



INSTITUTE OF MANAGEMENT TECHNOLOGY  
DUBAI

***BSBA***

***Catalogue***

***Academic Year***  
***2011 - 2012***

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## **Vision, Mission, Goals and Objectives**

### **IMT Dubai Vision**

IMT Dubai's vision is to establish itself as a leading regional business school and recognized as a high quality provider of applied management education.

In order to fully realize its educational potential, IMT DUBAI embraces a mission, goals and objectives that are intended to permit it to deliver the highest standard of education, while continuing to grow and develop in order to keep up with the ever changing standards of the business industry.

### **IMT Dubai Mission**

IMT Dubai's mission is to provide high quality business education which enables students to be successful in the work place. The educational programs of IMT Dubai provide a solid foundation in management, as well as tools for lifelong learning. IMT Dubai also offers outreach opportunities for both students and the business community.

In order to fulfill its mission, IMT DUBAI has outlined six strategic goals that support the mission:

### **Strategic Goals**

1. IMT Dubai is committed to a high quality business education
2. IMT Dubai is committed to focusing on student success and employability
3. IMT Dubai is committed to incorporating research into its programs to enhance teaching and training
4. IMT DUBAI is committed to supporting the growth of faculty and staff to remain current
5. IMT Dubai promotes practical approach to business
6. IMT Dubai is committed to exposure to global awareness

In order to achieve these goals, it is the strategic objective of IMT Dubai to:

### **Strategic Objectives**

1. Deliver high quality Management programs that focuses on a balance between theory and practical approaches in order to facilitate their employability in a global market.

2. Retain a diverse faculty who are experience qualified educators with knowledge of industry
3. Incorporate the latest research into the course content to keep up to date
4. Make available research and professional development to its faculty
5. Guide and prepare students for job placement as well as career success
6. Cultivate critical thinking and lifelong learning skills.

## **IMT Dubai Campus**

IMT-Dubai is located at Dubai International Academic City, a special purpose zone that hosts universities and other learning institutions. In the five buildings, spread over almost 250,000 square feet, IMT-Dubai offers superior academic, entertainment and residential facilities. Student housing is located within the campus, which is located not very far from Dubai's main attractions.

### **Learning Resource Centre**

The learning resource centre is a hub for learning at the institute. It provides the knowledge material for the teaching, research and consultancy programs. IMT aims to provide effective access to all learning resources. Among the resources available are books, e-books, periodicals, e-journals, audiovisual materials and corporate reports. Access to renowned magazines enables dedicated students to keep up-to-date with developments in global business and management. Important digital resources include EBSCO (Business Source Premier), the world's largest full-text business database, with more than 3,650 scholarly journals.

The library has entered into cooperative arrangements with other libraries in order to share resources, thus providing students and faculty with extra resources.

### **Information Technology Centre**

The state of the art information technology center serves the full IMT community - students, faculty members, and staff - round the clock. The center includes a number of personal computers, numerous printers and sophisticated software for Business Applications. The wireless network provides students with free wireless internet accessibility throughout the campus.

### **Office of Student Services (OSS)**

Office of Student Services provides non-academic support, assistance and resources to students for the purpose of integrating them into the IMT Dubai community and providing them with opportunities for personal development. The goal of the office is to provide student related support services that will enable them to become effective and self-reliant individual and opportunities to practice ethical behaviors that are important in the global workplace and society. The office strives at providing experiences that promote self-discipline, self-assurance and mastering of personal and professional development.

### **Residential Facilities**

The residences at IMT-Dubai offer students a safe and comfortable living environment. Well-equipped male and female residences are offered to students needing accommodation. The campus has the capacity to accommodate 600 residential students in almost 250 rooms, of which half are for single occupancy and rest for twin sharing.

The residences also have common dining facilities, television rooms and games facilities. Transportation is provided to students for weekly visits to the city, study tours, etc.

### **Athletics and Cultural Facilities**

IMT-Dubai campus is equipped with sports facilities including badminton, tennis, volleyball, and swimming.

Students are encouraged to engage in cultural activities. The presence of other universities in close proximity in Academic City provides students with a menu of cultural activities including concerts, theater, music and cinema. Within IMT Dubai, students are encouraged to organize screenings, festivals, seminars, exhibitions and other events for which a budget is available. The Office of Student Services coordinates these varied activities.

### **Office of Internships & Projects**

The Office of Internships & Projects (IP) is available to assist students seeking Internships. Workshops and seminars regarding aptitude assessment, business communication and resume writing are provided.

The In-Company internship at IMT is a key element of the learning process and as such an integral part of the program. The internship assignment is conducted on an individual basis and monitored and supervised by IMT faculty members together with a designated company supervisor.

The internship provides the students with the opportunity to work for a period of 12 weeks in a company/organization in Dubai or abroad and to apply the tools and skills learned during the course of their studies into real business situations.

The internship program is compulsory for all students.

At the completion of their internship assignments, students will prepare a comprehensive report and they are required to give a formal presentation to a panel consisting of both IMT Faculty and Industry experts.

### **Counseling**

IMT provides personal counseling to its students. Any student who has the need for counseling should contact the Office of Student Services to make an appointment.

The Office of Students Affairs maintains a file on each special needs student. This Information is communicated to the instructors of special needs students at the start of each term of enrollment.

To obtain any special facility or accommodation for a disability, a current medical certificate from a recognized medical practitioner needs to be submitted. The certification must not be older than one year from the date on which it is being submitted to the institute.

### **Office of Career Services**

At IMT, our aim is to provide a platform for fresh graduates to confidently step into the corporate world.

To guide these students into the corporate world, IMT offers professional advice and career counseling by qualified experts, who lead our students from the point of deciding which career path to choose to developing their credentials using Curriculum Vitae Workshops, team building exercises and mock interview sessions. These do not just enhance the student's development process but also imbibe in them the confidence required to tackle real world situations.

## **BSBA Program**

The BSBA program at IMT clearly supports the mission, goals and strategic objectives of the institution.

### **Program Mission**

The mission of the Bachelor of Science in Business Administration program is to impart quality general and business education to students in order to prepare them for further studies at graduate level and for a wide range of careers in management fields.

### **Program Goals:**

The goals of the BSBA program are to prepare students to:

1. Develop a broad education and knowledge in the fields of humanities, social sciences and cultural topics.
2. Develop professional knowledge and skills in management discipline.
3. Develop useful skills in specific areas of specializations to meet student's professional objectives.
4. Analyze and solve complex business problems using appropriate analytical tools.
5. Develop effective written and verbal communication skills.

### **Program Learning Outcomes:**

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

1. Demonstrate an in-depth knowledge of social, economic, cultural, geo-political and ethical environment in which businesses operate.
2. Demonstrate understanding and mastery of functional business knowledge and business processes.
3. Deploy relevant techniques for effective financial management of Business.
4. Plan, design and manage manufacturing and service operations.
5. Explore, critically evaluate and efficiently apply marketing concepts and processes in business.
6. Demonstrate the ability to use the theoretical knowledge acquired in the classroom to solve complex business issues and apply them to real business operations.
7. Interpret and communicate business data and information competently.

## The Bachelor of Science in Business Administration (BSBA) Program

### I - Curriculum

The BSBA Program requires students to complete 40 courses (120 credits), normally over a four years period.

The curriculum consists of 3 main categories of courses that students have to take:

#### **1. Foundation Courses: 60 Credits**

Foundation courses consist of 20 courses. There are 3 different categories of courses: Humanities, Social Sciences, Mathematics & Statistics.

	<b>Course Code</b>	<b>Course Title</b>	<b>Pre- Requisite</b>	<b>Credits</b>
1	ENGL101	English Essay Writing	TOEFL 500/IELTS 5.0	3
2	MGMT101	Principles of Management	N/A	3
3	QUAN101	Mathematics	N/A	3
4	HUMT101	Introduction to Sociology	N/A	3
5	HUMT102	Geography & Environment	N/A	3
6	ENGL112	Advanced English Writing	ENGL101	3
7	ECON101	Micro Economics	N/A	3
8	QUAN122	Business Statistics	QUAN101,MGMT101	3
9	HUMT103	Introduction to Islamic Civilization	N/A	3
10	ENGL211	Critical Writing	ENGL112	3
11	BUSI201	Business Informatics	N/A	3
12	HUMT211	The UAE Culture and Society	HUMT101	3
13	ECON211	Macro Economics	ECON101	3
14	BUSI202	Business Communication	N/A	3
15	MGMT211	Research Methodology	QUAN211	3
16	HUMT203	Arabic	N/A	3
17	ECON312	The GCC Economies	ECON211	3
18	HUMT202	Middle East History & Culture	N/A	3
19	ECON313	The World Economy	ECON211	3
20	ECON411	Economies of Emerging countries	ECON211	3

## **2. Core Courses: 30 Credits**

Students have to take 10 core courses in various fields of management as below:

	<b>Course Code</b>	<b>Course Title</b>	<b>Pre- Requisite</b>	<b>Credits</b>
1	QUAN211	Quantitative Techniques	QUAN122	3
2	ACCT321	Managerial Accounting	ACCT101, FINA211	3
3	ACCT101	Principles of Accounting	N/A	3
4	FINA211	Financial Management	ACCT101	3
5	MKTG301	Introduction to Marketing	N/A	3
6	MGMT301	Organizational Behavior	N/A	3
7	ECON321	Managerial Economics	ECON101,ECON211	3
8	MGMT312	Operations Management	QUAN211	3
9	BUSI431	Business Ethics	MGMT101, ECON101, ECON211	3
10	MGMT442	Strategic Management	MGMT301, MGMT312, MKTG301,FINA211	3

## **3. Concentration Courses: 30 Credits**

Students must select one concentration from the 3 areas offered by IMT.

### **A. Accounting**

The Concentration in accounting aims to prepare students for accounting careers in commercial, governmental and non-profit entities. This will be achieved through developing knowledge of financial accounting, audit and assurance, management accounting, taxation and finance and other related disciplines.

Typical career prospects comprise: financial accountants, administrators, financial managers, management accountants and public accountants.

The Concentration also allows graduates to qualify for professional accountancy examinations.

