



Faculty of Business Administration – Bachelor Programmes
Information Sheet for **Pre-Enrollment & Course Add/Drop**
2021-2022 – 2nd Semester

Please read before Pre-Enrollment & Course Add/Drop

A) Year 4 and Graduating Students must do the Self-Graduation Check before pre-enrollment and course add/drop.

Please download the study plan in FBA Homepage and perform the relative checking from time to time (<https://fba.um.edu.mo/students/study-plans/>). Please ensure you have taken **all required courses** for graduation in your last year of study.

If you have NOT taken and passed all required courses in your curriculum, you will NOT be able to graduate. In addition, a minimum cumulative GPA of 2.0 is required for graduation.

B) Quotas for compulsory courses and major/required electives

Please check your study plan at the FBA homepage (<https://fba.um.edu.mo/students/study-plans/>) before pre-enrollment and course add/drop to ensure you have enrolled in the correct courses. **Please make sure you have enrolled into all your compulsory courses and major/required electives.**

C) Study load

NO FBA STUDENT WILL BE ALLOWED TO TAKE EIGHT 3-CREDIT COURSES.

D) Course/Major information

ACCOUNTING (ACCT) COURSES / MAJOR:

- ACCT2000 Management Accounting I and ACCT2002 Principles of Managerial Accounting are incompatible. Only 3 credit units will be awarded if students complete the said two courses. ACCT2002 has been phased out since academic year 2018/2019, students who fail to take ACCT2002 will need to take ACCT2000 instead.
- The pre-requisite requirements of courses below are revised starting from academic year 2017/2018.

Code	Course Title	New Pre-requisite Requirement
ACCT3001	International Financial Reporting Standards and the Global Environment	ACCT1000 Principles of Financial Accounting AND ACCT2001 Intermediate Accounting I



Code	Course Title	New Pre-requisite Requirement
ACCT3005	Accounting Information Systems	<u>OPTION ONE</u> ACCT1000 Principles of Financial Accounting AND ISOM1001 Contemporary Information Systems for Organizations <u>OPTION TWO</u> ACCT1000 Principles of Financial Accounting AND Any GE course from the “Science and Technology” area
ACCT4000	Auditing I	ACCT2004 Intermediate Accounting AND ACCT3005 Accounting Information Systems
ACCT4002	Special Topics in Accounting	ACCT3002 Management Accounting II
ACCT4004	Financial Accounting in Hospitality and Gaming	ACCT2000 Management Accounting I
ACCT4005	Managerial Accounting in Hospitality and Gaming	ACCT2000 Management Accounting I OR ACCT2002 Principles of Managerial Accounting

- ACCT3006/3007 Internship for Accounting Function I/II, which carry 1.50 credit units each course, are paired required electives for ACC17-PAC17 and ACC19 students (B7 and after intakes). These courses **CAN** be counted as free electives for B6 and before intakes. Students intend to take these courses should submit the completed “Internship Acceptance Form” on semester basis and obtain approval from the course instructor concerned before enrollment. Students **should drop this course during the course add/drop period if they are UNABLE to find any internship** successfully.
- Graduates of the Bachelor of Science in Accounting (ACC) programme are awarded numbers of paper exemptions by some international professional accountancy bodies, provided that the corresponding UM courses are completed. Please refer to FBA webpage for details (<https://fba.um.edu.mo/programmes/bachelor/bscacc/>).
- Students should follow the study plan in accordance with their major and intake. **NOT all ACCT courses are offered every semester**. If students do not take courses in the right sequence, they may **NOT** graduate on time. For the study plans, please refer to the FBA homepage (<https://fba.um.edu.mo/students/study-plans/>).



