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## Vision

To become a leading institution for higher education in Banking and Finance in the region.



## Mision

To develop and offer internationally recognized programs, capacity building, research and consultancy services, to meet evolving needs of Banking and Finance in the region.



## Dean's Welcome Note

### Dear Prospective Student,

We are pleased that you have shown interest in the College of Banking and Financial Studies (CBFS).

You will find your study at CBFS an inspiring, challenging and rewarding journey that helps in shaping you for the future, and in providing you with the necessary employability and entrepreneurial skills.

The College has multiple international affiliations with prestigious institutions and universities that have high reputation and global ranking. Whatever the field of study, CBFS distinguishes itself by quality.

With an array of carefully developed programmes, CBFS provides you the flexibility of pursuing your programme of choice, through more than one pathway towards graduation. CBFS offers several professional, undergraduate and postgraduate programmes.

The strength of the reputation of a CBFS degree will not only benefit future students, but also the society that will gain from CBFS's knowledge leadership.

Again, welcome to the new academic year and seize the opportunities that come with being a part of the CBFS family.

**Ahmed Mohsin Al Ghassani, PhD**  
**College Dean**

# Studying at CBFS

## ? Why Study at CBFS?

As a student at CBFS you will become part of a diverse community of talented students. You will find it to be an inspiring and exciting place to study.

## 🏆 Ranking of Our Programs

CBFS is synonymous with providing world-class quality education and with students inspired to achieve their educational aspirations.

The College offers a variety of Diploma, Undergraduate and Postgraduate programs in collaboration with internationally accredited prestigious Universities/Institutions.

### Postgraduate Programs in collaboration with University of Strathclyde:

- MBA program is ranked 63rd globally by the Financial Times, London in 2016.
- MSc Finance offered by the Department of Accounting and Finance of Strathclyde Business School which is currently ranked 1st in UK in the Complete University Guide Subject League Table for 2016.
- MSc in Managing Human Resources is offered by Strathclyde Business School which is triple accredited by AACSB, AMBA, and EQUIS.

### Undergraduate Degrees:

CBFS offers four Bachelor Degrees which are licensed by the Ministry of Higher Education, Oman. These degrees are:

- BSc. Islamic Finance
- BSc. Banking & Finance
- BSc. Accounting, Auditing & Finance
- BSc. Business Administration



## UoB Undergraduate Degrees:

CBFS offers BSc. (Honours) in Business and Management and another degree in Accounting and Finance in collaboration with the University of Bradford. UoB is one of less than 1 percent of business schools in the world with the triple international accreditations by AACSB, AMBA, and EQUIS.

Higher National Diploma: in association with Pearson the UK's largest awarding body that offers academic and vocational qualifications that are globally recognised and benchmarked.

## Our location

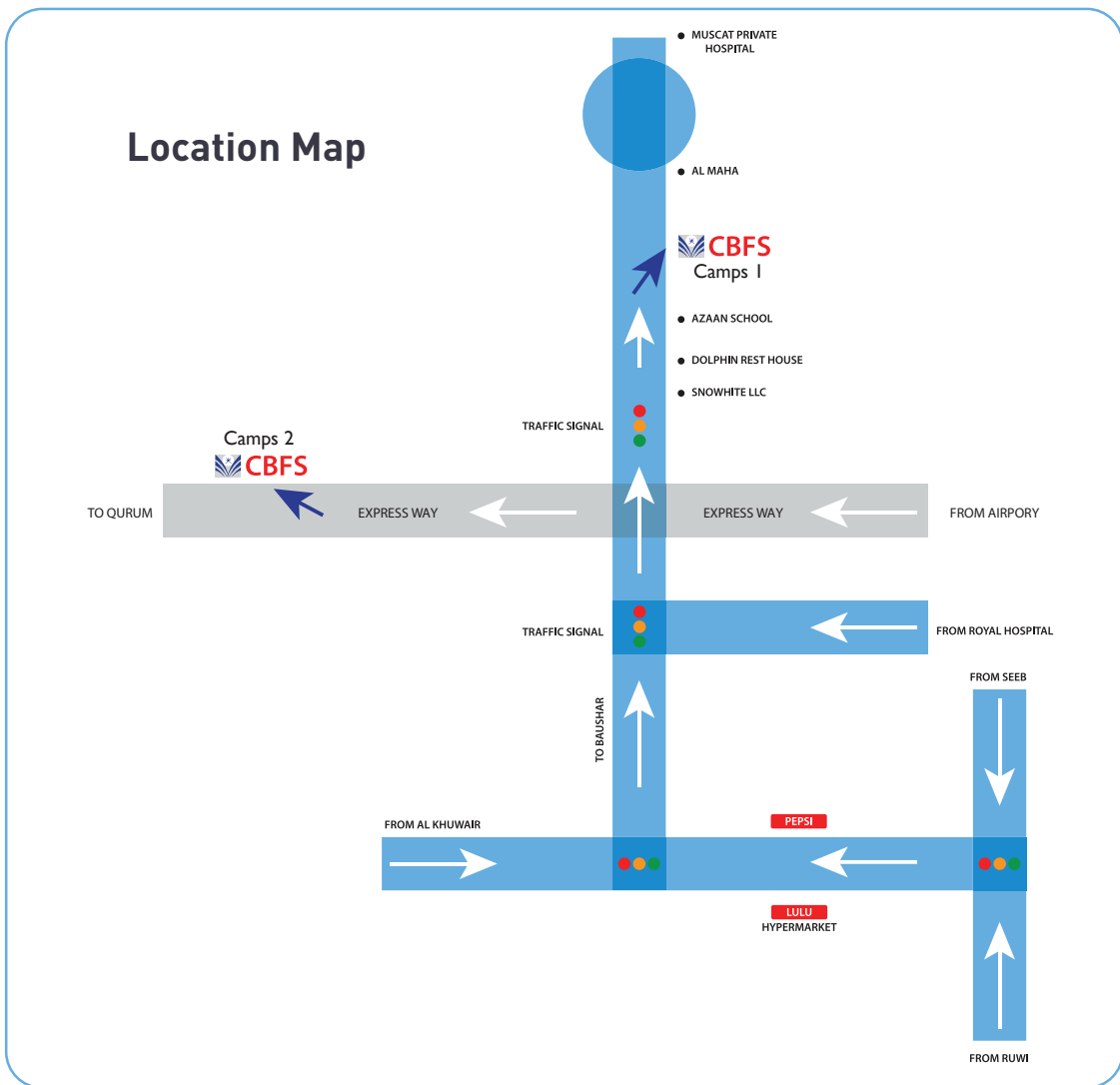
Our remarkable location and convenient transport network will help you to engage with your interests and gain relevant experience to succeed your chosen field of study. The college's location near the golden sand dunes and famed dining outlets and malls is enjoyed by many students.

## Exciting Activities

While studying at CBFS you will be offered a wide range of extracurricular activities to explore your interests, make a difference and meet new people across the college. CBFS hosts events throughout the year, like the Open Day event, career day event, book day event and engage in many socially responsible activities.

## Other Services

Students find fully trained staff to help with course choice, careers, guidance and all the information you require on how to finance your time when studying. The College has a library with up-to-date books, journals, access to many e-resources, computer labs, free wi-fi, food court and group work area.



# POSTGRADUATE PROGRAMMES



# MBA

Master of Business Administration



## Department:

Department of Postgraduates Studies and Research



## Description :

The Master of Business Administration (MBA) course at the University of Strathclyde has been running in Oman since 2001 in association with the College of Banking and Financial Studies. The Strathclyde Business School is one of less than 1% of schools in the world with all of the internationally recognized accreditations: AMBA (Association of MBA's), AACSB (American), and EQUIS (The European Quality Improvement System- European Foundation for Management Development) accreditation. These awards recognize the quality of the Strathclyde MBA. It is ranked at 63rd globally by the Financial Times London Survey of worldwide in 2016 among 100 MBA programs offered by universities worldwide. The University is also named the "Entrepreneurial University of the 2014" and "UK University of the Year 2014" by the Times Higher Education Awards. Strathclyde University is ranked in top in 10 the UK and 20th in Europe.

## Assessment

The course work is assessed by a mixture of written coursework, presentations and examinations. As far as possible coursework will be related to the student's work environment and marked by local counselors, subject to quality assurance by the Strathclyde University. Exams are set and marked by Strathclyde academic staff. Responsibility for academic quality control for the Strathclyde MBA resides with the University. It is exactly the same standard and content as the full-time course in the UK



## Entry Requirements

- First Degree or Academic Diploma
- IELTS : 6.0 or TOFEL :550 scores are required



- Degree Holders: Minimum of 3 years Managerial Work experience
- Diploma Holders: Minimum of 6 years Managerial Work experience
- Minimum age of 25

## Ministry of Higher Education Approval Requirement For Omani and Expat Students

As per the rules and regulations of The Ministry of higher Education, students applying for Post Graduate programmes are required to obtain approval from The Ministry of Higher Education to peruse their higher Studies. Therefore applicants are required to visit us to complete this procedure providing us the following documents:sector only).

