-credit course requires two periods a week for a semester, and so forth.

Normally, the lecture or recitation period is 50 minutes long and the laboratory period is one hundred (100) minutes.

The number of credit hours is indicated in parentheses after each course title in the course outline, as (T-L-P). T = total credit hours; L = lecture hours; P = Laboratory / practical / tutorial hours.

8.2. Classification of Students

AGU students are classified as either degree or non-degree students.

8.2.1. Degree Students

These are students who have applied, been admitted, and *enrolled in a degree program* of the University during the semester for which they were admitted. Since all the undergraduate courses of the university are integral part of four-year curricula, students are designated as freshmen, sophomores, juniors or seniors.

Freshman: A student who has completed less than 30 semester credit hours.
Sophomore: A student who has completed more than 30 semester credit hours, but less than 60.
Junior: A student who has completed more than 60 semester credit hours and less than 90.
Senior: A student who has completed 90 or more semester credit hours.

8.2.2. Non-Degree Students

Non-Degree students are those who have not been admitted to a degree, diploma, or certificate program. Any non-degree student who is interested in personal or professional enrichment course is required to produce an evidence of completing pre-requisite courses (if applicable) prior to his/her enrollment in that particular course**.**

8.2.3. Program and Specialization

(a) A ***Program*** of study is a sequence of courses which have to be completed to earn a degree, diploma, or certificate.

(b) A ***specialization*** is a sequence of courses/electives within a ***Program***, as defined in various programs offered by various colleges.

(c) Total number of credit hours required to get the award of a specific program may differ from one program to another.

8.3. Sequencing of Courses

Each Program or Major has its own requirements and may provide considerable flexibility in the choice of courses. However, each program requires the students to follow a prescribed flow of sequence of courses that is based on some academic logic and rationale. The sequence suggested by the college or the academic advisors is highly recommended since it ensures the smooth progress of students.

8.4. Distribution of Degrees and Certificates

(a) Degrees and Certificates shall be conferred at graduation and at such other times ***during*** the year and in such manner as the President and the Senate may decide. Degrees and certificates that are to be conferred at a graduation ceremony will be conferred only on candidates who are present in that ceremony. Upon the approval of the President, a degree or certificate may be conferred in absentia for those who are not present.

(b) Only registered students who have completed at least 50% of their credits at AGU and ***have*** successfully completed the requirements of the prescribed program shall be eligible for the award of the University Degree or Certificate.

8.5. Degrees

(a) Names of candidates for degrees/diplomas shall be presented to and approved by the College Board in that program and the Senate.

(b) Degrees are to be prepared by the Office of the Registrar, and will include the signatures of the President, Registrar, and the Dean/Academic Head.

(c) Names which appear on AGU's certificates and degrees will be taken from the records as it appears on the student's passports or ID-cards. If a name on the passport or ID-card does not appear in English, then the name will be printed according to the record of admission or registration form submitted by the student.

(d) Degrees shall be distributed by the Registrar. The Registrar shall make and keep an official record of the program for which each degree was issued.

(e) Holders of Degrees from Al Ghurair University may, when a replacement is needed, request a duplicate to be issued. The notation "replacement for degree of year ____" will be written on the duplicate degree.

(f) A fee may be charged for issuing a duplicate or a replacement of Degree or Certificate.

8.6. Certificates

(a) Certificates may be awarded on the basis of:

i. Academic credit granted;
ii. Participation in or satisfactory completion of educational courses, short courses, or non-credit courses of sixteen (16) or more contact hours of instruction;
iii. The awarding of certificates shall be approved by the College/Departmental Board of the College/Department that is responsible for the offering such courses;

(b) The format of each certificate will be approved by the President. Certificates will include the signatures of University officials authorized by the President. The Registrar will keep an official record of each certificate issued, including the date issued and a description of the program of instruction for which the certificate is issued.

8.7. Academic Load

For an undergraduate student, the course load requires a significant amount of work outside the classroom; typically 2-3 hours for every hour in class. This ratio may vary from one course to another. The underlying principle here is that students, especially working students, shall plan their academic load and other commitments very carefully.

8.7.1. Academic Load for Degree Students

(a) The course load for undergraduate bachelor degree is dependent on the curriculum of individual programs. For those students who expect to complete the requirements of their degree in four years, the normal credit hours that they may register during one particular semester (excluding summer sessions/classes) shall be 15 credits hours.

(b) A student who is on academic probation shall not register for more than 12 credit hours or less than 9 credit hours.

(c) With the permission of the academic advisor and approval of the concerned Dean/Academic Head, a student may register for 18 credits in a single semester provided that his / her CGPA is more than 2.7 points or the student is graduating in that specific semester and the number of remaining credit hours for the fulfillment of his/her degree requirements is exactly 18.

(d) In a single summer session, a student shall not register for more than 6 credit hours.

8.7.2. Academic Load for Non-Degree Students

Non-degree students are allowed to register for 9 credit hours. However on the recommendation of the academic advisor and the approval of the concerned Academic Head/Dean, a student may be allowed to register for 12 credit hours.

8.8. Minimum and Maximum Period of Study for Undergraduate Programs

As a general rule, minimum and maximum period for completion of an undergraduate degree depends on the total credit hours required for each program. However, in terms of minimum and maximum period of study, the following rules will be observed:

(a) Minimum period of study for completion of a program is seven (7) normal semesters, or six (6) normal semesters plus two (2) summer semesters.

(b) Maximum period of study a student should take to complete an undergraduate program is fourteen (14) semesters.

(c) Cancelled registration or withdrawal period (freeze - in study) shall not be considered in calculating the minimum or maximum period of study.

(d) The University Senate, on recommendation from the concerned College Board, may reduce the minimum period of study or increase the maximum period of study by two semesters only**.**

8.9. Grading System

(a) The University uses the relative grading system which is based on a four-point scale to calculate the grade point average (GPA).The specific grading scheme used is as follows:

A	equals	4.00	grade point	Excellent
B+	equals	3.50	grade point	Very Good (high)
B	equals	3.00	grade point	Very Good
C+	equals	2.50	grade point	Good (high)
C	equals	2.00	grade point	Good
D+	equals	1.50	grade point	Fair
D	equals	1.00	grade point	Fair
F	equals	0	grade point	Fail
WF	equals	0	grade point	(withdrawal Failure)

(b) Grades that are not included in the calculation of the grade point average are:

I	Incomplete
IP	In progress
EX	Exempted; no credit
TR	Transfer; credit counted
W	Withdrawal
P	Pass; credit counted
AW	Administrative Withdrawal
R	Course has been repeated
#	Not counted in CGPA

(c) The academic performance in any semester is indicated by the Grade Point Average (GPA). The GPA is calculated as follows:

i. Multiply the points equivalent of the grade earned in each course by the credit hours of the course.
ii. Add all the points earned in all the courses taken during specific semester.
iii. Divide this sum by the total number of credit hours registered by the student in that particular semester.

Following table illustrates how the GPA is calculated:

Course	**Grade**		**Credit Hours**	**Credit Hours Points**	**GPA for Semester**
	Letter Grade	**Points**			
English Composition	A	4.00	3	12.00	Total Credit Points ÷ Credit Hours
Computer Application	B+	3.50	3	10.50	
Introduction to Business	B	3.00	3	9.00	
Corporate Finance	C	2.00	3	6.00	
			12	37.50	Semester GPA = 37.5 ÷ 12 = 3.12 Points

(d) The overall academic performance in all semesters is given by the Cumulative Grade Point Average (CGPA). This CGPA is calculated as follows:

i. Add the Credit Hours Points for all semesters, as calculated above (Total credit hour points).
ii. Divide this total by the total number of credit hours attempted.

Following table illustrates how the CGPA is calculated:

Course	Grade		Credit Hours	Credit Hours Points	Semester/Cumulative GPA
	Letter Grade	Points			
1st Academic Semester 2006 / 2007					
English Composition	B+	3.50	3	10.50	Total Credit Points ÷ Credit Hours
Computer Application	C	2.00	3	6.00	
Introduction to Business	C+	2.50	3	7.50	
Corporate Finance	A	4.00	3	12.00	
			12	36.00	1st Semester GPA = 36 ÷ 12 = 3 Points
2nd Academic Semester 2006 / 2007					
Report Writing	B	3.00	3	9.00	Total Credit Points ÷ Credit Hours
International Marketing	A	4.00	3	12.00	
Organizational Behavior	A	4.00	3	12.00	
Project Management	C	2.00	3	6.00	
			12	39.00	2nd Semester GPA = 39 ÷ 12 = 3.25 Points
			24	75.00	Cumulative GPA = 75 ÷ 24 = 3.125 Points

(e) The grades obtained in non-credit courses are not included in the computation of a grade point average (GPA).

(f) Grades for which no grade point value is assigned, (such as EX, TR, W, I, P, AW and R) are not used in the computation of grade point average.

Table below summarizes the grading system:

Code	Description	Included in		Points
		Credits Counted	CGPA	
A	Excellent	Yes	Yes	4.00
B+	Very Good (high)	Yes	Yes	3.50
B	Very Good	Yes	Yes	3.00
C+	Good (high)	Yes	Yes	2.50
C	Good	Yes	Yes	2.00
D+	Fair	Yes	Yes	1.50
D	Fair	Yes	Yes	1.00
F	Fail	Yes	Yes	0.00
WF	Withdrawal Failure	No	Yes	0.00
I	In complete	No	No	N/A
IP	In progress	n/a	No	N/A
NC	No credit	No	No	N/A
TR	Transfer	Yes	No	N/A
W	Withdrawal	No	No	N/A
P	Pass	Yes	No	N/A
AW	Administrative Withdrawal	No	No	N/A
R	Repeated	No	No	N/A
E	Exempted	-	-	-
#	Not counted	No	No	N/A

(g) Each grade (shown in the above table) has an effect on the student's academic progress and academic standing. The following provisions shall be applicable while interpreting the impact of these grades.

i. Students must repeat or replace any required course in which a grade F, W or WF is awarded.
ii. When a course is repeated, an F or WF will be changed to R on the student transcript, while the new grade (also shown on the transcript) substitutes for the F or WF in the CGPA calculation.
iii. All requirements for a course must be completed on the day the semester ends as per the academic calendar.
iv. Grade (I) can be granted when a student has satisfactorily completed at least three fourth of the semester course work but for reasons(s) beyond the student's control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it and also has passing status in the course work.
v. A student who receives an (I) is responsible for making up whatever part of course work was left during the next offering of that course.
vi. If the course requirements are not completed within the specified time, a grade (F) will be recorded and the CGPA will be adjusted accordingly.
vii. Students who are making up an incomplete work shall not register for the course that requires some work. However, the students must make individual arrangements with the instructor who assigned the (I) grade or any other instructor who is teaching this particular course at that time.
viii. It is the responsibility of a student to follow up with the course instructor or the Dean/Academic Head, to ensure that the incomplete part of course work is completed.

8.10. Graduation Requirement

(a) Registered students are awarded a degree / diploma after satisfactorily completing the number of credit hours and CGPA requirements as specified in the academic program and upon the recommendation of the College Board.

(b) For all colleges in the University a student should achieve CGPA of not less than (2.0) points.

(c) A student who has completed 90 credit hours must meet his/her academic adviser to ensure that they can meet the University, College, Departmental, and program requirements for graduation on time.

(d) At the start of the semester in which the student is expected to complete all graduation requirements shall pay the specified university graduation fee. The deadlines to pay such fee for each semester are as follows:

- February 15 for May graduation (winter Semester)
- October 15 for January graduation (Fall Semester)

(e) The students must complete "The Application for Graduation" form as the information concerning the graduation (such as time, place, invitation, rental of academic regalia) shall be mailed to the students who have submitted this form.

(f) No student will receive his/her degree or diploma or a copy of transcript unless the University fees are fully paid by the student.

(g) Classification of Bachelor Degree

The Bachelor Degree is classified as follows:

CGPA 4.00 points:	Bachelor with Highest Distinction
CGPA 3.80 or higher:	Bachelor with High Distinction
CGPA 3.60 or higher:	Bachelor with Distinction
CGPA 3.00 or higher:	Very Good
CGPA 2.50 or higher:	Good
CGPA 2.00 or higher:	Pass

(h) To graduate with distinction a student must have earned at least 75% of his/her credits at AGU and must not have failed any of the prescribed courses of the program studied at the University.

(i) The classification of GPA and CGPA grading is as follows:

3.6 and above	Excellent
From 3.00 to less than 3.60	Very Good
From 2.50 to less than 3.00	Good
From 2.00 to less than 2.50	Fair
From 1.00 to less than 2.00	Weak
Less than 1.00	Fail

8.11. Academic Standing

(a) For satisfactory progress a student must achieve CGPA of not less than (2.0), unless otherwise specified by a college.

(b) If a student's CGPA drops below (2.0), an academic warning will be given to him /her and student must raise his/her CGPA to (2.0) by the end of the next semester.

(c) A student who fails to raise his/her CGPA to (2.0) by the end of the prescribed semester, shall be given a second warning and will be placed on academic probation for the next semester.

(d) A student who fails to raise his/her CGPA to (2.0) at the end of the first prescribed period for the academic probation will stay on this status for the subsequent semester. This will be treated as a warning for second probation.

(e) If a student fails to raise his/her CGPA to (2.0) by the end of the semester in which he/she was served the second academic probation, will be dismissed from the program of study in which he/she has enrolled.

(f) The student who is dismissed on academic grounds (as per 12.5 above) will be given the opportunity to transfer to another program or college of the University.

(g) In case a student opts to transfer to another program within the University as per point 12.6 above, only credits relevant to the new program/ college shall be counted.

(h) If a student fails to raise the CGPA to the required level within the next two semesters in the new program or college he/she will be dismissed from the university.

(i) The study load of a student on academic probation must not be more than 12 credit hours and not less than 9 credit hours.

(j) Copies of all warnings and academic probation notices should be communicated to the parents / guardian of the student.

(k) A student facing academic dismissal may appeal for review of decision as per the University policy on academic appeal.

8.12. Assessment

(a) A student failing to satisfy the requirements in any component of the prescribed course work for any course will be assigned an NC grade for that component [NC is not a grade that appears in the grading system. It is only an indicator for a component that is not completed by a student].

(b) Student failing to pass the continuous components of a course may be debarred from writing the semester-end exam for that course.

(c) The decision for debarring a student from the final examination in any course shall be the responsibility of the College/Departmental Board upon recommendation from the course instructor through Dean/ Academic Head.

(d) A student who has been debarred from taking the final examination in any course shall be deemed to have failed in that course.

(e) The assessment items used in the course must assess the appropriate course learning outcomes.

(f) The choice of assessment items in junior and senior year level courses must not only be at an appropriate level but also reflect progression from introductory to advance learning.

(g) Semester-end examinations may carry a maximum of 60% of the total marks. A student failing to pass the semester-end exam of a course will be considered failed in that particular course.

(h) Continuous assessment items may consist of class work, assignments, phase tests, projects, cases studies, presentations, practical/laboratory tasks, field work etc., may carry a minimum of 40% of the total marks.

(i) The number of different components for continuous assessment shall not be less than four.

8.13. Feedback to Students

(a) Each student shall receive appropriate feedback after each assessment task. Such feedback shall be provided within such time, and in such manner, that a student has the opportunity to assess his/her own standing and the anticipated grades based on current cumulative performance.

(b) The practice of annotation against answers and other markings should be used for indicating strengths and weaknesses of the student response.

(c) The Academic Advisor shall review a copy of the most recent assessment and grades of the students and shall contact those students who may require some help and advice to improve their performance.

(d) The following time frame must be adhered by the faculty and Deans/Heads of Academic Departments in providing the timely feedback or grades to their students.

i. Marks and grades (or anticipated grades) must be communicated to the students within 7 working days of the administration of that particular task. The model answers and marking schemes displayed on notice/electronic board.
ii. Marks and Grades (or anticipated grades) must be communicated to the students within 7 working days of the administration of the last examination.
iii. Model answers along with the marking scheme should also be displayed on the notice board or electronic boards.

(e) It is important that such feedback is provided in a manner that will help the students understand their strengths and weaknesses, reflect on them, and offer an opportunity for them to improve their performance and learning.

8.14. Semester-End Marks and Grades Appeal

(a) All grades of the students should be communicated to the student and each component should be signed / acknowledged as seen by the student.

(b) It will be the responsibility of the student to contact his/her instructor in case he/she has any grievance about the marks or grade awarded by the instructor.

(c) A student seeking a further review may submit an application to the concerned Dean/Academic Head for reconsideration of his/her marks/grade within one week of the declaration of the examination result.

(d) A student shall pay the appropriate grade appeal fee. The Dean/Academic Head shall form a committee (including the faculty member who assigned the grade) to review the case.

(e) The committee shall submit its recommendation to the Dean/Academic Head within one week from its formation. The decision of the Dean/Academic Head shall be considered final in determining the marks / grade of the appealing student.

8.15. Attendance

(a) Attendance is the presence in classes, laboratories, workshops and/or studio sessions or any other activity prescribed in a course that requires attendance of the student.

(b) Students are expected to attend classes regularly. Lateness or absence hinders student's progress and also affect his/ her grade. Instructor may or may not allow the students to make up any work/assignment/task or a test that they have missed due to their absence.

(c) Lateness is defined by the instructor for his /her sessions. Generally, four occasions of lateness count as one absence. It should be clearly documented in the course teaching plan and instructors are to draw students' attention to attendance requirement.

(d) If a student misses five percent (5%) of the total number of classes in a course without a legitimate reason accepted by the University, the student shall receive a documented verbal warning from the instructor.

(e) If a student misses fifteen percent (15%) of the total number of classes in a course without a legitimate reason accepted by the University, the student shall receive a written warning from the Dean/HOD.

(f) In the event a student misses twenty five percent (25%) of the total number of classes in a course, for any reason, the instructor may initiate a case of withdrawal of the student from the course. If approved by the Dean/Academic Head, the withdrawal is implemented. A grade *WF* will be entered on the student's record.

(g) Attendance records are maintained and entered in the student information and management system on a regular basis.

8.16. Academic Integrity

Academic integrity plays a very critical role in the mission of the University. Students are expected to demonstrate academic honesty as per the academic integrity code. The Academic Integrity Code for the University describes students' rights and responsibilities, standards of academic conduct, and procedures for addressing violations of the code.

Any violation of the academic integrity code is a serious offense which may lead to probation, suspension, or dismissal from the university.

It is the responsibility of the student to complete his/her work with absolute honesty and integrity. The academic work includes all tests, assignments, projects, case studies, presentations, field work, and examinations. When a student registers in the University, he/she accepts this code of integrity along with other rules and regulations of the University. All freshman students should sign an agreement to abide by the academic integrity code at the beginning of the academic year.

Students are responsible for understanding the requirements for each course and what kind of work is required, permitted, and accepted by the instructors. It is the responsibility of the instructors to explain and clarify these requirements, especially regarding take home assignments, case studies, projects, and team-based course work. The code of academic conduct and standards covers cheating and plagiarism and it is applicable for all courses and programs offered throughout the academic year including summer semesters. For the purpose of determining academic violations and misconduct, cheating and plagiarism are defined as follows:

8.16.1. Cheating

Cheating is any attempt to do an assignment or take a test or quiz by any means other than the exercise of one's own knowledge or effort. Examples of cheating include the following:

(a) Using a textbook, notebook, dictionary, calculator, or notes during a test, quiz, laboratory assignment or other course exercise unless it is permitted by the instructing faculty.

(b) Looking at another student's test or quiz or allowing another student to look at one's own paper during the examination period.

(c) Doing an assignment (paper, project, exercise, etc.) for another student, or having someone else do one's own work.

(d) Taking a test or exam in place of another student, or soliciting someone else takes that particular test or exam. This is called an act of impersonation.

(e) Giving help to or asking for help from another person unless it is permitted by the instructing faculty.

(f) Unauthorized use of a computer or instructional aid for example, using a calculator during a mathematics test or using the Arabic dictionary in MS Word to translate unless it is permitted by the instructing faculty.

(g) Changing an answer on an already-graded examination and then asking for a grade review.

(h) Obtaining improper knowledge of the contents of an exam.

(i) Permitting another student to plagiarize one's work.

8.16.2. Plagiarism

Plagiarism is presenting someone else's work or ideas as if they were one's own work. Examples of plagiarism include the following:

(a) Copying another person's work either word for word or making some changes but keeping the structure, much of the language, and main ideas the same. Even if the work has not been published, it should be treated as someone else's work and not the student's own work.

(b) Buying, borrowing, or otherwise obtaining and handing in a paper, project or course assignment as if it were the student's own work.

(c) Turning in work someone else has written, even if the paper is enclosed in quotation marks. Also, a large part of the paper cannot simply be quotations.

(d) Allowing someone else to edit, rewrite or make substantial changes in one's own work and turning it in without acknowledging the other person's contribution.

(e) Using someone else's words or ideas without crediting that person.

(f) If someone else's words are used, they must be properly cited by putting quotation marks around them and making reference to the source.

(g) If a picture is downloaded from the internet, the source of the picture must be identified and cited.

(h) Every book, magazine, or internet site used in a paper must be identified in the bibliography.

(i) For the purpose of referencing students must use the standards for writing and citation manuals.

If the student is not sure if he/she is plagiarizing someone's work or not, he/she should discuss it with his/her faculty before turning in the assignment.

8.17. Academic Integrity Violations and Penalties

Actions Required by Faculty

(a) The faculty directly involved in teaching a particular course has the primary responsibility in educating his/her students to refrain from various forms of cheating and plagiarism and to communicate very clearly the penalties that the students might face in case they are found guilty of academic misconduct.

(b) The faculty shall also play a pivotal role in detecting the cases of plagiarism and deterring them if the students continue to practice plagiarism in their assessment tasks. They should be extra vigilant while conducting class tests/quizzes/exams and must practice ZERO TOLERANCE policy on students' cheating or plagiarism.

(c) The faculty shall document all cases of academic misconduct or dishonesty during the semester and forward these cases to their respective College Dean/HOD. They shall also require maintaining a record of all such cases at their own level for future reference and use.

(d) While forwarding the relevant papers/evidence the faculty shall clearly identify the relevant section/part of the student's work containing the copied or plagiarized material.

For Assessment Component having a Minor Contribution (less than 10%) to Course Grade

(a) For the FIRST OFFENCE of plagiarism in an assessment component having a minor contribution to the course grade (for example, assignment, lab report etc.) the faculty may deduct marks or award ZERO CREDIT in an assignment depending upon the nature and gravity of the offence or give a verbal warning to the student and inform him/her the penalties that he/she might face if he/she repeats this offence. The faculty member shall ask the student to either complete this task again or re-submit the relevant assignment with some changes in the questions or nature of the required work.

(b) For a repeat offence the faculty shall award a ZERO CREDIT in the assignment in which plagiarism has been established and shall refer this matter to the College Dean/HOD who will counsel the student and issue a written warning. This warning is a written record placed in the student's file indicating that if the student commits another offence the university and officials are aware that it is a repeat offence. In addition, the Dean/HOD may also impose a penalty of reducing 5 marks in the final course grade depending upon the nature and gravity of the offence.

