



Faculty of Business Administration – [Bachelor Programmes](#)
Information Sheet for **Pre-Enrollment**
2024/2025 – 1st 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:

1. 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.
2. The below courses will be offered in the **1st semester of 2024/2025** and may **NOT** be offered in the next semester(s) due to new programme implementation. Students majored in **ACC19** and **FIC20** (who fulfill pre-requisite requirement) **can** enroll the courses as CM and FE.
 - ACCT3001 International Financial Reporting Standards and the Global Environment
 - ACCT3003 Intermediate Accounting III
3. **ACCT3000 Intermediate Accounting II** will **ONLY** be offered in the **1st semester of 2024/2025** due to new programme implementation, and may **NOT** be offered in the next academic year (s).



4. The pre-requisite requirements of courses below are revised starting from academic year 2022/2023.

Code	Course Title	New Pre-requisite Requirement
ACCT3004	ADVANCED FINANCIAL ACCOUNTING	1 of ACCT2001/ACCT2004
ACCT3006	INTERNSHIP FOR ACCOUNTING FUNCTION I	1 of ACCT2001/ACCT2004
ACCT3007	INTERNSHIP FOR ACCOUNTING FUNCTION II	1 of ACCT2001/ACCT2004
ACCT4000	AUDITING I	1 of ACCT2001/ACCT2004
ACCT4010	TAXATION IN MACAO AND HONG KONG	1 of ACCT2001/ACCT2004

5. ACCT3006/3007 Internship for Accounting Function I/II, which carry 1.50 credit units each course, are paired required electives for ACC17-PAC17, ACC19 and ACC21 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” (with job description separately)” 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. Please refer to FBA webpage for details: (<https://fba.um.edu.mo/aim/internship/>).
6. Graduates of the Bachelor of Science in Accounting (ACC) programme are eligible for paper exemptions by Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accountants (CIMA), CPA Australia, Association of International Accountants (AIA), and Hong Kong Institute of Certified Public Accountants (HKICPA) provided that the corresponding UM courses are completed. Please refer to FBA webpage for details (<https://fba.um.edu.mo/programmes/bachelor/bscacc/>).
7. 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/>).
8. ISOM3038 Financial Technology is a new required elective course offered to BSc in Accounting students.
- 9.

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.



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3. BECO2000 Intermediate Economics is for FNC, FNE and FNM students only, and **NO** exchange student is allowed to take this course.
4. BECO2001 Econometrics I is for FNC, FNE and FNM students only, and **NO** exchange student is allowed to take this course.
5. BECO3008 Intermediate Microeconomics will be offered in the 2nd semester of academic year 2024/2025.
6. BECO3009 Intermediate Macroeconomics will be offered in the 1st semester of academic year 2024/2025 only, it is for BEC and BEC-SEC students only, and **NO** exchange student is allowed to take this course.
7. BECO4003 Introduction to Econometrics is for BEC and BEC-SEC students only, and **NO** exchange student is allowed to take this course.
8. BECO4004 Applied Econometrics and BECO4006 The Economics of Development will be offered in the 2nd semester of academic year 2024/2025.
9. Only BECO4015 Managerial Economics for Small and Medium-Sized Retailing Enterprises in List B of RE for BEC programme will be offered in AY2024/2025. Only RE course in List A for BEC programme will be offered in the 2nd semester of AY2024/2025.
10. **IMPORTANT:** If a course is offered in the 1st semester, normally it will NOT be offered in the 2nd 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.
11. 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. FINC2000 Financial Management and FINC2001 Advanced Financial Management are **NOT** for FNC16, FNC17 and FNC20 students (B6 and after intakes), they should take FINC2003 Corporate Finance instead.
2. FINC2003 Corporate Finance is for FNC16, FNC17 and FNC20 students (B6 and after intakes) only. FNC11 students (B5 and before intakes) should take FINC2000 Financial Management instead.
3. For the special arrangement in the academic year 2024/2025, FINC3001 Financial Statement Analysis and Valuation will be offered 1 section only in both 1st semester and 2nd semester of this academic year.
4. FINC4008 International Finance and Global Issues will only be offered in the first semester but not the 2nd semester of academic year 2023/2024.
5. FINC4009 Financial Modeling is for FNC and FNM students only, and **NO** exchange student is



- allowed to take this course.
6. FINC4011 Applied Financial Project is for FNC students only, and **NO** exchange student is allowed to take this course.
 7. **FINC4011 Applied Financial Project is a two-semester course. Year-4 students should ensure that you have enrolled this course at the 1st semester of academic year 2023/2024. If you have not taken the course in the 1st semester, your graduation will be delayed.**
 8. FINC4012 Financial Risk Management is for FNC, FNE and FNM students only, and **NO** exchange student is allowed to take this course.
 9. 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.
 10. 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.
 11. **IMPORTANT:** If a course is offered in the 1st semester, normally it will **NOT** be offered in the 2nd semester of the next academic year. A course will **NOT** be re-offered in the next semester even if students need the course to graduate.