	<b>Course Code</b>	<b>Course Title</b>	<b>Pre- Requisite</b>	<b>Credits</b>
1	ACCT311	Financial Accounting	ACCT101	3
2	ACCT312	Corporate Accounting	FINA211	3
3	ACCT313	Principles of Auditing	FINA211	3
4	ACCT411	International Taxation	ACCT312	3
5	ACCT412	Financial Reporting	ACCT312	3
6	ACCT413	Advanced Managerial Accounting	ACCT321	3
7	ACCT414	Fraud Auditing & Forensic Accounting	ACCT313	3

8	ACCT415	Accounting Information Systems	ACCT312	3
9	INT401	Internship		6

## **B. Retail Management**

The Concentration in Retail Management helps students with a practical and theoretical understanding of retail management.

The program underlines key principles and practices that shape the world of retail, merchandising, IT, customer behavior, service promotion, logistics and retail environment. Skills and competencies that are specifically developed include sales skills, organization skills and marketing knowhow.

A wide range of career opportunities are open to graduates such as sales executives, store/mall managers, buyers, marketing managers.

	<b>Course Code</b>	<b>Course Title</b>	<b>Pre- Requisite</b>	<b>Credits</b>
1	MKTG311	Retail Management	MKTG301	3
2	MKTG312	Consumer Behavior	MKTG301	3
3	MKTG313	Sales Force Management	MKTG301	3
4	MKTG411	Retail Promotion Management	MKTG311	3
5	MKTG422	Retail Technology	MKTG311, BUSI201	3
6	MKTG423	E-Commerce	MKTG311, BUSI201	3
7	MKTG434	Shopping Mall Management	MKTG311, MKTG422, MKTG423	3
8	MKTG435	International Retail Strategy	MKTG311, MKTG422, MKTG423	3
9	INT401	Internship		6

## **C. Logistics & Supply Chain Management**

The Logistics & Supply Chain Management Concentration emphasizes the transportation and logistics components of supply chain systems, with a global dimension allowing for leadership in regional as well as international destinations.

The Concentration provides students with the necessary knowledge and skills, both managerial and conceptual, to contribute to long-term economic success in dynamic environments with e.g. shippers, carriers, logistic service providers, and government agencies.

Practical experiences are promoted through hands-on courses covering business process management and various decision tools, deploying industry-standard software packages.

Logistics & Supply Chain Management is most suitable for candidates seeking a career in logistics and supply chain management, and allows significant carrier development in the marketplace in the UAE and worldwide.

	<b>Course Code</b>	<b>Course Title</b>	<b>Pre- Requisite</b>	<b>Credits</b>
1	LSCM311	Supply chain Management	MGMT312	3
2	LSCM312	Global Logistics Management	MGMT312	3
3	LSCM313	Decision Tools for Logistics	MGMT312	3
4	LSCM421	Procurement and Sourcing	LSCM311,LSCM312	3
5	LSCM422	Inventory Management, Material handling and Warehousing	LSCM311,LSCM312	3
6	LSCM413	Business Process Management	LSCM313	3
7	LSCM434	Transportation & Port Management	LSCM313, LSCM421,LSCM422	3
8	LSCM425	Quality Management	LSCM311, MGMT312	3
9	INT401	Internship		6

## II- Program Structure:

Bachelor of Science in Business Administration (BSBA)								
	CODE	COURSE TITLE	PRERQUISTES	CREDITS	CODE	COURSE TITLE	PRERQUISTES	CREDITS
FIRST YEAR		<b>SEMESTER 1</b>				<b>SEMESTER 2</b>		
	ENGL101	English Essay Writing	TOEFL 500 / IELTS 5.0	3	ENGL112	Advance English Writing	ENGL101	3
	MGMT101	Principles of Management	N/A	3	ECON101	Micro Economics	N/A	3
	QUAN101	Mathematics	N/A	3	QUAN122	Business Statistics	QUAN101, MGMT101	3
	HUMT101	Introduction to Sociology	N/A	3	HUMT103	Introduction to Islamic Civilization	N/A	3
	HUMT102	Geography & Environment	N/A	3	ACCT101	Principles of Accounting	N/A	3
SECOND YEAR		<b>SEMESTER 3</b>				<b>SEMESTER 4</b>		
	ENGL211	Critical Writing	ENGL112	3	HUMT202	Middle East History & Culture	N/A	3
	BUSI201	Business Informatics	N/A	3	BUSI202	Business Communication	N/A	3
	HUMT211	The UAE Culture and Society	HUMT101	3	MGMT211	Research Methodology	QUAN211	3
	ECON211	Macro Economics	ECON101	3	FINA211	Financial Management	ACCT101	3
	QUAN211	Quantitative Techniques	QUAN112	3	HUMT203	Arabic	N/A	3
THIRD YEAR		<b>SEMESTER 5</b>				<b>SEMESTER 6</b>		
	MKTG301	Introduction to Marketing	N/A	3	ECON312	The GCC Economies	ECON211	3
	MGMT301	Organizational Behavior	N/A	3	ECON313	The World Economy	ECON211	3
	ACCT321	Managerial Accounting	ACCT101, FINA211	3		Concentration ACC /RM / LSCM		3
	MGMT312	Operations Management	QUAN211	3		Concentration ACC /RM / LSCM		3
	ECON321	Managerial Economics	ECON101, ECON211	3		Concentration ACC /RM / LSCM		3
FOURTH YEAR		<b>SEMESTER 7</b>				<b>SEMESTER 8</b>		
	ECON411	Economies of Emerging Countries	ECON211	3	MGMT442	Strategic Management	MGMT301, MGMT312, MKTG301, FINA211	3
	BUSI431	Business Ethics	MGMT101, ECON101, ECON211	3		Concentration ACC /RM / LSCM		3
		Concentration ACC /RM / LSCM		3		Concentration ACC /RM / LSCM		3
		Concentration ACC /RM / LSCM		3	INT401	Internship		6

		Concentration ACC /RM / LSCM		3			
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Area	Credits
Foundation Course	60
Core Courses	30
Concentration	24
Internship	6
<b>TOTAL CREDITS</b>	<b>120</b>

## CONCENTRATION COURSES

### ACCOUNTING

### RETAIL MANAGEMENT

CODE	COURSE TITLE	PREREQUISITES	CREDITS	CODE	COURSE TITLE	PREREQUISITES	CREDITS
<b>SEMESTER 6</b>				<b>SEMESTER 6</b>			
ACCT311	Financial Accounting	ACCT101	3	MKTG311	Retail Management	MKTG301	3
ACCT312	Corporate Accounting	FINA211	3	MKTG312	Consumer Behavior	MKTG301	3
ACCT313	Principles of Auditing	FINA211	3	MKTG313	Sales Force Management	MKTG301	3

<b>SEMESTER 7</b>				<b>SEMESTER 7</b>			
ACCT411	International Taxation	ACCT312	3	MKTG411	Shopping Mall Management	MKTG311	3
ACCT412	Financial Reporting	ACCT312	3	MKTG422	Brand & Promotion Management	MKTG311, BUSI201	3
ACCT413	Advanced Managerial Accounting	ACCT321	3	MKTG423	International Retail Strategy	MKTG311, BUSI201	3

<b>SEMESTER 8</b>				<b>SEMESTER 8</b>			
ACCT414	Fraud Auditing & Forensic Accounting	ACCT313	3	MKTG424	Retail Technology	MKTG311, MKTG422, MKTG423	3
ACCT415	Accounting Information Systems	ACCT312	3	MKTG425	E-Commerce	MKTG311, MKTG422, MKTG423	3

## LOGISTICS & SUPPLY CHAIN MANAGEMENT

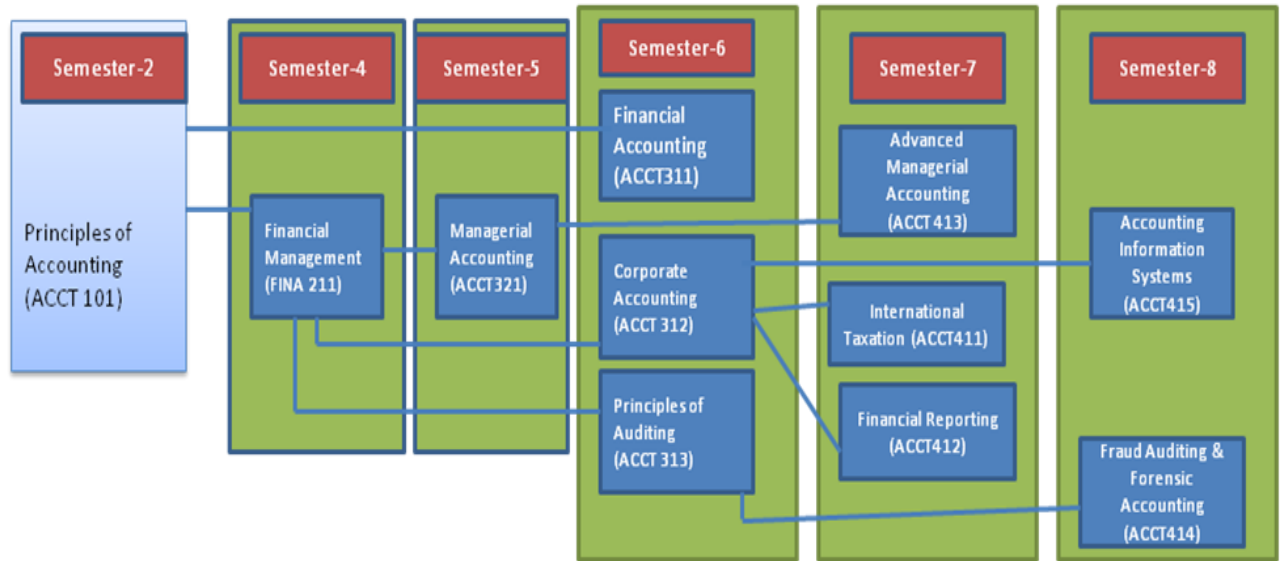
SEMESTER 6			
LSCM311	Supply Chain Management	MGMT312	3
LSCM 312	Global Logistics Management	MGMT312	3
LSCM 313	Decision Tools for Logistics	MGMT312	3

SEMESTER 7			
LSCM 411	Procurement & Sourcing	LSCM311, LSCM312	3
LSCM 412	Inventory Management, Material Handling and Warehousing	LSCM311, LSCM312	3
LSCM 413	Business Process Management	LSCM313	3