(c) Any offence committed after a written warming has been issued or a penalty has been imposed, should be treated as a repeat MAJOR OFFENCE. The concerned faculty shall also award a ZERO CREDIT in the assignment or any other assessment task in which plagiarism has been established and must refer all such cases to the College Dean/HOD who may impose a penalty of 10 marks reduction in the final course grade or may forward it to the Academic Integrity and Student Code Violations Committee. A copy of the assignment or assessment task can be returned to the student, but it is important not to return the evidence that must be submitted to the Academic Integrity and Student Code Violations Committee as evidence. The Committee may impose an additional penalty of

awarding an "F" in the final course grade depending upon the nature and gravity of the offence.

For Assessment Component having a Significant Contribution (over 10%) to Course Grade

(a) For the FIRST OFFENCE of plagiarism in an assessment component having a significant contribution to the course grade (for example, a project report, term paper, essay) the faculty shall award ZERO CREDIT in that component and refer this case to College Dean/HOD who shall issue a written warning to the student and inform him/her the penalties that he/she might face if he/she repeats this offence. The faculty member may ask the student to either complete this task again or re-submit the work relating to that particular component.

(b) Any offence committed after a written warning has been issued or a penalty has been imposed, should be treated as a repeat MAJOR OFFENCE. The concerned faculty shall also award a ZERO CREDIT in the assignment or any other assessment task in which plagiarism has been established and must refer all such cases to the College Dean/HOD who may impose a penalty of 10 marks reduction in the final course grade or may forward it to the Academic Integrity and Student Code Violations Committee. A copy of the assignment or assessment task can be returned to the student, but it is important not to return the evidence that must be submitted to the Academic Integrity and Student Code Violations Committee as evidence. The Committee may impose an additional penalty of awarding an "F" in the final course grade depending upon the nature and gravity of the offence.

8.17.1. Offences Relating to Class Test, Quiz or Exam

(a) For the FIRST OFFENCE of cheating in a class test or quiz the faculty shall award ZERO CREDIT in that component and refer this case to the Dean/HOD who shall issue a written warning to the student and inform him/her the penalties that he/she might face if he/she repeats this offence. The faculty member may ask the student to retake the test or quiz, if appropriate.

(b) Any offence committed after a written warning has been issued or a penalty has been imposed, should be treated as a repeat MAJOR OFFENCE. The concerned faculty shall award a ZERO CREDIT in the relevant test or quiz in which cheating has been established and refer all such cases to the College Dean/HOD who will forward these cases to the Academic Integrity and Student Code Violations Committee. A copy of the test or quiz along with the cheating evidence must be submitted to the Academic Integrity and Student Code Violations Committee.

(c) The faculty must document all incidents stated above and maintain a complete record of these cases until after the final examination are completed and the results are published.

8.17.2. Offences relating to impersonation in exam

(a) A student who arranges for another individual to undertake or write a test or exam for and on his/her behalf, as well as the individual who writes this test or exam, will be subject to discipline under Academic Integrity Code of the university. This is a serious offence which could lead to severe penalty. Both the impersonator and the individual who takes benefit from the act of impersonation, if found guilty, could be dismissed from the university permanently.

Actions Required by Head of Department/College Dean

(a) Upon receiving a case of an academic offence from his/her faculty the College Dean/HOD shall call the student to issue a written warning and counsel him/her explaining the consequences of committing further act of cheating/plagiarism. He shall also review and examine the submitted material or evidence offence carefully and shall decide to refer a particular case to the Academic Integrity and Student Code Violations Committee for its consideration and decision.

(b) The College Dean/HOD shall forward complete record of all cases of academic misconduct submitted by individual faculty members to the Registration Department so that they can maintain this record in the Students' files. This record shall be used by the Academic Integrity and Student Code Violations Committee as an evidence of the previous offences in case a student is later found to be involved in further violation of the Academic Integrity Code.

(c) The Dean/HOD shall also have the power to impose a penalty of reducing up to ten (10) marks in the final course grade depending upon the nature and gravity of the offence in accordance with the penalties described in Table 1.

(d) The College Dean/HOD shall communicate all decisions of the Academic Integrity and Student Code Violations Committee to the students in writing with a copy to the concerned faculty/Head and Registration Department for maintaining a complete record of the student.

Actions Required by Invigilators and Examination Committee (offences relating to semester-end exam)

(a) In case of cheating or impersonation during the semester-end examination, the invigilator(s) shall submit a written report providing complete details along with the evidence confiscated from the student to the Coordinator - Examination Committee.

(b) The Coordinator – Examination Committee shall forward this report with the evidence to the Academic Integrity and Student Code Violations Committee for further action as prescribed below

Action Required by the Academic Integrity and Student Code Violations Committee

(a) The faculty, HOD or College Dean do not have the authority to award an "F" grade in the course or suspend the students from the university. These penalties can only be exercised by the Academic Integrity and Student Code Violations Committee.

(b) For every case of academic offence (cheating or plagiarism) the committee shall review the evidence and related material. The committee may decide to call the student and the concerned faculty or invigilator. At the end of their deliberations on the case, the Committee members shall vote on the matter.

(c) A decision of guilt or innocence shall be after giving a due consideration to (i) the nature of the evidence in the case, (ii) the extent of cheating material used in writing the examination, and (iii) the prior history of offence committed by that particular student.

(d) The Chairman of the committee shall draft a report based on the decision(s) of the Academic Integrity and Student Code Violations Committee and shall forward it to the concerned College Dean/HOD along with the complete record of the case. He will also send a copy of their decision to the Vice President for Academic Affairs and the President.

(e) The Academic Integrity and Student Code Violations Committee may impose any one or a combination of the following penalties:

i. For violating the academic integrity code the committee may decide to award an 'F' grade for the course
ii. The student can be awarded an "F" grade in the course together with suspension from classes for one semester
iii. In case of repeated violations the student may be dismissed permanently from the university.
iv. In a case of impersonation both the impersonator and the individual who takes benefit from the act of impersonation shall be dismissed from the university.

For a quick reference the nature of academic misconduct and available penalty along with the implementation procedure as discussed in this document are summarized in the Table 1.

Table 1: Academic Misconduct and System of Penalties

	Nature of Misconduct	Frequency	Actions/Penalties	Responsibility
Offences Relating to Plagiarism	**Minor Offence** For an instance of plagiarism in the class tasks such as assignment, lab report etc. having a minor contribution (less than 10%) to the course grade	First	Faculty may deduct marks or award ZERO CREDIT or give a verbal warning telling the consequences of repeating the offence and ask the student to either complete the same task again or re-submit another assignment with some changes in the questions or nature of the required work	Faculty
		Repeat	1. Award ZERO CREDIT (0 marks) in this particular course task and assign extra work if appropriate (such extra work does not make up for the zero credit on this course element) and **r**efer this student to the College Dean/HOD 2. The College Dean/HOD will counsel the student and issue a written warning and may also impose a penalty of reducing 5 marks in the final course grade	For action 1 (Faculty) For action 2 (HOD/Dean)
	Major Offence For an instance of plagiarism in the class tasks such as essay, term paper, project report etc. having a significant contribution (more than 10%) to the course grade. Any offence committed after a written warming has been issued or a penalty has been imposed, should be treated as a repeat major offence.	First	1. Award ZERO CREDIT (0 marks) in this particular course task and **r**efer this student to the College Dean/HOD 2. The College Dean/HOD will counsel the student and issue a written warning	For action 1 (Faculty) For action 2 (HOD/Dean)
		Repeat	1. Award 0 marks in the task and refer this matter to the College Dean/HOD who may impose a penalty of 10 marks reduction in the final course grade or refer this matter to the Academic Integrity and Student Code Violations Committee for further consideration and action. 2. Academic Integrity and Student Code Violations Committee may award an "F" grade for repeat offenders.	For action 1 (Faculty/HOD/ Dean) For action 2 (Academic Integrity and Student Code Violations Committee)
Offences Relating to Cheating	**Minor Offence** For an instance of cheating in the class test/quiz/exam (this includes the possession and use of unauthorized material or aid)	First	1. Award 0 marks in the test/quiz/exam and **r**efer this student to the College Dean/HOD 2. The College Dean/HOD will counsel the student and issue a written warning	For action 1 (Faculty) For action 2 (HOD/Dean)
	Major Offence For an instance of cheating in the semester-end or final examination (this includes the possession and use of unauthorized material or aid or any violation of exam regulations). Any offence committed after a written warming has been issued or a penalty has been imposed, should be treated as a repeat major offence that should be referred to the Academic Integrity and Student Code Violations Committee through respective Dean or HOD	First	Impose a penalty of "F" grade in that course and/or **s**uspension from the university for one semester	Academic Integrity and Student Code Violations Committee
		Repeat	1. Award 0 marks in the test/quiz/exam and **r**efer this case to the Academic Integrity and Student Code Violations Committee through College Dean/HOD 2. Academic Integrity and Student Code Violations Committee may award any one or a combination of the following penalties: • Penalty of 'F' grade in the course. • Penalty of "F" grade in the course together with suspension from classes for one semester • For repeated violations a student may be dismissed permanently from the university.	For action 1 (Faculty) For action 2 Academic Integrity and Student Code Violations Committee
Impersonation		First	Both the impersonator and the individual who takes benefit from the act of impersonation shall be dismissed from the university.	Academic Integrity and Student Code Violations Committee

Note: To manage and centralize the system for dealing with academic offences, the College Dean/HOD shall forward complete record of all cases of academic misconduct submitted by individual faculty members to the Registration Department so that they can maintain this record in the Students' files. While issuing any warning to the student or imposing any penalty the concerned faculty, Dean/HOD or the Chairman Academic Integrity and Student Code Violations Committee must enter remarks in the Student Information System (LOGSIS) for future reference. These remarks shall serve as a history of offences committed by the student and it must be used by all faculty members, Dean/HOD or Chairman of the Academic Integrity and Student Code Violations Committee as an evidence of the previous offences in case a student is later found to be involved in further violation of the Academic Integrity Code.

8.18. Examination Rules: Instructions for Candidates

(a) Candidate must bring his/her valid identity issued by the university (i.e., student ID card) and present it to the instructor or invigilator to sit for all examinations (including the tests/examinations conducted in the class during the semester). Any student who will fail to present a valid ID in a particular test/examination shall not be allowed to sit for that test or examination.

(b) Candidate shall be at the test/examination venue five (5) minutes before the start of the test/examination.

(c) No candidate shall be allowed to enter the test/examination venue half an hour after the start of the test/examination.

(d) No candidate shall be allowed to leave the test/examination room until one hour has elapsed from the start of the test/examination.

(e) Candidates who leave the test/examination room shall not be re-admitted unless throughout the period of their absence they have been continuously under the supervision of a member of staff/invigilator.

(f) All seats in the examination room for semester-end examination shall be numbered. Each candidate must occupy the place containing his/her identification number.

(g) Candidates are expected to bring in advance the normal stationary requirements such as pen, pencil, eraser, drawing instrument, and calculator (if allowed). Borrowing from other candidates is not permitted.

(h) All personal property, other than writing and drawing instruments must be left in the area specified by the instructor/invigilator at the candidates' own risk.

(i) The candidates shall not be allowed to take any book or printed or written material or pictorial/diagrammatic documents or any other unauthorized aid inside the test/examination venue. However, a candidate while he is in the test/examination venue may receive from the instructor/invigilator such material or paper etc, if authorized by the Examiner.

(j) Mathematical tables, properties tables and charts or any other material shall be provided, if directed by the Examiners.

(k) A candidate must not, directly or indirectly, give or receive assistance to or from any other candidate.

(l) Candidates shall follow carefully the instructions printed on the cover of their answer scripts.

(m) Candidates shall write their numbers, NOT their names, on the cover of their answer scripts and on all additional sheets they may use.

(n) While leaving the test/examination venue, the candidates shall not remove any paper, used or unused, except their question paper from the test/examination venue.

(o) Candidates shall not write on any papers other than the answer book except with the permission of the instructor/invigilator.

(p) Candidates shall be provided with water in the main corridor during the semester-end examinations. Refreshments and smoking in any test/examination are strictly prohibited.

(q) Candidates requiring any help or assistance must seek the attention of the instructor/invigilator. Under no circumstances the candidates communicate or borrow any item from other candidates or leave their places without permission.

(r) Candidates shall remain silent except when they need some help or attention and they need to talk with the instructor/invigilator.

(s) Candidates shall stop writing and organize their papers in order when instructed to do so by the instructor/invigilator. Candidates shall remain seated until their answer scripts are collected by the instructor/invigilators.

(t) During a test/examination, a candidate must not:

i. be in the possession of mobile telephone.
ii. be in possession of anything whatsoever which contains or conveys or is capable of conveying information concerning or otherwise having reference to the subject matter under test/examination.
iii. directly or indirectly give assistance to any other student.
iv. directly or indirectly accept assistance from any other student.
v. permit any other student to copy from or otherwise use his or her papers.
vi. use any papers of any other student.
vii. obtain/ provide assistance by any other improper means directly or indirectly in his/her work or the work of other students.

(u) A candidate who is found committing a violation of any of the provisions of the examination regulations will be dealt with disciplinary action.

(v) Candidates are required to follow every instruction given by the instructor or invigilator for the proper and smooth conduct of the test/examination. Any candidate found to indulge in any act of indiscipline / misdemeanor that causes disturbance to the smooth conduct of the test/examination shall be liable to disciplinary action.

(w) Faculty examiners will be available during the first half of the semester-end examination to resolve any doubts about the question paper.

8.19. Instructions to Invigilators

(a) Invigilators must familiarize themselves with the examination procedures.
(b) Invigilators must ensure that the instructions to candidates and other examination rules are fully observed in the examination room.
(c) Sealed examination envelopes must be collected by the Invigilators in the examination control room at least thirty (30) minutes before the commencement of the examination. Such sealed envelopes must only be opened in examination room.
(d) Invigilators must reach the designated examination room at least fifteen (15) minutes before the scheduled time for the start of the examination and make sure that answer scripts, chairs, tables and any other examination material(s) are properly organized before the starting time of the examination.

(e) Invigilators should allow the candidates to enter into the examination room five (5) minutes before the time of the start of the examination.

(f) Invigilators will allow a candidate in the examination room after verification of his/her identity card or other documents specified by the Coordinator – Examination Committee.

(g) Invigilators in each examination room will make a note of, and announce, the actual time of the start of the examination. The time of the end of examination will be calculated accordingly

(h) After half an hour has elapsed, the invigilators must (i) check each student's photo ID to ensure his/her identity and eligibility for the exam in which he/she is sitting, (ii) check his/her number on the answer book, and (iii) take candidate's signature in the specified space provided on the invigilator's diary/report. The invigilator should also sign this report before submitting it to the Coordinator - Examination Committee.

(i) Invigilators should also sign with date on the space provided on the main answer scripts, after carefully checking whether candidate has written or entered his/her correct examination number on the main answer book and on the supplementary answer scripts thereafter.

(j) Invigilators must not allow any student to leave the exam halls within the first <u>one hour</u> of the examination.

(k) Invigilators must not discuss the question papers with candidates, in case of a doubt the matter should be referred to the concerned Examiner.

(l) Invigilators must remain alert and must not occupy themselves in any way likely to distract their attention from their responsibilities.

(m) Invigilators must ensure that silence is maintained in the examination room and must avoid any activity (such as talking, reading, marking etc.) that may cause disturbance to the candidates.

(n) Cheating in the examination is a serious offence and it must not be spared at any cost. Use a prescribed form to report an incident, in case a candidate is alleged to have committed a cheating or a violation of any of the examination regulations during examinations. Document the circumstances as well as the nature of violation committed by the candidate and obtain the counter signature of co-invigilator and the student.

(o) Report all cases of students' cheating or any incident of examination rule's violation to the Coordinator – Examination Committee clearly documenting the facts such as student name, ID, name of the examination, details of cheating or violation.

(p) Invigilator should allow the student to continue the exam and must not permit him/her to leave the examination room.

(q) Report immediately to the Coordinator - Examination Committee any unusual or abnormal activity (for example, some morning student may take the examination in the evening with the permission of the concerned College).

(r) Follow the instructions below to end the examination:

i. Fifteen minutes before the end-time of the examination make an announcement to warn the candidates that they have only fifteen (15) minutes before the end of the examination.
ii. Two minutes before the end-time of the examination instruct candidates to stop writing and organize their answer scripts in order.
iii. In case a candidate does not stop writing after the end of the examination time, his/her ID should be reported to the Coordinator – Examination Committee.

(s) The Invigilator will be responsible for collection of all answer scripts at the end of the examination.

(t) Count all answer scripts at the end of the examination and ensure that the answer scripts exactly match the number of students who have signed on the Invigilator's diary/report. Deposit the collected answer scripts to the Coordinator – Examination Committee in the

examination control room immediately after leaving the examination room. Under no circumstances leave the answer scripts with other faculty member.

8.20. Violations and Punitive Actions

(a) A statuary committee named "Academic Integrity and Student Code Violations Committee" having at least three faculty shall be formed by the Chief Academic Officer of the University at the beginning of each academic year review and decide all alleged cases of cheating and other violations committed during the examination reported by the Examination and Scheduling Committee.

(b) If a student is alleged to have committed a breach of any of examination regulations, the following procedure shall be applied:

i. The concerned student shall be called by the Academic Integrity and Student Code Violations Committee. The allegation should be explained in full and the student shall be allowed to give his/her account and to provide any defense. The proceedings shall be documented and a copy shall be provided to the student.

ii. The student examination answer book and confiscated relevant evidence shall be sent to the examiner for marking and to decide whether the confiscated material is related to the course or not.

iii. The Academic Integrity and Student Code Violations Committee shall then decide the case in accordance with the existing Academic Integrity Code of the University and shall submit its recommendations together with the minutes of the investigation to the President for approval. All documents concerning violations of the examination regulations are kept safely at the Office of the Registrar.

8.21. Appeal

(a) The student has the right to appeal to the Students' Grievance and Appeal Committee of the University against the penalty imposed by the Academic Integrity and Student Code Violations Committee within seven working days after the date the decision was made. The appeal will only be accepted if made on one of the following grounds:

i. Procedural irregularities
ii. Presenting new evidence
iii. Inconsistency of the decision

(b) The Chairman Students' Grievance and Appeal Committee must inform the student in writing asking him/her to appear in front of the Committee to convey his/her grievances or submissions.

(c) The Students' Grievance and Appeal Committee will consider the grievances and submissions and will critically examine the evidence available on file and reach to a just and fair decision within 7 working days of receiving the complaint. An appeal shall not result in the imposition of more severe sanctions than those imposed initially.

(d) The Chairman of the Committee shall convey the decision on the appeal submitted by the student to the concerned student and other relevant authorities of the University.

(e) The decision of the Students' Grievance and Appeal Committee shall be final.

9. Student Support Services

9.1. Student Services

9.1.1. Objectives

(a) To provide students with opportunities outside the classrooms which will stimulate social and cultural awareness, physical wellbeing, intellectual expansion and spiritual and moral growth.

(b) To develop a campus climate which brings together students, staff, faculty and community.

To achieve these objectives the Students Affair Office provides and facilitates the following:

- Cultural and Community Service (Orientation and service learning)
- Sports
- Student Financial Aid
- Counseling
- General services like transportation, cafeteria, and health services

Each of the above mentioned services is of primary importance in addressing the needs and interests of the total body of the students.

9.1.2. Cultural Activity and Community Services

The goal of this service is to create effective leadership skills, help achieve high academic performance and the promotion of student involvement in community and the advocacy of importance of civic responsibility in student learning.

Services

(a) To achieve the goal, the University has adopted a policy of developing a program which encourages student in participating in planning and organizing these activity under the supervision of the Student Affairs Office.

(b) Community and public services are performed through contacting different humanitarian organizations and students eligible for a college work study can contact the Student Affairs for arranging placement in relevant centers or organization.

(c) Social, recreational and educational activities are programmed throughout the Academic year and are organized and supervised by the Student Affairs (Cultural activity and Community Services Sub-Committee)

(d) The Student Affairs Office supervise and assist in producing Student publication prepared by and for the student at Al Ghurair University and student annual yearbook.

Policy

(a) Cultural and Community service is the responsibility of the Student Affairs (Cultural Activity and Community Service Sub-Committee) who plan the calendar of the student activities.

(b) Student representatives in the Sub-committee reflect the student participation in planning, supervising and conducting the services.

(c) Publication prepared by and for the student at Al Ghurair University and the annual year book is funded through student fee and are overseen by the Cultural Activity and

Community Services Subcommittee, which comprises of student, staff and faculty members.

(d) Students are encouraged to contribute to the publications through their articles and photographs, student editors and volunteer staff work together to publish current and news worthy information of the University.

(e) The University is responsible for this publication or any other authorized newsletter which is issued by the student body.

9.1.3. Sports

The University encourages students, faculty be involved in recreational sport through intramural, extramural competitions and tournaments. The student affairs sports sub-committee is committed to health and wellness of Al Ghurair University community.

Services

(a) To achieve the above mentioned aim Al Ghurair University provides separate boys and girls sports facilities in addition to an outdoor court.

(b) The facilities are supervised and maintained by separate instructor who also is responsible for training the students and supervising their activity.

(c) The sports sub-committee under the Student Affairs Office plans, reviews and evaluates the sport requirements and activities on a regular basis.

9.1.4. Student Financial Aid

The student studying in the University are eligible for scholarships, on grounds of excellence in academic field, extracurricular activities including sports, games, painting, music, elocution, essay writing/quiz competitions. The levels of participation and the achievement qualifying for scholarships are separately outlined.

9.1.5. Counseling

Counseling for students is an integral part of students' service. The primary mission of the counseling staff is to assist students with their personal and academic problems, help them develop their personal and academic potential, and promote mental health.

Services

A Professional Counselor who is specially assigned normally conduct group counseling through debates and seminars and individual counseling is offered for a variety of student concerns including problems related to anxiety, depression, stress etc. Wherever required, psychiatric consultation is arranged on the student's expense.

Policy

(a) Information from records of student counseling are strictly confidential and are not included in the student academic records.

(b) Information regarding counseling will not be released to anyone without written permission from the student involved unless there appear to be clear and immediate danger to the student or others.

9.1.6. Transportation

Al Ghurair University's provides the students with comfortable cost and time effective transportation. The Student Affairs Office manages and supervises the transportation service through the transportation committee. The transportation committee sets the rules for implementation of the route, timings and code of conduct in the transport vehicles. Well defined set of rules and regulations are issued to the driver regarding the Operation. The fee of transportation is on the basis of monthly payment and set as per the destination category.

9.1.7. University Cafeteria

The University maintains cafeteria facilities offering a variety of snacks, foods, and beverages in a hygienic and healthy environment. The cafeteria operates under the strict hygiene rules of Dubai municipality.

9.1.8. Health Service

Students whose visa is sponsored by Al Ghurair University have access to Medical care given by Dubai Government. Other students follow rules and regulations of the Emirate. First Aid and primary medical assistance is offered by staff members who had official training for this purpose.

9.2. Career Development Service

9.2.1. Mission

The mission of the Career Planning and Placement Services (CAPPS) office is to help students handle the transition from the academic world to the world of work , enable them to make informed decisions, equip them with the job search techniques to help them procure a job on graduating and to forge mutually beneficial partnerships with the industry.

9.2.2. Goals

(a) To provide career development services for students.
(b) To equip students with the tools and techniques necessary to deal with the job market upon graduating and provide career services from freshman through senior year and after graduation.