INTERNATIONAL INTEGRATED RESORT MANAGEMENT (IRTM) COURSES / MAJOR:

1. **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.**
2. 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.
3. **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.
4. The following courses will **ONLY** be offered in the 1st semester of academic year 2024/2025.
 - *IRTM3003 Casino Management*
 - *IRTM3004 The Macao Gaming and Hospitality Industries*
 - *IRTM3006 Human Resource Management in Integrated Resort*
 - *IRTM3009 Food and Beverage Management*
 - *IRTM3014 Hospitality and Tourism Law*



- *IRTM3016 Casino Marketing*
- *IRTM3017 Accommodation, Facilities and Security Management*
- *IRTM3018 Casino Mathematics*
- *IRTM4001 Resort Marketing and Promotion*

INFORMATION SYSTEMS AND OPERATIONS MANAGEMENT (ISOM) COURSES:

1. ISOM1003 Logic and Reasoning has phased out, HGM11-GMM11 students (B1 to B6 intakes) who fail to take ISOM1003 will need to take ISOM3030 Quantitative Decision Analysis.
2. **Business Intelligence and Data Analytics students should take ISOM1005 Introduction to Business Intelligence and Information at their 2nd semester of 1st year.**
3. 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.
4. 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.
5. ISOM3018 Business Data Mining and Visualization is compulsory course for BIA students and they are NOT allowed to take ISOM3006 Big Data with Business Applications due to course similarity. Both ISOM3006 and ISOM3018 are NOT for FST students to take.
6. ISOM2001 Information System and Organizations will be stopped offer in the academic year 2024/2025.
7. ISOM3004 E-Accounting and Financial Modeling, ISOM3006 Big Data with Business Applications and ISOM4002 Web-based Development of Information Systems will not be offered in 2022/2023 academic year.
8. 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	<u>B7 AND AFTER INTAKES</u>
ISOM4000	Spreadsheets and Decision Modeling	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



Code	Course Title	New Pre-requisite Requirement
		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

9. The pre-requisite requirement of courses below are revised starting from academic year 2019/2020.

Code	Course Title	New Pre-requisite Requirement
ISOM2001	Information System and Organizations	GEST1005 Internet, Business and Society OR ISOM1001 Contemporary Information Systems for Organizations

10. 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 Business Mathematics GEST1001 Quantitative Reasoning for Business
2.	ISOM2002 Statistics and Data Analysis ISOM2003 Probability and Statistics FINC2002 Statistics for Finance
3.	QMDS102 Applied Calculus ISOM1004 Applied Calculus MATB110 Calculus I
4.	ISOM2002 Statistics and Data Analysis ISOM2004 Data Analysis and Modeling FINC2002 Statistics for Finance
5.	ISOM3022 IT for Logistics and Supply Chain Management ISOM3035 Operations Management
6.	ISOM3006 Big Data with Business Applications ISOM3018 Business Data Mining and Visualization

11. The following course substitution is for students who transferred from non-FBA programmes to FBA programmes. Please approach [FBA](#) General Office for application of course substitution.

	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

12. 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:

1. MGMT3000 Global Business Environment is offered to GBS22, GBM22 and MKG22 students (C2 intake), as well as all retaking students in the 1st semester.
2. MGMT3001 International Management and MGMT3002 Competitive Advantages are offered to GBM20 students (C1 intake) in the 1st semester. These courses will **ONLY** be offered in the 1st semester of academic year 2024/2025.
3. GBM20 and GBM22 students (C1 to C4 intakes) 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/>).
4. 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 GBM20 year-3 and year-4 study plan:

Third Year - UF3					
Course Code	Course Title	Credit Units	* Course Type	1st Sem	2nd Sem
ISOM3030	Quantitative Decision Analysis	3	CM	X	
MGMT3000	Global Business Environment	3	CM	X	
MGMT3003	Strategic Management	3	CM	X	
MGMT3004	Research Methods	3	CM	X	
1 Global Business Management Required Elective		3	RE	X	
1 Global Business Management Required Elective		3	RE		X
1 General Education Course		3	GE		X
1 General Education Course		3	GE		X
1 General Education Course		3	GE		X
1 Free Elective		3	FE		X
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In order to graduate, all GBM students are required to **study abroad** in the second semester of their third year of study.