## For Degree Holders:

1. Copy of degree ( to be attested from relevant bodies)
2. Equivalence Letter from Academic Equivalence Dept. at Ministry of Higher Education, if your degree is not obtained from Sultanate of Oman
3. Copy of transcript
4. Copy of third secondary certificate ( Equivalence letter to be sought from Ministry of Education if the same is not obtained from Sultanate of Oman)
5. Copy of ID card and Passport
6. Experience letters from current / previous employer proving years of experience ( the letters should be attested from Ministry of Manpower if the applicant is working in the private sector only).

## For Academic Diploma Holders:

- 1 Experience letters from current / previous employer proving years of experience ( the letters should be attested from Ministry of Manpower if the applicant is working in the private sector only)
2. Copy of diploma ( to be attested from relevant bodies if the same is obtained from abroad and an Academic Equivalence to be sought from Ministry of Higher Education )
3. Copy of transcript ( to be attested from relevant bodies if the same is obtained from abroad and an Academic Equivalence to be sought from Ministry of Higher Education )
4. Copy of third secondary certificate
5. Copy of ID card and Passport
6. Copy of short courses (minimum 4 short courses) attested from Ministry of Manpower

## Kindly note the following

If the obtained degree/ Academic Diploma from any educational institutions abroad, it should be attested from Oman's Embassy (Culture Attache Office) at the Country abroad and Ministry of Higher Education. Equivalence Letter from Academic Equivalence Dept at Ministry of Higher Education should be sought.



**Certification Authorities**  
University of Strathclyde



**Duration**  
Two Years





## Programme Structure & Content

Strathclyde MBA Programme includes:

### Programme Seminar

#### 1. The Reflective Practitioner

- The Learning Manger
- Comparative Corporate Governance
- Entrepreneurial Management & Leadership

#### 2. Making the Business work

- Finance & Financial Management
- Finance & Management Accounting
- Marketing Management
- Operations Management
- Managing People in Organizations
- Analytical Support for Decision Making

#### 3. Strategic Management for Sustainable Success

- Exploring the International Business Environment
- Strategy Analysis and Evaluation
- Making Strategy
- Technology and Innovation

#### 4. Personal Development:

- Strategic Consulting in Practice
- Electives ( two subjects )
- MBA Project

### Applicaton & Registration

We welcome online Applications only on the following page on the SBS website:

<http://www.strath.ac.uk/courses/postgraduatetaught/mba-oman/>

### Contact Details

- Dr. Anand . S.  
Director-Postgraduate Studies & Research  
E-mail : Anand@cbfs.edu.om
- Ms. Dina Al Maimani  
Programme Coordinator-  
Postgraduate Studies Dept.  
E-mail : dina@cbfs.edu.om
- Mr. Yaqoob Al Qaidhi  
Programme Coordinator - Postgraduate  
Studies Dept.  
E-mail : Yaqoob@cbfs.edu.om  
Direct Line: 24 505 758



# M.Sc. in Finance



## Department

Postgraduate Studies and Research



## Description

The Master of Science (M.Sc.) In Finance was launched on 2015 at the College of Banking and Financial Studies as one of its Kind in Oman Strathclyde Business School (SBS) has long been regarded as a top UK business school and the Department of Accounting & Finance is currently ranked 1st in the UK for Accounting & Finance by The Times Good University Guide 2016 and the Sunday Times Guide, and 1st in the UK in the Complete University Guide Subject League Table for 2014. As can be seen from the table below, the Department's position in all of these guides has been consistently in the top 5 in the UK .

	2015	2014	2013	2012	2011
The Times and Sunday Times Good University Guide Ranking		2nd	2nd	4th	1st
Completer University Guide Ranking	2nd	4th	4th	5th	4th
The Guardian University League Tables	3rd				



## Programme Objectives

The primary objectives of the M.Sc. in Finance programme are to develop:

- A good understanding of financial theory and analysis;
- An appreciation of the nature and functioning of financial markets and institutions;
- The ability to structure and take financial decisions to meet specified objectives;



- A good working knowledge of accounting information and its use in financial decision taking and analysis;
- The ability to interpret and analyse financial data;
- Knowledge of the latest development in the theoretical, empirical and applied research in finance;
- The ability to apply the analysis developed in the course - in financial management, international finance, security analysis, and portfolio management;
- An appreciation of recent developments in the financial markets, particularly the derivative markets;
- The ability to identify and analyse problems, consider alternative approaches and choose appropriate solutions;
- Transferable skills in problem solving, critical evaluation, data analysis, statistical analysis, model building, the use of spreadsheets and other software packages, information collection, report writing, the communication of ideas and analysis, presentational techniques and research activities; and
- Enhanced employability through the acquisition of specific subject and transferable skills consistent

The programme will provide participants with:

- An understanding of the theory of finance and financial analysis.
- An understanding of the nature & role of financial markets and institutions in an international context.
- An ability to interpret and analyse financial state ments and an understanding of the principles of Corporate finance.

- An ability to structure and take financial decisions and develop financial policies.
- An appreciation of the consequences of the globalisation of financial markets and institutions.
- An understanding of asset liability management.
- Employability through the acquisition of specific subject and transferable skills consistent with the expectations of employers in the context of finance.

### Structure of the M.Sc. in Finance

The M.Sc. course requires 180 credits, with 140 credits based on the taught component of the course and the remaining 40 credits on the research projects. Consistent with the requirements of the University's Postgraduate Instructional Courses Framework. Each class will be given a weight of either ten (10) or twenty(20) credits, and each credit will be assumed to required 10 hours of student effort.

### Overall Course Structure

Each student is required to complete six core classes worth 20 credits each, and two optional classes worth 10 credits each, as noted below:

Semester 1	
Principles of Finance	
Accounting and Financial Analysis	
Semester Total	
Semester 2	
Quantitative Methods for Finance	
International Financial Markets & Banking	
Semester Total	
Semester 3	
Advanced Corporate Finance & Applications	
One Optional Class	
Semester Total	
Semester 4	
Derivatives and Treasury Management	
One Optional Class	
Semester Total	
Semester 5	
Empirical Research Projects	
Total Credits	180

### Requirements for Degree Awards

Candidate will have to achieve a credit weighted average mark of 50% or more with no more than one individual class mark below 50%, including the research projects/dissertation.

### Research Projects

The final stage of the degree programme involves the preparation of three research projects or in a very limited number of cases a dissertation. The first of these projects will provide experience of undertaking empirical work in Finance. The second involves an analysis of the financial position, financial performance and prospects of a company, along with an assessment of the investment potential of its shares. The choice of the topic for the third project is left to each individual, though the topic must be approved by the Course Director. For the empirical projects each member of the class will be supplied with data relating to some issue in finance, and a preliminary list of hypothesis or questions to be addressed. Students are expected to expand the range of hypotheses to be considered. Whilst all members of the class will consider the same issues the data sets will differ from one person to another.

By providing the data, and a broadly defined research agenda, the research projects allow considerably more time to be spent on the analysis of the data and the interpretation of results than is feasible in the context of a more conventional dissertation. While the challenges of identifying a research topic and developing an appropriate data set are to a large extent eliminated in the research projects, the approach allows the analytical work to be developed in more depth. (The third project does, however, require the initiation and structuring of independent research, though on a reduced scale, in relation to the demands of a dissertation.) The second project essentially requires the preparation of the equivalent of an investment analysts report on a company. It requires the use of financial theory and the ability to interpret the financial statements of companies. While the emphasis is on the application of the relevant theory and analysis it requires a good understanding of valuation models.

The third project provides candidates with the opportunity to choose a topic to study in some depth. It can take the form of a review of the literature on some topic in finance (e.g. recent developments in valuation of derivatives), a case study (e.g. the financing of acquisitions or the debt problems of companies at the onset of the financial crisis), or a consideration of some area of controversy (e.g. the



causes and possible solutions to the Greek debt crisis). In completing the third project candidates are expected to demonstrate an understanding of the concepts and analysis developed on the course, knowledge of the relevant literature on the chosen topic, and an ability to discuss issues in some area of finance in depth.

Prior to the start of the work on the projects an intensively taught class is provided on research methodology. This is a compulsory class which provides the basis for project and dissertation work. It will discuss the nature of research work in finance and accounting, the writing and structuring of research reports and revise the appropriate statistical analysis. The class will not be assessed. While the primary aim of this class is to provide an introduction to the first empirical project it will also provide guidance on the second and third projects. It reviews briefly the analysis and techniques that will be relevant for the research work to be undertaken. It will also develop an appreciation of the role of data sources in financial analysis and research, and develop further an understanding of the use of computers in the management of this data.

## ☰ Programme Entry Requirements

### The minimum entry requirements to the M.Sc. Programme are:

- A first or upper-second class honours degree or its equivalent, in accounting, finance, economics or management (with a significant component of economics and/or accounting and finance) or a quantitative science such as mathematics, physics or engineering; and
- Evidence of English Language proficiency in the form of an IELTS 6.5 or TOEFL 600 test. Applicants who are native speakers of English and who completed their undergraduate education in an English medium institution in a country where English is the official language, will be exempted from the language proficiency requirement.