9.2.3. Mechanisms and Plans

(a) Reaching students in the classrooms and through collaboration with faculty and other departments.
(b) Presentations in classes (Junior/Senior level classes) to introduce objective and mechanism and resources of the services.
(c) Offer development and review services to help student to present themselves effectively as candidates for employment
(d) Other important tools could be introduced such as:
- Workshops to assist student in searching for internships/jobs or full time position following graduation.
- Ask an employer to conduct mock interviews
- Introduce handouts for information on career opportunities in fields relevant to students.

9.2.4. Services

The CAPPS offers help and guidance in the following areas:

(a) Career Counseling and Guidance: Helps student to determine career interests and select appropriate academic program to reach their career interest.

(b) Internship and Placement: Helps student to explore career choices through various pre-professional internships and cooperative education work experiences. It provides information on the job market and helps students in the following:

- Career exploration
- Writing effective CVs
- Job search methods
- Preparation for interviews

(c) Alumni and Outreach: Helps to establish relationship with graduating students and alumni to promote networking and cooperation in the area of career development.

9.2.5. AGU Alumni Council

The vision of the alumni council of AGU is to instill in the graduates of the University a lifelong commitment to the alma-mater and a pride and sense of belonging to Al Ghurair University.

The aim of the alumni council is to build and sustain a spirit of belongingness to the parent institution. The alumni council is formed to help the alumni community to connect to the University and to each other in ways that are meaningful and beneficial to both. It helps cultivate relationship between students, present, past and future.

9.2.6. Alumni Council Activities

The areas that the alumni council can work on are as follows:

- Professional support
- Social events
- Community service

The Council aims at advancing Al Ghurair University through promoting the University. The alumni council can play a key role in enhancing the interaction among its members as well by strengthening the ties between the University and the Industry. Some of the tasks that must be accomplished with regard to Alumni are as follows.

- Maintain an updated database of alumni and updated mailing list for all alumni.
- Increase active membership of alumni.
- Connect members through a variety of meaningful activities that are diverse so as to meet alumni requirements.
- Establish annual events for alumni.
- Create mechanisms for involving alumni in University's social activities and community services.
- Hold seminars, workshops, etc. to lend professional support to the alumni.
- Give alumni access to University resources, including library, some sports facilities, etc.
- Periodically survey the alumni to keep pulse on their needs.

9.3. Library and Learning Resources

9.3.1. Mission of Library

The mission of the library and learning resources unit is to provide learning resources, facilities and systems to meet the current and emerging teaching, learning and research needs of the university.

9.3.2. Goals

(a) To acquire and maintain a wide range of learning resources to support learning, teaching, and research.
(b) To provide quality services and orientation to library users to facilitate maximum access to library and use its resources both on and off- campus.
(c) To provide technical facilities and equipment with an environment offering comfortable space and conducive to study and research

9.3.3. Services

The University has a well sourced library having a wide variety of educational and research material for the benefit of all faculty, students and staff. The Library offers the following services:

- The library provides borrowing privileges to AGU faculty, staff and students. Students must present a valid Identification Card to use the collections.
- Reprographic services are extended to students for photocopying and printing academic materials. Student ID card is mandatory to use the Xerox machine.
- Library provides modern computers and internet facilities for accessing subscribed databases, Blackboard, OPAC and worldwide information.
- Orientation program is organized for the new users/entrants to teach how to access different learning resources.
- Inter-Library loan service is available for a wider access of information.

9.3.4. Policies on Acquisitions

(a) Monographs/Books

Books are acquired for all disciplines. The teaching faculty prepares list of books to be ordered. The requests are routed to the respective Deans/Academic Heads. The Deans/Academic Heads will approve the selection and forward the list to the Librarian. The Librarian checks for duplications and determines its appropriateness for inclusion in the library makes sure whether the total allocated budget for each College is encumbered and checks for the remaining budget not yet encumbered and then presents the list in the Library Committee. The list when approved by the Committee is signed by the Library Committee Chairman and forwarded to the Vice President for final approval and procurement. Approved books are procured through local vendors.

a. Serials/Journals

Serials/Journals procurement is done in the same procedure as is done for books. After approval the orders are placed through local agents as well as through the publishers or associations directly. Journals are purchased in both print and electronic format.

(b) Newspapers

Newspapers are acquired in print format. Emphasis is placed on regional newspapers. Local and English language newspapers are purchased.

(c) Textbooks

Multiple copies of Textbooks are procured for students and faculty that are kept reserved in a special location.

(d) Reprints

Reprints are evaluated for purchase in the same manner as in case of books and journals.

(e) Maps

Maps and charts are purchased and located in the Humanities department.

(f) Audiovisual materials

Audio/videotapes are purchased primarily to support the work of the academic departments. They should meet the same criteria that govern the selection for books at program level, being neither too simple nor too technical in relation to our educational program. The following criteria are to be evaluated when purchasing media sources:

i. Availability of required equipment in the library
ii. The quality of materials such as clarity, color, voice etc.
iii. Ease of use, storage and durability
iv. Reputation of its producers.

(g) CD-ROM Discs /Multimedia kits

CD-ROM Discs /Multimedia kits are purchased for use on equipment
available in the library and must meet the criteria for quality and appropriateness that apply to books and periodicals.

(h) Electronic resources

Electronic resources require computer access. These may be online or offline resources. Faculty members are encouraged to review the online resources periodically. Evaluated commercial selections for purchase will be routed to the Deans/Academic Heads and then to the Librarian following the same procedure as in case of books and journal. Non-commercial websites for linkage on the library's web page will be forwarded to faculty and students also. The collection is periodically evaluated and updated by library committee comprising of Deans/Academic Heads/Program Managers. Suggestions are sought from the teaching faculty as well.

9.3.5. Policies on Replacement

Materials that are missing, damaged or lost will not be replaced automatically but is dependent upon the following criteria:

- Recommendation by the concerned faculty.
- Availability
- Budget

Items reported at the circulation desk as "missing" are listed and searched for by library staff as time permits. Those not found after several weeks are designated as "Missing" in the online catalog. Items known to be lost are withdrawn from the catalog for possible replacement. To determine the age of the missing item, it is imperative to note the date on which the missing status is first assigned. For replacement, the same edition or the latest edition is ordered. For the item reported to have been lost or

damaged by any user the copy is to be replaced or the cost of acquisition in lieu of the original is to be paid.

9.3.6. Policies on Loss of Books

Loss of three volumes per one thousand volumes issued/consulted in a year may be taken as reasonable provided such a loss cannot be attributed to dishonesty or negligence on the part of Librarian. Loss of a book of the value exceeding Dhs.100/- and the books of special nature and rarity shall invariably be investigated by a sub-committee constituted by the Library Committee and consequential action taken. All such losses will however be written off only by the library committee.

9.4. Information Technology

The IT Unit plays a very important role in the achievement of university's mission and goals. The quality and standard of services, resources and systems directly affect the delivery of educational programs and academic inputs as well as the quality of administrative and managerial support. With emphasis on electronic resources, internet, web technology and interactive learning tools, the IT Services need to be constantly upgraded. The academic community, including students, faculty and staff rely on the quality and excellence in service of the IT Services, in order to achieve high quality and excellence in the University's programs and services.

The IT resources also help the research and development activities and therefore, are directly related to its quality and excellence.

9.4.1. Mission

The mission of IT Services unit is to act as resource center to support academic support or administrative services of the university.

9.4.2. Objectives

(a) Provide current technology infrastructure to support all academic and support services operation.
(b) Provide reliable and efficient technology service to all the users.
(c) Create a technology center to provide training to faculty, staff and students to use email system, learning resources including Blackboard, class room infrastructure such as LCD Projectors, etc and applications like logos.
(d) To be more proactive in preventing and providing solutions on all IT related issues and problems

10. Colleges and Academic Programs

The mission of Al Ghurair University is carried out by its three Colleges and various academic and non-academic Departments which include:

College of Business Studies that offers

- Bachelor of Business Administration (BBA)
- Master of Business Administration (MBA)

College of Computing that offers

- Bachelor of Science in Computer Information Systems (CSI)

College of Engineering and Applied Sciences that offers

- Bachelor of Science in Computer Science and Engineering (CSE)
- Bachelor of Science in Electrical and Electronics Engineering (EEE)

Department of Interior Design that offers

- Bachelor of Arts in Interior Design (ID)

The program structure of the Bachelor's degrees consists of a basic component of General Education courses, foundation courses, and core and specialization courses. To graduate, students are required to complete successfully the prescribed number of credits of the general education courses listed for the programs of each College followed by the prescribed number of credits of foundation and specialization courses as specified by the structure of the program.

10.1. General Education Program

The program structure of the Bachelor's degrees consists of a basic component of general education courses, foundation courses, core and specialization courses. To graduate, students are required to complete successfully the prescribed number of credits of the general education courses. This section provides information about the general education program goals, outcomes and the details of courses included in the general education program.

10.1.1. General Education Goals

Upon the successful completion of the general education curricula, students will be able to:

(a) think critically and analytically integrate and synthesize knowledge, and draw conclusions from complex material.
(b) acquire consciousness of the diversity of human culture and experience.
(c) develop the mathematical and quantitative skills necessary for calculation, analysis and problem solving.
(d) use writing and speaking effectively for different audiences and purposes; and
(e) employ conventions appropriate to academic and professional writing.

10.1.2. Program outcomes

Upon the successful completion of the general education program, students will be able to:

(a) demonstrate logical organization, coherent thinking, and precision in writing and speaking;
(b) use arithmetic, algebraic, and/or geometric and statistical methods, to solve problems;
(c) apply scientific concepts and methods of inquiry;
(d) employ critical thinking skills in addressing issues and problems;
(e) utilize research skills in assignments and projects; and
(f) document sources in at least one standard style of documentation.

10.1.3. General Education Courses

#	Code	Title	Credit	Prerequisite	Minimum
English Language					
1	ENL 101	English Composition	3	None	12
2	ENL 102	Communication Skills	3	None	
3	ENL 103	Technical Writing	3	None	
4	ENL104	Research and Learning Skills	3	None	
Science and Technology*					
5	SAT 101	General Mathematics	3	None	6
6	SAT 102	Fundamentals of Statistics	3	None	
7	SAT 103	Computer Applications and Technology	3	None	
8	SAT 104	Environmental Studies	3	None	3
9	SAT 105	General Science	3	None	
Social Sciences and Humanities					
10	SAH 101	UAE Society	3	None	9
11	SAH 102	Islamic Studies	3	None	
12	SAH 103	Reasoning and Critical Thinking	3	None	
Total					30

*Choose at least two courses from SAT 101, SAT 102 and SAT 103, and at least 1 course from SAT 104 and SAT 105.

10.2. College of Business Studies

10.2.1. Vision

We seek to be a student-centric high quality business administration college recognized in the region for teaching excellence and academic scholarship.

10.2.2. Mission

Our mission is to:

(a) provide quality business education on undergraduate and graduate levels;
(b) develop business leaders with integrity and intellectual capacity to contribute to the society;
(c) contribute to the improvement of the practice of management; and
(d) generate and disseminate business-related knowledge.

10.2.3. Core Values

Our core values are integrity, excellence, merit, and flexibility.

10.2.4. Goals

We aim to:

(a) serve as role models regarding our core values in order to establish high levels of engagement among our students:

(b) Enable our students to grow both personally and professionally and to develop competencies that would give them an edge in their lives and their careers and improve their employability;

(c) Ensure the quality of our teaching and research as well as its influence on management practices and, thus, on business and society in general;

(d) Integrate the best of worldwide business-teaching practices in our program offerings;

(e) Promote a spirit of entrepreneurship and innovation in all of our undertakings;

(f) Promote national and international links with alumni, industry, academia, and society.

(g) Provide the optimal physical and management infrastructure, governance systems and resources.

10.2.5. Measurable Objectives

(a) To offer quality academic programs in business that will be continually assessed and improved.

(b) To improve and encourage industry/business world interaction and participation to enhance college's role in contributing to the business development of the region.

(c) To make students aware of the ethical, legal and social aspects of business activities.

(d) To equip students with knowledge, communication abilities, management and organizational skills and attitudes so that they can use modern technology, quantitative methods and analytical tools in various business situations.

(e) To prepare students for higher learning and careers in business

10.2.6. Program Offered

(a) Bachelor of Business Administration with specializations in:

- Marketing
- Finance
- Accounting
- Information Systems
- International Business

10.2.7. Degree Requirements

Total Number of Credit Hours: 123 (One Hundred and Twenty Three)

General Education Courses	30 Credits
FoundationCourses	33 Credits
Core Courses	36 Credits
Specialization Courses	18 Credits
Electives	6 Credits

10.2.8. Program Goals

(a) Provide general business education.

(b) Prepare students for entry level positions in business.

(c) Foster relationships with the business community.

(d) Equip students with a sense of social responsibility and ethical behavior in a global business environment.

10.2.9. Program Outcomes

The outcomes of the BBA program cover different levels of cognitive skills such as knowledge, comprehension, application, analysis, synthesis, and evaluation. On the successful completion of the Bachelor of Business Administration (BBA) Program, a student will be able to:

(a) Demonstrate a clear understanding of the basic concepts and principles of business administration.
(b) Apply theoretical concepts of business administration to the operational aspects of business.
(c) Use the methodologies, techniques and analytical tools in key areas of business such as Finance, Accounting, Marketing, International Business, and Information Systems in analyzing real life business situations.
(d) Demonstrate the ability to understand the importance of ethical, legal and social aspects of the business activities in a global environment.
(e) Communicate effectively both orally and in writing.
(f) Prepare to assume entry level positions in the job market or pursue higher education in business.

Foundation Courses

Codes	Course Title	Credit Hours
BSA 201	Introduction to Financial Accounting	3
BSE 201	Principles of Micro Economics	3
BSE 202	Principles of Macro Economics	3
BSG 201	Principles of Management	3
BSM 201	Fundamentals of Marketing	3
BSG 202	Human Resources Management	3
BSF 201	Principles of Financial Mgt.	3
BSG 203	Introduction to Business Law	3
BSG 204	Principles of Entrepreneurship and Small Business Management	3
BSE 203	Economy and Business in the GCC	3
BSS 201	Management Information Systems	3

Core and Specialization Courses

Codes	Course Titles	Credit Hours
BSG 302	Organizational Behavior	3
BSG 303	Project Management	3
BSG 304	Leadership Skills	3
BSG 305	Decision Science	3
BSG 310	Internship	3
BSG 490	Strategic Management (CSC)	3
BSI 301	International Business	3
BSG 307	Operations Management	3
BSA 301	Management Accounting	3
BSG 301	Business Statistics	3
BSG 306	Business Communications	3
BSS 301	Introduction to Business Technologies	3

Codes	Specialization – Marketing	Credit Hours
BSM 302	Advertising and Sales Promotion	3
BSM 403	Marketing Strategies	3

BSM 303	Consumer Behavior	3
BSM 304	Service Marketing	3
BSM 401	International Marketing	3
BSM 402	Marketing Research	3

Codes	**Specialization – Finance**	**Credit Hours**
BSF 301	Financial Institutions and Markets	3
BSF 430	Corporate Finance	3
BSF 302	Working Capital Management	3
BSF 401	Security Analysis and Portfolio Management	3
BSF 402	International Financial Management	3
BSF 303	Financial Statements Analysis	3

Codes	**Specialization - Information Systems**	**Credit Hours**
BSS 304	Data Base Management Systems	3
BSS 350	Telecommunication and Network Management	3
BSS 352	Systems Analysis and Design	3
BSS 403	Business Intelligence	3
BSS 405	Information Systems Security	3
BSS 490	Information Systems Project Work	3

Codes	**Specialization – Accounting**	**Credit Hours**
BSA 302	Intermediate Accounting I	3
BSA 430	Advanced Accounting	3
BSA 303	Cost Accounting	3
BSA 402	Accounting Information System	3
BSA 403	Auditing	3
BSA 401	Intermediate Accounting II	3

Codes	**Specialization – International Business**	**Credit Hours**
BSM 401	International Marketing	3
BSF 402	International Financial Management	3
BSI 320	International Trade	3
BSI 330	Global Business Strategy	3
BSI 403	Special Topics in International Business	3
BSI 404	International Human Resources Management	3

Codes	***Elective Courses**	**Credit Hours**
BSG 410	Business Research Methods	3
BSA 410	International Accounting	3
BSF 410	Special Topics in Finance	3
BSM 410	Special Topics in Marketing	3
BSS 410	Special Topics in E-Commerce	3

* **Elective courses:** In addition to the courses in his field of specialization a student can choose any two courses (6 credits) from the elective courses or alternatively choose any two courses (6 credits) form any other specialization.

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College of Business Studies
Bachelor of Business Administration
Eight-Semester Curriculum Plan

YEAR	FIRST SEMESTER				SECOND SEMESTER			
	Course Code	**Course Title**	**Credits**	**Pre-Requisite**	**Course Code**	**Course Title**	**Credits**	**Pre-Requisite**
FIRST YEAR	ENL 101	English Composition	3		ENL 103	Technical Writing	3	
	ENL 102	Communication Skills	3		ENL 104	Research and Learning Skills	3	
	SAT 101	General Mathematics	3		SAT 103	Computer Applications and Technology	3	
	BSG 201	Principles of Management	3		BSE 201	Principles of Micro Economics	3	
	BSM 201	Fundamentals of Marketing	3		BSA 201	Introduction to Financial Accounting	3	
	TOTAL CREDIT		**15**		**TOTAL CREDIT**		**15**	
SECOND YEAR	SAH 101	UAE Society	3		BSG 202	Human Resources Management	3	BSG 201
	SAH 102	Islamic Studies	3		BSF 201	Principles of Financial Management	3	BSA 201
	SAH 103	Reasoning & Critical Thinking	3		BSG 301	Business Statistics	3	SAT 101
	BSE 202	Principles of Macro Economics	3	BSE 201	BSS 201	Management Information Systems	3	SAT 103
	BSG 203	Introduction to Business Law	3	BSG 201	SAT 104 or SAT105	Environmental Studies or General Science	3	
	TOTAL CREDITS		**15**		**TOTAL CREDITS**		**15**	
THIRD YEAR	BSE 203	Economy and Business in the GCC	3	BSE 202	BSI 301	International Business	3	BSG 201, BSE 202
	BSG 204	Principles of Entrepreneurship & Small Business	3	BSG 201, BSE 201	BMG 305	Decision Science	3	BSG 301
	BSG 306	Business Communications	3	BSG 201, ENL 102	BSG 302	Organizational Behavior	3	BSG 201
	BSG 304	Leadership Skills	3	BSG 201	BSG 303	Project Management	3	BSG 201
	BSA 301	Management Accounting	3	BSA 201	BSG 307	Operations Management	3	BSG 201
	TOTAL CREDITS		**15**		BSI 301	Introduction to Business Technologies	3	BSS 201
					TOTAL CREDITS		**18**	
FOURTH YEAR		1 General Elective Course	3			1 General Elective Course	3	
		3 Specialization Courses	9			3 Specialization Courses	9	
	BSG 310	Internship	3		BSG 490	Strategic Management (CSC)	3	BSG 302, BSA 301, BSG 307, BSI 301
	TOTAL CREDITS		**15**		**TOTAL CREDITS**		**15**	
OVERALL CREDITS = 123								

10.3. College of Computing

10.3.1. Mission

The mission of College of Computing (COC) is to provide its students with an intellectually challenging education in the field of Computer Information Systems and enable them to serve their society. The College seeks to develop graduates with a global perspective and the ability to work in different environments.

10.3.2. Goals

(a) To provide quality education in Computer Information Systems.
(b) To provide students with theoretical and practical computing skills for the business environment.
(c) To prepare students for professional life and to motivate them to pursue lifelong learning.

10.3.3. Measurable Objectives

To prepare students who are:

(a) Information Systems professionals devoted to practical career.
(b) Solution providers who provide Information System solutions to existing business problems.
(c) Practitioners who contribute to the advancement of the economic and social development of the local and global community.
(d) Life-long learners who contribute to the future of Information System.
(e) Prepared to pursue their lifelong learning.