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BUSINESS ECONOMICS (BECO) COURSES / MAJOR:

1. Students are **NOT** allowed to take BECO1000 Principles of Microeconomics and BECO1001 Principles of Macroeconomics at the same time.
2. Students **MUST** take BECO1000 Principles of Microeconomics **before** they can take BECO1001 Principles of Macroeconomics.
3. BECO3006 Money and Banking is for Year 3 and Year 4 students only, and **NO** exchange student is allowed to take this course.
4. **BECO3011 Financial Econometrics is for Year 3 and Year 4 FNC and FNE students only**, and **NO** exchange student is allowed to take this course.
5. **BECO4004 Introduction to Econometrics is for BEC and BEC-SEC students only**, and **NO** exchange student is allowed to take this course.
6. BECO4005 Applied Economics for Leisure Industries for BEC and BEC-SEC students only, and **NO** exchange student is allowed to take this course.
7. BECO4014 International Banking is for FNC, FNE, BEC and BEC-SEC students only, and **NO** exchange student is allowed to take this course.
8. **IMPORTANT:** If a course is offered in the 2nd semester, normally it **will NOT be offered in the 1st semester** of next academic year anymore with the exception of BECO1000 and BECO1001. A course will **NOT** be re-offered in the next semester even if students need the course to graduate.
9. BEC and BEC-SEC students should carefully perform graduation check before pre-enrollment and course add/drop period to ensure that you are able to complete all the required courses for graduation.

FINANCE (FINC) COURSES / MAJOR:

1. Courses in the 1st column of the table below are equivalent to courses in the 2nd column correspondingly. Therefore, only 3 units of credit will be granted if students complete equivalent courses.

Course Code for A8 or Before Program		Course Code for A9 or After Program	
FINC300	Financial Management I	FINC2000	Financial Management
FINC301	Financial Management II	FINC2001	Advanced Financial Management
FINC361	Theory of Finance	FINC3002	Theory of Finance
FINC363	Financial Markets and Institutions	FINC3003	Financial Markets and Institutions
FINC409	Case Studies in Corporate Finance	FINC4001	Case Studies in Corporate Finance
FINC415	Financial Management Simulation	FINC4002	Financial Management Simulation



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FINC420	International Finance	FINC4000	International Finance
FINC440	Risk and Insurance	FINC4003	Risk and Insurance
FINC481	Mergers and Acquisitions	FINC4004	Mergers and Acquisitions
FINC483	Fixed Income Securities	FINC4005	Fixed Income Securities
FINC484	Real Estate investment and Financing	FINC4006	Real Estate investment and Financing
FINC485	Behavioral Finance	FINC4007	Behavioral Finance

Course Code for A9 or B0 Program		Course Code for B1 or After Program	
FINC340	Portfolio Management	FINC3004	Portfolio Management.
FINC350	Management of Financial Institutions	FINC4010	Bank Management.
FINC401	International Finance	FINC4008	International Finance and Global Issues
FINC424	Derivative Instruments	FINC3000	Derivative Securities
FINC425	Mathematics of Finance	FINC4013	Advanced Financial Mathematics

2. Courses from old programme (A8 and before intakes) had not been offered since academic year 2012/2013. Students from the old programme can refer to the *List of Equivalent Courses* from Registry Homepage (<https://reg.um.edu.mo/current-students/course-enrolment/generalinfo/>), or check with FBA General Office.
3. FINC2000 Financial Management is **NOT** for FNC16, FNC17 and FNC20 students (B6 and after intakes), they should take FINC2003 Corporate Finance instead.
4. FINC4011 Applied Financial Project is a two-semester course for FNC students only. Year-4 students should ensure that you have enrolled this course at the 1st semester of academic year 2019/2020. If you have not taken the course in the 1st semester, your graduation will be delayed.
5. FINC4014 Exotic Options and Structured Products is for Year 4 FNC and FNE students only.
6. Students should carefully perform graduation check before pre-enrollment and course add/drop period to ensure that you are able to complete all the required courses for graduation.
7. Students who would like to go on overseas exchange programme should go in their 2nd or 3rd year of study. You **MUST** stay in UM to complete the one-year applied research project (i.e. FINC4011 Applied Financial Project) in your 4th year of study.
8. **IMPORTANT:** If a course is offered in the 2nd semester, normally it will **NOT** be offered in the 1st semester of the next academic year. A course will **NOT** be re-offered in the 1st semester of the next academic year even if students need the course to graduate.