### Applicants who:

- Have a TOEFL score of 550 or IELTS of 6.0 may be accepted to the programme, subject to satisfactory interview with a Strathclyde academic.
- Graduated from an English medium institution in which the courses were all taught in English and can provide evidence of having acquired a TOEFL/IELTS score of 550/6.0 upon admission to the undergraduate program, may be accepted to the programme, subject to a satisfactory interview with a Strathclyde academic.

You will be asked to provide evidence of your command of English. You should include your test scores, if available, in the relevant section of the application form. If you receive an offer of admission, it will be subject to proof of your score. English tests must be less than two years old at the time of application. If you have not yet taken the test at the time of application, your application can be considered in its absence, but any offer will be conditional on your achieving the required score.



## Postgraduate Diploma in Finance

The University recognizes that there are able students who lack the required academic qualifications for direct entry to M.Sc. Programmes but may have appropriate professional qualifications; such cases are considered individually on merit.

The University will consider an ordinary degree or professional qualification for 'Diploma entry' to the Postgraduate Diploma in Finance, dependent on the subjects studied and marks obtained on the undergraduate degree and/or professional qualification. Postgraduate Diploma students will undertake the same taught component (core and optional courses) as the M.Sc. Students, but the pass mark will be lower and no research projects will be required. In order to achieve the Postgraduate Diploma, students have to achieve a credit weighted average mark of 40% or more across the 140 credits of taught classes (and no more than 20 credits of individual class marks below 40%).

Postgraduate Diploma students who successfully complete the 140 credits of the taught component of the programme at the required level, may then transfer to the M.Sc Finance programme and undertake the research projects.



## How To Apply

Applications are submitted online via SBS website : <http://www.strath.ac.uk/courses/postgraduatetaught/finance-oman/>

## Contact Details

For more details of the programme please contact the following individuals at the postgraduate office at the College of Banking and Financial studies:

- **Dr. Anand S. M**  
Director - Postgraduate Studies Department  
Tel: (968) 24502288 Ext 512  
Fax: (968) 24505979  
E-mail: [anand@cbfs.edu.om](mailto:anand@cbfs.edu.om)

- **Ms. Dina Al Maimani**  
Programme Coordinator -  
Postgraduate Studies Department  
E-mail: [dina@cbfs.edu.om](mailto:dina@cbfs.edu.om)
- **Mr. Yaqoob Al Qaidhi**  
Programme Coordinator -  
Postgraduate Studies Department  
Direct Line : (968) 24505758  
Email: [yaqoob@cbfs.edu.om](mailto:yaqoob@cbfs.edu.om)

# M.Sc. in Managing Human Resource

## ? Why M.Sc. in MHR?

The purpose of the M.Sc. in Managing Human Resources is to offer students an opportunity to study in-depth organisations and the management of work. In studying the management of people course participants will engage with contemporary ideas and arguments about Human Resource Management and International Human Resource Management within organisations. In addition to core theories and models, students will be exposed to world leading research in Human Resources. This programme will be contextualized to the particular challenges facing HR professionals in the Middle East.

## 🌐 Aims of the Programme

The programme will provide participants with:

- A good understanding of theoretical debates and policy issues effecting human resource management in a global and regional middle eastern context
- An awareness of the range of possible national and regional models for the management of human resources within the globalised economy
- An appreciation of the impact of local cultural and institutional influences on the practices of organisations
- A good working knowledge of the skills required to be manage in an increasingly complex and challenging environment and with a culturally diverse workforce

## 📄 Programme Structure

The M.Sc.in MHR programme requires 180 credits, with 120 credits based on the taught component of the course and the remaining 60 credits on the Dissertation. Consistent with the requirements of the University's Postgraduate Instructional Courses Framework, each class will be given a weight of either ten (10) or twenty(20) credits, and each credit will be assumed to required 10 hours of student effort.

## 🧠 Requirements for Degree Awards

Candidate will have to achieve a credit weighted average mark of 50% or more with no more than one individual class mark below 50%, including the research projects/dissertation.

## 📊 How Does this Programme Work?

The CBFS holds local counselling sessions, intensive seminars and examinations. The SBS provides core learning materials and deputes Strathclyde University faculty members to Oman to run intensive seminars. Students are also provided online access to the University of Strathclyde library along with the access to the CBFS library. All assessments is the responsibility of the SBS, and successful participants will be awarded a master degree in finance from the University of Strathclyde.

## 🧠 Programme Entry Requirements

The minimum entry requirements to the M.Sc.in MHR programme are:

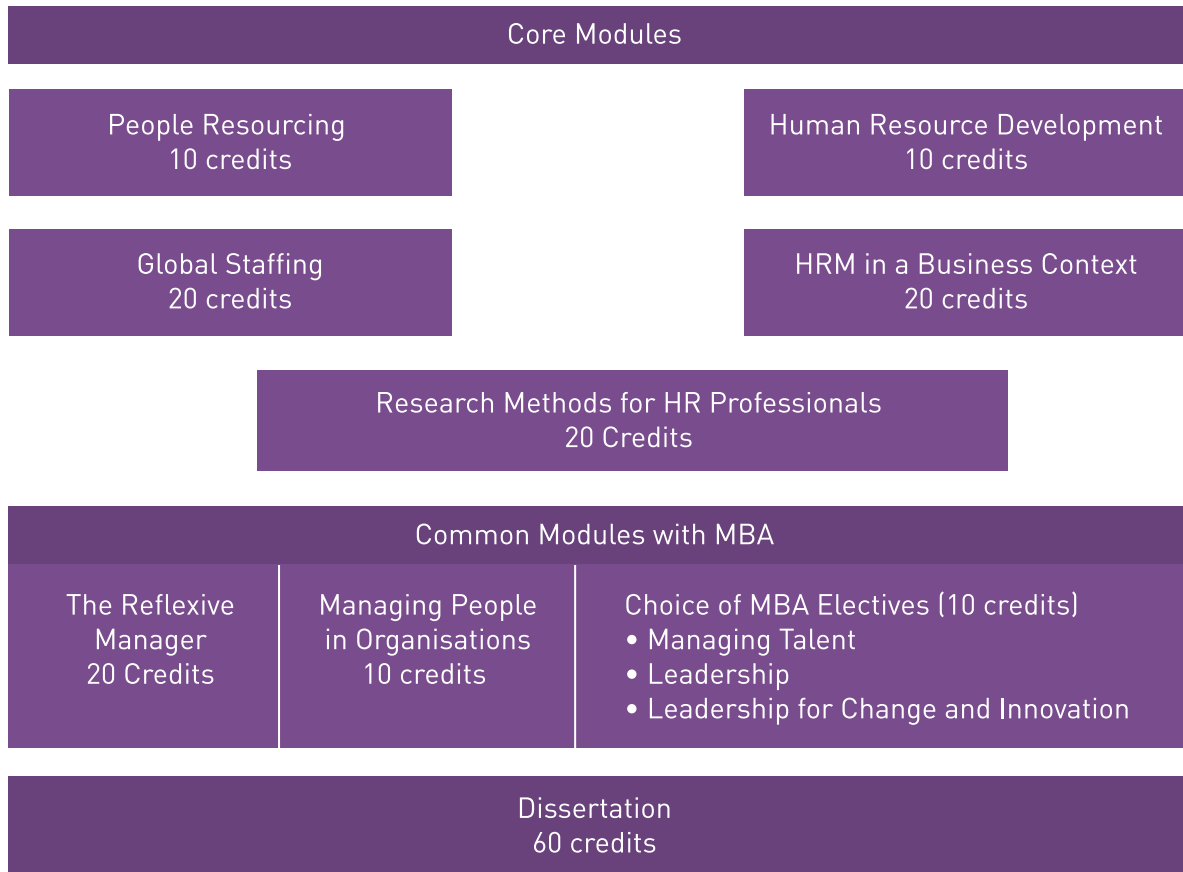
- A first or upper-second class honours degree or its equivalent; and
- Evidence of English Language proficiency in the form of IELTS or TOEFL test. Applicants who are native speakers of English and who completed their undergraduate education in an English medium institution in a country where English is the official language, will be exempted from the language proficiency requirement. TOEFL: a minimum score of 600 in the paper based test or 100 in the online based test is required. IELTS: a minimum score of 6.5 is required with no criteria below then 5.5

## 📄 How To Apply

Applications are submitted online via SBS website : <http://www.strath.ac.uk/courses/postgraduatetaught/managinghumanresourcesoman/>

## Overall Course Structure

Each student is required to complete following core and optional modules as noted below:



## Career Scope

This programme is suitable for those intending to develop their career in generalist, specialist and consultancy roles in the fields of Human Resources, Personnel and Recruitment, Training and Development, Employee Relations in the public and private sector.