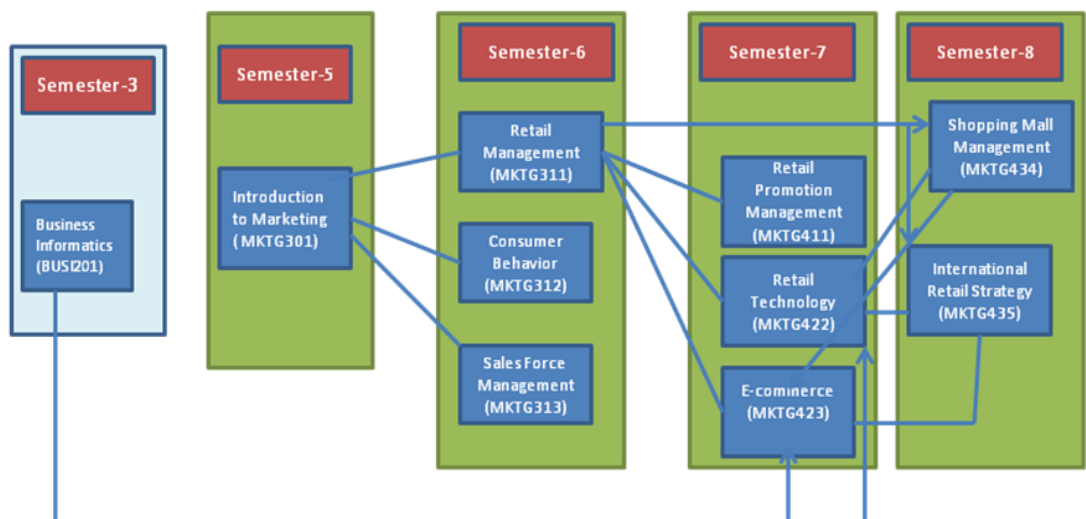
SEMESTER 8			
LSCM 424	Transportation & Port Management	LSCM313, LSCM421, LSCM422	3
LSCM 425	Quality Management	LSCM311, MGMT312	3

### III- Concentration Academic Sequences

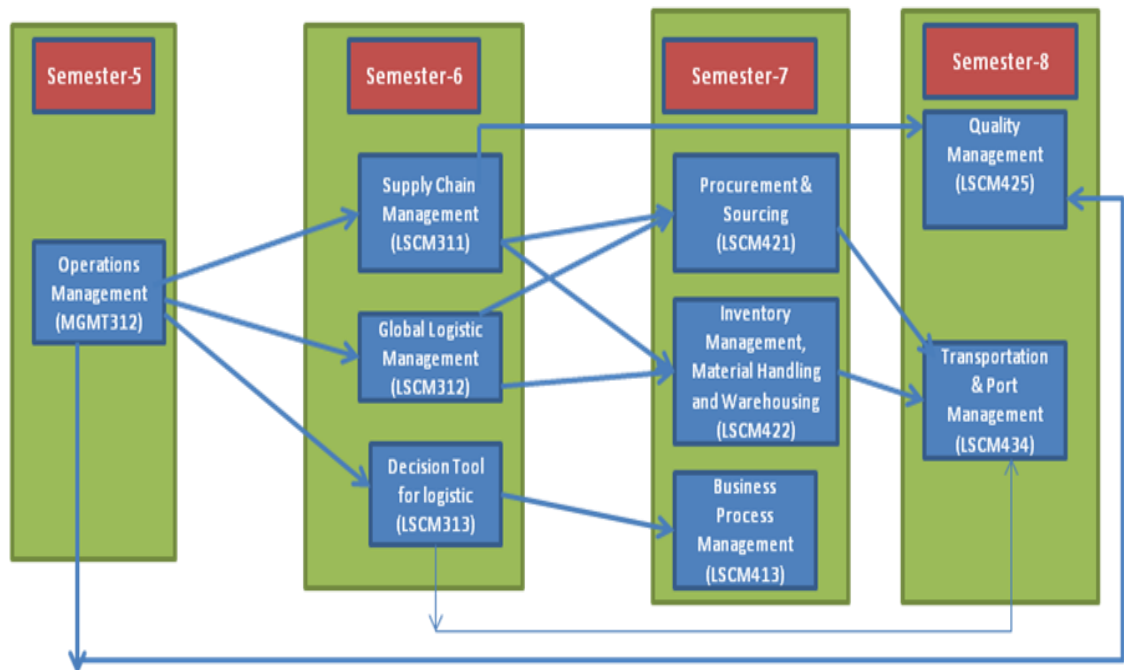
## Concentration in Accounting



## Concentration in Retail Management



# Concentration in Logistics & Supply Chain Management



## **ADMISSIONS TO THE BSBA PROGRAM**

IMT-Dubai is looking for young, and motivated candidates with solid academic background.

### **Eligibility Criteria**

IMT-Dubai typically seeks the following in successful applicants:

- **Satisfactory Academic Standing**

Applicants to the BSBA Program must be holding a recognized and official secondary school certificate. Applicants are expected to have a CGPA of at least 2.5 on a 4.0 scale. Students with a CGPA between 2.00 – 2.49 may be admitted on probation basis.

- **Proficiency in English**

Applicants whose native tongue is not English are required to take any one of the English Proficiency Test and obtain a minimum score as follows:

TOEFL (Paper based) = 500

TOEFL (Internet based) = 61

IELTS = 5 band

### **Application Procedure**

To apply, candidates who fulfill the eligibility conditions should complete the Application form along with the following documents:

-Original or certified copy of the secondary school records.

-A Statement or Certificate of Completion of secondary school.

-Original TOEFL or IELTS score card

-2 passport-sized photographs.

-Copy of the passport (and Residence Visa, if resident in the UAE).

-Certified copy of official academic transcript showing all courses studied and grades obtained, syllabus details (including information on course content) of the courses successfully completed and an explanation of the grading system (applicable only for students seeking advanced standing).

### **Attestation of Documents**

All applicants for admission are required to obtain equivalency of their secondary school leaving qualifications from the UAE Ministry of Education located in Dubai, UAE. The attestation process is dependent upon whether the student has completed his/her secondary schooling within the UAE or outside the UAE.

- Applicants who complete secondary schooling within the UAE

Applicants must obtain an Equivalency Certificate issued by the Ministry of Education for secondary schooling studies undertaken in the UAE. These students are provisionally admitted to the University and are permitted to commence the first semester of study subject to the student obtaining an Equivalency Certificate.

- Applicants who complete secondary schooling degree outside the UAE

These applicants are provisionally admitted to the University and are permitted to commence the first semester of study. However, they must have their Secondary School Records and Certificates of Completion certified by:

- a) The issuing Board of Secondary Education or a recognized authority for secondary education in the host country in which the applicant completed their education
- b) The Ministry of Foreign Affairs in that host country
- c) The UAE Embassy in that host country

Additionally, the UAE Ministry of Education and Youth in Dubai, must attest all secondary school certificates and transcripts issued outside the UAE.

In special cases where complying with conditions (b) and (c) are not feasible, the certificates may be verified against originals by Embassies in the UAE and UAE Ministry of Foreign Affairs.

An applicant who is unable to secure the Equivalency Certificate as outlined above will be asked to sign a “Consent to Provide Documents” form agreeing to secure the equivalency. The applicant will be permitted to commence his/her studies at IMT DUBAI, but will be given a maximum of one (1) semester to obtain the equivalency certificate within this time period,

### **Blackboard**

IMT uses Blackboard as an online academic portal for the students. Students are assigned usernames and password for accessing Blackboard. The courses can be registered online and the students have easy access to the course handouts put up by the Faculty. They can submit the assignments online and view the grades for the quizzes, assignments, tests etc. posted by the Faculty.

### **Orientation**

The Orientation program is a necessary component of any successful academic program. Its aim is to familiarize the students with the Program and the new environment. At IMT, the focus of the Orientation program is not to overload the students with voluminous information; rather it is geared towards providing them with valuable practical inputs.

Our orientation program is optimally synchronized with needs of new entrants and its main aim is to make the students aware of the campus requirements and equip them with the day to day needed information. All new students are required to participate in the orientation activities.

## **ACADEMIC POLICIES AND PROCEDURES**

### ACADEMIC CREDIT HOURS AND COURSE LOADS

The BSBA Program consists of 120 credits to be completed normally within 8 Semesters. For successfully graduating the program, students must complete and pass 120 credit hours.

#### **Course Load**

Students with good academic standing will be allowed to register for up to 15 credits every semester. Any student having a good CGPA and willing to take additional course load has to get approval from the Dean BSBA Program for the same.

Students on Academic Probation will not be allowed to take full course load of 15 credits. An Academic Standing Committee will look into Academic Probation cases and recommend to the Dean-BSBA Program, maximum course load for the students. The Dean will then based on the recommendations decide on the course loads of these students.

#### **Course Requirements**

#### **Credit Hours**

Course credit hours are assigned to different courses as described in the Program Structure. Each course carries up to 3 credit hours. One credit hour is equal to approximately three hours of classroom contact time per week over a period of a semester (15 weeks).

#### **Grading System:**

A	4.00	Outstanding
A-	3.67	Excellent
B+	3.33	Very Good
B	3.00	Good
B-	2.67	Good
C+	2.33	Satisfactory
C	2.00	Average
C-	1.67	Below Average
D+	1.33	Poor
D	1.00	Poor
D-	0.67	Poor
F	0.00	Fail
I		Incomplete

S		Satisfactory performance in pass/fail course
U		Unsatisfactory performance in pass/fail course

## Calculation of Grade Point Average

Since courses carry different weights (credit hours), CGPA is computed by taking the weighted average of the course grades. For example, if a student receives grade B in a course carrying 3 credit hours and grade A in a course carrying 1 credit hour; the GPA will be calculated as follows:

Grade	Grade Points	Credit Hours	Weight
B	3.00	3	9
A	4.00	1	4
TOTAL:		4	13
GPA			=13/4 = 3.25

### Pass / Fail Courses:

Any student not on academic probation may register for one pass/fail course per semester, with the permission of Dean (Undergraduate Programs), if the course is being offered.

Pass/fail courses are normally restricted to electives outside the major field.

Grades obtained in the pass/fail courses are not considered for the calculation of CGPA. In case of such courses, Student's transcript will reflect satisfactory performance by "S" and unsatisfactory performance by "U"

### Incomplete work (Grade I):

When a student has failed to complete a major component of a required course, he/she may be allotted Grade I by the instructor. Students can make up for Grade I by satisfying the requirements of the concerned course instructor. The final decision on an incomplete grade is up to the instructor.