INTERNATIONAL INTEGRATED RESORT MANAGEMENT (IRTM) COURSES / MAJOR:

1. Prefix “IIRM” will be updated to “IRTM” for all IIRM courses starting from academic year 2019/2020. Courses with prefixes “IIRM” and “IRTM” are equivalent. For example, IRTM1000 is equivalent to IIRM1000.
2. PSYC1000 Introduction to Psychology is a compulsory course for IIR17 students (B7, B8 and part of B9 intakes). IIR17 students are **NOT** allowed to take GESB1010 Psychology of Everyday Life as General Education (GE) course or free elective (FE); In addition, if the students have already completed PSYC1000, they are **NOT** allowed to take GESB1010 as GE or FE course.
3. IIR students (**B9 intakes**) MUST enroll the courses according to the corresponding study plan (**IIR17 – original curriculum or IIR20 – 2020/2021 curriculum**). Please refer to related study plans (<https://fba.um.edu.mo/students/study-plans/>) for details.
4. **IIR20 students** MUST enroll **ONE** RE course from “*Common Required Electives List*” and **ONE** RE course from “*Convention & Hospitality Management Required Electives List*” (for CHM20) OR “*Gaming Management Required Electives List*” (for GMM20). Please refer to study plans (<https://fba.um.edu.mo/students/study-plans/>) for details.
5. IRTM2001 Psychology of Gambling and IRTM3002 Convention and Exhibition Management will be offered in the 2nd semester of academic year 2021/2022. Gaming Management (GMM) students and Convention & Hospitality Management (CHM) students shall enroll in the corresponding courses according to their respective study plans.
6. IRTM4002 Global Issues in Resort and Gaming Management will be offered for final year students in the 2nd semester of academic year 2021/2022.
7. HGM11 students (B3 to B6 intakes) need to take **non-FBA electives** to fulfil the graduation requirement. Please refer to related study plans (<https://fba.um.edu.mo/students/study-plans/>) for details.
8. Titles of the following courses are revised starting from academic year 2017/2018:

Course Code	Previous Course Title	Updated Course Title
IRTM1000	Introduction to Hospitality Management	Introduction to Integrated Resort Management
IRTM4000	Strategic Management for the Gaming and Hospitality Industries	Strategic Management for the Resort and Gaming Industries
IRTM4001	Hospitality Marketing and Promotion	Resort Marketing and Promotion
IRTM4002	Global Issues in Gaming and Hospitality Management	Global Issues in Resort and Gaming Management
IRTM4007	Convention and Hospitality Management Project	Hospitality Management Project



INFORMATION SYSTEMS AND OPERATIONS MANAGEMENT (ISOM) COURSES:

1. QMDS102 Applied Calculus has phased out; HGM11-GMM11 students (B1 to B6 intakes) who fail to take QMDS102 will need to take ISOM1004 Applied Calculus instead.
2. ISOM2004 will **NOT** be offered in the near future, HGM11-GMM11 students (B1 to B6 intakes) who fail to take ISOM2004 will need to take ISOM2002 instead.
3. ISOM4003 Implementation of Accounting Information Systems is a final year level course. Students who do not have knowledge of database management, networking and communication, as well as systems analysis and design are **NOT** recommended to take this course.
4. ISOM2000 Business Programming and ISOM3029 Computer Programming Using C++ are equivalent courses. ISOM2000 has been phased out since academic year 2019/2020; students who fail to take ISOM2000 will need to take ISOM3029 instead.
5. ISOM4000 Spreadsheets and Decision Modeling is substituted by ISOM3035 Operations Management.
6. ISOM3013 Advanced Business Programming is substituted by ISOM3028 Advanced Computer Programming.
7. The pre-requisite requirement of courses below are revised starting from academic year 2017/2018.

Code	Course Title	New Pre-requisite Requirement
ISOM2000	Business Programming	<u>B6 AND BEFORE INTAKES</u>
ISOM3000	Database Management	Any GE course from the “Information Technology and Knowledge Society” area
ISOM3002	Analysis and Design of Information Systems	
ISOM3007	Enterprises Resource Planning Systems	
ISOM4000	Spreadsheets and Decision Modeling	<u>B7 AND AFTER INTAKES</u> Any GE course from the “Science and Technology” area
ISOM4001	Information Systems Project Management	<u>B6 AND BEFORE INTAKES</u> MGMT1000 Principles of Business Management AND Any GE course from the “Information Technology and Knowledge Society” area <u>B7 AND AFTER INTAKES</u> MGMT1000 Principles of Business Management AND Any GE course from the “Science and Technology” area
ISOM3013	Advanced Business Programming	ISOM2000 Business Programming
ISOM3026	E-Business and Global Business Environment	MGMT1000 Principles of Business Management AND Any GE course from the “Science and Technology” area