## Contact Us

• Ms. Dina Al Maimani  
Programme Coordinator -  
Postgraduate Studies and Research Department  
Direct Line : (968) 24505758  
Email: dina@cbfs.edu.om

- Mr. Yaqoob Al Qaidhi  
Programme Coordinator-  
Postgraduate Studies and Research Department  
Direct Line : (968) 24505758  
Email: yaqoob@cbfs.edu.om
- Dr. Anand. S.  
Director-  
Postgraduate Studies and Research Department  
Tel: (968) 24502288 Ext 512  
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# UNDERGRADUATE PROGRAMMES





# B.Sc. (HONS)

Accounting and Finance  
(University of Bradford)

## Department

Department of Undergraduate Studies

## Description

The College of Banking and Financial Studies offers an Undergraduate Degree in B.Sc (Honours) in Accounting and Finance run in collaboration with the University of Bradford. The programme of study combines academic rigour with practice and relevance for Accounting and Finance in the Banking and Finance sectors. The programme will give students an opportunity to gain detailed knowledge of Accounting and Finance and broader knowledge of Business and Management. In the first year, students will study the basic disciplines involved in Management. From the second year, students will be introduced to topics such as the use of spreadsheets and databases in accounting, business finance and taxation. Final year modules focus on strategic, international and contemporary issues in Accounting and Finance. B.Sc. (Accounting and Finance) Degree is a comprehensive degree with special focus on accounting and finance.

## Entry Requirements

Successful completion of Pre-Degree Foundation programme of the University of Bradford.

Or

For Direct Entry

1. A-Levels of 320 points (ABB)
2. Indian Year XII 75%
3. An International Baccalaureate score of 27
4. A Polytechnic Diploma from a UK approved Institution with B grade average (or a GPA average of 2.8)

## English Language Criteria

All applicants must meet the required level of English Language ability. The University will accept the



following indicators of English Language attainment: A GCSE English at Grade C. Or a Grade C in O-Level English Language and Maths (or equivalent approved qualification). Applicants for whom English is not their first language, must have a minimum overall score of 6.0 in IELTS (with a minimum of 5.5 in each component). Cambridge Advanced English – grade C or above Cambridge Proficiency in English – grade C or above

## Mathematics Criteria

All applicants must meet the required level of Mathematics ability. The University will accept the following indicators of Mathematics attainment:

A GCSE/GCE Mathematics at Grade C or above

All non-standard applications will be considered on a case by case basis by the University of Bradford.



## Examining Authorities

College of Banking and Financial Studies



UNIVERSITY OF  
**BRADFORD**  
MAKING KNOWLEDGE WORK



## Duration

It will take 3 years to complete the programme on a full-time mode, assuming the student has met the entry requirements



## Programme Content

### Stage 1 Modules \*

- Business Economics (c)
- Introduction to Accounting (c)
- Introduction to Finance (c)
- Student Self Development (c)
- Quantitative Methods in Information Management (c)
- People, Work and Organizations (o)
- Operations and Information Systems Management (o)
- Foundations of Marketing (o)

### Stage 2 Modules \*

- Employability and Enterprise Skills (c)
- Financial Accounting (c)
- Management Accounting (c)
- Economics of Industry (c)
- Financial Management (c)
- Business Law (c)
- Company Law and Administration (c)
- Capital Markets, Investment and Finance (c)
- Employee Relations (o)
- Organisational Analysis (o)
- The Transformation of Work (o)
- Fundamentals of Decision Support (o)
- Marketing Research (o)
- Management of Service Operations (o)
- Econometrics and Business Forecasting (o)
- Principles of Personal Finance (o)

### Stage 3 Modules \*

- You in the Workplace (4-year programme only) (c)
- Auditing (c)
- Taxation (c)
- Corporate Reporting (c)
- International Finance (c)
- Contemporary Issues in Accounting (c)
- International Accounting (o)
- Human Resource Management (o)
- Personal Financial Planning (o)
- Global Business Environment (o)

- Understanding Strategic Management (o)
- Creativity and Innovation (o)
- The Financial Services Sector and its Environment (o)
- Decision Support A (o)
- Electronic Commerce (o)
- Ethics in Business and Society (o)
- Managing Business in Europe (o)
- International Business Strategy (o)
- Applied Strategic Management (o)
- Marketing and Entrepreneurship (o)
- International and Comparative Employment Relations (o)
- Human Resource Development (o)
- Organisational Change (o)
- Portfolio Investment Management (o)
- Decision Support B (o)
- Strategic Information Systems (o)
- Corporate Marketing (o)
- Sustainable Operations Management (o)
- Enterprise and Innovation in Practice (o)

\*C - Compulsory / Core module, O - Optional module



## Registration

July - August



## Contact Details

- **Mr. Sayyed Mohammad Danish**  
Director of Undergraduate Department  
E-mail : [danish@cbfs.edu.om](mailto:danish@cbfs.edu.om)  
Office lines: 24502288, ext: 416
- **Ms. Sapna Dileesh - Programme Coordinator**  
E-mail : [Sapna@cbfs.edu.om](mailto:Sapna@cbfs.edu.om)  
Office lines: 24502288, ext: 504

# B.Sc. (HONS)

## Business & Management Studies

### Department

Department of Undergraduate Studies

### Description

The College of Banking and Financial Studies offer an Undergraduate Degree in B.Sc (Honours) in Business and Management run in collaboration with the University of Bradford. The course aims at developing the analytical and behavioural skills that students require to make effective use of knowledge after graduation. BSc. in Business & Management Studies is a comprehensive degree with special focus on Business & Management.

### Entry Requirements

Successful completion of Pre-Degree Foundation programme of the University of Bradford.

or

For Direct Entry

1. A-Levels of 300 points (ABB)
2. Indian Year XII 73%
3. An International Baccalaureate score of 25
4. A Polytechnic Diploma from a UK approved Institution with B/C grade average (or a GPA average of 2.5)

### English Language Criteria

All applicants must meet the required level of English Language ability. The University will accept the following indicators of English Language attainment:

A GCSE English at Grade C. Or a Grade C in O-Level English Language and Maths (or equivalent approved qualification). Applicants for whom English is not their first language, must have a minimum overall score of 6.0 in IELTS (with a minimum of 5.5 in each component).

Cambridge Advanced English – grade C or above  
Cambridge Proficiency in English – grade C or above



### Mathematics Criteria

All applicants must meet the required level of Mathematics ability. The University will accept the following indicators of Mathematics attainment: A GCSE/GCE Mathematics at Grade C or above

All non-standard applications will be considered on a case by case basis by the University of Bradford.

### Examining Authorities

College of Banking and Financial Studies





## Duration

It will take 3 years to complete the programme on a full-time mode, assuming the student has met the entry requirements



## Programme Content

### Stage 1 Modules \*

- Business Economics (c)
- People, Work and Organisations (c)
- Operations and Information Systems Management (c)
- Introduction to Accounting (c)
- Foundations of Marketing (c)
- Student Self Development (c)
- Quantitative Methods in Information Management (c)

### Stage 2 Modules \*

- Employability and Enterprise Skills (c)
- Business Law (c)
- Organisational Design (c)
- Employee Relations (c)
- Organisational Analysis (c)
- The Transformation of Work (c)
- Financial Accounting (o)
- Management Accounting (o)
- Economics of Industry (o)
- Financial Management (o)
- Business Information Systems (o)
- Consumer Behavior (o)
- Marketing Management and Strategy (o)
- Resource Planning for Operations (o)
- Company Law and Administration (o)
- Fundamentals of Decision Support (o)
- Integrated Marketing Communications (o)
- Marketing Research (o)
- Management of Service Operations (o)
- Econometrics and Business Forecasting (o)
- Capital Markets, Investment and Finance (o)
- Principles of Personal Finance (o)

### Stage 3 Modules \*

- You in the Workplace (4-year programme only) (c)
- Human Resource Management (c)
- International and Comparative Employment Relations (c)
- Human Resource Development (c)
- Organisational Change (c)
- Auditing (o)
- Personal Financial Planning (o)
- Taxation (o)
- Global Business Environment (o)
- Understanding Strategic Management (o)
- International Marketing (o)
- Creativity in Marketing (o)
- European Employment Policy (o)
- Creativity and Innovation (o)
- Brand Management (o)
- The Financial Services Sector and its Environment (o)
- Corporate Reporting (o)
- International Finance (o)
- Decision Support A (o)
- Electronic Commerce (o)
- Retail Marketing (o)
- Ethics in Business and Society (o)
- World Class Operations (o)

\* **C** - Compulsory / Core module, **O** - Optional module



## Registration

July - August



## Contact Details

- **Mr. Sayyed Mohammad Danish**  
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# B.Sc. in Bachelor of Business Administration (Human Resource)

## Department

Department of Undergraduate Studies

## Description

The degree aims to :

- To provide an in-depth knowledge in various aspects of business.
  - To develop unique skills in Communication and Organizational analysis
  - To assist decision making and problem solving in industry relevant areas
  - To add value to aspirants to managerial positions.
- Entry Requirements:
- Diploma in Accounting, Finance, Human Resource, Marketing, Banking or its equivalent.
  - A direct entry into the programme after completing the Higher Secondary School level.
  - Proof of proficiency in English language (a score of at least 5.0 with reading and writing at least 4.5 in the IELTS test of English , (unless their first degree was taught in English) is a must.