The maximum period for clearing Grade I and changing it to a grade other than "I" is one Semester, after which it will be automatically replaced by a Fail grade i.e. F or U.

To clear Grade I, the student must fill the Incomplete Course Form on which the exact requirements for clearing the incomplete (I) grade are specified. This form should be signed by the student, course instructor and Dean (Undergraduate Programs). Both the student and the instructor retain a copy of this form. After fulfilling the coursework requirements, as approved by the instructor through his / her signature along with the new grade allocated, the form will be submitted to the Office of the Registrar. The changed grade will reflect in the semester subsequent to the semester in which Grade I was obtained. New grade will be used for calculation of CGPA.

### **Repeat Courses:**

All Failed courses have to be repeated compulsorily and a passing grade obtained in order to revert to Satisfactory Academic performance.

Courses may also be repeated in order to earn a better grade.

In both the cases the most recent grade earned in a course is the one used in calculating the CGPA. However, previous grades remain on the transcript followed by the word "Repeat."

Students are required to pay tuition charges (and/or any other incurred charges because of the delay introduced due to the repeat) for all repeated course work.

Substituting courses:

In extremely rare circumstances, students may be allowed to substitute a repeat course for another, as long as both the courses are similar in their academic offering.

For substituting the course, student has to seek approval from his/her academic advisor and Dean (Undergraduate Programs). The grade obtained in the new course will be used for the calculation of CGPA. However the new course will be labeled "Substitute" on the transcript and will be treated in CGPA calculation a "repeat" grade.

### **Academic Standing:**

Students are considered to have a good academic standing when they have minimum CGPA of 2.00 at the end of each semester.

Students who do not fulfill these conditions are placed on probation and they have to revert to good academic standing within two semesters. Students who do not revert to good academic standing within two semesters are dismissed from the program.

Academic progress of the students is reviewed by their academic advisors at the end of each semester and they are advised in the following area:

1. Overall GPA
2. Credits successfully completed
3. Failed courses that need to be repeated
4. Courses with Unsatisfactory performance

Academic Probation

Students who fail to meet the criteria for good standing described above are placed on academic probation. This will not be mentioned on the transcript. They have to revert to good academic standing within two semesters.

### **Academic Dismissal**

Students who remain on probation after two semesters may be dismissed from the program. This will be mentioned on the transcript at the end of the second semester of probation.

### **Reverting to Good Academic Standing:**

Students who are on probation are required to revert to Good Academic Standing within two semesters.

To revert to Good Academic Standing, students can proceed in the following ways, with the approval of the Dean (Undergraduate Programs) and their academic advisor:

1. Repeat the Failed / Unsatisfactory course, which will result in a “repeat” grade (please refer to “Repeat Course” policy).
2. Substitute the Failed / Unsatisfactory course with a comparable course, which will result in a “substitute” grade (please refer to “Substitute Course” policy).

### **Dean’s List**

A dean’s list is issued at the end of each fall and spring semester containing the names of students who have a 3.67 or higher CGPA with no I grade and no grade below C–. Students who are on Probation, or who are not carrying a full load (15 credits per semester) are not eligible.

### **Academic Standing Appeals**

Students may appeal to the Academic Standing Committee regarding their academic standing status and request a review of probation / dismissal decision.

If the student on probation can provide evidence supporting the appeal, he/she may be granted one additional semester to revert to Good Academic Standing. Students may also appeal to the Academic Standing Committee to

### **Grade Appeals**

It is assumed that IMT-Dubai policy of grading ensures that the Faculty grades the student fairly and objectively. However, in the event of a student challenging a particular grade, the following procedure must be followed:

- Students should first consult with the concerned Faculty and discuss their concerns. Most of the cases are expected to be sorted out by review of Final Exam and discussion between the student and the Faculty member.
- If the student is not satisfied then they may put in a formal Grade appeal with the Office of the Registrar. The grade appeal must be submitted within a period of one week following the notification of grade to the student by the Registrar.
- All Grade Appeals must be submitted in writing to the Registrar on the official Grade Appeal Form (downloadable from Blackboard). Reason(s) for Grade Appeal must be substantiated clearly on the form.
- Office of Registrar will forward the Grade Appeals to the concerned Faculty Member(s).
- Concerned Faculty Member(s) will have one week to review the case and respond in writing to the Registrar, who will then intimate the same to the concerned student(s).

- If the student is still not satisfied, an appeal can be made to the Dean (Undergraduate Programs) who will form an Academic Committee, to look into the case.
- The Academic Committee after reviewing the student's examination paper will recommend the final grade to the Dean (Undergraduate Programs), who will take a decision and intimate the same to the student.
- The decision of the Academic Dean will be held as final and no further appeals can be lodged.

### **Graduation Requirements:**

To be eligible to receive degrees, graduating students must meet all academic and residency requirements. They should complete at least 50%, of the required 120 credits, in residency. They must also clear all financial dues and should have no disciplinary actions pending against them.

Academic degree requirements are:

- Satisfactorily completing a minimum of 120 credit hours
- A minimum CGPA of 2.00
- A minimum of 3 semesters in residence

Grade Point Average	Honor Conferred
3.50 – 3.69	Graduate with honor (cum laude)
3.70 - 3.89	Graduate with high honor (magna cum laude)
3.90 – 4.00	Graduate with highest honor (summa cum laude)

### **Transfer Credits**

Requests for the transfer of credits completed at other accredited institutions towards completion of the Bachelor Programs at IMT is permitted subject to review of the program attended to by the student for transfer as well as his/her academic record. All transfer courses must have a minimum grade of **B**.

### **Advanced Credits:**

Students, who obtain a minimum grade B in the following curricula, may be considered for advanced credits:

GCE A – levels

IB – higher levels

French Bacculaureate

American advanced placement test

## **Overload Policy**

An overload occurs when a student registers for more than 15 credit hours in a Semester. To register for an overload, students should have a good academic standing. They can apply for this after consultation with their academic advisor and approval by Dean (Undergraduate Programs).

## **Course Registration**

Students are expected to register for courses during the allocated registration times as per the academic calendar.

## **Course Prerequisites**

Students are expected to meet prerequisites as listed in the course description of each course in which they register. Grades of F, U, or I in prerequisite courses do not fulfill the requirements. Some courses may require higher grades in the pre-requisite courses. This will be clearly stated on the course descriptions.

Exceptions to the above must be authorized by Dean (Undergraduate Programs).

## **Course Assessment:**

All students will be assessed in every course they take. The type of the assessment is up to the individual instructor and will be clearly defined in the course outline provided at the starting of the course. The following are examples of the types of assessment a student can be expected to have:

- Assessment will be comprised of Final Examination and various other components such as (but not limited to) Projects, Assignments, Written reports, Quizzes, Classroom participation etc. At the beginning of each course, students will be formally informed of the assessment methods to be used for their evaluation and the relative weight of each method in their overall grade.
- Examination shall be conducted to evaluate the analytical ability of the students rather than only testing their memory.

## **Attendance Requirements**

Students are expected to meet attendance requirements in all courses to qualify for the allocated credit. Failure to meet attendance requirements may result in dropping the course. This will be done on recommendation of the instructor and approval of the Dean (Undergraduate Programs). Permission to do make up work may be granted by instructors for reasonable cause and prior approval must be taken for such leaves of absence.

## **Academic Advising**

The regular advising process starts once the students register for the first semester at IMT. A Faculty member is designated as the advisor and during subsequent semesters students receive advising and guidance from their advisors.

Students are encouraged to maintain close contact with their advisor during their program duration at IMT. Advisors provide them with information and guidance related to academic policies, internship, project and specific course-related problems. Students have also the -

possibility to call on their Academic Advisors for guidance and methodological support related to their Internship Assignment.

The main purpose of the Institute's academic advising program is to help the students identify and achieve their academic goals and to become self-directed learners and decision makers. However, the responsibility for fulfilling degree requirements rests with the students and therefore they are expected to assume responsibility for program planning and course selection. It is strongly suggested that all students familiarize themselves with program requirements, necessary requisite coursework, as well as the sequencing of courses.

The advisor's role is to:

- Guide the student and help him / her become familiar with the academic and administrative policies and programs of the Institute.
- Aid the student in understanding standards and requirements of different courses.
- Provide a perspective on the likelihood of success in different areas of study.
- Discuss with the student his / her educational and career objectives and how they relate to current / expected courses of study.
- Guide and provide necessary methodological support and supervision to students during the Internship Assignment.

A student role is to:

- Learn about the policies, procedures, and rules of IMT.
- Be proactive and search out information needed for course scheduling, program planning, and successful completion of all graduation requirements.
- Gather required academic and career related information
- Be aware of and monitor his / her academic progress.
- Initiate contact with their advisory as needed particularly during the Internship period.
- Be well prepared with questions and relevant material, while attending advising sessions.
- Be attentive and follow advisor's guidelines.
- Keep the advisor posted with their progress.

## **Examinations and Assessments**

### **Examination Rules and Regulations**

- If a student could not attempt the examination due to extenuating circumstances then he/she can sit for a reexamination only after he provides relevant proof and gets a written approval from the Dean, Under Graduate Program.
- A student will not be allowed to appear in the examination if he/she has any outstanding financial obligations to IMT Dubai.
- The students should write their roll number immediately on receipt of the answer sheets, continuation sheet, question paper, case studies or any other material

received by them during the examination, noncompliance to the rule would be considered grounds for academic malpractice.

- All kinds of conversation among students is strictly prohibited inside the exam hall. Also any attempt to offer or receive help (exposing answer sheet, hand-signs etc.) shall attract severe punishment. Under no circumstances mobile phones will be allowed inside the examination hall.
- Students are advised to ensure that the invigilating authority signs on all the answer sheets / graph papers/ any other sheets used during the examination including the sheet used for rough work (which has to be attached to the answer sheet and submitted). The number of continuation sheets used by the student should be clearly indicated on the front page of the main answer sheet. If any unsigned/wrongly signed sheet is found later, the examination will be cancelled at the responsibility of the student.
- The students are not allowed to write anything (except their roll numbers) on the question paper or case study. They should also not exchange the question paper. If any student is found guilty of any kind of malpractice he will attract the action as per institution rules.
- All kinds of books or support material (handouts) etc. (excepting in Open Book Exam) should be handed over to the invigilator before the start of examination. Any material found outside the classroom will be taken as a serious offence and the guilty will be punished.
- Students are responsible for the safekeeping of their belongings and if any item belonging to a student is found missing, during/after the examination, institute will not be held responsible for the same.
- During the period of examination a student will not be allowed to go out. In case of emergency, permission needs to be taken from the faculty in charge of invigilation.