10.3.4. Program Offered

- Bachelor of Science in Computer Information Systems

10.3.5. Degree Requirements

Total Number of Credit Hours: 123 (One hundred and Twenty Three)

General Education Courses	30 Credits
Foundation Courses	30Credits
Core and Specialization Courses	57 Credits
Electives	6 Credits

10.3.6. Program Goals

The Computer Information System (CIS) program goals are to:

(a) Prepare graduates with essential knowledge in information systems and its functional applications as required by organizations dealing with information systems
(b) Develop current information systems solution providers
(c) Instill in students an understanding of their professional and ethical responsibilities
(d) Prepare students to work in a global environment
(e) Prepare graduates capable of serving the country and the region and having affiliations with professional organizations

10.3.7. Program Outcomes

On successful completion of the Bachelor of Science in Computer Information Systems (CIS) program, a student should have the ability to:

(a) Apply knowledge of computing appropriate to information systems
(b) Develop a complete information system that incorporates feasibility study, analysis, design, systems development, testing, implementation and maintenance
(c) Work as a team member in a problem solving situation
(d) Communicate effectively both orally and in writing
(e) Use current techniques, skills and tools necessary for computing practices
(f) Respond appropriately to professional, social and ethical responsibilities towards the Information Systems community
(g) Recognize a need to engage in continuing professional development
(h) Analyze local and global impact of computing on individuals, organizations and society
(i) Demonstrate an understanding of the processes that support the delivery and management of information systems within a specific application environment

Foundation Courses

Course Code	Course Title	Credit Hours
CIS 203	Fundamentals of Information Systems	3
CIS 205	System Analysis and Design	3
CIS 206	Ethical Issues in Information Systems	3
CSC 208	Introduction to Programming	3
CSC 209	Java Programming I	3
MAT 202	Discrete Mathematics	3
CSC 210	Data Structures and Algorithm Analysis	3
CSC 211	Managing and Maintaining Computer Systems	3
CSC 212	Computer Organization	3
BMT 201	Principles of Management	3

Core and Specialization Courses

Course Code	Course Title	Credit Hours
CSC 301	Principles of Operating Systems	3
CSC 305	Computer Graphics	3
CSC 307	Computer Networks	3
CSC 308	Software Engineering	3
CSC 310	Database Management Systems I	3
CSC 317	Java Programming II	3
CIS 302	Object Oriented System Analysis and Design	3
CIS 304	Project Management	3
CIS 307	Management Information Systems	3
CIS 309	Web Application Development	3
CIN 301	Internship	3
BAF 301	Accounting and Financial Management	3
BHR 301	Managing Human Resource	3
BMR 301	Principles of Marketing	3
CSC 401	Database Managements Systems II	3
CSC 402	Software Testing and Quality Assurance	3
CSC 403	E-Commerce Technologies	3
CIS 404	Project Work	6

Electives

Course Code	Course Title	Credit Hours
CEC 350	Decision Support Systems	3
CBC 383	Enterprise Resource Planning	3
CEC 409	E-Business Models	3
CBC 410	Supply Chain Management	3
CEC 411	Mobile Computing	3
CEC 412	Network Security	3
CEC 413	Data Warehousing and Mining	3

Al Ghurair University
College of Computing
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YEAR	FIRST SEMESTER				SECOND SEMESTER			
	Course Code	**Course Title**	**Credits**	**Pre-requisite**	**Course Code**	**Course Title**	**Credits**	**Pre-requisite**
FIRST	ENL 101	English Composition	3		ENL 102	Communication Skills	3	
	SAT 101	General Mathematics	3		SAT 102	Fundamentals of Statistics	3	
	CIS 203	Fundamentals of Information Systems	3		SAT 103/ SAT 104/ SAT 105	Computer Applications and Technology (for non-CIS)/ Environmental Studies/ General Sciences	3	
	SAH 101	UAE Society	3		SAH 101	Islamic Studies	3	
	BMT 201	Principles of Management	3		CSC 208	Introduction to Programming	3	
	TOTAL CREDITS		**15**		**TOTAL CREDITS**		**15**	
SECOND	ENL 103	Technical Writing	3		CIS 205	System Analysis and Design	3	CIS 203
	ENL 104	Research and Learning Skills	3		CIS 206	Ethical Issues in Information Systems	3	CIS 203
	MAT 202	Discrete Mathematics	3	SAT 101	CSC 210	Data Structures and Algorithm Analysis	3	CSC 209 and MAT 202
	SAH 103	Reasoning and Critical Thinking	3		CSC 212	Computer Organization	3	CSC 211
	CSC 209	Java Programming I	3	CSC 208	BMR 301	Principles of Marketing	3	BMT 201
	CSC 211	Managing and Maintaining Computer Systems	3		BHR 301	Managing Human Resource	3	BMT 201
	TOTAL CREDITS		**18**		**TOTAL CREDITS**		**18**	
THIRD	CIS 302	Object Oriented System Analysis and Design	3	CIS 205	CSC 301	Principles of Operating Systems	3	CSC 210 and CSC 212
	CIS 307	Management Information Systems	3	CIS 205	CSC 317	Java Programming II	3	CSC 209
	CSC 307	Computer Networks	3	CSC 212	CIS 304	Project Management	3	CSC 308
	CSC 308	Software Engineering	3	CIS 205	CIS 309	Web Application Development	3	CSC 209
	CSC 310	Database Management Systems I	3	CIS 205	BAF 301	Accounting and Financial Management	3	BMT 201
	TOTAL CREDITS		**15**		**TOTAL CREDITS**		**15**	
FOURTH	CSC 305	Computer Graphics	3	CSC 209	CIS 403	E-Commerce Technologies	3	CIS 309
	CSC 401	Database Management Systems II	3	CSC 310	CIS 404	Project Work	6	CIN 301 and 105 Credit Hours
	CSC 402	Software Testing and Quality Assurance	3	CSC 308	CBC 410	Supply Chain Management (Elective)	3	BMT 201 and CIS 403
	CIN 301	Internship	3	Minimum 81 Credit Hours	CEC 409	E-Business Model (Elective)	3	CIS 403
	CBC 383	Enterprise Resource Planning (Elective)	3	BHR 301 and BAF 301	CEC 411	Mobile Computing (Elective)	3	CSC 307
	CEC 350	Decision Support Systems (Elective)	3	CIS 307	CEC 413	Data Warehousing and Mining (Elective)		SAT 102 and CSC 401
	CEC 412	Network Security (Elective)	3	CSC 307				
	TOTAL CREDITS (Select one course from the elective courses)		**15**		**TOTAL CREDITS** (Select one from the elective courses)		**12**	
OVERALL CREDITS								**123**

10.4. College of Engineering and Applied Sciences

10.4.1. Mission

The College of Engineering and Applied Sciences aims at providing high quality education and training in various fields of engineering and applied sciences, to prepare students as professional engineers, scientists, future leaders and responsible citizens. The college is also involved in generating and disseminating knowledge through research in engineering and applied sciences

10.4.2. Goals

(a) To prepare graduates to enter the job market in UAE and elsewhere in the field of various engineering disciplines such as Electronics, Communications and Computer systems.
(b) To actively participate in research and consultancy in applied engineering fields.

10.4.3. Measurable Objectives

(a) Ability to design and implement computer, communication, electronics, etc. based systems
(b) Ability to self-learn and use new technologies.
(c) Ability to critically analyze various engineering solutions.
(d) Communicate effectively verbally as well as in writing in-order to successfully report project findings.

10.4.4. Programs Offered

The college offers the following undergraduate programs:

- Bachelor of Science in Computer Science and Engineering (CSE)
- Bachelor of Science in Electrical and Electronics Engineering (EEE)

10.4.5. CSE Degree Requirements

Minimum Number of Semester Credits: (133 On-Campus credits plus 6 Off-Campus credits)	139
General Education Courses	30 Credits
Mathematics and Basic Sciences Courses	25 Credits
Engineering Foundation Courses	45 Credits
Specialization Core Courses	18 Credits
Specialization Elective Courses	09 Credits
Additional Elective Courses (From other engineering and non-engineering programs)	06 Credits
Internship	06 Credits

10.4.6. Program Objectives (CSE)

The Computer Science and Engineering Program educational objectives are based on the college mission statement. The program is developed and run aiming at realizing the following four objectives:

(e) To provide graduates with the fundamental principles and practices of computer science and computer engineering disciplines plus basic engineering, mathematical, and scientific

principles to pursue the practice and advanced study/training of computer science and engineering.

(f) To provide graduates with an understanding of the importance of life-long learning, and be prepared to easily learn and understand new technological developments in computer science and engineering.

(g) To develop graduates' communication, teamwork, and leadership skills necessary for successful professional careers.

(h) To provide graduates with an understanding of the technical, business, social, ethical, and human context of their computer science and engineering contributions.

10.4.7. Program Outcomes (CSE)

The following outcomes have been developed based on and in support of the program's objectives. Upon successful competition of the CSE program, graduates will be able to:

(a) Apply knowledge of mathematics, science, and engineering to computer science and engineering problems.

(b) Design and conduct experiments, as well as to analyze and interpret data.

(c) Design a computer hardware and software systems, components, or process to meet desired needs within realistic constraints.

(d) Identify, formulate, and solve CSE problems.

(e) Use the techniques, skills, and modern engineering tools necessary for CSE practice.

(f) Recognize the need for and adequate preparation for continued professional growth and life-long learning.

(g) Function on multi-disciplinary teams.

(h) Communicate effectively, including conveying technical material.

(i) Have well-developed leadership and small team management skills.

(j) Understand professional and ethical responsibilities especially those related to CSE.

(k) Understand the impact of CSE solutions in a global, economic, environmental, and societal context.

(l) Have knowledge of contemporary issues, especially engineering and socio-economic issues.

General Education Courses

Course Code	Course Title	Credit Hours	Pre-requisite
ENL 101	English Composition	3	None
ENL 102	Communication Skills	3	None
ENL 103	Technical Writing	3	None
ENL 104	Research and Learning Skills	3	None
SAH 101	UAE Society	3	None
SAH 102	Islamic Studies	3	None
SAH 103	Reasoning and Critical Thinking	3	None
SAT 102	Fundamentals of Statistics	3	None
SAT 103	Computer Application and Technology	3	None
SAT 105	General Science	3	None
	Subtotal	30	

Mathematics and Basic Sciences Courses

Course Code	Course Title	Credit Hours	Pre-requisite
MAT 201	Calculus I	3	None
MAT 121	Calculus II	3	MAT 201

MAT 211	Linear Algebra	2	MAT 201
MAT 212	Differential Equations	3	MAT 201
MAS 213	Discrete Mathematics	3	SAT 102
PHY 105	Engineering Physics I	3	None
PHY 205	Engineering Physics II	3	PHY 105
CHM 205	General Chemistry	3	None
ECN 311	Engineering Economics and Social Development	2	None
Subtotal		25	

Engineering Foundation Courses

Course Code	Course Title	Credit Hours	Pre-requisite	Comments
ENG 101	Workshop Skills	1	*	Mandatory to All Engineering Specializations
ENG 201	Circuit Analysis I	3	PHY 205	
ENG 202	Electronics I	3	ENG 201	
ENG 203	Mechanical Technology	3	PHY 205	
ENG 204	Introduction to Programming through C++	3	SAT 103 OR CAS 105	
ENG 205	Engineering Graphics	2	SAT 103	
ENG 301	Circuit Analysis II	3	ENG 201	
ENG 302	Microcontroller-based Systems	3	ENG 202 ENG 303	
ENG 303	Digital Logic Design	3	SAT 103	
ENG 304	Transducers and Measuring Techniques	3	ENG 301	
ENG 305	Signals and Systems	3	MAT 121 ENG 301	
ENG 306	Automatic Control Engineering	3	ENG 301	
ENG 307	Advanced Programming through Java	3	ENG 204	
CSE 391	Seminar in Computer Science and Engineering	3	ENL 103 + 45 Credits	CSE Program
CSE 392	Computer Science and Engineering Design	3	CSE 391 + ENG 307	
CSE 393	Internship I **	3	80 Credits	
CSE 394	Internship II ***	3	CSE 393 + 85 Credits	
CSE 499	Graduation Project	3	CSE 392 + 120 Credits	
Subtotal		51		

* Consent of the student's academic advisor
** Take place during the summer vacation between the second and third years
*** Take place during the summer vacation between the third and fourth years

Core and Elective Courses for CSE

Course Code	Course Title	Credit Hours	Pre-requisite	Comments
CSE 401	Algorithm Design and Analysis	3	ENG 307	CSE Core Courses
CSE 402	Software Engineering	3	ENG 307	
CSE 403	Computer Architecture	3	ENG 302	
CSE 404	Data Base Management Systems	3	ENG 204	
CSE 405	Operating Systems	3	ENG 307	
CSE 406	Computer Networks	3	ENG 307 CSE 405	
	Subtotal	18		
CSE 411	Mobile Computing	3	CSE 406	Networking Elective

CSE 412	Data Mining and Data Warehousing	3	CSE 404		
CSE 413	Fuzzy Logic and Neural Networks	3	ENG 307 MAT 213		
CSE 414	Computer Security	3	CSE 401		
CSE 421	Modeling and Simulation	3	CSE402	Software Engineering Elective courses	
CSE 422	Multimedia Systems	3	ENG 204		
CSE 423	Artificial Intelligence	3	ENG 204		
CSE 424	Compiler Design	3	CSE 401		
CSE 425	Formal Methods	3	CSE 402		
CSE 426	Advanced Software Web Development	3	ENG 307 CSE 404		
Subtotal		9			
*Any core or elective course from any other engineering program**		3		300/400 level only	
*Any core or elective course from a non engineering program**		3			
Subtotal		6			
Total		33			

* Approval of the student's academic advisor is needed.

10.4.8. EEE Degree Requirements

Minimum Number of Semester Credits: (133 On-Campus credits plus 6 Off-Campus credits)	139
General Education Courses	30 Credits
Mathematics and Basic Sciences Courses	25 Credits
Engineering Foundation Courses	45 Credits
Specialization Core Courses	18 Credits
Specialization Elective Courses	09 Credits
Additional Elective Courses (From other engineering and non-engineering programs)	06 Credits
Internships	06 Credits

10.4.9. Program Objectives (EEE)

The Electrical and Electronics Engineering Program educational objectives are based on the college mission statement. The program is developed and run aiming at realizing the following four objectives:

(a) To provide graduates with the fundamental principles and practices of electrical and electronic engineering disciplines plus basic engineering, mathematical, and scientific principles to pursue the practice and advanced study/training of electrical and electronic engineering.

(b) To provide graduates with an understanding of the importance of life-long learning, and be prepared to easily learn and understand new technological developments in electrical and electronic engineering.

(c) To develop graduates' communication, teamwork, and leadership skills necessary for successful professional careers.

(d) To provide graduates with an understanding of the technical, business, social, ethical, and human context of their electrical and electronic engineering contributions.

10.4.10. Program Outcomes (EEE)

The following outcomes have been developed based on and in support of the program's objectives. Upon successful competition of the EEE program, graduates will be able to:

(a) Apply knowledge of mathematics, science, and engineering to electrical and electronic engineering problems.
(b) Design and conduct experiments, as well as to analyze and interpret data.
(c) Design an electrical or electronic component or system and can apply laboratory and computer skills to engineering analysis and design within realistic constraints.
(d) Identify, formulate, and solve EEE problems.
(e) Use the techniques, skills, and modern engineering tools necessary for EEE practice.
(f) Recognize the need and adequate preparation for continued professional growth and life-long learning.
(g) Function on multi-disciplinary teams.
(h) Communicate effectively, including conveying technical material.
(i) Have well-developed leadership and small team management skills.
(j) Understand professional and ethical responsibilities especially those related to EEE.
(k) Understand the impact of EEE solutions in a global, economic, environmental, and societal context.
(l) Have knowledge of contemporary issues, especially engineering and socioeconomic issues.

General Education Courses

Course Code	Course Title	Credit Hours	Pre-requisite
ENL 101	English Composition	3	None
ENL 102	Communication Skills	3	None
ENL 103	Technical Writing	3	None
ENL 104	Research and Learning Skills	3	None
SAH 101	UAE Society	3	None
SAH 102	Islamic Studies	3	None
SAH 103	Reasoning and Critical Thinking	3	None
SAT 102	Fundamentals of Statistics	3	None
SAT 103	Computer Application and Technology	3	None
SAT 105	General Science	3	None
	Subtotal	30	

Mathematics and Basic Sciences Courses

Course Code	Course Title	Credit Hours	Pre-requisite
MAT 201	Calculus I	3	None
MAT 121	Calculus II	3	MAS 201
MAT 211	Linear Algebra	2	MAT 201
MAT 212	Differential Equations	3	MAT 121
MAT 213	Discrete Mathematics	3	SAT 102
PHY 105	Engineering Physics I	3	None
PHY 205	Engineering Physics II	3	PHY 105
CHM 205	General Chemistry	3	None
ECN 311	Engineering Economics and Social Development	2	None
	Subtotal	25	

Engineering Foundation Courses

Course Code	Course Title	Credit Hours	Pre-requisite	Comments
ENG 101	Workshop Skills	1	*	Mandatory to All Engineering Specializations
ENG 201	Circuit Analysis I	3	PHY 205	
ENG 202	Electronics I	3	ENG 201	
ENG 203	Mechanical Technology	3	PHY 205	
ENG 204	Introduction to Programming through C++	3	SAT 103 OR CAS 105	
ENG 205	Engineering Graphics	2	SAT 103	
ENG 301	Circuit Analysis II	3	ENG 201	
ENG 302	Electronics II	3	ENG 202 ENG 303	
ENG 303	Digital Logic Design	3	SAT 103	
ENG 304	Transducers and Measuring Techniques	3	ENG 301	
ENG 305	Signals and Systems	3	MAT 202 ENG 301	
ENG 306	Automatic Control Engineering	3	ENG 301	
ENG 307	Advanced Programming Through Java	3	ENG 204	
EEE 391	Seminar in Electrical and Electronics Engineering	3	ENL 103 + 45 Credits	EEE Program
EEE 392	Electrical and Electronics Engineering Design	3	EEE 391 + ENG 302	
EEE 393	Internship I **	3	80 Credits	
EEE 394	Internship II ***	3	EEE 393 + 85 Credits	
EEE 499	Graduation Project	3	EEE 392 + 120 Credits	
	Subtotal	51		

***** Consent of the student's academic advisor.
****** Take place during the summer vacation between the second and third years.
*** Take place during the summer vacation between the third and fourth years.

Core and Elective Courses for EEE

Course Code	Course Title	Credit Hours	Pre-requisite	Comments	
EEE 401	Electromechanical Energy Conversion	3	ENG 301	EEE Core Courses	
EEE 402	Electrical Power Engineering	3	EEE 401		
EEE 403	EM Fields and Waves	3	ENG 301 MAT 212		
EEE 404	Communication Systems I	3	ENG 305		
EEE 405	Electronics II	3	ENG 202		
EEE 406	Digital Signal Processing	3	ENG 305		
	Subtotal	**18**			
EEE 411	Power System Analysis	3	EEE 402	Electrical Power Engineering Elective Courses	Any 3 courses are required
EEE 412	High Voltage Engineering	3	EEE 402		
EEE 413	Power Plant Technology	3	EEE 401		
EEE 414	Power Electronics	3	ENG 202 EEE 401		
EEE 421	Communication Systems II	3	EEE 404	Communication Engineering Elective courses	
EEE 422	Electronic Communication Systems Design	3	EEE 403		
EEE 423	Fuzzy Logic and Neural Networks	3	ENG 307 MAT 213		
EEE 424	Data Communications	3	EEE 406 + EEE 404		

EEE 425	Communication Networks	3	EEE 404 + EEE 424		
	Subtotal	**9**			
*Any core or elective course from any other engineering program**		3		300/400 level only	
*Any core or elective course from a non engineering program**		3			
	Subtotal	**6**			

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Eight-Semester Curriculum Plan

	First Semester				Second Semester			
	Course Code	**Course Title**	**Credits**	**Pre requisite**	**Course Code**	**Course Title**	**Credits**	**Pre requisite**
FIRST YEAR	ENL 101	English Composition	3	None	ENL 102	Communication Skills	3	None
	SAT 102	Fundamentals of Statistics	3	None	MAT 201	Calculus I	3	None
	PHY 105	Engineering Physics I	3	None	ENG 204	Programming through C++	3	SAT 103/ CAS 105
	SAT 103	Computer Application and Technology	3	None	PHY 205	Engineering Physics II	3	PHY 105
	SAH 102	Islamic Studies	3	None	SAH 103	Reasoning and Critical Thinking	3	None
	SAT 105	General Science	3	None	ENL 104	Research and Learning Skills	3	None
		Total Credits	**18**			**Total Credits**	**18**	
	ENG 101	ENG 101 Workshop Skills	1	*				
SECOND YEAR	MAT 121	Calculus II	3	MAT 201	ENG 202	Electronics I	3	ENG 201
	SAH 101	UAE Society	3	None	ENG 301	Circuit Analysis II	3	ENG 201
	ENG 201	Circuit Analysis I	3	PHY 205	ENG 203	Mechanical Technology	3	PHY 205
	CHM 205	General Chemistry	3	None	MAT 212	Differential Equations	3	MAT 121
	MAT 211	Linear Algebra	2	MAT 201	ENG 307	Advanced Programming Through Java	3	ENG 204
	ENG 205	Engineering Graphics	2	SAT 103	ECN 105	Engineering Economics and Social Development	2	
		Total Credits	**17**			**Total Credits**	**17**	
THIRD YEAR	ENG 305	Signals and Systems	3	MAT 121 ENG 301	ENG 306	Automatic Control Engineering I	3	ENG 301
	ENL 103	Technical Writing	3	ENL 101 ENL 102	ENG 302	Electronics II	3	ENG 202 ENG 303
	MAT 213	Discrete Mathematics	3	SAT 102	CSE 392	Computer Science and Engineering Design	3	CSE 391 + ENG 307
	ENG 304	Transducers and Measuring Techniques	3	ENG 301	CSE 401	Algorithm Design and Analysis	3	ENG 307
	CSE 391	Seminar in Computer Science and Engineering	3	ENL 102 + 45 Credits	CSE 402	Software Engineering	3	ENG 307
	ENG 303	Digital Logic Design	3	SAT 103	*CSE 393*	*Internship I*	3	80 Credits
		Subtotal	**18**			**Subtotal**	**18**	
					CSE 394	***Internship II***	3	CSE 393 + 85 Credits
FOURTH YEAR	CSE 403	Computer Architecture	3	ENG 302	CSE 406	Computer Network	3	CSE 405 ENG 307
	CSE 404	Database Management Systems	3	ENG 204	CSE 499	Graduation Project	3	CSE 392 + 120 Credits
	CSE 405	Operating Systems	3	ENG 307	CSE 400	Level Elective III[1]	3	*
	CSE 400	Level Elective I[1]	3	*		Additional Elective I[2]	3	*
	CSE 400	Level Elective II[1]	3	*		Additional Elective II[3]	3	*
		Total Credits	**15**			**Total Credits**	**18**	
Total Credit = 139								

* Consent of the student academic advisor.
** May be selected from one concentration area.
*** From other engineering programs.
**** From non-engineering programs.

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Eight-Semester Curriculum Plan

	First semester				Second semester			
	Course Code	**Course Title**	**Credits**	**Pre requisite**	**Course Code**	**Course Title**	**Credits**	**Pre requisite**
FIRST YEAR	ENL 101	English Composition	3		ENL 102	Communication Skills	3	
	SAT 102	Fundamentals of Statistics	3	None	MAT 201	Calculus I	3	None
	PHY 105	Engineering Physics I	3	None	ENG 204	Introduction to Programming through C++	3	SAT 103 OR CAS 105
	SAT 103	Computer Application and Technology	3	None	PHY 205	Engineering Physics II	3	PHY 105
	SAH 102	Islamic Studies	3	None	SAH 103	Reasoning and Critical Thinking	3	None
	SAT 105	General Science	3	None	ENL 104	Research and Learning Skills	3	None
		Total Credits	**18**			**Total Credits**	**18**	
SECOND YEAR	ENG 101	ENG 101 Workshop Skills	1	*				
	MAT 121	Calculus II	3	MAT 201	ENG 202	Electronics I	3	ENG 201
	SAH 101	UAE Society	3	None	ENG 301	Circuit Analysis II	3	ENG 201
	ENG 201	Circuit Analysis I	3	PHY 205	ENG 203	Mechanical Technology	3	PHY 205
	CHM 205	General Chemistry	3	None	MAT 212	Differential Equations	3	MAT 121
	MAT 211	Linear Algebra	2	MAT 201	ENG 307	Advanced Programming Through Java	3	ENG 204
	ENG 205	Engineering Graphics	2	SAT 103	ECN 105	Engineering Economics and Social Development	2	
		Total Credits	**17**			**Total Credits**	**17**	
THIRD YEAR	ENG 305	Signals and Systems	3	MAT 202 ENG 301	ENG 306	Automatic Control Engineering	3	ENG 301
	ENL 103	Technical Writing	3	ENL 101 ENL 102	ENG 302	Microcontroller-based Systems	3	ENG 303 ENG 202
	MAT 213	Discrete Mathematics	3	SAT 102	EEE 392	Electrical and Electronics Engineering Design	3	*
	ENG 304	Transducers and Measuring Techniques	3	ENG 301	EEE 401	Electromechanical Energy Conversion	3	ENG 301
	EEE 391	Seminar in Electrical and Electronics Engineering	3	ENL 102 + 45 CR	EEE 403	EM Fields and Waves	3	ENG 301 & MAT 212
	ENG 303	Digital Logic Design	3	SAT 103	*EEE 393*	*Internship I*	3	80 Credits
		Total Credits	**18**			**Total Credits**	**18**	
FOURTH YEAR					EEE 394	Internship II	3	EEE 393 + 85 Credits
	EEE 402	Electrical Power Engineering	3	EEE 401	EEE 406	Digital Signal Processing	3	ENG 305
	EEE 404	Communication Systems I	3	ENG 305	EEE 499	Graduation Project	3	EEE 392 + 120 Credits
	EEE 405	Electronics II	3	ENG 202	EEE 400	Level Elective III[1]	3	*
	EEE 400	Level Elective I[1]	3	*		Additional Elective I[2]	3	*
	EEE 400	Level Elective II[1]	3	*		Additional Elective II[3]	3	*
		Total Credits	**15**			**Total Credits**	**18**	
Total Credit = 139								

* Consent of the student academic advisor.
** May be selected from one concentration area.
*** From other engineering programs.
**** From non-engineering programs.