## Examining Authorities

College of Banking and Financial Studies

## Duration

It will take 4 years (8 semesters) to complete the programme on a full-time mode, assuming the student has met the entry requirements.



## Programme Content

### Modules\*

#### Semester One

1. Business Communication -BC-S1
2. Principles of Business Management -PBM-S1
3. Principles of Accounting 1 -ACC1-S1
4. Micro Economics -EC0-S1
5. English for Business I/Technical Writing / Academic Writing Skills

#### Semester Two

1. Principles of Financial Management -PFM-S2
2. Principles of Statistics -PS-S2
3. Business Maths -BMA-S2
4. Principles of Accounting 2 -ACC2-S2
5. Oman and Islamic Civilization

## Semester Three

1. Macro Economics -ECO-S3
2. Organizational Behavior -OB-S3
3. International Business Management -IBM-S3
4. Principles of Marketing -PMKT-S3
5. E-commerce

## Semester Four

1. Introduction to Human Resource Management -IHRM-S4
2. Investment Management -IM-S4
3. Business Law -BUSL-S4
4. Small Business Management -SBM-S4
5. Research Methodology -REM-S6

## Semester Five

1. Consumer Behavior -CB-S5
2. Management Information Systems -MIS-S5
3. Project Management -PM-S5
4. Quantitative Analysis for Management Decisions -QMAD-S5
5. Technical Writing II

## Semester Six

1. Oman Labour Laws .
2. Operations Management -OM-S6
3. Corporate Social Responsibility and Sustainability -CSRS-S6
4. Entrepreneurship -ENT-S6
5. Internship (INTERN)

## Semester Seven

1. Strategic Management -SM-S7
2. Work Psychology -WS-S7
3. Entrepreneurship (ENT-S8)
4. Elective -1
5. Project ( PJT- S8)-I/ Research Project I

## Semester Eight

1. Strategic Human Resource Management -SHRM-S8
2. Business Ethics in a Global Community -BEGCS8
3. Elective 2 -
4. Elective 3\* -
5. Project ( PJT- S8)-II / Research Project II

\*Sequence of the modules may change subject to requirements

List of Electives: Electives could be given in groups, so that it specifies the semester number.

### GROUP – 1 (Semester – 7)

1. Managing Organizational Change -MOC-S7
2. Business Leadership Theory and Practice -BLTPS7
3. Human Resource Audit -HRA-S7
4. Employee Relations -ER-S7
5. Management Information System

### GROUP – 2 (Semester – 8)

1. Human Resource Development -HRD-S8
2. Performance and Compensation Management -PACM-S8
3. International Human Resource Management -IHRM-S8
4. International and Comparative Employee Relations -ICER-S8
5. Information Security



### Registration

July - August / December - January



### Contact Details

- **Mr. T.T. Rohan**  
Programme Coordinator  
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# B.Sc. in

## Bachelor of Business Administration (Marketing)

### Department

Department of Undergraduate Studies

### Description

The degree aims to :

- To provide an in-depth knowledge in various aspects of business.
- To develop unique skills in Communication and Organizational analysis
- To assist decision making and problem solving in industry relevant areas
- To add value to aspirants to managerial positions.

### Entry Requirements

- Diploma in Accounting, Finance, Human Resource, Marketing, Banking or its equivalent.
- A direct entry into the programme after completing the Higher Secondary School level.
- Proof of proficiency in English language (a score of at least 5.0 with reading and writing at least 4.5 in the IELTS test of English , (unless their first degree was taught in English) is a must.

### Examining Authorities

College of Banking and Financial Studies

### Duration

It will take 4 years (8 semesters) to complete the programme on a full-time mode, assuming the student has met the entry requirements.



### Programme Content

#### Modules\*

##### Semester One

1. Business Communication -BC-S1
2. Principles of Business Management -PBM-S1
3. Principles of Accounting 1 -ACC1-S1
4. Micro Economics -EC0-S1
5. English for Business I/Technical Writing / Academic Writing Skills

##### Semester Two

1. Principles of Financial Management -PFM-S2
2. Principles of Statistics -PS-S2
3. Business Maths -BMA-S2
4. Principles of Accounting 2 -ACC2-S2
5. Oman and Islamic Civilization

## Semester Three

1. Macro Economics -ECO-S3
2. Organizational Behavior -OB-S3
3. International Business Management -IBM-S3
4. Principles of Marketing -PMKT-S3
5. E-commerce

## Semester Four

1. Introduction to Human Resource Management -IHRM-S4
2. Investment Management -IM-S4
3. Business Law -BUSL-S4
4. Small Business Management -SBM-S4
5. Research Methodology -REM-S6

## Semester Five

1. Consumer Behavior -CB-S5
2. Management Information Systems -MIS-S5
3. Project Management -PM-S5
4. Quantitative Analysis for Management Decisions -QMAD-S5
5. Technical Writing II

## Semester Six

1. Oman Labour Laws .
2. Operations Management -OM-S6
3. Corporate Social Responsibility and Sustainability -CSRS-S6
4. Entrepreneurship -ENT-S6
5. Internship (INTERN)

## Semester Seven

1. Strategic Management -SM-S7
2. International Marketing Strategy -IMS-S7
3. Entrepreneurship (ENT-S8)
4. Elective -1
5. Project ( PJT- S8)-I/ Research Project I

## Semester Eight

1. Strategic Business Analysis -SBA-S8
2. Business Ethics in a Global Community -BEGCS8
3. Elective 2 -
4. Elective 3\* -
5. Project ( PJT- S8)-II / Research Project II

\*Sequence of the modules may change subject to requirements

List of Electives: Electives could be given in groups

## GROUP – 1 (Semester – 7)

1. Managing Organizational Change -MOC-S7
2. Integrated Marketing Communications -IMC-S7
3. Retail Marketing -RM-S7
4. Basics of Islamic Finance -BIF-S7
5. Management Information System

## GROUP – 2 (Semester – 8)

1. Corporate Marketing - CMKT-S8
2. Financial Services Marketing - FSM-S8
3. Innovation in Marketing - INMKT-S8
4. Financial Math - FM-S8
5. Electronic Business- EB-S8
6. Intermediate Financial Management - IFM-S8
7. Information Security



## Registration

July - August / December - January



## Contact Details

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# B.Sc. in Banking and Finance

## Department

Department of Undergraduate Studies

## Description

The degree aims to :

- To promote a good understanding of domestic and international banking;
- To promote a good understanding of financial Theory and analysis;
- To promote an appreciation of the nature and Functioning of financial markets and Omani Financial System and its products;
- To provide specialised and innovative education Focusing on the banking and financial sector in Oman.
- To draw from international regulatory standards and practices in the industry and adapt to suit Oman financial system's requirements.

## Entry Requirements

- Diploma in Accounting, Finance, Human Resource, Marketing, Banking or its equivalent.
- A direct entry into the programme after completing the Higher Secondary School level.
- Proof of proficiency in English language (a score of at least 5.0 with reading and writing at least 4.5 in the IELTS test of English, (unless their first degree was taught in English) is a must. I believe this part is ambiguous.

## Examining Authorities

College of Banking and Financial Studies



## Duration

It will take 4 years (8 semesters) to complete the programme on a full-time mode, assuming the student has met the entry requirements

## Programme Content

### Modules\*

#### Semester One

1. Math 1
2. Principles of Business Management
3. Principles of Accounting – 1
4. Micro Economics
5. Technical Writing 1

## Semester Two

1. Principles of Financial Management
2. Principles of Statistics & Financial Math
3. Math 2
4. Business Communication
5. Technical Writing 2

## Semester Three

1. Intermediate Financial Management
2. Principles of Marketing
3. Principles of Accounting 2
4. Macro Economics
5. E- Business

## Semester Four

1. Financial Markets
2. Money and Banking
3. Commercial Laws of Oman
4. Financial Statements Analysis
5. International Investment

## Semester Five

1. Investment Management
2. Risk management
3. Domestic Banking Operation
4. Supervision and Regulation of Banks
5. Oman and Islamic Civilization

## Semester Six

1. Management of Foreign Exchange
2. International Banking Operations
3. Banking Credit
4. Research Methods
5. Internship (INTERN)

## Semester Seven

1. Bank Financial Management
2. Bank Accounting
3. Entrepreneurship
4. Elective 1
5. Research Project I

## Semester Eight

1. Omani Financial System
2. Strategic Human Resource Management
3. Elective 2
4. Elective 3
5. Research Project II Electives
  1. Islamic Banks
  2. Investment Portfolio Management
  3. Project Appraisal
  4. Personal Finance
  5. Investment Banking
  6. Taxation Accounting
  7. Operation Management
  8. Financial Services Marketing
  9. Management Information Systems
  10. Econometrics

\*Sequence of the modules may change subject to requirements

### Registration

July - August / December - January

### Contact Details

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# B.Sc. in Accounting, Auditing and Finance

## Department

Department of Undergraduate Studies

## Description

The degree aims to :

- To offer overall understanding of the theories and practices of Accounting, Finance and auditing specifically focusing on the relevant sectors in Oman.
- The Programme offers an opportunity to study the nuances of Accounting, Finance, and Auditing structure including theoretical insights and practical applications to enable the students to identify and critically evaluate the challenges in accounting finance and auditing fields.
- An appreciation of the nature and functioning of financial markets and Omani Financial System and Products;
- The ability to interpret and analyse financial data;
- Knowledge of the latest development in the theoretical, empirical and applied research in finance and Auditing;
- Assisting employability through the acquisition of specific subject and transferable skills consistent with the expectations of employers in corporate finance and financial services.
- Facilitate students to meet industry challenges

## Entry Requirements

- Diploma in Accounting, Finance, Human Resource, Marketing, Banking or its equivalent.
- A direct entry into the programme after completing the Higher Secondary School level.
- Proof of proficiency in English language (a score of at least 5.0 with reading and writing at least 4.5 in the IELTS test of English , (unless their first degree was taught in English) is a must.