Cheating during examination is a serious offence; if a student is caught cheating, then the student will be asked to leave the examination room immediately and all incriminating evidence will be retained by the invigilator. If a student violates any of the other rules or instructions (except cheating) during an examination, it will be so noted by the invigilator

and reported to the Dean, Under Graduate Program who will take appropriate measures as mentioned under the policy and procedure for Academic Misconduct

### **Attendance and Class Participation**

In a BSBA Program, classroom interaction and active participation in all course related activities is a key contributor to the learning process. Therefore, students are not only expected to attend all classes regularly but are also strongly encouraged to actively participate in case discussions, presentations, and all other classroom activities.

The Institute strongly advises the students to regularly attend the classes as it has a clear bearing on their learning outcomes and course grades. To track the progress of students, attendance will be taken at the start of each BSBA class session and absence warnings will be issued to concerned students at appropriate intervals by the concerned faculty. This will be done as there is a class participation component in each course and students are to be aware if they are doing poorly because of lack of attendance. Students should be aware that attendance and class participation contribute to their final grade.

The Institute's attendance policy is as follows:

- Each faculty maintains together with the Program assistant an attendance sheet
- Any student absent in a course is required to provide proper reasons of absence to the course instructor who will provide a regular feedback to the Program Office about the absentee students.
- Students with repeated absences in a course will be issued warnings by the concerned Faculty member.
- In case of repeated absence the student will be sanctioned zero in class participation component of the course evaluation.

### **Course Evaluations**

At the end of each semester, students are asked to fill up an evaluation form of all the courses they have taken. This evaluation serves the purpose of assessing both the course and the learning process. IMT asks students to participate in the course evaluation so that the Institute is aware of students' perceptions and make improvements accordingly.

## **THE INTERNSHIP PROGRAM**

### **The Internship Program**

The BSBA program at IMT incorporates practical understanding of business operations and the Institute provides opportunities to students to learn real life business through internships. The opportunities are designed into the course curriculum itself and are included in the modules of the program in form of In-Company individual Assignments.

The In-Company internship at IMT is a key element of the learning process and as such an integral part of the program. The internship provides the students with the opportunity to work for a period of 12 weeks in a company/organization in Dubai or Abroad and to apply the tools and skills learned during the course of their studies into real business situations.

The internship assignment is conducted on an individual basis and monitored and supervised by IMT Faculty members together with a designated company supervisor. The Internship carries 6 credits and is carried out in the last semester of the BSBA Program.

For further details please refer to **The Internship Manual**

## **STUDENT GRIEVANCES**

The purpose of the student grievance procedure is to resolve grievances, other than grade complaints, that are introduced by students. If a student has a complaint or grievance about any aspect of Institute life:

- He / she should raise the matter at the earliest opportunity to the Office of Student Services who will try to solve it by arranging a negotiation between the parties concerned.
- If the student is not satisfied with the result, he / she can submit his grievance in writing to the Office of Student Services within two weeks from the occurrence of the incident.
- The latter in consultation with the Director may convene a Committee of Faculty for academic issues or a committee of Faculty and administrative personnel for non-

academic issues, which will arrange a meeting to hear both parties, and eventual witnesses.

- The committee will then deliberate upon their findings and make recommendations to the Director, who will take the final decision, to be communicated to both the parties.

The Director shall be the final authority for the revision of decision or any modification therein.

# **BSBA COURSE DESCRIPTION**

## **Foundation Courses**

### **ENGL 101 English Essay Writing**

This course broadly aims to develop an awareness of the rigors and potential pleasures entailed in reading, discussing, and crafting written essays. It focuses on the processes and methods of the art of writing essays and hones skills of imaginative, informative essays in ways that students can apply in multiple forms of writing.

The aim of the course is to enable students to produce cohesive, well organized and coherent essays on a number of topics while preparing for writing essays on academic as well as non academic topics as well as summarize and respond to other authors' writing. The course is divided into two modules with the first module focusing on the fundamental aspect of writing essays, while the second module will concentrate on writing more specialized kinds of compositions, including comparison, contrast, opinions, argumentative and cause and effect.

### **ENGL 112 Advanced English Writing**

The course aims to improve the writing skills of the students through various writing techniques that are focussed on academic writing. The course focuses on writing for research projects using proper citations and referencing styles. The course also uses the reading and listening skills to effectively develop effectual expository, critical and argumentative essays and research papers.

### **MGMT 101 Principles of Management**

This course presents a thorough and systematic coverage of management theory and practice. It focuses on characteristics of organizations and management, evolution and scope of management concepts, ranging from classic to contemporary periods. Special attention is given to an introduction to management functions pertinent to the process of planning, organizing, leading and controlling. It also examines the basic roles, skills, functions of management necessary for accomplishing the objectives on grounds of human-related effects to organizations and ethical implications of managerial decisions.

### **QUAN 101 Mathematics**

The course focuses on basic concepts of mathematics and usage of basic business math, consumer math, and practical applied math. Proper understanding of this course will help the students in other business related courses. This course familiarizes the students with different analytical tools used in business such as equations, functions, matrix, calculus, linear programming etc. It also sharpens the analytical capability of the students in decision making.

### **HUMT 101 Introductions to Sociology**

This introduction to sociology course offers students foundational understandings of central sociological approaches, including terminology, theory, and methods that sociologists use to understand social life, social order, social conflict, and social change. The goal of this course is to open students to an awareness of the sociological insights that transcend individualistic explanations of social behavior and organization.

This course examines the basics of sociology and focuses on how unequal power relations organize the social world and shape individual lives. It also looks at how individuals negotiate their lives in different social and economic contexts. The course is divided into four main areas: the sociological approach, the individual in society, the study of society, social institutions, and human agency. The course will broadly cover how people's lived experiences are both shaped by social forces and reshaped through human action.

### **HUMT 102 Geography & Environment**

The course introduces the basic concepts of geography from a physical as well as demographic, social and environmental perspective. The impact of the climate change is discussed with emphasis on erosion, sedimentation, glaciers, global warming, pollution and other associated human and economic impact.

### **ECON 101 Microeconomics**

Microeconomics is a branch of economics that studies how households and firms make decisions to allocate limited resources. In this course, students will learn to apply analytical approach to the study of how individuals and societies deal with the fundamental problem of scarce resources. The approach used in this course is applied to everyday decisions faced by individuals as they try to maximize their utility, to

businesses that try to maximize profits and to the whole of society as it attempts to use its resources efficiently. The goal of the course is to acquaint students with a selection of important issues and applications of microeconomics. By the end of the course students should have an appreciation of the nature and power of modern microeconomic methodology, as well as improved problem-solving skills. Topics covered in class will include: supply and demand; consumer theory; the theory of the firm under perfect competition, monopoly and other market structures; factor markets; and market failure. The successful completion of this course should allow students to better understand and participate in contemporary policy debates concerning the roles of the government and the market.

### **QUAN 112 Business Statistics**

This course introduces basic concepts in Statistics for business decision making. This course familiarizes the students with different analytical tools used in business. Topics such as measure of central tendency, dispersion, correlation, regression, test of significance etc. are covered.

### **HUMT 103 Introductions to Islamic Civilization**

The course includes the study and understanding of the Islam, its culture and history over the years. It provides a broad understanding of Islamic civilizations that have prevailed in the history through class room lectures, readings and class discussions. The course also focuses on the present political situation in the Arab world and highlights the growth of the Islamic culture within a cultural and social context.

### **ENGL 211 Critical Writing**

This course develops the logical writing of the students to combine reading comprehension and précis writing skills. The course aims to develop skills to read carefully, write convincingly and think critically. This is achieved through various exercises on topics including English Literature, poems, art, advertisements, fashion and movies.

### **BUSI 201 Business Informatics**

This course provides an introduction to information needs and information systems in business. It will explore how integrated information systems support organizational functions, and how they assist managers in making operational, tactical and strategic decisions. Students will learn the importance of identifying and critically analyzing an organization's

information needs, and then designing and implementing information systems that support those needs.

### **HUMT 211 The UAE Culture and Society**

The course constitutes an introduction to the cultural and social specificities of the UAE. It provides a broad understanding of the cultural, social and political trends in the UAE society through class room lectures, readings and class discussions. The course also focuses on the economy, environment, quality of life, cultural beliefs and social context of the UAE and the impact of growth and development on the cultural and social landscape.

### **ECON 211 Macro Economics**

Macroeconomics is a branch of economics that deals with the performance, structure, and behavior of a national or regional economy as a whole. It looks at the economy as a whole by focusing on aggregate phenomena. The study of aggregate includes growth in total output of the economy, living standard, business cycle, inflation, unemployment, productivity, balance of payments, etc. The course will explore and analyze economic data through a variety of learning activities. This course helps the student learn how macroeconomic analysis differs from microeconomics. The student will gain an understanding of how national economic events and policies impact everybody in the society by affecting income, consumption, investment, exports and imports etc. This course will help the students analyze the state of the economy in order to make more informed decisions about their future.

### **BUSI 202 Business Communication**

Good communication skills are essential for success in business. This is a broad based introductory course designed to hone the skills of the students especially when it comes to preparing and using written and oral communications effectively. Because precision, clarity and accuracy are essential to business communication, this course will emphasize grammar and punctuation, as well as style, content and strategy.

### **MGMT 211 Research Methodology**

The course enables the students to identify and apply appropriate research methodology in order to plan, conduct, and evaluate basic research in real life. It focuses on basic concepts of research methodology that are normally used in business and economics. Proper understanding of this course will help the students in analytically examining issues relating to business. This course familiarizes the

students with the difference between scientific methods and common sense knowledge along with setting platform for research at higher levels.

### **HUMT 203 Arabic**

The course introduces the students to the Arabic Language and covers words, grammar and sentences. The students will be familiarized with the basic vocabulary, grammar and conversation for daily communication and will develop basic skills to read and write in Arabic.

### **ECON 312 The GCC Economies**

This course focuses on growth and development in the 6 countries of the GCC. It also focuses on various social and economic policies of the GCC. It explains the evolution of the group from a trade bloc to a common market and the perspectives of a common currency. It also analyses the importance of GCC economies in the world economy and the benefits of the GCC to its members.