8. The pre-requisite requirement of courses below are revised.



Code	Course Title	New Pre-requisite Requirement
ISOM2001	Information System and Organizations	GEST1005 Internet, Business and Society OR ISOM1001 Contemporary Information Systems for Organizations
ISOM3028	Advanced Computer Programming	ISOM2007 Programming Business Analytics OR ISOM3029 Computer Programming Using C++

9. Only 3 credit units will be granted if students complete incompatible courses under the same group in the following table. Please note that courses in the same group are **NOT** necessarily equivalent.

Group	Incompatible Courses	
1.	ISOM1002 GEST1001	Business Mathematics Quantitative Reasoning for Business
2.	ISOM2002 ISOM2003 FINC2002	Statistics and Data Analysis Probability and Statistics Statistics for Finance
3.	QMDS102 ISOM1004 MATB110	Applied Calculus Applied Calculus Calculus I
4.	ISOM2002 ISOM2004 FINC2002	Statistics and Data Analysis Data Analysis and Modeling Statistics for Finance
5.	ISOM3022 ISOM3035	IT for Logistics and Supply Chain Management Operations Management
6.	ISOM2000 ISOM3029	Business Programming Computer Programming Using C++

10. The following course substitutions are for students who transferred from non-FBA programmes to FBA programmes. Student may apply course substitution through FBA Office.

	Substituted Course		Course Taken Before Transfer of Major / Programme	
1.	ISOM1002	Business Mathematics	ECON1003	Mathematics II
2.	ISOM1002	Business Mathematics	MATB110	Calculus I
3.	ISOM2002	Statistics and Data Analysis	ECON2000	Statistics I
4.	ISOM2002	Statistics and Data Analysis	ECON2001	Statistics II

11. Students should follow the study plan in accordance with their major and intake. **NOT all ISOM courses are offered every semester.** If students do not take courses in the right sequence, they may **NOT** graduate on time. For the study plans, please refer to the FBA homepage (<https://fba.um.edu.mo/students/study-plans/>).

GLOBAL BUSINESS MANAGEMENT (MGMT) COURSES / MAJOR:

- MGMT3000 Global Business Environment is offered to FIC17 and HRM17 students (B9 intake), as well as all retaking students in the 2nd semester.
- MGMT4000 Global Strategic Management is offered to GBM17 students (B8 intake), as well as all retaking students.



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3. MGMT4002 Asian Business is offered to GBM17 students (B8 intake), as well as all retaking students.
4. GBM17 students (B7 intake) are required to take **two** major electives totally in order to fulfill their graduation requirement. Please refer to FBA homepage for more information (<https://fba.um.edu.mo/students/study-plans/>).
5. Students should follow the study plan in FBA homepage by taking the compulsory courses and major electives in each semester. Otherwise, students may **NOT** graduate on time by taking wrong course(s). Please see the following example of GBM17 year-4 study plan:

NEW Course Code	OLD Course Code	Course Title	Credit Units	* Course Type	1st Sem	2nd Sem
ISOM4006	QMDS400	Project and Quality Management	3	CM	X	
MGMT3001	GBMT302	International Management	3	CM	X	
MGMT3002	GBMT303	Competitive Advantages	3	CM	X	
MGMT3009	MGMT336	Business Ethics and Corporate Social Responsibility	3	CM	X	
1 Global Business Management Required Elective			3	RE	X	
1 General Education Course			3	GE	X	
MGMT4002	GBMT402	Asian Business	3	CM		X
MGMT4000	GBMT400	Global Strategic Management	3	CM		X
MKTG4000	MKTG410	International Marketing	3	CM		X
1 Free Elective			3	FE		X
1 Free Elective			3	FE		X
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MANAGEMENT (MGMT) COURSES / MAJOR:

1. MGMT1000 Principles of Management is offered to GBS20 students (C1 intake), and all retaking students only.
2. MGMT2000 Business Communications is offered to students from FNC20 and IIR20-CHM20 and IIR20-GMM20 (C0 intake), as well as all retaking students only.
3. Students who take ISOM2001 Information Systems and Organization in the 1st semester will take MGMT2001 Organizational Behavior in the 2nd semester, and vice versa.
4. MGMT3003 Strategic Management is offered to students from GBS17, BEC17, BEC17-SEC17 and HRM17 (B9 intake), as well as all retaking students.
5. MGMT3004 Research Methods is offered to students from GBS17, MKG17 and MKG17-RSM17 (B9 intake), as well as all retaking students.
6. MGMT3005 Human Resource Management is offered to students from IIR17-CHM17 and IIR17-GMM17 (B9 intake), as well as all retaking students.
7. MGMT3006 Human Resources Planning and Staffing is offered to HRM17 students (B9 intake), as well as all retaking students.
8. MGMT3009 Business Ethics and Corporate Social Responsibility is offered to students from ACC17-PAC17, ACC17-AIS17, GBS17, FIC17, MKG17 and MKG17-RSM17 (B9 intake).
9. HRM17 students (B8 intake) are required to take **three** major electives totally in order to fulfill their graduation requirement. Please refer to FBA homepage for more information



(<https://fba.um.edu.mo/students/study-plans/>).

- Students should follow their study plan in FBA homepage by taking the compulsory courses and major electives in each semester. Otherwise, students may **NOT** graduate on time by taking wrong course(s). Please see the following example of HRM17 year-4 study plan:

Fourth Year - UF4

NEW Course Code	OLD Course Code	Course Title	Credit Units	* Course Type	1st Sem	2nd Sem
MGMT4010	MGMT482	Performance and Compensation Management	3	CM	X	
		1 Human Resource Management Required Elective	3	RE	X	
		1 Human Resource Management Required Elective	3	RE	X	
		1 General Education Course	3	GE	X	
		1 Free Elective	3	FE	X	
		1 Free Elective	3	FE	X	
ISOM4006	QMDS400	Project and Quality Management	3	CM		X
		1 Human Resource Management Required Elective	3	RE		X
		1 General Education Course	3	GE		X
		1 Free Elective	3	FE		X
		1 Free Elective	3	FE		X
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MARKETING (MKTG) COURSES / MAJOR:

- MKTG2000 Principles of Marketing is offered to ACC17-PAC17, ACC17-AIS17, FNC17 and BIA19 (C0 intake), as well as all retaking students.
- MKTG4000 International Marketing is offered to MKG17 and MKG17-RSM17 students (B8 intake), as well as all retaking students.
- MKG17 and MKG17-RSM17 students (B8 intake) need to take **three** major electives to fulfill the graduation requirement. Please refer to the FBA homepage for more details (<https://fba.um.edu.mo/students/study-plans/>).
- In order not to delay your graduation, students should (a) finish all major compulsory courses by the 1st semester of the fourth year of study; and (b) follow the study plan in FBA homepage by taking the major electives in each semester.

E) PROGRAMME INFORMATION - FOR STUDENTS ADMITTED IN 2009 AND AFTER GENERAL EDUCATION (GE) COURSES:

- Students admitted in and after academic year 2017/2018 (B7 and after intakes) are required to take **TWO** courses from **EACH** of the 4 GE areas (including **ONE** compulsory course from **EACH** area as stated below). Additional GE course(s) taken will **ONLY** be counted as free elective(s). For further details, please refer to the Registry homepage (<https://reg.um.edu.mo/current-students/ge/ugmodel/framework/>).

General Education Area	Compulsory Course	
Global Awareness	GEA1000	Macao and Chinese Civilization
Literature and Humanities	GELH1000	Chinese Language and Culture
Science and Technology	GEST1001	Quantitative Reasoning for Business
Society and Behaviour	GESB1000	Ethics, Values, Law and Society

- In order to satisfy the GE requirement, **students admitted between academic years 2011/2012**



and 2016/2017 (B1 to B6 intakes) are required to take **TWO** courses from Area 1 and **ONE** course from EACH of Area 2 to 13. Additional GE course(s) taken will **ONLY** be counted as free elective(s). For further details, please refer to the GE course list of your own intake (<https://fba.um.edu.mo/students/study-plans/>).