## Examining Authorities

College of Banking and Financial Studies

## Duration

It will take 4 years (8 semesters) to complete the programme on a full-time mode, assuming the student has met the entry requirements.

## Programme Content

### Modules\*

#### Semester One

1. Quantitative Methods for Business 1 (QMB1-S1)
2. Principles of Business Management (MANG 001)
3. Financial Accounting 1 (ACCT001)
4. Business Economics 1 (ECON 001)
5. Oman and Islamic Civilization

#### Semester Two

1. Financial Management (FINA001)
2. Quantitative Methods for Business 2 (QMB2-S2)
3. Omani Business Law (OBLAW-S2)
4. Financial Accounting 2 (ACCT002)
5. English for Business I/Technical Writing / Academic Writing

## Semester Three

1. Intermediate Accounting-1 (ACCT 003)
2. Banking and Insurance Companies Accounting (ACCT004)
3. Investment Management & Portfolio Analysis (FINA002)
4. Risk Management (FINA003)
5. E-commerce 3. Principles of Accounting – 1
4. Micro Economics
5. Oman and Islamic Civilization

## Semester Two

1. Principles of Financial Management
2. Principles of Statistics & Financial Math
3. Math 2
4. Business Communication
5. English for Business I/Technical Writing Academic Writing Skills

## Semester Three

1. Intermediate Financial Management
2. Principles of Marketing
3. Principles of Accounting 2
4. Macro Economics
5. E-commerce

## Semester Four

1. Cost and Management Accounting (ACCT004)
2. Intermediate Accounting -2 (ACCT005)
3. Islamic Accounting & Banking (ACCT006)
4. Project Management (MANG002)
5. Oman Labour Laws

## Semester Five

1. Advanced Corporate Reporting (ACCT007)
2. Advanced Managerial Accounting (ACCT008)
3. Audit and Corporate Governance (ACCT09)
4. Governmental and Nonprofit organization
5. Technical Writing II

## Semester Six

1. International Corporate Finance (FINA004)
2. Internal Audit and Financial Control (FINA005)
3. Financial Statement Analysis (FINA006)
4. Research Methods in Accounting and Auditing (RMAA-S6)
5. Internship (INTERN)

## Semester Seven

1. International Accounting (ACCT011)
2. Contemporary Issues in Accounting (ACCT012)
3. Entrepreneurship (ENT-S8)
4. Elective -1
5. Project (PJT- S8)-I/ Research Project I

## Semester Eight

1. Accounting Information Systems (MANG003)
2. Ethics and Conduct of Accounting Profession (MANG004)
3. Advanced Financial Accounting (ACCT013)
4. Elective – 2
5. Project (PJT- S8)-II / Research Project II List of Electives: Electives could be given in groups, so that it specifies the semester number.

## GROUP – 1 (Semester – 7)

1. Taxation Accounting (ACCT014)
2. Accounting Theory (ACCT015)
3. Personal Finance (FINA007)
4. Computer Platform
5. Management Information System

## GROUP – 2 (Semester – 8)

1. For profit Service organization Accounting (ACCT016)
2. Real Estate(FINA008 )
3. Strategic Business Analysis
4. Computer Application in Finance(Practical)
5. Information Security

\*Sequence of the modules may change subject to requirements



## Registration

July - August / December - January



## Contact Details

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Office lines: 24502288, ext: 348

# B.Sc. in Islamic Finance

## Department

Department of Undergraduate Studies

## Description

The program is structured and designed to offer an understanding of theories and principles of banking and Islamic Finance and transfer employable skills and competencies to explore and handle challenges in industry. The Course offers an opportunity to study the structure of the basics of banking, Islamic banking and financial industry, including its theoretical foundations, products, performance, Islamic financial instruments, corporate governance and risk management issues. Upon the successful completion of this program, the students are expected to have gained a clear understanding of theories and its application to the principles of banking and Islamic Finance in the current context.

## Entry Requirements

- Diploma in Accounting, Finance, Human Resource, Marketing, Banking or its equivalent.
- A direct entry into the programme after completing the Higher Secondary School level.
- Proof of proficiency in English language (a score of at least 5.0 with reading and writing at least 4.5 in the IELTS test of English , (unless their first degree was taught in English) is a must.

## Examining Authorities

College of Banking and Financial Studies

## Duration

It will take 4 years (8 semesters) to complete the programme on a full-time mode, assuming the student has met the entry requirements.



## Programme Content

### Modules\*

#### Semester One

BIF101G	Business Communication
BIF102G	Business Economics
BIF103G	Introduction to Business Management
BIF104F	Basics of Islamic Finance
BIF105F	Islamic Economics

#### Semester Two

BIF206G	Mathematics for Business
BIF207G	Oman Business Law
BIF208G	Financial Accounting
BIF209F	Ethics in Islamic Finance
BIF210F	Usul Al Fiqh and Sharia Objectives

### Semester Three

BIF311G	Money and Banking
BIF312G	Principles of Marketing
BIF313G	Quantitative Methods
BIF314F	Islamic Banking and Financial Products
BIF315F	Sharia Issues in Islamic Finance

### Semester Four

BIF416G	Financial Management
BIF417G	Computer Applications in Business
BIF418G	Management Information System
BIF419F	Sukuk Market
BIF420F	Marketing of Islamic Banking and Financial Products
BIF421F	Internship

### Semester Five

BIF522G	Organisational Behaviour
BIF523G	Intermediate Accounting
BIF524G	Intermediate Financial Management
BIF525F	Deposits and Financing Operations of Islamic Financial Institutions
BIF526F	Islamic Capital Markets

### Semester Six

BIF627G	International Investments
BIF628G	Econometrics
BIF629F	Theory of Hedging
BIF630F	Research Methods in Islamic Finance
BIF631F	Takaful and Re takaful

### Semester Seven

BIF732G	Financial Modeling
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BIF733F	Reporting Islamic Finance Transactions
BIF734F	Zakath and Tax

### Semester Eight

BIF839F	Regulatory Environment for Islamic Banks
BIF840F	Risk Management in Islamic Finance
BIF845FP	Project

### Electives

BIF735GE	Auditing
BIF736G	E Investment Management and Portfolio Analysis
BIF737GE	International Financial Regulation
BIF738FE	Wealth Planning and Management in Islamic Finance
BIF841FE	Islamic Finance Derivatives
BIF842FE	Managing Islamic Financial Institutions and Corporate Governance
BIF843FE	Islamic Funds and Equity Funds
BIF844FE	Structuring an Islamic Financial Product

\*Sequence of the modules may change subject to requirements



### Registration

July - August / December - January



### Contact Details

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# BTEC

## Higher National Diploma in Business (Accounting Pathway)

### Department

The course is offered by Professional Studies Department.

### Description

The Accounting pathway will give learners an appreciation of financial planning and constraints. It will cover the collection and analysis of cost data for management purposes, budgetary planning and control, the preparation of financial statements for different types of business and legal and regulatory provisions, the accounting and management control systems of a business and an evaluation of their effectiveness, and the taxation of individuals and limited companies.

### Entry Requirements

A National Diploma (12 years of schooling) with a score of 60% (C grade) or above. All equivalent UK and other international qualifications (IB, GCSE) are also accepted. For applicants whose first language is not English, a minimum IELTS score of 4.5 is required.