10.5. Department of Interior Design

10.5.1. Mission

In line with the University's mission, the interior design department mission is to offer high quality interior design education, which is compatible with local, international professional and academic standards.

10.5.2. Goal

The Goal of the Department is to provide a curriculum and a learning environment that produce graduates who will be able to live a creative professional life by designing interior environments that can improve quality, increase productivity and protect the health, safety and welfare of the society, with complete understanding of construction methods, building codes, social, ethical and aesthetical issues related to the interior of buildings.

10.5.3. Program Outcomes

On successful completion of the Bachelor of Arts in Interior Design (ID) program, a student should have the ability to:

(a) Demonstrate understanding of art and design, design theories, and discipline-related history as well as a variety of design approaches for different functional needs from designing small single elements to a fully completed project.
(b) Apply different building systems and regulations related to building industry to assure the public health, safety, welfare, and to minimize the effect of the built environment on natural environment.
(c) Have professional skills and vocabulary necessary for successful interaction with related professionals and future career in Interior Design.

10.5.4. Program Offered

The Department offers the degree of Bachelor of Arts in Interior Design.

10.5.5. Degree Requirements

In order to be awarded the degree of this program a student must complete 123 credit hours distributed as follows:

General Education Courses	30 credits
Foundation Courses	27 credits
Specialization Courses (including Internship)	57 credits
Elective Courses	09 credits

(120 credits on-campus and 3 credits off-campus Internship course)

General Education Courses

	Code	Title	Credit Hours	Pre-requisite
1	ENL 101	English Composition	3	None
2	ENL 102	Communication Skills	3	None
3	ENL 103	Technical Writing	3	None
4	ENL 104	Research and Learning Skills	3	None
5	SAT 101/ SAT 102	General Mathematics Fundamentals of Statistics	3	None
6	SAT 103	Computer Application and Technology	3	None

7	SAT 104/ SAT 105	Environmental Studies General Science	3	None
8	SAH 101	UAE Society	3	None
9	SAH 102	Islamic Studies	3	None
10	SAH 103	Reasoning and Critical Thinking	3	None
		Subtotal	**30**	

Foundation Courses

	Code	Title	Credit Hours	Pre-requisite
1	DID 201	Architectural Drafting	3	None
2	DID 202	Freehand Drawing I	3	None
3	DID 203	CAD I- AutoCAD Drawing	3	None
4	DID 204	Freehand Drawing II	3	DID 202
5	DID 205	Color in Interiors	3	None
6	DID 206	CAD II- AutoDesk Architectural Desktop	3	DID 203
7	DID 207	Fabrics and Textiles	3	None
8	DID 208	Photography	3	None
9	DID 209	Perspective and Rendering	3	DID 201
		Subtotal	**27**	

Specialization Courses

#	Code	Course Title	Credit Hours	Pre-requisite
1	DID 301	Introduction to Architectural and Interior Design	3	DID 201
2	DID 302	CAD III- 3D Studio VIZ, 3D Max	3	DID 206
3	DID 303	Design Studio I (Residential)	3	DID 301 DID 209
4	DID 304	History of Theory and Design I	3	DID 201, DID 202
5	DID 305	Design Studio II (Retail and Business)	3	DID 303
6	DID 306	Sustainable Design	3	None
7	DID 307	Materials in Interior Design	3	DID 301
8	DID 308	Lighting and Acoustics	3	DID 301
9	DID 309	History of Theory and Design II	3	DID 304
10	DID 310	Design Studio III (Hospitality)	3	DID 305
11	DID 311	Internship	3	*
12	DID 312	Building Systems and Regulations	3	DID 313
13	DID 313	Working Drawing	3	DID 206, DID 301
14	DID 314	Research Methods	3	DID 310
15	DID 315	Professional Practice	3	DID 316
16	DID 316	Design Studio IV (Universal Design)	3	DID 310
17	DID 317	Thesis: Design Project	6	DID 314
18	DID 318	Healthy Indoor Environment	3	DID 306
		Subtotal	**57**	

Elective Courses

#	Code	Course Title	Credit Hours	Pre-Requisite
1	DID 319	Islamic and local Interiors	3	DID 204, DID 206
2	DID 320	3D Design	3	DID 206, DID 209
3	DID 321	Kitchen and Bathroom Design	3	DID 204, DID 206
4	DID 322	Portfolio and marketing	3	*

5	DID 323	Selected Topics in Interior Design	3	*
6	DID 324	Furniture Design	3	DID 202, DID 206
7	DID 325	Visual Effects in Presentation	3	DID 209
		Subtotal	**9**	

* Shall be selected in consultation with academic advisor.

Al Ghurair University

Department of Interior Design

Bachelor of Arts In Interior Design (BA Interior Design)

Eight-Semester Curriculum Plan

	First Semester				Second Semester			
	Course Code	**Course Title**	**Credits**	**Pre requisite**	**Course Code**	**Course Title**	**Credits**	**Pre requisite**
FIRST YEAR	ENL 101	English Composition	3	None	ENL 102	Communication Skills	3	None
	ENL 104	Research and Learning Skills	3	None	SAT 101/ SAT 102/ SAT 103	General Mathematics / Fundamentals of Statistics/ Computer Applications and Technology	3	None
	SAH 101	UAE Society	3	None	DID 201	Architectural Drafting	3	None
	DID 202	Freehand Drawing I	3	None	DID 204	Freehand Drawing II	3	DID 202
	DID 203	CAD I - AutoCAD Drawing	3	None	DID 208	Photography	3	None
		Total Credits	**15**			**Total Credits**	**15**	
SECOND YEAR	SAT 101/ SAT 102/ SAT 103	General Mathematics / Fundamentals of Statistics/ Computer Applications and Technology	3	None	ENL 103	Technical Writing	3	None
	SAH 102	Islamic Studies	3	None	SAT 104 / SAT 105	Environmental Studies / General Science	3	None
	DID 206	CAD II Auto Desk Arch.	3	DID 203	DID 207	Fabrics and Textiles	3	None
	DID 209	Perspective and Rendering	3	DID 201	DID 303	Design Studio I (Residential)	3	DID 209 DID 301
	DID 301	Introduction to Interior and Architectural Design	3	DID 201	DID 313	Working Drawing	3	DID 206 DID 301
		Total Credits	**15**			**Total Credits**	**15**	
THIRD YEAR	SAH 103	Introduction to Reasoning & Critical Thinking	3	None	DID 302	CAD III- 3D Studio VIZ, 3D Max	3	DID 206
	DID 205	Color in Interiors	3	None	DID 304	History and Theory of Design I	3	DID 201 DID 202
	DID 305	Design Studio II (Retail and Business)	3	DID 303	DID 306	Sustainable Design	3	None
	DID 307	Materials in Interior Design	3	DID 301	DID 308	Lighting and Acoustics	3	DID 301
	DID 312	Building Systems and Regulations	3	DID 313	DID 310	Design Studio III (Hospitality)	3	DID 305
		Total Credits	**15**			**Total Credits**	15	
FOURTH YEAR	DID 309	History and Theory of Design II	3	DID 304	DID 315	Professional Practice	3	DID 316
	DID 314	Research Methods	3	DID 310	DID 318	Healthy Indoor Environment	3	DID 306
	DID 316	Design Studio IV (Universal Design)	3	DID 310	DID 317	Thesis : Design Project	6	DID 314
		Elective	3			Elective	3	
		Elective	3		DID 311 – Internship (3 Credits – out of campus) : Approval of the student's academic advisor is needed.			
		Total Credits	**15**			**Total Credits**	**15**	

11. University Foundation Program

11.1. Purpose and Rationale

The University Foundation Program (UFP) will provide a stepping stone to entrance into university-level education. This program has been structured so that students will experience high quality education by studying a range of core subjects. It is particularly suitable for comparatively weaker students of the community who may not be eligible for direct entry to various Bachelor Degree programs of higher education institutions in the country. The enrollment of such students in this program will enable them to pursue a bridging program that would not only broaden and develop their knowledge and academic skills but would also prepare them for a successful education at the university level.

11.2. Program Objective

The overall objective of the University Foundation Program is to prepare students to meet the academic entry requirements at AGU and other UAE universities and enable them to successfully pursue their studies towards a Bachelor Degree.

11.3. Program Outcomes

By the end of the University Foundation Program, students will be able to:

1) Demonstrate an understanding of the core subject areas required for entry into a Bachelor Degree program;
2) Grasp fundamentals of English Language and develop specific language skills necessary for achieving an acceptable TOEFL or IELTS score required for entry into a Bachelor Degree program;
3) Develop skills in observation and critical thinking, discussion and teamwork, note-taking and examination-taking as well as in information technology;
4) Acquire mathematical skills necessary for an appropriate Bachelor Degree program.

11.4. Description of UFP

The UFP will facilitate the enrolled students in their way to a university degree. The program will impart core academic skills necessary for their entry into an undergraduate program offered by various colleges of Al Ghurair University. The University currently offers the following Bachelor Degree programs.

- Bachelor of Arts in Interior Design (BA in ID)
- Bachelor of Business Administration (BBA)
- Bachelor of Science in Computer Information Systems (BS in CIS)
- Bachelor of Science in Computer Science and Engineering (BS in CSE)
- Bachelor of Science in Electrical and Electronics Engineering (BS in EEE)

The students completing this program successfully will be eligible to seek a guaranteed admission in one of the existing Bachelor Degree programs of AGU provided they meet the necessary admission criteria (including English Language requirements) for that particular program. Each course of the UFP course includes measurable learning outcomes to guide students' academic achievement through demonstrable evidence of applying these specific learning skills and experiences.

11.5. Two semester curriculum plan of the UFP

Pathway One*

First Semester

Code	Course Title	Contact Hours per Week
ENG 001	English Communication I	**6**
MAT 001	Core Mathematics	**3**
GSS 001	General Study Skills	**3**
ARB 001	Arabic Communication	**3**
	Total	**15**

Second Semester

Code	Course Title	Contact Hours per Week
ENG 002	English Communication II	**6**
MAT 002	Mathematics I	**3**
COM 001	Information Technology	**3**
	Total	**12**

Pathway Two**

First Semester

Code	Course Title	Contact Hours per Week
ENG 001	English Communication I	**6**
MAT 001	Core Mathematics	**3**
GSS 001	General Study Skills	**3**
ARB 001	Arabic Communication	**3**
	Total	**15**

Second Semester

Code	Course Title	Contact Hours per Week
ENG 002	English Communication II	**6**
MAT 003	Mathematics II	**3**
COM 001	Information Technology	**3**
	Total	**12**

* *For entry into BA in Interior Design and BBA programs of the university*
** *For entry into BS in CIS, BS in CSE, BS in EEE programs*

11.6. Regulations Applicable to UFP

A. Program Duration

The program is designed in such a way that it can be delivered in full-time mode within two semesters in its complete form.

B. Contact Hours

Total contact hours in the UFP shall be 15 hours per week during first semester and 12 hours per week during second semester. The total contact hours for the entire duration of the program shall be 405 hours. In addition the students are expected to spend between 8-12 hours after class.

C. Program Components

UFP contains the following five core subjects. The students will be required to complete all courses listed in his/her chosen pathway. The five core subjects are as follows:

- English Communication
- Mathematics
- Information Technology
- General Study Skills
- Arabic Communication

D. Admission Policy and Requirements

The applicants for the UFP should possess UAE General Secondary School Certificate or equivalent educational level and must have attained a certain level of English Language proficiency. The minimum admission requirements for the UFP are as under:

1) UAE General Secondary School Certificate with an overall percentage of 50.
2) Must have passed English subject at secondary level.

E. Course Assessment and Passing Criteria

The assessment methodology is carefully designed to encourage active learning, provide continuous feedback on performance, avoid opportunities for plagiarism, and ultimately lead to a valid measure of achievement of the component learning outcomes. Methods of assessing the program components shall be a combination of formative and summative techniques as appropriate to the component discipline. The course assessment includes a combination of individual assignments, tests, lab work, extended case studies and group projects. At the end of each course the student must write two-hour examination. The distribution of marks for continuous assessment and the final examination shall be as under:

(1) Coursework/continuous assessment	60%
(2) Final Examination	40%

The minimum passing mark for each course is 60%. The students are also expected to sit for a TOEFL or IELTS test and must achieve an acceptable score required for an entry into a Bachelor Degree program.

F. Entry and Exit Standards

Two principles are followed in considering the assessment strategies and exit standards for the Foundation Program:

(1) The standard examinations/tests for each of the components will be taken by students at the start and end of the program. This will provide a basis for placement within appropriate levels of the respective courses (where applicable) and will, in due course, directly measure the progress achieved over the duration of the program.

(2) The exit standards will be based upon levels of achievement expected within High School Certificates and those prescribed by the admission requirements to various Bachelor degree programs.

G. Testing-Out Requirements

The students may use the option of testing out the following course component of the Foundation Program by passing the relevant test/exam prescribed for that particular course/component. The "Testing-Out" requirements for various courses are given below.

a) English Communication I

Demonstration of achievement of TOEFL score 400 (Paper-Based Test) or IELTS 4.0 or other internationally recognized equivalent test score as approved by the Commission for Academic Accreditation, Ministry of Higher Education and Scientific Research, UAE.

b) English Communication II

Demonstration of achievement of TOEFL score 500 (Paper-Based Test) or IELTS 5.0 or other internationally recognized equivalent test score as approved by the Commission for Academic Accreditation, Ministry of Higher Education and Scientific Research, UAE.

c) Information Technology

AGU will prepare its own institutional tests in this field, or offer the International Computer Driving License (ICDL) exam. The ICDL is strongly recommended as a benchmarked qualification to the students in the job market and for Higher Education.

Students shall be allowed to take these test and exams in any course component at reasonably frequent intervals to facilitate their progress in the Foundation Program at their own pace.

H. Award of Certificate

Upon completion of the UFP students will receive UFP certificate along with a detailed transcript. The student eligible for this certificate must successfully meet the passing criteria and the exit requirements for various courses of the program. No university credits are given for any course of the Foundation Program.

I. Transfer of Credits

Students are not allowed to transfer any credits from or to the Foundation Program. Furthermore, the students in the Foundation Program will not be allowed to take any undergraduate credit course offered by the University.

J. General Regulations

All general regulations of the university dealing with student attendance, academic advising, feedback to students, grade appeals and academic integrity as prescribed in the catalog shall also be applicable to the UFP students.

12. Course Descriptions

12.1. University Foundation Program Courses

English Communication 1 (ENG 001) **6 Hours per week**
Pre-requisite(s): None
This course is part 1of the foundation program. It provides students with an in-depth study of grammar, vocabulary, academic reading, academic writing and speaking. All skills are implemented through the exploration and discussion a variety of common everyday topics. Various sample essays are also read and studied in order to improve reading comprehension and word study. In addition, basic editing principles are introduced and implemented in writing assignments. This course is designed to further develop oral and written communication skills. It assists students with building new skills and refining previous English skills. Successful completion of this course will enable students to continue to English Communication II.

English Communication II (ENG 002) **6 Hours per week**
Course Pre-requisite(s): ENG 001
This course is part 2 of the English Communication course. It is designed to further assist to provide students with the opportunity to continue to refine and polish previous English skills as well as learn new ones. It provides students with a continuing study of grammar, vocabulary, academic reading, academic writing and speaking. Study skills and TOEFL exam taking techniques are emphasized. Grammar, reading, listening, and writing techniques are fully studied in order to completely explore each aspect. By the end of this course, students will sit for the TOEFL/IELTS exam.

Core Mathematics (MAT 001) **3 Hrs per week**
Course Pre-requisite(s): None
This course explores the following topics: Numbers and arithmetic operations, exponents, ratios, decimal and percentages. It introduces the basic concepts in mathematical expressions, linear equations, functions, and inequalities. It also gives a brief introduction to graphs and geometry.

Mathematics I (MAT 002) **3 Hours per week**
Course Pre-requisite(s): MAT 001
This course is designed for students who need to gain skills in basic mathematical topics to pursue studies at higher level in the Arts, Social Studies, or qualitative areas of Business. It includes but is not limited to, definitions of functions and graphs, statistics and probability, quadratic and exponential functions. It enables students to solve two variables linear equations, and simple real life problems in addition computing the probability of simple events using graphical representations.

Mathematics II (MAT 003) **3 Hours per week**
Course Pre-requisite(s): MAT 001
This course is designed for students who need to gain skills in basic mathematical topics to pursue studies at higher level in the Engineering, Sciences, or quantitative areas of Business It covers some pre-calculus topics in functions, and trigonometry. It also explores various ways in solving linear equations, logarithmic and circular functions. It introduces the students of applying computer software to interpret simple equations and graphs.

Information Technology (COM 001) **3 Hours per week**
Course Pre-requisite(s): None
The topics include introduction to computer systems components, Windows operating systems and its utilities, applications software (MS Office, MS Excel and MS PowerPoint 2007), Internet tools and technologies, and Email applications.

General Study Skills (GSS 001) **3 Hrs per week**

Course Pre-requisite(s): None

This course focuses on the research and study skills needed to succeed in university. Topics include: improving comprehension, utilizing reading strategies for study purposes, developing vocabulary, mastering course content, taking notes, managing time, taking tests, writing assignments, referencing techniques, setting academic goals and making optimum use of study resources.

Arabic Communication (ARB 001) **3 Hrs per week**

اسم المادة: مهارات الاتصال في اللغة العربية. رمز المادة: ARB 001. عدد ساعات المادة: 3 ساعات.

تفاصيل المادة: تُقدّم هذه المادة "مهارات الاتصال في اللغة العربية" درجة علمية معرفية في المهارات الأساسية اللغوية المناسبة لمستوى الطالب الجامعي في مجال الاتصال في اللغة العربية، وتُزوّده بالمعطيات الفكرية والحضارية التراثية والمعاصرة، وتُكسبه القدرة على قراءة نصوص عربية متنوعة مع الفهم والتحليل والاستنتاج، ويتمرّس الطالب فيها على طرائق الكشف عن الكلمات في المعجمات العربية.. كل ذلك من خلال مادة مُعدّة لمستوى الطالب الجامعي.

12.2. General Education Courses

Communication Skills (ENL 102) **(3-3-0)**

Pre-requisite: ENL 101

This course deals with different writing techniques, which are essential to master communicative skills and enable students to use spoken and written English effectively. The course will develop the ability to hold conversations and give a talk or a presentation. Elements of communication processes, types and elements of effective oral communication and other forms of group and public speaking are given special attention in this course.

Computer Applications and Technology (SAT 103) **(3-3-0)**

Pre-requisite: NIL

The purpose of this course is to develop the skills necessary to understand the operations, applications, and functions of computers and related technology in a constantly changing global society. Students will learn to access, manipulate, and analyze information using MS office 2007.

English Composition (ENL 101) **(3-3-0)**

Pre-requisite: NIL

The course deals with different writing techniques focusing on composition as a recursive process for generating meaning and communicating effectively. It emphasizes short essay writing based on personal explorations of memory, observation, conversation, and reading.

Environmental Studies (SAT 104) **(3-3-0)**

Pre-requisite: NIL

The course is designed to provide students with general knowledge on nature, climatic changes, the relationship between different ecosystems, levels emission of CO_2, the effect of green house on species diversity, etc. It will help students understand the influence of human activities on the environment. It will also help enhance awareness on recycling environmental waste. Students will also be able to understand the different environmental issues and strategies, alternative source of natural resources, and ecology issues and strategies under taken by GCC and other developed countries.

Fundamentals of Statistics (SAT 102) **(3-3-0)**

Pre-requisite: NIL

This course gives a basic introduction to the fundamental concepts and methods of statistics for the data analysis. It covers measures of central tendency; dispersion; skewness; kurtosis; curve fitting; method of least squares; correlation theory; and time series.

General Mathematics (SAT 101) **(3-3-0)**
Pre-requisite: NIL
This course exposes students to and trains them in the various mathematical techniques which are applicable in business studies, engineering, computing, and design. This course also lays the necessary mathematical foundation for subsequent courses in application areas in Engineering, Computing, Design and business studies. Topics covered include the basics of Algebra, measurement scales, symmetry arithmetic, Set Theory, Calculus, Matrices and Determinants, and analytical geometric.

General Science (SAT 105) **(3-3-0)**
Pre-requisite: NIL
The course is designed to provide students with general knowledge on basic sciences: physics, chemistry and biology. It covers basic subjects in chemistry: phases of matter, atom, molecule, pH along with simple chemical reactions. This course also helps students understand important topics in physics, including acceleration, speed, reflection of light, energy, Columbus's law, etc. Students will also be able to understand basic topics in biology, including organs, DNA, the food pyramid, balanced diets, etc. which constitute the essentials of a healthy life.

Islamic Studies (SAH 102) **(3-3-0)**
Pre-requisite: NIL
This course is designed to develop a better understanding of Islamic belief and its application in life. In addition, the course deals with current issues and challenges. The course also provides basic knowledge on the social and economic systems of Islam, with a view to providing a better understanding of Islam.

Reasoning and Critical Thinking (SAH 103) **(3-3-0)**
Pre-requisite: NIL
This course covers the fundamentals of reasoning and argument. It includes understanding the elements of reasoning and the kind of thinking involved in solving problems critically and making inferences and effective decisions. The purpose of this course is to give students the tools they need to achieve deep and significant learning in all disciplines as well as in life.

Research and Learning Skills (ENL 104) **(3-3-0)**
Pre-requisite: NIL
This course focuses on the research and learning skills needed to succeed in university education. Topics include improving comprehension, utilizing reading strategies for study purposes, developing vocabulary, mastering course content, taking notes, managing time, taking tests, writing assignments, referencing techniques, setting academic goals, and making optimum use of study resources. Tutoring, counseling, and computer learning assistance are provided.

Technical Writing (ENL 103) **(3-3-0)**
Pre-requisite: NIL
This course focuses on preparing the students to write technical reports they will be writing in their profession. It covers the steps of report preparation in the sequence in which they occur, needs for a report, problem statement, and research plan.

UAE Society (SAH 101) **(3-3-0)**
Pre-requisite: NIL
The course covers several topics to equip students with knowledge and methodological tools that will enable them to understand the basic constituents of the U.A.E society as derived from Arabic Islamic culture. The course analyzes the structure of the society with its historical, geographical, demographic, economic, and political dimensions. The course helps the students understand dynamics of the contemporary changes in the society, initiated by modernization and globalization processes and the role of societal institutions in dealing with these changes at present and in the future.

12.3. Fundamental, Core, and Specialization Courses

Accounting and Financial Management (BAF 301) (3-3-0)
Pre-requisite: NIL
Financial accounting supports different users of accounting information by providing financial reports to evaluate performance and recognize the financial position of service and merchandising organizations. It is a principle of accounting course that covers the basic concepts of accounting, the recording process, accounting cycle, worksheet, merchandising operations, inventories, and preparation and analysis of the basic financial statements and reports.