- ◆ FBA students (B1 to B6 intakes) and IIR17 students (B7 and B8 intakes) are required to take PSYC1000 Introduction to Psychology. These students are **NOT** allowed to take GESB1010 Psychology of Everyday Life to fulfil either the GE or FE requirement.

DISTRIBUTION/DIVERSITY (DE) COURSES:

- ◆ Students admitted between academic years 2011/2012 and 2016/2017 (B1 to B6 intakes) have to take DE courses in order to satisfy their curriculum. The four DE courses should be from four different major programmes/disciplines other than the student's own major programme. For the disciplines of each FBA major programme, you can refer to the FBA website for your reference (<https://fba.um.edu.mo/students/study-plans/>).
- ◆ Please visit the Registry homepage (<https://reg.um.edu.mo/current-students/course-enrolment/generalinfo/>) for course disciplines.
- ◆ Students majoring in ACC11, ACC13-PAC13, ACC13-AIS13, ACC15-PAC15, ACC15-AIS15, FNC11, FNC11-BKG11, FNC11-CFN11, FNC11-FNE11, FNC11-IMT11, FNC16, FNC16-FNE16, GBS11, GBS15, BEC11, BEC15, BEC11-SEC11, BEC15-SEC15, ELB11, FIC11, FIC15, GBM11, HRM11, MKG11 and MKG11-RSM11 (B1 to B6 intakes) are required to take ACCT2003 Business Law as one of their DE courses, thus other course(s) with discipline in "Law" will not be classified as their DE course(s).
- ◆ HGM11-CHM11 students (B1 to B6 intakes) have to take IRTM3014 Hospitality and Tourism Law as one of their DE courses, thus other course(s) with discipline in "Law" will not be classified as their DE course(s).
- ◆ HGM11-GMM11 students (B1 to B6 intakes) should take IRTM3012 Gaming Law and IRTM2001 Psychology of Gambling as their DE courses, thus other course(s) with disciplines in "Law" and "Psychology" will not be classified as their DE course(s).

ENGLISH LANGUAGE COURSES:

- ◆ **Students (B7 and after intakes)** are required to take English language courses according to the placement level. Students are **NOT** allowed to take any English language course at a level lower than the placement result, please refer to the Registry homepage for more information (<https://reg.um.edu.mo/current-students/curriculum-model/ug-curriculum-model/languages-and-skills/>).



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BACHELOR OF BUSINESS ADMINISTRATION (BBA/GBS):

- ◆ Students are **HIGHLY RECOMMENDED** to perform the self-graduation check before pre-enrollment and course add/drop so that they can know clearly which courses are missing.
- ◆ GBS15 ,GBS17 and GBS20 students (B5 and after intakes) who have taken either MGMT2001 or ISOM2001 in the 1st semester, they should take the remaining one in the 2nd semester.
- ◆ In order to graduate, it is **COMPULSORY** for **GBM11, GBM17 and GBM20 students to participate in the outgoing exchange programme for AT LEAST one semester.**
- ◆ ELB11 students (B1 and B2 intake), as well as students from BEC11, BEC11-SEC11, BEC15 and BEC15-SEC15 (B1 to B6 intakes) should be aware that there is a **“Non-FBA course” restriction for some free electives in their study plans.**

BACHELOR OF SCIENCE IN ACCOUNTING (ACC): NIL

BACHELOR OF SCIENCE IN BUSINESS INTELLIGENCE AND DATA ANALYTICS (BIA): NIL

BACHELOR OF SCIENCE IN FINANCE (FNC): NIL

**BACHELOR OF SCIENCE IN INTERNATIONAL INTEGRATED RESORT MANAGEMENT (IIR) /
BACHELOR OF SCIENCE IN HOSPITALITY AND GAMING MANAGEMENT (HGM): NIL**

**F) FBA students are NOT allowed to take several courses offered by other faculties. Students have to check the relative list from the FBA website before pre-enrollment and course add/drop.
(https://www.um.edu.mo/fba/bachelor/Courses_Not_for_FBA_students.pdf)**