### **HUMT 202 Middle East history & Culture**

This course is an introduction to the history of the Middle East. The course analyses the economic, political, social dimensions of the Middle Eastern countries. The historical development of Egypt, Iran, Iraq, Yemen, UAE, Saudi Arabia Oman, Kuwait, Bahrain, Qatar and other Middle East Countries are studied from the Mesopotamian era to the recent historical developments.

### **ECON 313 The World Economy**

This course offers an overview of the global economy. It analyses the trends in investment, manufacturing and services in an era of globalization. This course also highlights the role of major trading blocs in the new world economic order. Trade theories and global institutions dealing with trade is also covered in this course. The costs and benefits of globalization will also be discussed.

### **ECON 411 Economies of Emerging Countries**

This course deals with the growth and development of select emerging countries such as India, China, Brazil, Mexico, UAE and Russia. The focus of this course is on how these economies have grown over time and how they are playing an increasing role in the world economy. Policies followed by these countries, rapid internationalization, sectoral changes and drivers of growth and development will be discussed will also be covered.



## **Core Courses**

### **QUAN 211 Quantitative Techniques**

Decision makers in all types of business organization – private or public sector, manufacturing or service – need to make decisions on how the organization's resources should be allocated. Information to make these decisions will often be quantitative / numerical, and today's managers should be able to appreciate how to analyze and utilize it. This course is designed to provide students with a working knowledge of quantitative techniques for economic and management decision-makings. Stress is placed on economic and managerial problem formulation and the interpretations of the problem solution results. Solution procedures will be discussed also to facilitate the interpretations.

### **ACCT 321 Managerial Accounting**

This course offers an introduction to the fundamentals of cost accounting. It emphasizes the importance of cost accounting in measuring business performance and quantifying it by showing marginal profit, cost behavior and allocations, and different types of costs. The course emphasizes both the production and the use of relevant information for managerial decision-making purposes in different types of organizations operating in traditional and contemporary settings

### **ACCT 101 Principles of Accounting**

This course focuses on the concepts and principles of financial accounting. The objectives of this course are to develop conceptual understanding of the financial accounting system including the ability to identify asset, liability, equity, income or expense out of transaction and events and to develop the ability and knowledge required to prepare financial statements which provides information to various users like investors, lenders, and other external organizations in evaluating the operations of a commercial entity.

### **FINA 211 Financial Management**

This course is an introduction to the management of a firm's financial resources given a wealth maximization decision criterion. All of the important and basic areas of financial management are covered in this course. An emphasis will be placed on helping the students gain insight about the finance principles and concepts before launching the specifics. Important financial management concepts that are covered include financial analysis, capital budgeting; cost of capital; long and short term financing and dividend decision.

### **MKTG 301 Introduction to Marketing**

This course offers a broad introduction to the field and practice of marketing. Initially, it examines the nature and scope of marketing concepts used in business. It further includes theories and principles in consumer and business buying behaviour that provides the base for a better understanding of the concepts such as segmentation, targeting and positioning. Later, the course looks at the process of developing the four elements of the marketing mix, (product, promotion, price, and placement) and how marketing managers use these elements to gain competitive advantage in a global economy. The course is designed to be a foundation for concentrating in marketing later.

### **MGMT 301 Organisation Behavior**

This course broadly aims to provide an introduction to the behavior of people within organizations, and the behavior of the whole organizations. The purpose of this course is to provide students with an understanding of the field of organizational behavior and the various research strategies that it employs.

This course is designed to introduce students to a number of theoretical and practical aspects of human behavior and management in work organizations. Organizational behavior is explored from several interrelated levels of analysis: the overall organization, the individual, groups, and interlinking processes. Topics covered like motivation, job design, leadership, organizational structure, and organizational change will help students better understand, predict and influence the behavior of others, in order to more effectively achieve the organization's goals and objectives.

### **ECON 321 Managerial Economics**

Managerial Economics is the application of economic theory and methodology to managerial decision making problems within various organizational settings such as a firm or a government agency. This course helps the students to gain theoretical as well as practical experience in the application of the principles and techniques to real-world business problem. Specific topics to be covered include applications of supply and demand, market structure, pricing with market power, decision-making under uncertainty, the economics of information and efficiency and market failure. Game theory will also be covered which is extremely powerful and gives precise mathematical rules and strategies for such things as salary negotiations or price competition between two firms. Students taking this course are expected to have had some exposure to economics and be comfortable with basic algebra. Some knowledge of calculus would also be helpful although not necessary.

## **MGMT 312 Operations Management**

This course provides an introduction to the principles of planning, designing and operating manufacturing and service systems. The course emphasizes understanding and application of the strategies, tools and skills necessary for efficient product and process planning, resource allocation and process capability improvement. Students will apply analytical and critical thinking skills to operational decision making, and will also gain a greater appreciation for the increasingly competitive global and technological environment in which operations management occurs.

## **BUSI 431 Business Ethics**

This course examines the business situations, activities and decisions where issues of right and wrong are addressed. It also addresses constraints in business operations due to overlapping of law and ethics. The course focuses on the morally contestable issues in business which is not explicitly covered by law. The course also addresses philosophical approaches to ethics, ethical dilemmas, ethics in market place, ethics and environment etc. It also addresses cultural and ethical standards and its impact in international business transactions.

## **MGMT 442 Strategic Management**

The course focuses on the strategy development process in organizations and on how to create sustainable competitive advantage. It includes developing an understanding of the strategic position of organizations, strategic choices for the future and how one can best translate strategies into action. Topics are covered from a general management perspective and include setting corporate goals and objectives, analyzing external competitive environments, understanding business models, identifying strategy options, and designing appropriate organization systems and structure for implementation of plans. International and e-business issues are integrated throughout.

## **Concentration Courses**

### **Accounting**

#### **ACCT 311 Financial Accounting**

This course covers accounting for special transactions like bills, consignment, joint ventures, hire purchase and installment payments, voyages, etc. It also discusses special accounting events like admission, retirement, death, dissolution of partnership firm. This has a specific

relevance in the context of dominating influence of ordinary partnership and limited liability partnerships in the Middle East economy. It also covers branch and departmental accounting. After successfully completing this course, the student is expected to apply accounting principles in varied business situations.

### **ACCT 312 Corporate Accounting**

This course provides an in depth study of the process for preparing and presenting financial statements of corporate entities. It also focuses on the final accounts of banking companies, insurance companies and financial reporting of mutual funds, non-banking finance companies and merchant bankers. After successfully completing this course, the student is expected to have a comfortable understanding of accounting measurement and financial reporting, as well as an understanding of the theoretical and conceptual issues that derive such practices. This course is central to the education of any student aspiring for a career as a professional accountant.

### **ACCT 313 Principles of Auditing**

This course covers the basic principles of auditing, internal control, financial audits, auditors' independence, audit and assurance standards, and role of audit in corporate governance. Duties and responsibilities of internal auditors and external auditors and their functions in the control of financial records and statements are also studied. The course discusses the procedures used by certified public accountants in the verification of financial statements and other accounting data. It includes the legal responsibility and ethical requirements of the audit professionals and the related code of professional conduct.

### **ACCT 411 International Taxation**

Globally tax costs can consume a significant portion of business and individual wealth. Every economic decision involves tax considerations. The study of taxation is important for any business major, but it has added importance for students interested in careers in accounting. The accountants cannot provide effective financial services without a fundamental understanding of both financial reporting and taxation issues. The primary objective of the tax component of the accounting curriculum is that students understand the role of taxation in economic decision making and financial reporting.

### **ACCT 412 Financial Reporting**

This course focuses on IFRS based financial reporting and US GAAP financial reporting. The purpose of this course is to introduce an international perspective to financial disclosure and to understand

international reporting standards and the convergence issues. This course enables students to acquire knowledge and ability to satisfy disclosure requirements in accordance with international financial reporting standards and the skill to generate financial statements including consolidated financial statements of group companies and financial reports of various types of entities

### **ACCT 413 Advanced Managerial Accounting**

This course deals with the use of accounting data in the managerial decision-making process and in planning and controlling business enterprises. The course focuses on budgeting system, responsibility accounting, ABC management system and performance measurement systems. The aim of this subject is to ensure that students develop knowledge and understanding of the various cost accounting principles, concepts and techniques appropriate for planning, decision-making and control and the ability to apply these techniques in the generation of management accounting reports.

### **ACCT 414 Fraud Auditing & Forensic Accounting**

Forensic accounting is a field of study that audits, examines and investigates issues from a financial perspective. This course prepares the students on how to "look behind the numbers" and examine financial discrepancies and fraud. The students acquire the ability to detect financial statement frauds and skills to implement a fraud prevention system in different corporate entities.

### **ACCT 415 Accounting Information Systems**

Business systems are very important in the modern business organisations. This course is designed to familiarize the student with the basic knowledge of computerized accounting systems. This course analyses the basic components of accounting information systems and examines how information technology affects the nature of business in general and accounting in particular. Accounting Information System aims to provide students with hands-on usage of accounting information systems and tools relevant to the area.

## **Retail Management**

### **MKTG 311 Retail Management**

Retailing is changing every day. Successful businesses will need to constantly know how to identify, adapt and plan with the changes and develop their core competencies accordingly. This course provides students with a more comprehensive view of retailing concepts in a

practical environment. This helps them analyze current multi-channel retail strategies among bricks-and-mortar and web-based firms. Further, the course emphasizes on key operational issues such as the analysis of target market, site selection, retail personnel issues, and category management.

### **MKTG 312 Consumer behavior**

Consumer behavior investigates the manner in which consumers interact with products and their Retail/Marketing environment. This includes the purchase of products, consumption of services, or disposal of goods. The course examines the consumer decision process and the effect of culture, subculture, social class, reference groups, family and personal influences. The course emphasizes on concepts and skills related to needs and attitudes of buyers. An interesting aspect of the course is to caution that consumers also engage in what is known as the deviant buying behavior.

### **MKTG 313 Sales Force Management**

This course provides students with a comprehensive view of the basic functions of sales force management in retail sector. It is concerned with how to manage retail sales force; how to maximize its efficiency and effectiveness. Further, it covers the key areas such as salesperson effectiveness, deployment, motivation, organizational design, compensation, and performance appraisal.