Accounting Information Systems (BSA 402) (3-3-0)
Pre-requisite: BSA 302, SAT 103
Information technology has created new challenges and opportunities for accountants who also have expertise in information systems. Many traditional accounting functions are now embodied in systems that require a different combination of technical and financial knowledge. The AIS course is designed to provide this combination of knowledge and skill sets to meet the new challenges and opportunities of the information technology world. This course explains the application of computer technology in the design, implementation and operations of the accounting tools, the actual processing of accounting transactions and the application of the systems to the accounting cycle.

Advanced Accounting (BSA 430) (3-3-0)
Pre-requisite: BSA 302
This advanced course in accounting deals with ethical issues in accounting and preparation of accounting statements for partnerships and branches. The course covers an in-depth analysis of mergers and acquisitions, and the preparation of consolidated financial statements.

Advanced Programming through Java (ENG 307) (3 -2-2)
Pre-requisite: ENG 204 Introductions to Programming
This course develops the students' ability to write java programs using object programming concepts like inheritance and polymorphism. It also allows the student's to learn how to develop application with a GUI as front end for data entry and output results. Students will be introduced to servlet to develop web applications.

Advance Software Web Development (CSE 426) (3 -2-2)
Pre-requisite: ENG 307 and CSE 404
This course will provide a fundamental understanding of the techniques and methods of developing a simple to reasonably complex web site. The students will be introduced to, using current standard web page language, to creating and maintaining a simple web site. The students will also be instructed on using the aid of a web editor for creating web sites. Another web-based language will be included to further enhance the web sites.

Advertising and Sales Promotion (BSM 302) (3-3-0)
Pre-requisite: BSM 201
The course focuses on the Advertising and selling organization. In a competitive world, having a good sales team is crucial - there is no point in having a great product if you cannot sell it! The sales force generates the revenue that enables the operation of a company.
The course begins with the discussion of the Advertisements and selling process and the characteristics of successful sales representatives. It then addresses the key elements to consider in building a sales management structure and the operations of the structures elements. Specific topics include recruiting strategies, sales training requirements, sales organization and management structures, sales territory creation, compensation plans, motivation elements, quota, sales forecasting, sales process, sales force automation and leadership skills.

Algorithm Design and Analysis (CSE 401) **(3-2-2)**
Pre-requisite: ENG 307 Advanced Programming
This course covers algorithm design methods such as heuristics, backtrack programming, branch and bound, recursion, simulation, divide-and-conquer, balancing and dynamic programming. Efficiency of algorithms-Np-complete problems is also discussed in the course.

Architectural Drafting (DID 201) **(3-1- 4)**
Pre-Requisite(s): None
The course introduces basic tools that enable designers to describe their designs by using special visual language of drawing and manual interior drafting. Students will get familiar using the drawing equipment. Starting with simple furniture element students will learn how to draw top, side, and front elevation. Also students will be encouraged to practice drafting through a diversity of exercises including orthogonal drawings of building plans, sections, elevations, reflected ceiling plans, detailed staircases, etc. Students will also practice 3D paraline drawings like axonometric and isometrics.

Artificial Intelligence (CSE 423) **(3-2-2)**
Pre-requisite: ENG 204
This course introduces the basic Artificial Intelligence (AI) and its associated techniques, which encompass: knowledge representation, heuristic search, problem solving, and logic system inference. It also covers some widely used application techniques such as planning, probabilistic reasoning, machine learning and intelligent agent systems. Students will be encouraged to investigate suitable problem areas and design some practical AI applications with regard to internet/web applications.

Auditing (BSA 403) **(3-3-0)**
Pre-requisite: BSA 302
This course presents auditing concepts and procedures. It provides students with a clear perspective of the current auditing environment and discusses the challenges inherent in the auditing practice, and how the auditor can live up to the expectations from the profession.

CAD I- Auto CAD Drawing (DID 203) **(3-1-4)**
Pre-Requisite(s): None
This course is designed to introduce the basic concept, commands and techniques of using the AutoCAD software. Students will start getting the skill of making 2D drawings. Producing orthogonal drawings such as, plans, sections, elevations will be part of the assignments of this course. However, this will be followed by the formation, adding, subtracting, and unifying of 3D modeled masses and objects. The techniques of printing one or many drawings on one sheet accompanied with their different scales will also be covered in this course. By the end of this course students will be able to produce, render and print all their design projects.

Automatic Control Engineering (ENG 306) **(3-2-2)**
Pre-requisite: ENG 301
This course will equip the students with a general knowledge of control systems. It will emphasize on the vital role played by automatic control in various engineering fields, and provide the students with the ability to analyze and design simple control systems. Among other related topics, this course covers state variables; time-domain and frequency-domain design and analysis; design of feedback control systems; Root Locus.

Building Systems and Regulations (DID 312) **(3-2-2)**
Pre-Requisite(s): DID 313
The course introduces the basic systems of buildings; air-conditioning, electrical, plumbing, telecommunications, and mechanical services. Different codes and regulations referring to different buildings with different functions are examined. A review of the general International Building Codes

and the local Building Codes of UAE. Students undertake case study assignments of built-up projects to study and analyze the systems incorporated and the related codes. Projects include buildings with conventional services and other with sustainable and energy efficient solutions.

Business Communications (BSG 306) **(3-3-0)**
Pre-requisite: BSG 201, ENL 102
This course introduces students to communication theories and strategies for a variety of business situations, including memos, letters, presentations, proposals, reports, and technology-based communication such as routine e-mails. Using a developmental approach to business communication, the course examines methods for organizing ideas, analyzing data, addressing diverse concerns, presenting information, and developing a professional communication style. The course will also pay special attention to cultural variations in communication and examine strategies critical for effective global business communication.

Business Intelligence (BSS 403) **(3-3-0)**
Pre-requisite: BSS 304
This course introduces basic principles of Business Intelligence Systems in various areas especially in the business environment including organizational responses and computerized support. Moreover, it provides an overview about a conceptual framework for the process of supporting managerial decision- making

Business Research Methods (BSG 410) **(3-3-0)**
Pre-requisite: BSG 201, BSG 301
The Course is designed to give students solid understanding in the techniques of research in general and research in business in particular. The course guides the student on how to undertake and successfully complete a research project. Special attention will be given to the research activities of measurement, sampling design, data collection, and data analysis. Topics include the ontology and epistemology of business research, quantitative and qualitative research strategies, research design, measurement, data collection, data analysis, and the ethics of social research.

Business Statistics (BSG 301) **(3-3-0)**
Pre-requisite: SAT 101
This course examines the application of statistical analysis, hypothesis testing, and regression analysis in business decision making. The course will focus on the utilization of statistical methods as applied to business problems and operations.

Calculus I (MAT 201) **(3-3-0)**
Pre-requisite: None
This course includes but is not limited to, definitions of limit, continuous function, derivative, definite and indefinite integrals, the intermediate value theorem for continuous functions, the mean value theorem, and the fundamental theorem of calculus. Students are expected to be able to supply simple proofs, e.g., some of the limit theorems, the rules of differentiation, and applications of the intermediate and mean value theorems.

Calculus II (MAT 121) **(3-3-0)**
Pre-requisite: MAT 201
This course explores the following topics: methods and applications of the derivative and integral for inverse trigonometric and hyperbolic functions, indeterminate forms, series, polar and parametric representation of functions, matrices, determinants, solution of systems of equations, and vectors.

Colors in Interiors (DID 205) **(3-2-2)**
Pre-Requisite(s): None

This course is designed to give students ability and confidence while employing the effect of color in their designs. The course examines psychological perception of color and the visual forces of light and combinations of colors in different mediums. Differences between light color (hue) and material color (pigment) will be introduced. Also differences between additive mixing and subtractive mixing will be examined. Student will apply the different 12- color wheel combinations of colors in their designs.

CAD II- AutoDesk Architectural Desktop Drawing (DID 206) (3-1-4)
Pre-Requisite(s): DID 203
A course designed to develop the competencies in the production of conceptual design, mass elements and mass groups. The course includes slicing the composition to create the number and height of layers needed in the design project. Students will learn to practice design development through the creation of intelligent elements like, walls, grids, structural members, roofs, slabs, etc. Also they will practice using other intelligent features in their design like, creating intelligent openings, doors, windows, curtain walls, stairs, railing, etc. The course introduces the automated presentation of project drawings such as, sections, elevations, and perspectives from different viewpoints of interior and exterior spaces. Focus will be made on exporting projects from AutoDesk to Adobe PhotoShop software to use the last for rendering and creating photo images of the design.

CAD III 3D Studio VIZ, 3D Max (DID 302) (3-1-4)
Pre-Requisite(s): DID 206
The two software packages allow students to create 2 D and 3D design drawings and images directly or to import wire-frame drawings from AutoCAD or AutoDesk. Students practice hands-on application of modeling techniques in order to test and simulate indoor environment. Applying different building materials with their specific color and texture gives the features designed the virtual look that indicates the final image of the design. Also adding lights and shades create visual realistic images. Adding cameras and changing their locations give the possibility of choosing the best visual effect.

Circuit Analysis I (ENG 201) (3-2-2)
Pre-requisite: PHY 205
This course is delivered in the following two parts:
Theoretical part covering the application of fundamental concepts of electrical science in linear circuit analysis; mathematic models of electric components and circuits; and practical part covering electrical instruments; laboratory applications of electric laws; transient and steady state responses of electrical circuits.

Circuit Analysis II (ENG 301) (3-2-2)
Pre-requisite: ENG 201 Circuit Analyses I
This course covers state space analysis, Laplace transforms, network functions, frequency response. In addition, the course discusses Fourier series, two-ports, energy and passivity.

Communication Systems I (EEE 404) (3-2-2)
Pre-requisite: ENG 305
This course covers introduction to analog and digital modulation techniques, random processes, and power spectral density. Effects of noise on, and bandwidth requirements of, different modulation schemes will also be discussed.

Communication Systems II (EEE 421) (3-2-2)
Pre-requisite: EEE 404
This course covers the following topics; digital data communication systems, introductory information theory, and coding.

Compiler Design (CSE 424) **(3-2-2)**
Pre-requisite: CSE 401
This course covers principles, techniques, algorithms, and structures involved in the design and construction of compilers. Specific topics to be discussed include: lexical analysis, formal grammars, syntax, and semantics analysis, error recovery, code generation and optimization.

Computer and Network Security (CEC 363) **(3-3-0)**
Pre-requisites: CSC 301 and CSC 307
This course covers the following topics: threats to computer systems, network security fundamentals, security in layered protocol architecture, authentication in computer systems, access control, intrusion detection security architecture and frameworks, lower layers security protocols, upper layer security protocols, electronic mail and EDI security, directory systems security, Unix systems security, security evaluation criteria.

Computer Applications and Technology (SAT 103) **(3-2-2)**
Pre-requisite: NIL
The course provides an introduction to the fundamentals of computer information technology, including the information processing cycle. The course provides a survey of computer technology, nomenclature, and use as productivity tools. Will provide the opportunity for developing an understanding of the personal computer and emphasize its use as both stand-alone and networked devices. Exercising using application programs, an exercise using a program scripting language and various lab assignments will allow students to interact with computer technology, hardware and concepts of common application programs in the current PC environment.

Computer Architecture (CSE 403) **(3-2-2)**
Pre-requisite: ENG 302
This course covers computer abstractions and technology, cost and performance analysis, instruction set architecture, computer arithmetic, data path and controller design, pipelining, memory systems, input-output systems, and interrupts and exceptions.

Computer Graphics (CSC 305) **(3-2-2)**
Pre-requisite: CSC 209
This course provides the students with knowledge in descriptive Euclidean geometry, orthographic and perspective projections, engineering drawing techniques, and computer-aided engineering graphics. Point, line and plane relationships in projection, basic dimensioning and engineering applications which use graphical systems are also included in this course.

Computer Networks (CSC 307) **(3-3-0)**
Pre-requisite: CSC 212
This course introduces the basic principles and concepts of data communications and computer networks. The layered architecture is introduced, as the services provided by each layer, the principles of the protocols that are responsible for providing those services, etc. are discussed. Emphasis is placed on general principles of protocol messaging, network multiple access control, error control, flow and congestion controls, routing, and etc. Important protocols used in local area networks and TCP/IP Internet are explained.

Computer Networks (CSE 406) **(3-2-2)**
Pre-requisite: ENG 307 + CSE 405
This course aims at giving students a clear overview of the problems and issues that must be dealt with in constructing a robust and flexible distributed application as well underlying network protocols needed to supporting them. The emphasis is on the conceptual basis for distributed and networked system rather than a detailed study of particular systems and standards. Concepts will be illustrated with examples from practical systems.

Computer Organization (CSC 212) **(3-3-0)**
Pre-requisite: CSC 211
This course presents an introduction to computer architecture and hardware, covering wide range of topics dealing computer internals. The topics included are: computer arithmetic, processors, memory and IO devices. The design of simple circuits found in modern computers is discussed.

Computer Science and Engineering Design (CSE 392) **(3-1-4)**
Pre-requisite: CSE 391 + ENG 307
Student teams apply the engineering design process and modern analytical tools in creating engineering solutions or developing useful products. Students are encouraged to find market-driven or industrial projects. Projects culminate with a final product or prototype including final technical report and formal public presentation by student design teams. Special attention is paid to issues of professional ethics, marketability, sustainability and the economic and environmental impacts of each design product.

Computer Security (CSE 414) **(3-2-2)**
Pre-requisite: CSE 401
The course covers the basic theory and most practical measures needed to protect computer systems. The course discusses cryptography, authentication, digital signature, program security, operating security and web security.

Consumer Behavior (BSM 303) **(3-3-0)**
Pre-requisite: BSM 201
Marketing is an integral part of our modern world. We explore basic marketing principles and examine contemporary issues relevant to our changing world. The emphasis is on creating customer value and satisfaction through the understanding of these principles and practice. As the primary focus of this course is the psychological dimensions of the buying process, prior understanding of the basic marketing concepts and theories is of paramount importance. Course seeks to illustrate the practical importance of understanding the consumer's knowledge and attitudes. The course discusses various approaches for assessing such knowledge and attitudes, identifies major factors that the influence how consumers process and learn marketing information and discusses various techniques at the marketer's disposal for influencing consumer attitudes and behavior.

Corporate Finance (BSF 430) **(3-3-0)**
Pre-requisite: BSF 301, BSF 302
This course is considered as the capstone course in the area of specialization of finance. It mainly focuses on long-term financing, and the risk associated with investment and evaluating criteria for projects. An in- depth analysis of capital budgeting techniques, cash flow estimation and risk analysis, capital structure and leverage ,distribution to shareholders –dividends and repurchases, and issuing securities and long term debt are covered in this course.

Cost Accounting (BSA 303) **(3-3-0)**
Pre-requisite: BSA 201
This course introduces students to the concept of costing, and the need for cost analysis in business. The course introduces students to cost accounting techniques that transform financial data into information that decision-makers use to determine and support company strategies, improve products and services, and increase resource utilization efficiency. Topics include cost behavior, resource allocation, assigning costs to production centers, activity based cost systems.

Database Management Systems (BSS 304) **(3-3-0)**
Pre-requisite: BSS 201
The course introduces Database management concepts, Normalization of database and object oriented database. The topics include database systems architecture, introduction to SQL language and introduction to object oriented Database

Database Management Systems (CSE 404) **(3-2-2)**
Pre-requisite: ENG 204
This course introduces the principles and concepts of Database Management System (DBMS). The topics to be covered are: data models, DBMS architecture, Relational and Entity relationship models, Queries in relational algebra and Structured Query Language (SQL), integrity constraints, functional dependency, and database design, using normalization.

Database Management Systems I (CSC 310) **(3-2-2)**
Pre-requisite: CIS 205
This course introduces the principles and concepts of Database Management System (DBMS). The topics to be covered are: data models, DBMS architecture, Relational and Entity relationship models, Queries in relational algebra and Structured Query Language (SQL), integrity constraints, functional dependency, database design, using normalization.

Database Management Systems II (CSC 401) **(3-2-2)**
Pre-requisite: CSC 310
This course introduces further SQL & PL/SQL, Object-oriented data models and OO database systems, distributed database systems and the need for web database connectivity. Students will also learn how to connect remote databases to dynamic web pages.

Data Communications (EEE 424) **(3-2-2)**
Pre-requisite: EEE 404
This course covers numbering systems; Digital modulation methods; Digital communication techniques; performance of digital communication systems in noise; matched filter detection; quantization.

Data Mining and Data Warehousing (CSE 412) **(3-2-2)**
Pre-requisite: ENG 204 and CSE 401
This course introduces the concepts, algorithms, techniques, and systems of data warehousing and data mining, data preprocessing, integration and transformation, design and implementation of data warehouse and OLAP systems, and data cube technology. The course also introduces the associations mining, basic and advance concepts and methods of classification, cluster analysis, and outlier analysis.

Data Structures and Algorithms Analysis (CSC 210) **(3-2-2)**
Pre-requisite: CSC 209 and MAT 202
This course provides insight into algorithms analysis and the use of data structures. Topics include basics of Algorithm analysis, linear structures (lists, stacks and queues), nonlinear structures (trees and graphs), and elementary sorting and searching methods (bubble sort, quick sort, sequential search and binary search Algorithms.

Data Warehousing and Mining (CEC 413) **(3-2-2)**
Pre-requisite: SAT 102 and CSC 401
The course explains the meaning of data mining and warehousing and shows their concepts and functionalities. It covers the following topics: What is data mining? , What is a data warehouse? , Data preprocessing techniques, Online Analytical Processing (OLAP) operations, and associations.

Decision Science (BSG 305) **(3-3-0)**
Pre-requisite: BSG 301
This is an introductory course focusing on management science/operations research techniques used in analytical decision making. The major topics covered include: linear programming modeling and solution, distribution problems, network models, and decision analysis. Application of these techniques in areas such as production, marketing, finance, and accounting are covered. Students are introduced to the use of computer software packages.

Decision Support Systems (CEC 350) **(3-3-0)**
Pre-requisite: CIS 307
This course introduces basic principles of Decision Support Systems (DSS) in various areas especially in the business environment including organizational responses and computerized support. CEC 350 provides an overview of the roles of DSS. Conceptual framework for a process of supporting managerial decision- making, usually by modeling problems and employing quantitative models for solution analysis is discussed thought this course.

Differential Equations (MAT 212) **(3-3-0)**
Pre-requisite: MAT 121
This course is an introduction to the basic ideas of ordinary differential equations. Topics covered in the course include linear differential equations, series solutions, simple non-linear equations, systems of differential equations, and applications.

Digital Logic Design (ENG 303) **(3-2-2)**
Pre-requisite: CAS 105
This course covers design and application of combinational logic circuits with exposure to modern methods and design tools. An introduction to sequential logic circuits is also offered in this course.

Digital Signal Processing (EEE 406) **(3-2-2)**
Pre-requisite: ENG 305
This course covers discrete and fast Fourier transforms; Z-transform; sampling; discrete convolution; effects of quantization. Design of IIR filters; Solution to difference equation, Impulse invariance, Bilinear transformation. Network realizations; Basic forms (DF-I, DF-II, cascade, parallel), Transposed forms, IIR network structures, FIR network structures, Quantization effects. It also covers digital filter design (both FIR and IIR)

Discrete Mathematics (MAT 213) **(3-3-0)**
Pre-requisite: SAT 102
Discrete mathematics is the part of mathematics devoted to the study of discrete objectives. This course covers the following topics in detail; logic, algorithms, mathematical reasoning, counting, graph theory and Boolean algebra.

Discrete Mathematics (MAT 202) **(3-3-0)**
Pre-requisite: SAT 101
This course covers fundamental concepts and tools in discrete mathematics. Fundamental principles: sets, relations, functions, mathematical logic and proofing techniques and techniques of counting - permutations, combinations and recurrences are emphasized. Introduction to graphs and trees are also discussed.

3D Design (DID 320) **(3-1-4)**
Pre-Requisite(s): DID 206, DID 209
The course encourages students to design directly in 3D. Students learn the manipulation of volumes to create interior design elements by transforming, adding, or subtracting 3D objects to create a specific part of interior space or a piece of furniture. Computer modeling helps students in the creation

of regular or irregular deconstructive composition design. Students undertake a project and produce it electronically to create drawings and views by using CAD programs in addition to practicing model making.

Design Studio I (Residential) (DID 303) (3-1-4)
Pre-Requisite(s): DID 209, DID 301
The course explores influences on design thinking and practice, including the philosophical, historical, social and environmental influences. The course also introduces the application of principles of design in a residential learning exercise of an actual section of land. Students design interior spaces for human habitation of a single or extended family. Research study of the actual site is to be achieved in order to design according to the properties of the site. Students are encouraged to utilize both 2 and 3 dimensional conceptualization. Function, ergonomics, anthropometrics, construction systems, and energy conservation, etc. will be all areas of study, analysis and discussion throughout the course.
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Design Studio III (Hospitality) (DID 310) (3-1-4)
Pre-Requisite(s): DID 305
A collaborative work between DID 308 Lighting and Acoustics and the design of this course will enable students to prepare a full project with all drawings needed. Students design a full hospitality project including; site study, environmental analysis, client needs, designing a program, space and layout planning, basic design, finishing materials, lighting design, and interior working drawing detailing. Students explore the related regulations and codes nationally and internationally. Students learn the design process and how to analyze critically their own designs as well as those of others. Emphasis is placed on understanding spatial relationships, movements in space and spatial sequencing with in single spaces.

Design Studio IV (Universal Design) (DID 316) (3-1-4)
Pre-Requisite(s): DID 310
This is a research and design course. A special design problem is approached by students to find specific solutions. Students learn critical thinking while considering special needs for special occupants. An analytical research of codes and regulations applicable to each case will be implemented to fulfill the complexity of each design project.

Design Studio II (Retail and Business) (DID 305) (3-1-4)
Pre-Requisite(s): DID 303
The Design Studio is the heart of interior design curriculum. Students design a commercial building that contains either retail or business or the two activities in a design project. Students design according to the specific needs of a client. The course includes presentations and lectures of similar projects that have been built in the contemporary style. The course is a co-requisite with DID 306 Sustainable Design", for the reason that students have the chance to study sustainable theory and elements applicable to design and implement the knowledge directly into their design project. Considerations are also given to; materials and their effect on interiors; preparing finishing selection; textiles chosen in design; furniture and fitments; connections and junctions; acoustics; building services; preparing sample boards; international and local related regulations; access and egress; air-conditioning and ventilation systems.

E-Business Models (CEC 409) (3-3-0)
Pre-requisite: CIS 403
This course provides an understanding of the business concepts and strategic opportunities surround the emergence of E-Business and E-Commerce. The focus of this course is to explore business opportunities available as a result of this environment and what it will take to have these opportunities develop into thriving businesses. These topics are studied through a combination of lectures, self-learning, case studies, individual and group project work.

E-Commerce Technologies (CIS 403) **(3-3-0)**
Pre-requisite: CIS 309
This course introduces the technologies of Electronic Commerce and Electronic Business. Communication and Networking used in e-Commerce , Internet, Electronic Commerce, Data interchanging, Online cataloging, Electronic Payment, Databases, Multimedia useful in e-marketing , and Search Engines.

Economy and Business in the GCC (BSE 203) **(3-3-0)**
Pre-requisite: BSE 202
This course examines the characteristics of the economy of the GCC; the political, legal, social and cultural environment for business; and the characteristics of private business in the GCC.