**Certification Authorities**  
Pearson Education Ltd,  
British Technical Education  
(BTEC)



**Duration**  
Two years – full time



### Programme Content\*

#### First year:

Mandatory core units – all eight units must be taken

1. Business Environment  
Level: 4 - Credit:15
2. Managing Financial Resources and Decisions  
Level: 4 - Credit:15
3. Organisations and Behavior  
Level: 4 - Credit:15
4. Marketing Principles  
Level: 4 - Credit:15
5. Aspects of Contract and Negligence for Business  
Level: 4 - Credit:15
6. Business Decision Making  
Level: 5 - Credit:15
7. Business Strategy  
Level: 5 - Credit:15
8. Research Project  
Level: 5 - Credit:20

## Second year:

Specialist units – all eight units must be taken within a specialisation

### Accounting Pathway

9. Management Accounting: Costing and Budgeting  
Level: 4 - Credit:15
10. Financial Accounting and Reporting  
Level: 4 - Credit:15
11. Financial Systems & Auditing  
Level: 5 - Credit:15
12. Taxation  
Level: 5 - Credit:15
- \* Fundamentals of Accounting  
Level: 5 - Credit:15
- \* Management Information Systems  
Level: 5 - Credit:15
- \* Financial Management  
Level: 5 - Credit:15
- \* Cost Accounting and Performance Management  
Level: 5 - Credit:15

\*Customised units by Professional Studies Department, College of Banking and Financial Studies, approved by Pearson Education Ltd under "Meeting Local Needs" criterion.

\*Subject to change without notice

## Registration

July / August

December / January

## Contact Details

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# BTEC

## Higher National Diploma in Business (Human Resources Pathway)

### Department

The course is offered by Professional Studies Department.

### Description

The Human Resources pathway covers the main areas of human resource management including an introduction to the human resource management role and function which is then built on to give a broader perspective to human resource management practices; of the role of training and employee development, including a consideration of government initiative aimed at developing skills; and employment relationships in the UK including industrial conflict, the resolution of disputes and negotiation.



**Certification Authorities**  
Pearson Education Ltd,  
British Technical Education  
(BTEC)



**Duration**  
Two years – full time

### Entry Requirements

A National Diploma (12 years of schooling) with a score of 60% (C grade) or above. All equivalent UK and other international qualifications (IB, GCSE) are also accepted. For applicants whose first language is not English, a minimum IELTS score of 4.5 is required.





## Programme Content\*

### First year:

Mandatory core units – all eight units must be taken

1. Business Environment  
Level: 4 - Credit:15
2. Managing Financial Resources and Decisions  
Level: 4 - Credit:15
3. Organisations and Behavior  
Level: 4 - Credit:15
4. Marketing Principles  
Level: 4 - Credit:15
5. Aspects of Contract and Negligence for Business  
Level: 4 - Credit:15
6. Business Decision Making  
Level: 5 - Credit:15
7. Business Strategy  
Level: 5 - Credit:15
8. Research Project  
Level: 5 - Credit:20

### Second year:

Specialist units – all eight units must be taken within a specialisation

#### Human Resources Pathway

14. Working With and Leading People  
Level: 5 - Credit:15
21. Human Resource Management  
Level: 4 - Credit:15
22. Managing Human Resource  
Level: 4 - Credit:15

23. Human Resource Development  
Level: 5 - Credit:15
24. Employee Relations  
Level: 5 - Credit:15
36. Employment Law  
Level: 5 - Credit:15
44. Business Psychology  
Level: 5 - Credit:15
47. Employability Skills  
Level: 5 - Credit:15

\*Subject to change without notice



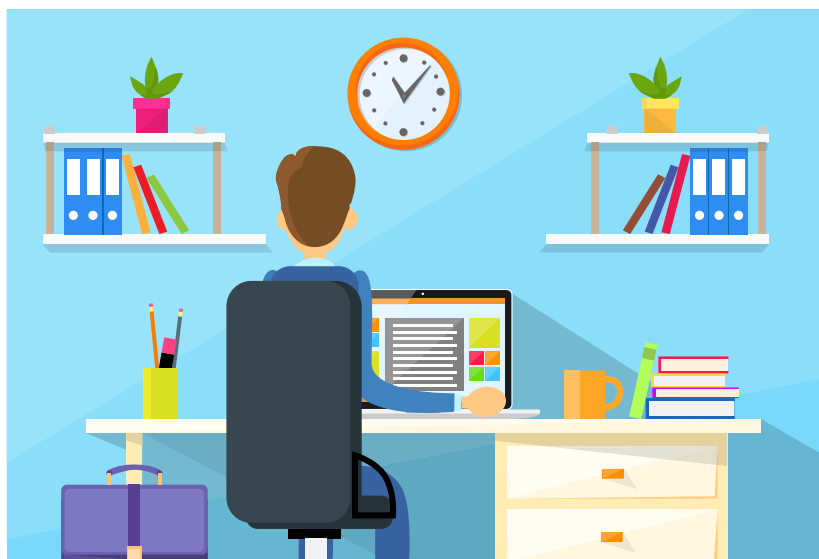
## Registration

July- August / December - January



## Contact Details

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Coordinator – ACCA programme  
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- **Mr Ahmed Al Raisi**  
Coordinator – HND Programmes  
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# BTEC

## Higher National Diploma in Business (Management Pathway)



### Department

The course is offered by Professional Studies Department.



### Description

The Management pathway will cover the main functions of management including facilitating and managing change and providing a vision for the future; managing financial resources, physical resources, technology, the management of information and knowledge and providing products and services; building relationships, developing networks and partnerships and managing people; and leading business operations and meeting customer needs.



### Entry Requirements

A National Diploma (12 years of schooling) with a score of 60% (C grade) or above. All equivalent UK and other international qualifications (IB, GCSE) are also accepted. For applicants whose first language is not English, a minimum IELTS score of 4.5 is required.



**Certification Authorities**  
Pearson Education Ltd,  
British Technical Education  
(BTEC)



**Duration**  
Two years – full time



### Programme Content

#### First year:

Mandatory core units – all eight units must be taken

1. Business Environment  
Level: 4 - Credit:15
2. Managing Financial Resources and Decisions  
Level: 4 - Credit:15
3. Organisations and Behaviour  
Level: 4 - Credit:15
4. Marketing Principles  
Level: 4 - Credit:15
5. Aspects of Contract and Negligence for Business  
Level: 4 - Credit:15
6. Business Decision Making  
Level: 5 - Credit:15
7. Business Strategy  
Level: 5 - Credit:15
8. Research Project  
Level: 5 - Credit:20

## Second year:

Specialist units – all eight units must be taken within a specialisation

### Management Pathway

- 13. Personal and Professional Development  
Level: 5 - Credit:15
- 14. Working with and Leading People  
Level: 5 - Credit:15
- 15. Managing Business Activities to Achieve Results  
Level: 4 - Credit:15
- 16. Managing Communications, Knowledge & Information  
Level: 4 - Credit:15
- 39. Small Business Enterprise  
Level: 5 - Credit:15
- 45. Business Ethics  
Level: 5 - Credit:15
- 46. Internet Marketing  
Level: 5 - Credit:15
- 50. Management Accounting  
Level: 5 - Credit:15

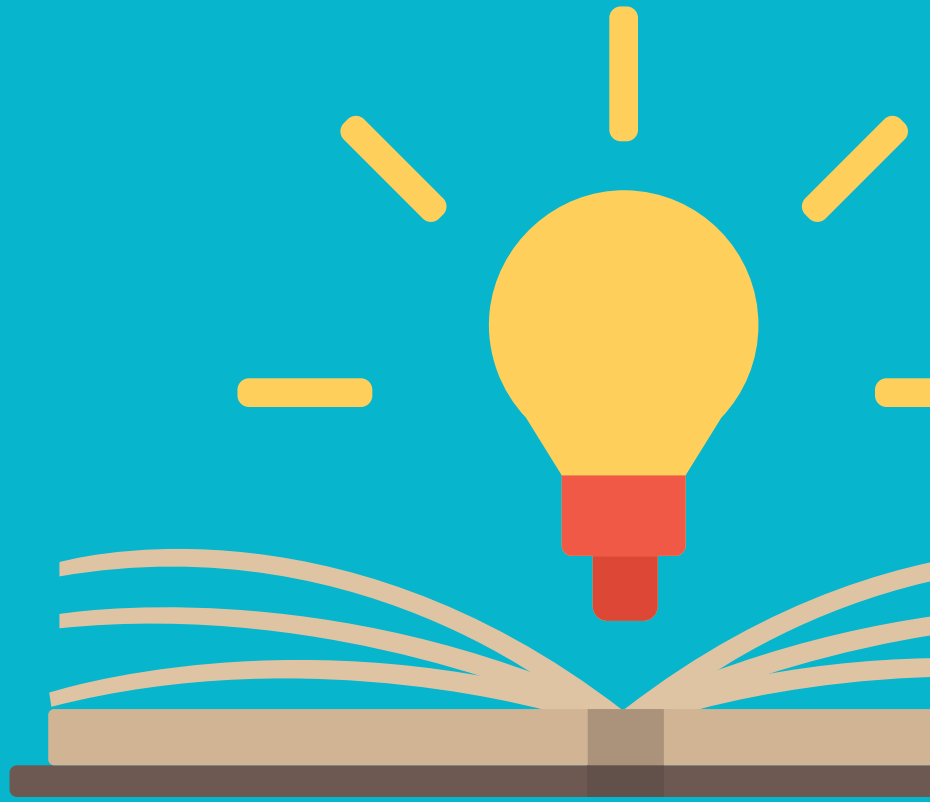
## Registration

July - August/ December - January

## Contact Details

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# ENGLISH LANGUAGE CENTRE

# GFP

## General Foundation Programme

### Introduction

The English Language Centre plays a major role in the College by preparing students for the tertiary level of their education. Further, it encourages developing the skills of the faculty members through professional activities while offering customised training courses to the banking and financial industry.