### **MKTG 434 Shopping Mall Management**

Malls are the most visible form of organized retailing throughout the world and are successful in attracting customers in developed as well as developing economies. Managing them effectively is therefore a priority for owners and managers. The course on Shopping mall management introduces the concepts and skills required on managing a shopping mall. The course further discusses the topics on branding and positioning of mall, importance of location, mall design and layout, tenant relationship, leasing management, marketing and operations of mall, and future challenges in the shopping mall industry.

### **MKTG 411 Retail Promotion Management**

This course provides the students with a comprehensive view of Brand and Promotion management and with skills to apply the same in a practical retail managerial environment. It explains the concept of brands, how they are created and managed, and how they add value to consumers and to the marketing firm. The aim of brand and promotion management is to stimulate understanding and insights into the various decisions and principles that retail managers have to consider when developing an overall communications and promotions strategy for their firm.

### **MKTG 435 International Retail Strategy**

Retailing is required for every nation, whether it is a developed economy or under developed or under transition. This course provides the students with global view of retailing concepts and theories. This helps them analyze the entry and expansion strategies in new economies and understand key operational issues such as the country analysis, international retailing formats and approaches to localize international retailing.

### **MKTG 422 Retail technology**

Retailers continually look for ways to maintain a competitive business edge to prosper. Retail technology and electronics is one such way and probably the most pervasive method to ensure retail operations, competitiveness and customer empowerment. This course is designed to keep students abreast of changes in Retail technology that allows exposure to the types of decisions facing all sets of retailers. The students will gain an understanding of retailing trends, technology in the industry, technology centric retail merchandise planning and management, pricing, promotional strategies, human resource management etc.

### **MKTG 423 E-Commerce**

Twentieth century witnessed many significant innovations driven mainly by Information Technology. E-commerce is one among them. It describes the manner in which transactions take place over Internet. It is the process of electronically buying and selling goods, services, and sharing information. The purpose of this course is to provide the essentials of e-commerce - how it is being conducted and managed as well as assessing its major opportunities, limitations, issues, and associated risks. Major topics include Internet consumer retailing, e-commerce support services, strategies and implementation.

## **Logistics & Supply Chain Management**

### **LSCM 311 Supply Chain management**

This course provides an introduction to supply chain management (SCM), allowing for business competitiveness. SMC involves the coordination of suppliers, manufacturers, distributors, and retailers, hence allowing the timely and cost-effective provision of products and services to consumers. The course further provides an overview of the concepts and decision processes in effectively managing the flow of goods, services, and information in a global environment. Managers in such an environment require new strategies and thinking skills to develop a decision

framework that facilitate the optimal design of a well-integrated supply chain system, and the effective use of an enterprise' s resources

### **LSCM 312 Global Logistics Management**

This course discusses logistics as a critical factor in today' s global business environment, in which it is considered a key factor for the customers of various multi-national enterprises. The students will learn current ideas and technologies in the field e.g. transportation, warehousing, inventory, product design, packaging, security, and reverse logistics, and look at global and management issues. Case analysis makes students devise answers and look at alternatives closely, so they can find their own answers later in their career.

### **LSCM 313 Decision Tools for Logistics**

This course provides knowledge and hands-on experience of quantitative problem solving in logistics and supply chain management. Certain problems are redressed, including facility planning, routing, transportation, and inventory decision-making. Students will learn several tools commonly used in the fields, including linear/nonlinear programming and simulations. The course laboratory work is based on spreadsheet computer programs.

### **LSCM421 Procurement and Sourcing**

Managers with good procurement skills can ensure efficient acquisition of right material or services, with the right quantity and quality, at the right time, at competitive price. Good purchasing avoids operational problems and ensures smooth running of operations of an organization and enhances productivity. The course studies procurement and sourcing processes including planning, scheduling and contractual issues. Topics covered include procurement policies, strategic alliances, make or buy decisions, selection of suppliers, use of principles and practices of quality management in ensuring quality supplies. It also emphasizes on financial, legal and regulatory aspects in procurement and sourcing.

### **LSCM 422 Inventory Management, Material handling and Warehousing**

Inventory decisions are high risk and high impact from the perspective of logistics operations and must meet service objectives. The course covers different inventory management systems and models, under uncertainty of demand patterns and lead time and determination of safety stocks to be maintained. The principles of and applications of material handling systems including automated handling are covered. The policies and functions of acquiring warehouses, developing and running warehouses effectively are discussed.

### **LSCM 413 Business Process Management**

This course teaches the student the key concepts, terms, methodologies, techniques, and technologies in Business Process Management (BPM) and Enterprise Resource Planning (ERP). It provides practical access to industry-standards tools and technologies, namely Microsoft Dynamics NAV and iGrafx, allowing students to experience how an enterprise system functions and is used in business. Practical case studies are included throughout redressing implementation issues across functional areas.

### **LSCM 434 Transportation & Port Management**

Transport is responsible for the physical movement of material from the original supplier to the final customer. The course demonstrates the application of transport management in selecting the best transport mode, routes and further optimizing transportation costs in order to gain competitive edge. It familiarizes the students with transport regulation, safety and transport documentation. It also covers international logistics and custom clearance and insurance issues in ocean, international air transportation and related aspects of port management.

### **LSCM 425 Quality Management**

Quality is a strategic issue for any organization. Logistics must aim at providing high quality services at low cost and meeting delivery schedules in order to remain competitive in a global environment. This course offers insight into concepts, quality philosophies and principles, quality management systems, tools and different approaches for meeting and exceeding customer needs and expectations. It also covers application of quantitative methods and human resources to improve all business processes and systems. It also covers the break-through strategy of six sigma methodology, ISO standards and quality costs associated.

## 1. Tuition and Fees - Academic Year 2011-2012

		Semester-I Fees	Semester-II Fees	Yearly Fees
Tuition		15,500	15,500	31,000
Residence	Single	15,000	15,000	30,000
	Double	12,000	12,000	24,000
Other Charges	Health insurance (Yearly)	1,000	-	1,000
	Visa charge	1,850	-	1,850
Refundable deposits	Hostel	3,500	-	3,500
	Library	1,000	-	1,000

## 2. BANK DETAILS

Account Name: Institute of Management Technology FZ LLC

Bank Name: Emirates Bank, Mankhool Branch

AED Account No.: 1011409872502

USD Account No.: 1021409872501

SWIFT Code: EBILAEAD

Please note the following:

1. Student's name should be clearly mentioned in wire transfer.
2. The payment may be done either through a Cheque payable to "Institute of Management Technology FZ LLC" or through Wire Transfer to the above mentioned Bank Account.
3. Bank charges are to be borne by the remitter.
4. The exchange rate for conversion of AED to USD is taken as 1 USD = 3.65 AED

5. IMT Dubai reserves the right to change its fees and will notify all students of changes, if any. The above Fees structure is applicable for the Academic Year 2009-2011.

### **3. ADDITIONAL INFORMATION**

1. The above Tuition and other fees are applicable to students completing the Program within a period of two years. Should the course of studies be extended, the student will be liable to pay for all additional Tuition and other fees including Residence.
2. For any repeated course, additional payment of AED 4,750 per repeated course will be applicable.
3. In case of repeat of semester, full Tuition & other associated costs (residence, visa, health insurance etc) will be applicable.
5. In case of suspension, the student will not be eligible for refund on any payment made for that semester irrespective of the balance Semester duration (if any). The amount paid will be considered forfeited and will not be adjusted against any additional period.
6. Students enrolled in Summer Courses will be charged additional Residence fees on a pro rata basis and any other associated costs (if incurred).
7. Students will avail the Residence Hall facilities only for the duration of the Semester. Residence Halls will open for the students two days prior to the commencement of each Semester and the students have to vacate their rooms four days after the end of each Semester.

#### **4. FEE REFUND POLICY FOR BSBA FALL 2011 BATCH**

Withdrawal Up to 2 Weeks before the commencement of the Program:

1. AED 2500 non-refundable.

Withdrawal Within 2 Weeks before the commencement of the Program:

1. 20% of the 1st Semester Tuition and Residence Fee will be forfeited
2. Visa Charges (AED 1850) will be forfeited

3. Study Material Charges (AED 1250) will be forfeited

Withdrawal Within 1st Week of the commencement of the Program:

1. 30% of the 1st Semester Tuition and Residence Fee will be forfeited
2. Visa charges (AED 1850) will be forfeited
3. Study Material Charges (AED 1250) will be forfeited
4. Health Insurance Charges (AED 1000) will be forfeited

Withdrawal Within 2nd Week of the commencement of the Program:

1. 40% of the 1st Semester Tuition and Residence Fee will be forfeited
2. Visa charges (AED 1850) will be forfeited
3. Study Material Charges (AED 1250) will be forfeited
4. Health Insurance Charges (AED 1000) will be forfeited

Withdrawal Within 3rd Week of the commencement of the Program:

1. 60% of the 1st Semester Tuition and Residence Fee will be forfeited
2. Visa charges (AED 1850) will be forfeited
3. Study Material Charges (AED 1250) will be forfeited
4. Health Insurance Charges (AED 1000) will be forfeited

Withdrawal Within 4th Week of the commencement of the Program:

1. 80% of the 1st Semester Tuition and Residence Fee will be forfeited
2. Visa charges (AED 1850) will be forfeited
3. Study Material Charges (AED 1250) will be forfeited
4. Health Insurance Charges (AED 1000) will be forfeited

Withdrawal After 4 Weeks of the commencement of the Program:

1. After 4th Week of the commencement of the Program, there will be no refund and 100% Fee amount paid towards 1st Semester will be forfeited.

\*\*\*Please note that the above Fee Refund policy is applicable irrespective of whether the student attended classes or did not after the commencement of the Program.

Disputes and Arbitration

The Institute's decision on any and every subject will be final and binding and disputes of any nature will be dealt with under U.A.E. jurisdiction.

**Financial Aid**

IMT Dubai does not offer financial aid. However, a student requiring financial aid may inquire at their personal bank. IMT Dubai will provide a bona fide certificate stating student status with the Institute and the program of study.

Students will pay the tuition fees in four installments.

IMT Dubai will offer a deferred payment for part of the tuition for those students who are in need. Those students are required to get in touch with the Office of Student Services.