Fourth Year - UF4					
Course Code	Course Title	Credit Units	* Course Type	1st Sem	2nd Sem
ISOM4006	Project and Quality Management	3	CM	X	
MGMT3001	International Management	3	CM	X	
MGMT3009	Business Ethics and Corporate Social Responsibility	3	CM	X	
MGMT3002	Competitive Advantages	3	CM	X	
1 Free Elective		3	FE	X	
MGMT4002	Asian Business	3	CM		X
MGMT4000	Global Strategic Management	3	CM		X
MKTG4000	International Marketing	3	CM		X
1 General Education Course		3	GE		X
1 Free Elective	(*If student has placed on E1a plan and enrolled EELC1008 in year one, student need to take one GE course instead of one FE)	3	FE		X
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MANAGEMENT (MGMT) COURSES / MAJOR:

1. MGMT1000 Principles of Management is offered to GBS22, ACC21 and BIA19 (C4 intake), and all retaking students only.
2. MGMT2000 Business Communications is offered to GBS22 students (C3 intake), as well as all retaking students only.
3. Students who take MGMT2001 Organizational Behavior in the 1st semester will take ISOM1005



- Introduction to Business Intelligence and Information in the 2nd semester, and vice versa.
4. MGMT3003 Strategic Management is offered to students from FIC22, GBM22 and MKG22 (C2 intake), as well as all retaking students.
 5. MGMT3004 Research Methods is offered to GBM22 and HRM22 students (C2 intake), as well as all retaking students.
 6. MGMT3005 Human Resources Management is offered to HRM22 students (C2 intake), as well as all retaking students.
 7. MGMT3009 Business Ethics and Corporate Social Responsibility is offered BEC22 students (C2 intake), HRM22 students (C2 intake) and GBM20 students (C1 intake).
 8. MGMT4009 Training and Development and is offered to HRM22 students (C2 intake), as well as all retaking students.
 9. MGMT4010 Performance and Compensation Management is offered to HRM20 students (C1 intake), as well as all retaking students. This course will **ONLY** be offered in the 1st semester of academic year 2024/2025.
 10. HRM20 students (C1 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/>).
 11. 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 HRM20 year-4 study plan:

Fourth Year - UF4					
Course Code	Course Title	Credit Units	* Course Type	1st Sem	2nd Sem
MGMT4010	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	
ISOM4006	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:

1. MKTG2000 Principles of Marketing is offered to GBS22 students (C3 intake), as well as all retaking students.
2. MKTG3000 Consumer Behavior is offered to MKG22 students (C2 intake), as well as all retaking students.
3. MKTG4000 International Marketing is offered to MKG22 students (C2 intake), as well as all



retaking students.

4. MKTG4001 Integrated Marketing Communication and MKTG4002 Marketing Strategy are offered to MKG20 students (C1 intake), as well as all retaking students. These courses will **ONLY** be offered in the 1st semester of academic year 2024/2025.
5. MKG20 students (C1 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/>).
6. 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. Please see the following example of MKG20 year-4 study plan:

Fourth Year - UF4					
Course Code	Course Title	Credit Units	* Course Type	1st Sem	2nd Sem
MKTG4001	Integrated Marketing Communications	3	CM	X	
MKTG4002	Marketing Strategy	3	CM	X	
1 Marketing Required Elective		3	RE	X	
1 Marketing Required Elective		3	RE	X	
1 Free Elective		3	FE	X	
ISOM4006	Project and Quality Management	3	CM		X
1 Marketing 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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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	GEGA1000	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/>).



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- ◆ 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.

ENGLISH LANGUAGE COURSES:

- ◆ For further details, please refer to study plan at FBA homepage or refer to Registry homepage (Languages and skills)

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

<https://reg.um.edu.mo/current-students/curriculum-model/ug-curriculum-model/languages-and-skills/>

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.
- ◆ GBS22 students who have taken either MGMT2001 or ISOM1005 in the 1st semester, they should take the remaining one in the 2nd semester.
- ◆ In order to graduate, it is **COMPULSORY** for **GBM17, GBM20 and GBM22 students to participate in the outgoing exchange programme for AT LEAST one semester.**

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://fba.um.edu.mo/students/study-plans/>).**