Electrical and Electronics Engineering Design (EEE 392) **(3-1-4)**
Pre-requisite: EEE 391 and ENG 302
This course presents fundamentals of electrical and electronics engineering designing techniques which leads to develop team and project planning skills in the context of the design and construction of an electronic system which must meet a given specification. Special attention will be paid to issues of professional ethics, marketability, sustainability and the economic and environmental impacts of each design product. Technical communication skills, both written and oral, are engaged during this course

Electrical Power Engineering (EEE 402) **(3-2-2)**
Pre-requisite: EEE 401
This course covers power system hardware; transformers, electromechanical machinery; and an introduction to power system operation.

Electromechanical Energy Conversion (EEE 401) **(3-2-2)**
Pre-requisite: ENG 301
This course covers the following topics: fundamentals of DC and AC motors and generators; fundamentals of single and three phase transformers; fundamentals of induction heating; Lorentz forces with a focus on the operation and control of DC and AC motors and linear actuators; electrical power conversion using power electronics for motor drives and direct power converters. Other topics to be discussed include: energy storage and conversion, coupled circuit analysis of systems with both electrical and mechanical inputs; and applications to electric motors and generators and other electromechanical transducers.

Electronics I (ENG 202) **(3-2-2)**
Pre-requisite: ENG 201
This course covers fundamental device characteristics including diodes, MOSFETs and bipolar transistors; small- and large-signal characteristics and design of linear circuits.

Electronics II (EEE 405) **(3-2-2)**
Pre-requisite: ENG 202
This course covers the fundamental characteristics and design methods of single stage, differential and multistage intergraded circuit amplifiers. It also covers the theory of feedback and oscillator circuits

Electronic Communication Systems Design (EEE 422) **(3-2-2)**
Pre-requisite: EEE 403
This course covers analysis of electronic communications circuits with design problems. Emphasis is placed on the nonlinear effects of large-signal operation of active devices. Complete design of r.f. and microwave oscillator, amplifier, and mixer circuits will also be examined. Analysis and design of wideband nonlinear power amplifiers, S-parameter techniques for r.f. active circuit design, computer

aided design techniques, r.f. integrated circuits, fundamentals of low noise r.f. design also receives some attention in this course.

EM Fields (EEE 403) (3-3-0)
Pre-requisite: ENG 301 and MAT 212
This course covers Coulomb's Law, Gauss' Law, Biot-Savart Law, Ampere's Circuital Law, inductance, magnetic energy, magnetic force, time-varying fields, Faraday's Law, Lenz's law, transmission lines, lane waves, reflections and transmissions across boundaries, parallel plate waveguides and radiating arrays.

Engineering Graphics (ENG 205) (2-1-2)
Pre-requisite: SAT 103
This course provides the students with a background in descriptive geometry, orthographic projection, engineering drawing techniques, and computer-aided engineering graphics. The following topics are discussed in greater detail: point line and plane relationships in projection; multi-view engineering drawings; auxiliary and section views; basic dimensioning; and engineering applications.

Engineering Physics I (PHY 105) (3-2-2)
Pre-requisite: None
This course covers mechanics of particles and rigid bodies; wave motion; thermodynamics and kinetic theory.

Engineering Physics II (PHY 205) (3-2-2)
Pre-requisite: PHY 105
This course offers a detailed coverage of electricity and magnetism; geometrical optics.

Enterprise Development (CEC 362) (3-3-0)
Pre-requisites: CSC 307 and CSC 308
This course focuses on the issues surrounding the design of overall information technology architecture. The traditional approach in organizations is to segment the problem into four areas – network, hardware, data, and applications. This course will focus on the interdependencies among these architectures. In addition, it will utilize management research on organizational integration and coordination science. There will also be a team project to provide a set of alternative designs for a given company situation.

Enterprise Resource Planning (CBC 383) (3-3-0)
Pre-requisite: BHR 301 and BAF 301
Enterprise Resource Planning (ERP) supports the use of all resources in an organization. In this course, students will learn the rationale for having ERP, ERP functionality such as manufacturing, finance, distribution and human resource management, ERP and information technology, the concepts of ERP systems and ERP implementation (planning, product selection, implementation and optimization

Ethical Issues in Information Systems (CIS 206) (3-3-0)
Pre-requisite: CIS 203
This course introduces many social and ethical perspectives using information technology. Subjects include are: milestones in computing and networking, four different ethical theories, privacy in the web, security vs. privacy and civil liberties, copyright on the net, email and spam, morality of breaking law, Internet addiction, protecting intellectual property, identity theft, computer reliability, professional ethics, case studies.

Fabrics and Textiles (DID 207) (3-2-2)

Pre-Requisite(s): None
Two principal issues will be introduced in this course. The first one is designing a new fabric for a specific function. The design includes the pattern, texture, color, thickness, recommended way of manufacturing, etc. The second issue will be exploring a diversity of textiles depending on the type of care needed, yarn construction method, and regulations considered while using each specific type of textiles. By the end of the course students should have a comprehensive knowledge of the alternative fabrics and textiles available for interiors use in the market.

Financial Institutions and Markets (BSF 301) (3-3-0)
Pre-requisite: BSF 201, BSE 202
Financial institutions have been increasingly influenced in recent times by financial innovations in terms of products and instruments, adoption of modern technologies, opening up of the market to the global economy and streamlining of the regulatory framework. This course provides students with a basic understanding of financial intermediaries and their management, with emphasis on risk management. It describes and classifies FIs by the type of intermediation services they provide and regulatory supervision they receive. More importantly, it identifies the risks that all FIs to varying degrees are exposed to, and indicates how such risks are measured and managed.

Financial Statements Analysis (BSF 303) (3-3-0)
Pre-requisite: BSF 201
Markets are enormously efficient information processors – when they have the information and that information faithfully portrays economic events. Financial statements are one of the basic tools for communicating that information. To make useful and proper financial and investment decisions, financial statements are to be accurately analyzed and interpreted. The course covers the different aspects of financial statements analysis and interpretations.

Freehand Drawing I (DID 202) (3-1-4)
Pre-Requisite(s): None
The course introduces basic tools that enable designers to describe their designs by using special visual language of drawing and get familiar using the drawing materials. Starting with charcoal drawing, students will learn how to draw the grade of the black colour tones. Also students will be encouraged to practice freehand drawing using pencil.

Freehand Drawing II (DID 204) (3-1-4)
Pre-Requisite(s): DID 202
The course introduces the advanced methods in freehand drawing. Using one or two vanishing points perspective enables students to present the proper view of their basic design accompanied with using light and shadow. The media used will mostly be mark B pencil, pen 0.05 and 0.07, colour marker. Other types of drawing media will also be practiced. Pens of a wide range will be used in different assignments. Water coloring will be partially used. The continuous homework practice helps students making freehand drawing an essential part of future designs.

Fundamentals Of Information Systems (CIS 203) (3-3-0)
Pre-requisite: NIL
This course provides an overview of computers and information processing which covers the fundamentals of information systems, hardware operation, networking, system development methodology, security, and ethical issues in Information Systems.

Fundamentals of Marketing (BSM 201) (3-3-0)
Pre-requisite: NIL
The course focuses on formulating and implementing marketing management and its policies, a task undertaken in most companies at the strategic business unit level. The marketing management process is important at all levels of the organization, regardless of the title applied to the activity. Typically, it

is called corporate marketing, strategic marketing, or marketing management. For our purposes they all involve essentially the same process, even though the actors and activities may differ. The course will provide a systematic framework for understanding marketing management and strategy.

Furniture Design (DID 324) (3-1-4)
Pre-Requisite(s): DID 202, DID 206
The course generally reviews the art and history of furniture design. The course is a search study about different attitudes in designing moveable furniture, unique style design items, and mass-production. Also students design Built-in and fitted furniture, domestic and commercial. Commercial furniture explores trends in designing offices, shops, and restaurants. Students explore and practice designing fitted elements in bathrooms, storages, and shelving. The effect of the space used, structure, ergonomics and materials used on furniture design.

Fuzzy Logic and Neural Networks (CSE 413) (3-3-0)
Pre-requisite: ENG 307 + MAT 213
This course covers the theory and applications of artificial neural networks and fuzzy logic: multi-layer perception, self-organization map, radial basis network, Hopfield network, recurrent network, fuzzy set theory, fuzzy logic control, adaptive fuzzy neural network, genetic algorithm, and evolution computing. Applications to control, pattern recognition, nonlinear system modeling, speech and image processing are some of the other important topics to be covered in this course.

Fuzzy Logic and Neural Networks (EEE 423) (3-3-0)
Pre-requisite: ENG 307 + MAT 213
This course covers the theory and applications of artificial neural networks and fuzzy logic: multi-layer perception, self-organization map, radial basis network, Hopfield network, recurrent network, fuzzy set theory, fuzzy logic control, adaptive fuzzy neural network, genetic algorithm, and evolution computing. Other important topics covered in this course include applications to control, pattern recognition, nonlinear system modeling, speech and image processing.

Global Business Strategy (BSI 330) (3-3-0)
Pre-requisite: BSI 301
This course provides the students with an understanding of how firms gain and sustain competitive advantage in a global setting. It examines the strategic, organizational, and managerial challenges faced by companies operating in today's international markets. Students will learn the particulars of an international strategic agenda in light of a firm's competencies and sources of competitive advantage. Based on contemporary global issues, a wide range of real life case studies will be analyzed and discussed. The students will learn how to analyze critically different strategic options and alternatives. Throughout the course, initiative, creativity, and critical thinking on part of the students will be encouraged and rewarded.

Graduation Project (CSE 499) (3-1-4)
Pre-requisite: CSE 394 Internship II and Approval of both Academic Advisor and Program Coordinator
This course involves designing and developing a selected project in the student's field of specialization under the direction of a faculty member. Technical as well as economic factors will be considered in the design. A final report should be produced according to the IEEE formats. A prototype should also be presented during the final presentation. Emphasis will be focused on design of practical system(s), device(s) and/or components.

Healthy Indoor Environment (DID 318) (3-2-2)

Pre-Requisite(s): DID 306
This course is mainly concerned with a new understanding of the indoor environment as an affecting element on the well-being of the occupants. It is aimed at giving the students an appreciation of the importance of their interior design on the quality of the indoors. Examples of differences between using natural finishing materials and manmade materials and the resulting effect on the human health and also the environment are some of the issues students will research and analyze.

History and Theory of Design I (DID 304) (3-2-2)
Pre-Requisite(s): DID 201, DID 202
The course introduces interior design and its interrelationship with architecture from the Egyptian through to the Renaissance and the classical style. A brief study of the Islamic interiors is also included. Emphasis is made on different elements that formulate the specific effect on interiors. Students learn through lectures, presentations, research and assignments.

History and Theory of Design II (DID 309) (3-3-0)
Pre-Requisite(s): DID 304
The course introduces a survey of the changes of design attitudes from the middle of the 19th century to the beginning of the 21st century. The study examines the relation between the Industrial Revolution, epidemics and health problems, the availability of building materials, and the new attitudes in architecture and interior design. Studies of Art Noveau, Modernism, Postmodernism, and recent trends in design are attained through lectures, slides, presentations, and analytical research. Students exercise by analyzing case studies of some masterpieces in architecture and interior design.

Human Resources Management (BSG 202) (3-3-0)
Pre-requisite: BSG 201
This course outlines a wide range of concepts, theories, and approaches of HRM and attempts to link them to both local and global contexts. This module not only covers the most current research and trends in HRM, but it also offers comprehensive and integrative case-wise practices. HRM also extends the student's knowledge beyond the basic personnel functions to the area of managing human resources in business organizations.

Information Systems Project (BSS 490) (3-3-0)
Pre-requisite: BSS 352
The Course involves an Information system project where students can utilize what they learned in previous courses to solve Business related problems

Information Systems Security (BSS 405) (3-3-0)
Pre-requisite: BSS 350
The course provides an overview about different methods to assure genuine, secure and confidential transmission of data across networks. Coverage includes basic concepts of main security and privacy issues of the Internet, and devices and implementation of security methods for the Web.

Intermediate Accounting I (BSA 302) (3-3-0)
Pre-requisite: BSA 201
Intermediate accounting I is a continued study of the accounting and the reporting process in conjunction with the development of accounting theory. The course includes the conceptual framework for generally accepted accounting; the net income concepts; detailed preparation of income statement, balance sheet, and cash flow statement as well as additional information and limitations of the financial statements; present value of money applications; current assets including cash, receivables, a detailed study of inventories, plant assets. Depreciation, impairments, and depletion are also covered.

Intermediate Accounting II (BSA 401) (3-3-0)

Pre-requisite: BSA 302

Intermediate accounting II provides an in-depth accounting knowledge and practice about liabilities and equity. The course is a normal extension to intermediate accounting I that covers the assets side of the balance sheet and this course covers the different treatments of the liabilities and equity side of it. More details and disclosure requirements about revenue recognition, leases, pension, intangible assets, investments, and error analysis will be explained.

International Accounting (BSA 410) (3-3-0)

Pre-requisite: BSA 201

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

International Business (BSI 301) (3-3-0)

Pre-requisite: BSG 201, BSE 202

This course offers a survey of international business, trade and foreign investment, including discussion of cultural, political, social, and economic aspects of doing business abroad. Techniques for entering the international marketplace, patterns of world trade, internationalization of the firm, and operating procedures of the multinational corporations are some of the important topics to be discussed in this course. The course also examines in some detail the theories of international trade and economic development and foreign direct investment (FDI).

International Financial Management (BSF 402) (3-3-0)

Pre-requisite: BSE 202, BFI 201

The course discusses the various dimensions of international financial management such as the evolution and growth of international financial market, the spot and forward market, exchange rate determination , foreign exchange quotations, international parity relationship – interest rate parity, purchasing power parity, fisher effect, arbitrage, futures and options and foreign exchange exposure and its management.

International Human Resources Management (BSI 404) (3-3-0)

Pre-requisite: BSG 202

The course is designed to provide professional understanding and knowledge of the main issues involved in managing human resources at the international level. The course provides an overview of HRM functions and policies in the global context. Special attention is given to the problems faced by international HR-managers in diverse cultures.

International Marketing (BSM 401) (3-3-0)

Pre-requisite: BSM 201, BSI 301

This course is designed to analyze International marketing problems arising from various degrees of foreign involvement. The focus of the course is on International marketing problems, marketing research, project planning and development, pricing, promotion, distribution, and organization. Emphasis is on International management marketing. Students would be able to realize Ethical and Legal responsibilities of International or multinational market context. An important objective of teaching an international course is to introduce and to encourage students to read current business periodicals and journals. Their interest increases when they read current articles which relate to class material. Using this as an assignment throughout the semester provides several advantages.

International Trade (BSI 320) (3-3-0)

Pre-requisite: BSI 301

This course explores theories of international trade and the causes of trade. Students will study the various instruments of trade policy (tariffs, quotas, anti-dumping and countervailing duties etc.), World Trade Organization, foreign exchange, exchange rates, balance of payments, international

banking - reserves, debt and risk -, and globalization. Finally, the course will explore the link between trade and the environment. Case studies will be used intensively in this course.

Internship (BSG 310) (3)
Pre-requisites: The student should be a full time student of good academic standing and should have completed a minimum of 80 credit hours to become eligible for the internship.
The internship course is designed to help students develop appropriate skills and capabilities applicable to their future jobs and careers. It supplements and reinforces classroom learning by providing a real-world experience in the field of business and equips them with relationship and problem-solving skills. It involves providing work experience on a job in the field of business consistent with the abilities and aptitudes of the student.

Internship (CIN 301) (3)
Pre-requisites: The student should be a full time student of good academic standing and should have completed a minimum of 80 credit hours to become eligible for the internship.
Internship course is an integral part of the Computer Information Systems (CIS) program. This course is designed to provide an opportunity for CIS students to gain a supervised practical experience in computer information system environment of an approved department, firm or agency in UAE. The students will gain a valuable on-site working experience that is similar to that of a new entrant to the field of Information Technology (IT). It further allows the students to develop communication, team work and problem solving skills which would ultimately benefit them in entering a competitive job market in their respective field

Internship I (CSE 393/EEE 393) (3)
Pre-requisites: The student should be a full time student of good academic standing and should have completed a minimum of 80 credit hours to become eligible for the internship.
This course allows Computer Science and Engineering (CSE) as well as the Electrical Engineering program students to receive a supervised practical work experience where the students shall be able to apply classroom knowledge, skills as well other design and analysis tools in an industrial and professional setting on a topic that is related to the main specialization of the CSE and EEE programs. This course also allows the students to develop and practice team working, planning, and problem solving skills.

Internship II (CSE 394/EEE 394) (3)
Pre-requisite: CSE/EEE 393 and approval of both Academic Advisor and Internship Coordinator Students are required to complete a cover letter and resume prior to seeking the internship.
This course is intended to enhance and enrich the work experience of CSE as well as EEE program. Building on the success of their first internship course (CSE 393/EEE393) the students are exposed to tackle a more challenging workplace task/problem that would further polish their analytical and problem solving skills in real work situations. This course also provides the students with an opportunity to obtain a practical experience before entering a permanent job upon the completion of their CSE/EEE program

Internship (DID 311) (3)
Pre-requisites: The student should be a full time student of good academic standing and should have completed a minimum of 80 credit hours to become eligible for the internship.
Professional experience where students can apply the previously learned skills for the mutual benefit of the intern and the employer. Weekly activity reports are required during the internship, as well as a final formal report. Employers also submit a performance report about the intern. Students are required to complete a cover letter and resume prior to seeking the internship.

Introduction to Architectural and Interior Design (DID 301) (3-1-4)
Pre-Requisite(s): DID 201
This is an introductory course to the design world generally and interior design specially. Students acquire knowledge of interior design vocabulary; basic elements used in the creation method of interior spaces and they practice designing simple projects. 2D and 3D assignments help obtaining basic understanding of space design. Students exercise designing and drawing. They also get familiar with modeling spaces while using color and special techniques like conceptual sketching and analysis. A brief introduction about colors and their implementation in design is to be introduced.

Introduction to Business Law (BSG 203) (3-3-0)
Pre-requisite: BSG 201
This course discusses the fundamentals of Business Law. It introduces students to the complexities of the legal and regulatory environments within which business firms operate. The course intends to help students apply some necessary legal knowledge to real-life business problems and to develop within them an appreciation for the legal implications of business transactions.

Introduction to Business Technologies (BSS 301) (3-3-0)
Pre-requisite: BSS 201
This course introduces the student to the concepts related to Internet technologies, Web design concepts and information architecture. The course emphasis upon the philosophy and purpose of web sites, different design structures, linking structures, design processes, site plan, web sites different types and architecture, navigational issues, Web technologies and Multimedia in Web designing

Introduction to Financial Accounting (BSA 201) (3-3-0)
Pre-requisite: NIL
Financial accounting supports different users of accounting information by providing financial reports to evaluate performance and recognize the financial position of service and merchandising organizations. It is a principle of accounting course that covers the basic concepts of accounting, the recording process, accounting cycle, worksheet, merchandising operations, inventories, and bank reconciliation.

Introduction to Programming (CSC 208) (3-2-2)
Pre-requisite: NIL
This is an introductory course in programming based on structured programming / procedural programming. The topics included in the course are: data types, variables, expressions, I/O statements, control statements, functions, arrays, pointers and files. This course provides foundation to other higher level courses in programming.

Introduction to Programming through C++ (ENG 204) (3 -2-2)
Pre-requisite: SAT103/CAS 105
This course introduces the fundamental concepts of procedural programming. Topics include data types, control structures, functions, arrays, files, and the mechanics of running, testing, and debugging programs.

Islamic and Local Interiors (DID 319) (3-2-2)
Pre-Requisite(s): DID 204, DID 206
This is a study about the different trends followed in designing Islamic interiors. The course introduces the creation and emphasis given to geometrical or lettering ornamentation rather than visualizing human beings due to specific Islamic belief. The course also introduces the relationship between local interiors and the cultural and religious needs in this region. Students analyze special design features used in designing some architectural elements or furniture in Islamic interiors.

Java Programming I (CSC 209) (3-2-2)

Pre-requisite: CSC 208
This course introduces the students to Object Oriented Programming via the use of java language. It covers the following topics: objects, type, classes, packages, control structure, methods, overloading, encapsulation, class inheritance, polymorphism as well as primitive data type in Java programming language. The students will experience lab work for implementing the programs going through editing, compiling, debugging, loading and executing the code.

Java Programming II (CSC 317) (3-2-2)
Pre-requisite: CSC 209
This course develops the students' ability to continue understanding and writing programs using Java programming language. In this course, students will deeply understand the architecture of Object Oriented programming and utilization. Inheritance, Encapsulation, Abstraction, and Polymorphism will be thoroughly explained and utilized. Students will also learn graphics and Java 2D and learn how to use and develop Graphical User Interface (GUI) in order to communicate with different applications. Interaction with databases will be explained. Dealing with files and streams will be studied in this course. The database connectivity will be studied and practiced here. Students will be introduced to CGI and in particular servlets and JavaServer pages to develop web applications

Kitchen and Bathroom Design (DID 321) (3-1-4)
Pre-Requisite(s): DID 204, DID 206
The course introduces mechanical, plumbing, and electrical services associated with the design of a bath or a kitchen. Students explore the codes and regulations implemented while designing these spaces. Students learn the importance of detailing in designing a project of relatively small space while it recommends a high level of attention to details. The course explores the fixtures and accessories used with different designs with different colors, materials, and textures; whether it is offered by the local market or designed by students.

Leadership Skills (BSG 304) (3-3-0)
Pre-requisite: BSG 201
This course focuses on leadership principles, theories, qualities, styles and models with a focus on developing leadership skills and potential. This course also designed to assist students in identifying leadership styles, traits, strengths, theories, and opportunities for improvements. Service obligations, ethical implications, gender leaders, and different cultures are emphasized throughout the course.

Linear Algebra (MAT 211) (3-3-0)
Pre-requisite: MAT 201
This course is designed to cover the following topics: Linear equations and matrices; real vector spaces, linear transformations, change of bases, determinants, eigenvalues and eigenvectors, diagonalization and inner products.

Lighting and Acoustics (DID 308) (3-2-2)
Pre-Requisite(s): DID 301
Lighting: The course introduces lighting as an effective element in interior design. A research study of natural and artificial lighting, light measurements and lighting fixtures is undertaken. Students learn how to analyze and utilize solar light in design. Students undertake a design project in which they use natural light in addition to energy efficient artificial lighting.
Acoustics: This part of the course introduces acoustics, noise control and acceptable sound level indoors. The course also covers sound behavior, sound transmission loss, structure borne and impact sound, and the effect of the choice of interior materials on sound level indoors.

Management Accounting (BSA 301) (3-3-0)
Pre-requisite: BSA 201

Management accounting provides necessary tools to enhance the manager's ability to make effective decisions. It describes theory and practice of how to produce information that's useful in decision-making. Management accounting deals with all business sectors. The focus is on cost behavior, cost and decision making, planning and budgeting, performance evaluation and control decisions.

Management Information System (CIS 307) **(3-3-0)**
Pre-requisite : CIS 205
The course introduces students to the basic concepts of Management Information Systems (MIS). Topics cover the Information Systems in the Digital Age, Information Technology Infrastructure, Key System Applications for the Digital Age and Building and Managing Systems.