### Mission

To prepare students for tertiary level of education in the specialised fields of banking, finance, accounting and insurance and to participate actively in training employees to enhance their skills in English Language and related areas.

### We Teach:

- General English
- ESAP (English for Specific Academic Purposes)
- IELTS Preparation
- IT
- Mathematics



### Entry Requirements

The Placement Test (English Language) at ELC is conducted throughout the academic year and the students are placed in the appropriate level.

Candidates scoring below Elementary level will be given a 2 month Pre-Foundation course (Beginner Level)

### Level System

- The General Foundation Programme at the ELC consists of 6 Levels:

### Pre-Foundation

(Total No of Hours: 160hrs)

**Level:** Pre-Foundation (Beginner Level)  
Placement test Score – 0 -19

**Modules:** English

**Duration:** 160hrs

**No. of Sessions:** 80 Sessions of 2hrs each

**Assessment:**

40% Continuous Assessment

60% Final Exam

40% End of Level exam

(Course pass mark = 60% overall)

**LEVEL 1 (Total No of Hours: 160hrs)**

**Level:** Elementary

Placement test Score – 20 -39

**Modules:** General English

**Duration:** 144hrs

**No. of Sessions:** 72 Sessions of 2hrs each

**Assessment:**

40% Continuous Assessment,

60% Final Exam

(Course pass mark = 60% overall)

**Modules:** IT (Information Technology)

**Duration:** 16hrs

**No. of Sessions:** 08 Sessions of 2hrs each

**Assessment:**

An assessment at the end of the level

(Course pass mark = 50%)

## LEVEL 2 (Total No of Hours: 160hrs)

**Level:** Pre-Intermediate (Level 2)  
Placement test Score – 40 -59

**Modules:** General English

**Duration:** 128hrs

**No. of Sessions:** 64 Sessions of 2hrs each

**Assessment:**

40% Continuous Assessment

60% Final Exam

(Course pass mark = 60% overall)

**Modules:** IT (information Technology)

**Duration:** 16hrs

**No. of Sessions:** 08 Sessions of 2hrs each

**Assessment:**

An assessment at the end of the level

(Course pass mark = 50%)

**Modules:** Maths

**Duration:** 16hrs

**No. Of Sessions:** 08 Sessions of 2hrs each

**Assessment:**

An assessment at the end of the level

(Course pass mark = 50%)

## LEVEL 3 (Total No of Hours: 160hrs)

**Level:** Intermediate I (Level 3)  
Placement test Score – 60 -74

**Modules:** General English

**Duration:** 128hrs

**No. of Sessions:** 64 Sessions of 2hrs each

**Assessment:**

40% Continuous Assessment

60% Final Exam

(Course pass mark = 60% overall)

**Modules:** IT (information Technology)

**Duration:** 16hrs

**No. Of Sessions:** 08 Sessions of 2hrs each

**Assessment:**

An assessment at the end of the level

(Course pass mark = 50%)

**Modules:** Maths

**Duration:** 16hrs

**No. Of Sessions:** 08 Sessions of 2hrs each

**Assessment:**

An assessment at the end of the level

(Course pass mark = 50%)



#### LEVEL 4 - (Total No of Hours: 160hrs)

**Level:** Intermediate II (Level 4)

Placement test Score – 60 -74

**Modules:** General English

**Duration:** 128hrs

**No. Of Sessions:** 64 Sessions of 2hrs each

**Assessment:**

40% Continuous Assessment

60% Final Exam

(Course pass mark = 60% overall)

**Modules:** IT (information Technology)

**Duration:** 16hrs

**No. Of Sessions:** 08 Sessions of 2hrs each

**Assessment:**

An assessment at the end of the level

Course pass mark = 50%

**Modules:** Maths

**Duration:** 16hrs

**No. Of Sessions:** 08 Sessions of 2hrs each

**Assessment:**

An assessment at the end of the level

Course pass mark = 50%

#### LEVEL 5 - (Total No of Hours: 160hrs)

**Level:** Upper Intermediate I (Level 5)

Placement test Score – 75 - 89

**Modules:** ESAP – English for Specific Academic Purposes

**Duration:** 160hrs

**No. Of Sessions:** 80 Sessions of 2hrs each

**Assessment:**

50% Continuous Assessment

50% Draft and Final Report

Course pass mark = 60% “for each Component”

#### LEVEL 6 - (Total No of Hours: 160hrs)

**Level:** Upper Intermediate II

Placement test Score – 90 - 100

**Modules:** ESAP & IELTS

**Duration:** 160hrs

**No. Of Sessions:** 40 Sessions of 2hrs each for ESAP & IELTS

**Assessment for ESAP :**

50% Continuous Assessment

50% Draft and Final Report

(Course pass mark = 60%)

**NB: IELTS is assessed Externally**

**Note: Beginner Level is not a part of the foundation programme; it has been introduced to provide the low scoring candidates with an opportunity to enter ELC elementary level.**



### Contact Details

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# Pre Degree

## Foundation Programme

### Department

English Language Centre

### Description

The pre-degree foundation programme in combined studies from the University of Bradford is a preparatory programme for students who wish to enter the B.Sc. Degree in Accounting Finance or Business and Management.

### Entry Requirements

- 12 year school education
- The performance level required is minimum of 70% as an overall grade in the 12th year. ge barrier, providing the student has completed 12 years of school education
- The student must have obtained an IELTS score of 5.5



Certification Authorities  
Pearson Education Ltd,  
British Technical Education  
(BTEC)

### Programme Content

The skills taught include independent learning research, study skills academic reading and writing, examination skills, report writing, mathematics, information handling skills as well as other skills directly related accounting and finance and business and management.

#### Term 1

- Effective learner
- Information Handling skills
- Introduction to Accounting and Finance

#### Term 2

- Mathematics and Statistics for Accounting
- Understanding Organizations
- Language for Higher Education

### Contact Details

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## Tuition Fees for the Programmes

Specializations and Awards	Academic Affiliates	Fees Structure Details per Semester / Subject	Duration	Requirements and Academic Qualifications	
				English	Requirements
Master in Business Administration (MBA)	University of Strathclyde - UK	RO 2250 / Semester	4 Semesters	6.0 IELTS	Bachelor Degree with working experience
Master in Finance (M.Sc. Finance)	University of Strathclyde - UK	RO 2200 / Semester	5 Semesters	6.5 IELTS	Bachelor Degree
M.Sc. in Managing Human Resources (MHR)	University of Strathclyde - UK	RO 2150 / Semester	4 Semesters	6.5 IELTS	Bachelor Degree
Pre-Degree Foundation Course	University of Bradford - UK	RO 900 / Semester	2 Semesters	5.5 IELTS *	70% in 3rd Secondary or equivalent
B.Sc. (Hons) Accounting & Finance	University of Bradford - UK	RO 1250 / Semester	6 Semesters	6.0 IELTS	Bradford Foundation or A-Level (320 points) (All subject to the satisfaction of the University's Criteria)
Bachelor of Business & Management	University of Bradford - UK	RO 1250 / Semester	6 Semesters	6.0 IELTS	Bradford Foundation or A-Level (300 points) (All subject to the satisfaction of the University's Criteria)
B.Sc. Islamic Finance	University Sains Islam - Malaysia	RO 1250 / Semester	8 Semesters	5.0 IELTS	60% in 3rd Secondary or equivalent
B.Sc. Banking & Finance	CBFS	RO 1250 / Semester	8 Semesters	5.0 IELTS	60% in 3rd Secondary or equivalent
B.Sc. Accounting, Auditing and Finance	CBFS	RO 1250 / Semester	8 Semesters	5.0 IELTS	60% in 3rd Secondary or equivalent
B.Sc. Business Administration	CBFS	RO 1250 / Semester	8 Semesters	5.0 IELTS	60% in 3rd Secondary or equivalent
Accounting - ACCA	Association of Chartered Certified Accountant - UK	RO 300 / Subject	14 Subjects	5.0 IELTS	A-Level / Academic Degree of CAT holder
Management Accountants - CIMA	Chartered Institute of Management Accountants	RO 300 / Semester	6 Semesters	5.0 IELTS	A-Level / Academic Degree of CAT holder
Higher National Diploma in:					
<ul style="list-style-type: none"> <li>• Management</li> <li>• Business ( Human Resources)</li> <li>• Business (Accounting)</li> <li>• Marketing</li> </ul>	Pearson - UK	RO 1000 / Semester	4 Semesters	5.0 IELTS	60% in 3rd Secondary or equivalent
English Language Foundation Course	CBFS	RO 350 / Level	6 Levels	Placement Test	60% in 3rd Secondary or equivalent

**Note:** \* IELTS Scores: Students need to get at least 5 or above in both reading & writing skills



For more information, please contact us  
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