## ACADEMIC CALENDAR 2011-2012

<b>2011 FALL</b>	<b>BSBA</b>	<b>MBA</b>
Arrival of residential students	2 - 3 September	9 - 10 September
Orientation	4 - 5 September	11 - 12 September
Parents day (optional)	4 September (9.30 - 11.30 hrs)	-
Registration	6 September (9.00 - 12.00 hrs)	13 September (9.00 - 12.00 hrs)
Classes begin	6 September	13 September
Elective registration	-	1 November
Classes end	8 December	15 December
Final exams	11 - 15 December	18 - 22 December
Semester end	15 December	22 December
Semester break	16 December - 9 January	23 December - 7 January

<b>2012 SPRING</b>	<b>BSBA</b>	<b>MBA</b>
Arrival of residential students	8 - 9 January	6 - 7 January
Orientation	-	8 - 9 January
Registration	10 January (9.00 - 12.00 hrs)	10 January (9.00 - 12.00 hrs)
Classes begin	10 January	10 January
Elective registration	-	13 March
Classes end	19 April	19 April
Final exams	22 - 26 April	22 - 26 April
Semester end	26 April	26 April
Semester break	27 April - 7 May	27 April - 5 May
Internship	-	6 May - 26 June

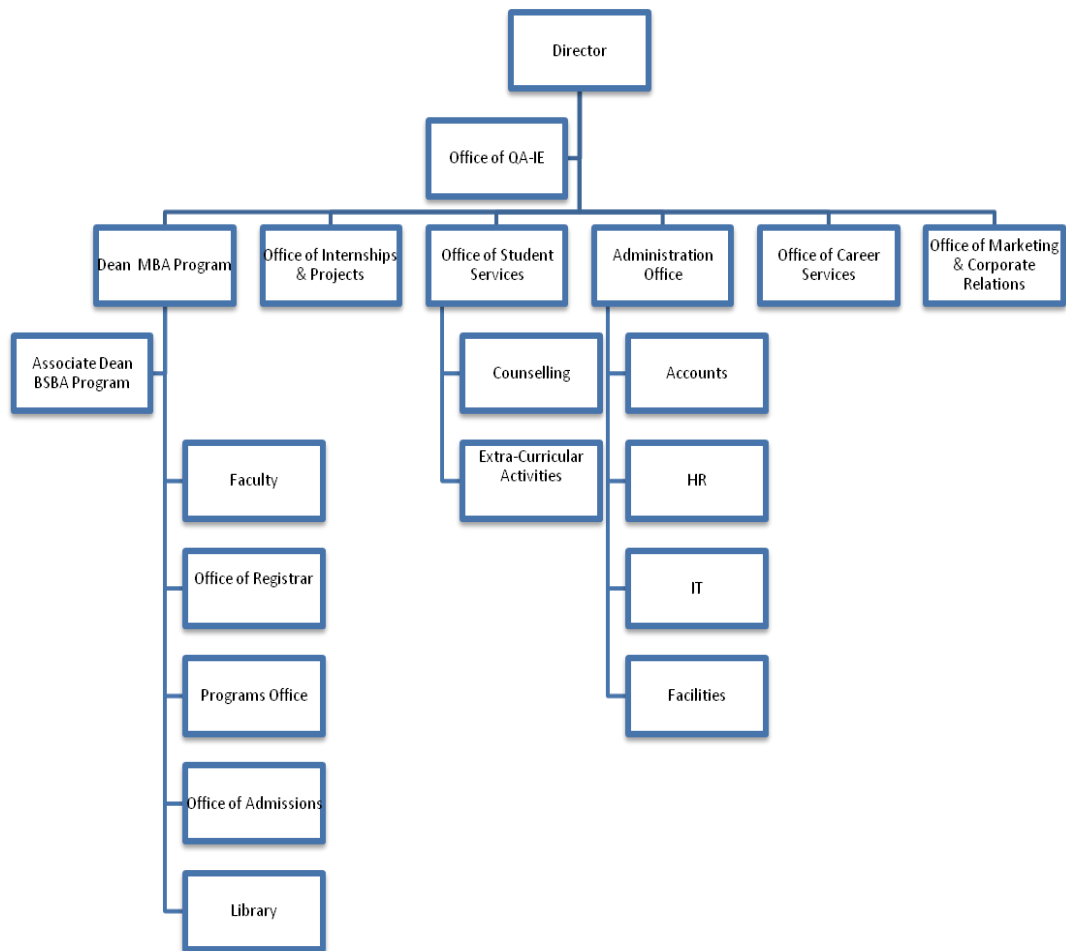
<b>2012 SUMMER I</b>	<b>BSBA</b>	<b>MBA</b>
Classes begin	8 May	8 May
Classes end	14 June	28 June

<b>2012 SUMMER II</b>	<b>BSBA</b>	
Classes begin	17 June	-
Classes end	26 July	-

**Tentative Holiday List** ( Islamic holidays are subject to UAE government declaration for private sector)

1 January – New Year’s Day	6 – 8 November – Eid-al-Adha
15 February – Birth of the Prophet	2 December – National Day
28 June – Ascension of the Prophet	26 November – Al-Hijra New Year
31 August – Eid-al-Fitr	25 December – Christmas Day

# IMT Dubai Organization and Staff



## **Board of Directors**

The Board of Directors is the legal body formed responsible for IMT Dubai and for policy making.

### ***Members:***

Mr. Bakul Nath  
*Vice President, Chairman of the Board*

Mr. Dipankar Chatterji  
*Vice President*

Dr. Farhad Rad-Serecht, ex-officio-nonvoting member  
*Director, IMT Dubai*

### **Administration**

Dr. Farhad Rad-Serecht  
*Director*

Dr. Arvind Seth  
*Dean, MBA Program*

*Dean, Undergraduate Program*  
*In progress*

Dr. Abdul Waheed  
*Associate Dean, Office of Internships & Projects*

Dr. Abhilasha Singh  
*Head, Office of Student Services*

Dr. Kirti Khanzode  
*Chairperson, Admissions*

Ms. Malathi Govind  
*Institutional Effectiveness Officer*

Mr. Santosh Stanley  
*Head, Office of Career Services*

Ms. Sabiha Mumtaz  
*Registrar*

Mr. Krishnakumar Rajan  
*Administration Manager*

Mr. Vivekanand  
*Facilities Manager*

Ms. Schueland Mudaliar  
*Head- Office of Admissions*

Ms. Philomina Abranches  
*Program Assistant, MBA Program*

*Program Assistant, Undergraduate Program  
In progress*

Ms. Meghavi Banerjee  
*Corporate Relations Officer*

Ms. Caroline Pereira  
*Secretary*

Mr. Ranjith P. Veedu  
*System Administrator*

Mr. Burhan Dalal  
*Accounting Executive*

Mr. Gyana Ranjan  
*Accountant*

Mr. Durai Murugan-  
*Assistant Librarian*

Mr. Moin  
*Assistant Librarian*

Mr. Nirmish Parmar  
*OSS Assistant*

Mr. Mahashook T  
*PRO*

Ms. Sheila Dellona  
*Receptionist*

Mr Naran Dhakal  
*Office Worker*

Mr. Anthony  
*Office Clerk*

Mr. Shah Islam  
*Office Clerk*

Mr. Imran Ashraf  
*Office Clerk*

## **FACULTY**

### ***Full-Time Faculty:***

Dr.Farhad Rad-Serecht, Director  
*Professor of Economics and Strategy*  
PhD (1973) University of Paris-La Sorbonne

Dr.Arvind Seth, Dean, MBA Program  
*Professor of Operations Management*  
Ph.D (1992); Indian Statistical Institute

Dr.T.P. Ghosh  
*Professor of Financial Management*  
PhD (1988), University of Burdwan

Dr.Mohan Agarwal  
*Professor of Marketing Management*  
PhD (1983), Kurukshetra University; Fellow, CIM (London)

Dr.Shahin Shojai  
*Professor of Strategy & Finance*  
PhD (1999), University of Nottingham, UK

Dr.K. Abdul Waheed  
*Associate Professor Marketing*  
PhD (2003) Shailesh J. Mehta School of Management, Indian Institute of Technology

Dr.Ali M S Zalzal  
*Associate Professor Management Information Systems*  
PhD (1990) University of Sheffield, UK

Dr.Anupam Mehta  
*Assistant Professor of Finance and Accounting*

PhD (2005) Punjab University

Dr.K.S. Sujit

*Assistant Professor of International Business*

PhD (2002), Hyderabad University

Dr.Abhilasha Singh

*Associate Professor of Human Resources Management*

PhD (1993), Banaras Hindu University

Dr.Rajesh Kumar

*Associate Professor of Financial Management*

PhD (2002), Indian Institute of Technology, Kharagpur

Dr.Kirti Khanzode

*Assistant Professor of English & Management Communication*

Ph D,(2006) ( Barkatullah University)

Dr.Eric Van Genderen

*Professor of International Business and Finance*

PhD(2008) –Henley Business School, Oxford, England

Dr.Ebrahim Soltani

*Professor of Operations Management*

Ph D(2003)- University of Strathclyde, UK

Dr.Alaa.K.Alshawa

*Assistant Professor Economics and Finance*

Ph D (1999), IOWA State University, US

**Visiting Faculty:**

Dr.Sohail Chaudhry

*Professor - Management and Operations/International Business*

Ph.D., Columbia University, USA

Dr.Vimi Jham

*Associate Professor- Marketing*

Ph.D.(2008) ,Aligarh Muslim University, India

## **Contact Details**

### **INSTITUTE OF MANAGEMENT TECHNOLOGY, DUBAI**

P.O. Box. 345006, Dubai International Academic City, Dubai, U.A.E.

Tel.: +971-4-3604844/4227244; Fax: +971-4-3604838 E-mail: [info@imtdubai.ac.ae](mailto:info@imtdubai.ac.ae);

website: [www.imtdubai.ac.ae](http://www.imtdubai.ac.ae)

### **INDIA OFFICES:**

A-193, 2nd Floor, Okhla Industrial Area, Phase-I, New Delhi – 110020,

Tel.: +91-11-40547046-47 / 26811578-79, Fax: +91-11-40527052,

Email: [prashant@imtdubai.ac.ae](mailto:prashant@imtdubai.ac.ae)

IMT A-16, Site 3, UPSIDC, Industrial Area Meerut Road, Ghaziabad – 201003

Tel.: +91 120 270 5628, Fax: +91 120 270 5625 E-mail: [admissions@imt.edu](mailto:admissions@imt.edu);

website: [www.imt.edu](http://www.imt.edu)