Management Information Systems (BSS 201) **(3-3-0)**
Pre-requisite: SAT 103
This course provides an overview of information systems in the business world. It presents an organizational view of how to use information technology to create competitive firms, manage global organizations, and provide useful products and services to customers. Topics include hardware, software, databases, telecommunication systems, and the strategic use of information systems, the development of information systems, and social and ethical issues involved with information systems.

Managing and Maintaining Computer Systems (CSC 211) **(3-2-2)**
Pre-requisite: NIL
This course covers the use of the hardware components and the diagnostic software, the installation of software drivers and the installation of hardware and software. This course includes methods of logic analysis, software and devices used in the identification of faulty components, mechanical problems and other operational failures with single computers and local area networks (LAN) systems.

Managing Human Resource (BHR 301) **(3-3-0)**
Pre-requisite: BMT 201
This course outlines a wide range of concepts, theories, and approaches of HRM and attempts to link them to both local and global contexts. This module not covers only the most current research and trends in HRM, but it offers also comprehensive and integrative case-wise practices that will enhance the students' analytical skills. HRM will also extend the student's knowledge beyond the basic HR functions to the area of managing human resources in business organizations

Marketing Research (BSM 402) **(3-3-0)**
Pre-requisite: BSM 201, BSG 301
The primary objective of this course is to examine marketing research as a tool for providing information for marketing decision making. The course intends to provide students with a solid background in marketing research methodology, covering such topics as problem formulation, data collection and analysis, and presentation of research findings. The course will also equip students with skills to design and implement primary research projects and evaluate published marketing research studies and reports. Finally, this specialized course intends to develop among students a managerial appreciation of the role of research in marketing practice and how results are used in decision-making.

Marketing Strategies (BSM 403) **(3-3-0)**
Pre-requisite: BSM 302, BSM 303
This course introduces students to one of the challenging decision making areas in management. The word challenging is meant to be emphasized here because the area of strategic marketing brings a level of intellectual rigor and synthesis that is rarely found in any branch of the existing disciplines. This is because strategic marketing cuts across and makes use of the concepts and analytical tools of disciplines such as finance, consumer behavior, economics, politics, and sociology among others.

Materials in Interior Design (DID 307) **(3-2-2)**

Pre-Requisite(s): DID 301
The course introduces a brief study of building materials and in-depth study of the internal finishing materials, their characteristics and the craft associated with their utilization. The course covers investigation of different materials used in the creation of a special theme of different interior spaces. Students research and discuss the style, design influence, different application, creative techniques, pricing and material detailing,

Mechanical Technology (ENG 203) (3-3-0)
Pre-requisite: PHY 205
This course covers the first and second laws of thermodynamics; thermodynamic properties of gases, vapors, and gas-vapor mixtures; energy-systems analysis including power cycles, refrigeration cycles and air-conditioning processes. Introduction to thermodynamics of reacting mixtures is also provided.

Microcontroller-based Systems (ENG 302) (3-2-2)
Pre-requisite: ENG 202
This course covers the foundation of design and development of microcontroller-based system found in robots, automobiles, and industrial control systems. Students will be taught the basics of microcontroller organization and architecture and assembly programming language. The course will be based on a selected microcontroller.

Mobile Computing (CEC 411) (3-3-0)
Pre-requisites: CSC 307
This course provides a foundational of the theoretical concepts of mobile and wireless technologies by exploring the interrelationship of their hardware and software. It discusses the current mobile technologies along with their operating systems and standards.

Mobile Computing (CSE 411) (3-2-2)
Pre-requisite: CSE 406
This course will include introduction to UDP, TCP, HTTP, multicast and unicast routing, brief introduction to wireless technology, IEEE802.11b, mobile networking, wireless information access and dissemination systems, peer-to-peer applications, 7DS, location-dependent applications, location-sensing systems, and sensor networks.

Modeling and Simulation (CSE 421) (3-2-2)
Pre-requisite: CSE 402
This course covers continuous and discrete event systems simulation application, implementation, role of modeling and languages, experimental design, data collection, verification, validation, object-oriented simulation, random variable generation, Monte Carlo methods for performance evaluation, sensitivity analysis, and optimization.

Multimedia Systems (CSE 422) (3-2-2)
Pre-requisite: ENG 204
This course covers the design of multimedia systems, emphasizing the integration of processing and communication concepts for high-quality support of continuous media such as audio and video. Topics to be covered in this course include the organization and structure of modern multimedia system; audio and video encoding, quality of service concepts, scheduling algorithms for multimedia within OS and networks. Also, multimedia protocols over high-speed networks, synchronization schemes, user interface design and human factors of media will be discussed in this course.

Network Security (CEC 412) (3-3-0)
Pre-requisite: CSC 307
This course covers the following topics: network security fundamentals, threats to computer systems, authentication in computer systems, access control, intrusion detection security architecture and

frameworks, electronic mail and EDI security, directory systems security, and security evaluation criteria.

Object Oriented System Analysis and Design (CIS 302) (3-3-0)
Pre-requisites: CIS 205
This course provides various aspects of object oriented information system development including analysis and design using Unified Modeling Language (UML). Course covers methods, techniques, fact finder tools to determine system requirements. Use cases, activities diagrams, class diagrams, sequence diagrams, communication between classes influencing the inheritance, polymorphism as well as the course covers traditional life cycle.

Operations Management (BSG 307) (3-3-0)
Pre-requisite: BSG 201
The course has been designed to provide professional understanding and knowledge of operational functions and includes product/service process, selection and design. Focuses on layout, facility, capacity, material and inventory management. It explains the concept of quality management.

Operating Systems (CSE 405) (3-2-2)
Pre-requisite: ENG 307
This course offers an overview of the principles of operating systems. Topics include multiple processes, process synchronization, CPU scheduling, resource allocation, memory management and security.

Organizational Behavior (BSG 302) (3-3-0)
Pre-requisite: BSG 201
Organizational Behavior (OB) is an interdisciplinary field drawing upon theories and concepts from several social sciences including sociology, psychology, and anthropology. The course is designed to examine concepts and case studies pertaining to the behavior of people in modern business organizations. The basic focus of this course is to look at internal organizational structure and dynamics, managerial roles and functions. The course examines and seeks application of a broad range of topics such as personality, perception, work attitudes, motivation, work teams, conflict and power, leadership, decision making, negotiation, and management of change. The course also examines and seeks to enhance students' skills in analytical and critical applications of several psychological tests.

Perspective and Rendering (DID 209) (3-1-4)
Pre-Requisite(s): DID 201
The creation of an idea is not very useful unless the designer can communicate with others to explain it through clear drawings. Using 3D drawings is considered as an effective way of presenting the design idea for clients who are not expert in this profession. The course introduces the principles of perspective drawings using one vanishing point and two vanishing points. A basic study of 3 vanishing points will also be covered. Students will be taught the techniques of rendering and presenting their perspectives in a realistic and artistic level. Rendering techniques to express different textures, tones and shadow will be introduced in this course. Different media will be used to enable the student to choose his/her own preference.

Photography (DID 208) (3-2-2)
Pre-Requisite(s): None
The course aims at giving students the skill of focusing and selecting the most appropriate part of the image view. Basic understanding of the effect of viewpoint, perspective, contrast, harmony, texture and pattern will be introduced. The student will deepen his/her experience in choosing the proper

elements and positioning the horizon, this is accompanied with deciding the background, the foreground, position of the subject, and color and light. Technical skills of developing and enlarging will also be introduced.

Portfolio and Marketing (DID 322) (3-2-2)
Pre-Requisite(s): Shall be selected under consultation with the academic advisor.
This is a course designed to help students market themselves to work as interior designers. Lectures and research in addition to discussion help each student to develop a personal portfolio. Students also develop oral and writing skills in order to communicate and present themselves for prospective employers.

Power Plant Technology (EEE 413) (3-3-0)
Pre-requisite: EEE 401
This course covers design and performance of electrical energy generation power plants utilizing fossil, nuclear, and solar energy sources. Cycle analysis, component design and performance, plant operation, control, economics and environmental impact. Power plant efficiency and operations are the main topics discussed in this course.

Power System Analysis (EEE 411) (3-3-0)
Pre-requisite: EEE402
This course covers the following specific topics: static and dynamic behavior of power systems, power flow, and economic considerations.

Principles of Entrepreneurship and Small Business (BSG 204) (3-3-0)
Pre-requisite: BSE 201, BSG 201
This course focuses on starting and managing small business, the activities and problems. Common issues in starting-up new business; Industry and market feasibility, product and service feasibility, and financial feasibility, family conflict, employee relations, expansion, capital needs, marketing strategy, legal issues, financial planning and financing options are addressed, buying existing business and franchising. Developing effective business plan is the ultimate goal of this course.

Principles of Financial Management (BSF 201) (3-3-0)
Pre-requisite: BSA 201
To engage in business, the financial managers of a firm must be able to make three kinds of important decisions. First, investment decisions (short and long term decisions); Second, financing decisions; and Third, dividend decisions. The course is designed to familiarize students with the management of firm's financial resources. Hence, it covers areas such as; financial analysis, time value of money, financial forecasting, capital budgeting, cost of capital, and capital structure.

Principles of Macroeconomics (BSE 202) (3-3-0)
Pre-requisite: BSE 201
The purpose of the course is to introduce students to the basic ideas of modern economics. The focus is on the functioning of the economy as a whole rather than the behavior of individual economic units such as households and firms. The course studies the economy at the aggregate level and analyzes the effects of the government's fiscal and monetary policies on aggregate output and related productivity measures. Special attention will be placed on analyzing the laws of supply and demand, national income accounting, national savings and investment, inflation, unemployment, the monetary system, and government economic policy.

Principles of Marketing (BMR 301) (3-3-0)
Pre-requisite: BMT 201
The course focuses on formulating and implementing marketing management and its policies, a task undertaken in most companies at the strategic business unit level. The marketing management process

is important at all levels of the organization, regardless of the title applied to the activity. Typically, it is called corporate marketing, strategic marketing, or marketing management. For our purposes they all involve essentially the same process, even though the actors and activities may differ. The course will provide a systematic framework for understanding marketing management and strategy.

Principles of Microeconomics (BSE 201) (3)
Pre-requisite: NIL
Microeconomics is concerned with the analysis of economic phenomena from the perspective of the individual. The course covers the basic concepts and tools needed to undertake the analysis of such problems that arise due to the law of scarcity. The course provides elementary knowledge of basic concepts of economics used in business context such as demand and supply analysis, production and cost analysis. In addition, the functioning of competitive and noncompetitive product markets is studied, as is the performance of the markets for resources.

Principles of Management (BMT 201) (3-3-0)
Pre-requisite: NIL
This course provides basic understanding of principles of management. It also provides an overview of the roles, functions, and responsibilities of management. While offering an up-to-date and reflective perspective, the course goes steadily through the evolution of management thinking and explores a wide range of concepts, theories, and approaches to management. The module further attempts to develop a systematic understanding of the fundamental aspects of managerial decision making processes.

Principles of Management (BSG 201) (3)
Pre-requisite: NIL
This course provides basic understanding of principles of management. It also provides an overview of the roles, functions, and responsibilities of management. While offering an up-to-date and reflective perspective, the course goes steadily through the evolution of management thinking and explores a wide range of concepts, theories, and approaches to management. The module further attempts to develop a systematic understanding of the fundamental aspects of the managerial decision making process.

Principles of Operating Systems (CSC 301) (3-3-0)
Pre-requisites: CSC 210 and CSC 212
This course demonstrates the history of the operating systems and provides knowledge of operating systems concepts. The course introduces the principles of processes including inter-process communication, process scheduling, deadlocks, the principles of input / output that includes I/O hardware and software, memory and file systems management that includes swapping, paging, virtual memory, and page replacement algorithms. The students will experience lab work in groups and will be introduced to the modern concepts of the operating systems using Unix/Linux and Windows.

Professional Practice (DID 315) (3-2-2)
Pre-Requisite(s): DID 316
The course introduces practical and legal aspects of design practices including professional indemnity, professional liability, professional ethics, and the code of conduct. General project administration systems will be explored specifications, construction documents, general business practices, contract variations, bills of quantities and general budget control. Students develop skills in resume writing and interview techniques. The course includes professional office visits.

Programming through C++ (ENG 204) (3 -2-2)
Pre-requisite: SAT103/CAS 105

This course is an introduction to programming using C++. It covers the basics as well as advanced features of the language.

Project Management (BSG 303) (3)
Pre-requisite: BSG 201
This course focuses on the application of the project life cycle stages .It covers project feasibility studies and economic viability ,strategic and financial assessment of project proposals ,project planning and control using WBS, CPM, PERT, GANTT, CHARTS techniques with cost analysis, and project evaluation. Students will learn terms and concepts needed to communicate about: organize, monitor, and successfully complete projects.

Project Management (CIS 304) (4-2-4)
Pre-requisite : CSC 308
The course introduces basic principles of project management and covers the topics of successful management of a major computer-based information systems development project. This includes the management of IS function, and systems integration. The course involves a capstone project through teamwork.

Project Work (CIS 404) (6-0-12)
Pre-Requisite: 105 credits and appropriate courses suggested by the supervisor
The course involves a significant project in any area of Computer Science. The Project Work will be undertaken in a group of 2-3 students.

Research Methods (DID 314) (3-1-4)
Pre-Requisite(s): DID 310
This is a foundation study for DID 317 Thesis: Design Project. A thorough study of the actual site proposed should include the followings; the surrounding buildings and context, orientation and environment, and access and outlets. Students explore building regulations that have to be implemented in the project design. Students achieve an analytical research study about a diversity of similar case studies and their context. At the end of the semester, students should present their project to a jury of professional designers and academics.

Security Analysis and Portfolio Management (BSF 401) (3-0-0)
Pre-requisite: BSF 303
This course provides students with various knowledge and analytical abilities and background in securities and portfolio management, and to learn how to construct an optimal portfolio of investments, investment alternatives, making estimates of the returns on securities of portfolio as well as their risks. Students will study and learn how to use and implement the various concepts in major subjects such as income securities, bonds, common stocks, the stockholders claim. Also the student will learn the subjects and tools of the primary securities, Derivative securities, the Option contracts, forward contracts, the international financial markets, Dubai Financial Market and the Foreign exchange markets.

Seminar in Computer Science and Engineering (CSE 391) (3-1-4)
Pre-requisite: Academic advisor approval
This course will expose students to: investigation and report on topics of current interest in computer science and engineering, presentation and discussion of research trends and advanced topics in computer science.
Professional and ethical standards of practicing computer science and computer engineering are also explored. Economic, environmental and societal impacts of computer science and engineering as well as related current issues, topics and news items are examined and discussed. Seminar on a particular topic may include lectures given by faculty, invited speakers, as well as group discussion.

Service Marketing (BSM 304) **(3-3-0)**
Pre-requisite: BSM 201
The marketing of services poses unique challenges because of the intangible, heterogeneous nature of the product and the critical role of customer contact with service providers in the service delivery process. This course introduces the student to the various aspects of services marketing. Specifically, the course examines the unique characteristics of services marketing, management and evaluation of service quality, techniques for service recovery and improvement, and service marketing in global environments. Particular emphasis is placed on analyzing the service encounter and the perception of service quality by service recipients and the service providers.

Signals and Systems (ENG 305) **(3-2-2)**
Pre-requisite: MAT 121 and ENG 301
This course covers the following topics: time-domain response and convolution; frequency-domain response using Fourier series, Fourier transform, Laplace transform; discrete Fourier series and transform; sampling; z-transform; relationships between time and frequency descriptions of discrete and continuous signals and systems.

Software Engineering (CSE 402) **(3-3-0)**
Pre-requisite: ENG 307
This course is concerned with the study and approaches for the development of large programming projects, including requirements analysis, specification, design, coding and testing, maintenance, and thorough documentation. This course will prepare students for working in teams to build quality software.

Software Engineering (CSC 308) **(3-3-0)**
Pre-requisite: CIS 205
This course is concerned with the study and approaches for the development of large programming projects, including requirements analysis, specification, design, coding and testing, maintenance, and thorough documentation. This course will prepare students for working in teams to build quality software.

Software Testing and Quality Assurance (CSC 402) **(3-3-0)**
Pre-requisite: CSC 308
This course provides a broad understanding of software testing and quality control concepts, principles, methodologies, management strategies and techniques. This course covers the various topics – black box and white box testing techniques, integration testing, system testing and acceptance testing, regression testing, performance testing, object oriented testing, usability and accessibility testing, test automation, testing planning and management.

Special Topics in Finance (BSF 410) **(3-3-0)**
Pre-requisite: BSF 201
Every firm must have a strategic plan if it wants to succeed in the long run. The strategic plan should be laid out carefully keeping all variables in view. The course considers some of the strategic decision making areas such as lease financing, hire purchase and installment system, factoring, securitization of debt, venture capital financing, bill financing, and risk analysis in capital investment decisions.

Special Topics in International Business (BSI 403) **(3-3-0)**
Pre-requisite: BSI 320
The course is designed to address several specific topics in greater detail which could not be covered in other courses in the international business specialization. The course focuses on the elements of foreign investment, international trade and issues pertaining to intellectual properties across the globe. The course also examines the current issues in global economy and their impact on multinational companies.

Special Topics in Marketing (BSM 410) **(3-3-0)**
Pre-requisite: BSM 201
This advanced course is designed for students majoring in marketing. The course deals with contemporary theoretical and practical issues in the field of marketing. It provides a more detailed treatment of some important topics which received only introductory attention in other marketing courses. Specific topics to be covered include: brand management, customer equity management, business-to-business marketing, sales management, marketing for non-profit organizations, marketing communication, and emerging research methods and models in marketing. The course will review the experience and strategies of leading multinational companies with respect to these topics.

Strategic Management (BSG 490) **(3-3-0)**
Pre-requisite: BSG 302, BSA 301, BSG 307, BSI 301.
This course is designed to provide an understanding of critical business skills of strategic planning and decision making and it provides an opportunity to apply these skills to real business situations. It is a capstone course for undergraduates majoring in business, because it provides the students with an understanding of the role and responsibilities of the top managers in the organization and it integrates knowledge, skills and concepts acquired in all business courses.

Supply Chain Management (CBC 410) **(3-3-0)**
Pre-requisite: BMT 201 and CIS 403
Topics include: overview of a supply chain, scope of SCM, overview of process landscape as seen by SAP, description of selected functionalities, case studies. The course will also explore the approaches and tools for designing and redesigning products and processes for supply chain management as well as current industry initiatives for IT in supply chain management.

Sustainable Design (DID 306) **(3-1-4)**
Pre-Requisite(s): None
This course is offered in the same semester with DID 303 Design Studio I (Residential). Students shall undertake both courses in the same semester. The course explores the concept of sustainability and how interior designers can apply sustainable attitudes in their practices. The choice of green materials, the importance of recycling, conserving energy, respecting for the site and culture, passive energy systems, are topics to be covered in lectures and class discussions. The course introduces the possibility of building for today and keeping resources for future generations. The role of the designer is discussed in maintaining and balancing the aesthetics and financial application while responding to the needs of both environmental and social responsibility is explored.

Systems Analysis and Design (BSS 352) **(3)**
Pre-requisite: BSS 304
This course introduces the major approaches to information systems analysis and design for a range of applications. Coverage includes Structured Systems Analysis and Design Methodologies, functional decomposition, data flow approach, and information modeling

System Analysis and Design (CIS 205) **(3-2-0)**
Pre-requisite: CIS 203
This course addresses the multi-phased process for developing information systems. The course covers information systems analysis and logical systems design in organizations. Topics include application development strategies, life cycle phases, gathering techniques, requirements determination, and analysis of an existing system using CASE tools.

Telecommunication and Network Management (BSS 350) **(3-3-0)**
Pre-requisite: BSS 201

The purpose of the course is to provide essential knowledge on networking infrastructure, different types of networks and network hardware and software. Topics include fundamentals of data and signals, basics od LAN and an overview about network design and management

Thesis: Design Project (DID 317) **(6-2-8)**
Pre-Requisite(s): DID 314
Students design a self-selected large-scale project after the approval of the College. While the design is hypothetical it is expected to be designed according to a specific real site and specific client needs. The design implements principles of design, shows proficiency in all aspects and the capability of achieving a complete interior design project in a professional design. At the end of the semester, students should present their project to a jury of professional designers and academics.

Transducers and Measuring Techniques (ENG 304) **(3-2-2)**
Pre-requisite: ENG 301
This course will provide students with a general exposure to electronic circuits laboratory equipment, measurement techniques, and basic laboratory safety. It allows students to acquire essential skills in the use of instrumentation, in experimental procedures, and in laboratory safety for electrical and computer engineering applications.
This course covers a wide range of topics including: measurement process; scales of measurement; configuration and functional description of measurement systems; performance characteristics; sensing elements and transducers for measurement of motion, force, pressure, flow, temperature, light, vacuum, etc.

Visual Effect in Presentation DID 325 **(3-2-2)**
Pre-Requisite(s): DID 209
This is an extension of DID 209 Perspective and Rendering. The course introduces a series of workshops to develop skills in freehand and the technical construction of perspectives drawing, axonometric, isometrics and rendering techniques. Students develop skills in compositional modeling and different media techniques through representing built projects. Professional presentation will be discussed and analyzed. Emphasis is made on designing the project presentation; placement of different drawings on boards, size and style of writing; and theme or color chosen in presentation.

Web Application Development (CIS 309) **(3-2-2)**
Pre-requisites: CSC 209
This course deals with the study of the technologies used to design and implement multimedia web sites. The focus of the course will be hands-on development of professional web-based applications. Students will study a variety of software technologies relevant to web design and implementation. Several applied topics are covered in class: programming languages, scripting languages, network programming, client/server computing, security, and multi-media systems design.

Working Capital Management (BSF 302) **(3)**
Pre-requisite: BSF 201
Working capital is the amount of funds used for financing the day-to-day operations in a business concern. The management of working capital is no less important than the management of long-term financial investment. The course covers the areas such as the various dimensions of working capital concept, components of working capital, methods for estimation of working capital for various business establishments, inventory management, receivables management, cash management, financing of current assets and fund flow analysis.

Working Drawing (DID 313) **(3-1-4)**
Pre-Requisite(s): DID 206, DID 301
This course is offered in the same semester with DID 311 Design Studio III. Students shall undertake both courses in the same semester and practice making specific working drawings for the hospitality

project of DID 311. The course introduces interior detailing and architectural drafting. Special emphasis will be made on sketching, measuring and documentation of buildings. Students practice making a set of working drawings of a structural system built with concrete or steel or masonry. The course also includes drafting skills of some interior elements including; doors, windows, staircases, built-in cupboards and counters or specific pieces of furniture. Students acquire the knowledge of collaborating with other professionals to create precise and accurate detailed working drawings.

Workshop Skills (ENG 101) (1-0-3)
Pre-requisite: Approvals of the Academic Advisor and Course Coordinator
This course is designed to offer industrial experience where students get exposed to fundamental shop floor skills that any skilled and semi-skilled workers should acquire before getting hired. A minimum of one hundred and twenty (120) hours of hands-on training at a simulated industrial facility that covers basic skills like carpentry, metal work and electrical installations and wiring is an important component of this course.

13. AGU Faculty

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