



**Faculty of Business Administration – Bachelor Programmes  
Information Sheet for **Pre-Enrollment & Course Add/Drop**  
**2024-2025 – 2<sup>nd</sup> 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. Due to the new programme implementation, **ACCT3000 Intermediate Accounting II** will be offered in the **2<sup>nd</sup> semester** of AY2024/2025 and may **NOT** be offered in AY 2025/2026. Students who fulfill pre-requisite requirement (ACCT2001 Intermediate Accounting I) can enroll this course.
2. ACCT2004 Intermediate Accounting is **NOT** for ACC17 and ACC19 students (B9 and before intakes). Those students should take ACCT2001 Intermediate Accounting I, ACCT3000 Intermediate Accounting II and ACCT3003 Intermediate Accounting III instead.
3. 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

- 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). 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 starting the internship/ 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/>).
- 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. **It is recommended to always check and fulfill the prerequisite requirements before enrollment**. For the study plans, please refer to the FBA homepage (<https://fba.um.edu.mo/students/study-plans/>).

### **BUSINESS ECONOMICS (BECO) COURSES / MAJOR:**

- Students are **NOT** allowed to take BECO1000 Principles of Microeconomics and BECO1001 Principles of Macroeconomics at the same time.
- Students **MUST** take BECO1000 Principles of Microeconomics **before** they can take BECO1001 Principles of Macroeconomics.
- BECO3006 Money and Banking is for Year 3 and Year 4 BEC and FNC students only, and **NO** exchange student is allowed to take this course.
- 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.
- BECO4004 Applied Econometrics is for BEC and BEC-SEC students only, and **NO** exchange student is allowed to take this course.
- BECO4006 The Economics of Development is for BEC and BEC-SEC students only, and **NO** exchange student is allowed to take this course.



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7. **IMPORTANT:** If a course is offered in the 2<sup>nd</sup> semester, normally it will **NOT** be offered in the 1<sup>st</sup> 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.
8. 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 gradation.

### **FINANCE (FINC) COURSES / MAJOR:**

1. 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.
2. 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.
3. FINC3002 Theory of Finance is for FIC students and FNC students only.
4. FINC3003 Financial Markets and Institutions is for ACC (C1 Intake and after) and FNC students only.
5. 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 1<sup>st</sup> semester of academic year 2024/2025. If you have not taken the course in the 1<sup>st</sup> semester, your graduation will be delayed.
6. FINC4014 Exotic Options and Structured Products is for Year 4 FNC and FNE students only.
7. 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 gradation.
8. Students who would like to go on overseas exchange programme should go in their 2<sup>nd</sup> or 3<sup>rd</sup> year of study. You **MUST** stay in UM to complete the one-year applied research project (i.e. FINC4011 Applied Financial Project) in your 4<sup>th</sup> year of study.
9. **IMPORTANT:** If a course is offered in the 2<sup>nd</sup> semester, normally it will **NOT** be offered in the 1<sup>st</sup> semester of the next academic year. A course will **NOT** be re-offered in the 1<sup>st</sup> semester of the next academic year 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. **IRTM2001 Psychology of Gambling** and **IRTM3002 Convention and Exhibition Management** will be offered in the 2<sup>nd</sup> semester of academic year 2024/2025. **Gaming Management (GMM)** students and **Convention & Hospitality Management (CHM)** students shall enroll in the corresponding courses according to their respective study plans.
5. **IRTM4002 Global Issues in Resort and Gaming Management** will be offered for final year students in the 2<sup>nd</sup> semester of academic year 2024/2025.

### **INFORMATION SYSTEMS AND OPERATIONS MANAGEMENT (ISOM) COURSES:**

1. **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.
2. **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.
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. The following courses will not be offered in 2023/2024 academic year:
  - a. **ISOM3004 E-Accounting and Financial Modeling**,
  - b. **ISOM3006 Big Data with Business Application**
  - c. **ISOM3035 Operations Management**
  - d. **ISOM4002 Web-based Development of Information Systems**



5. ISOM Course Substitutions:

Phased out courses		Courses to substitute the phased out courses	
Course Code	Course Title	Course Code	Course Title
ISOM3013	Advanced Business Programming	ISOM3028	Advanced Computer Programming
ISOM3026	E-Business and Global Business Environment	ISOM2001	Information Systems and Organizations
ISOM4000	Spreadsheets and Decision Modeling	ISOM3035	Operations Management
ISOM4001	Information Systems Project Management	ISOM4005	Business Project Management
ISOM4002	Web-based Development of Information Systems	ISOM3012	Web Site Design and Internet Business Applications
ISOM4003	Implementation of Accounting Information Systems	ISOM4007	Graduation Project

6. 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	<b><i>B6 AND BEFORE INTAKES</i></b> Any GE course from the “Information Technology and Knowledge Society” area
ISOM3000	Database Management	
ISOM3002	Analysis and Design of Information Systems	<b><i>B7 AND AFTER INTAKES</i></b> Any GE course from the “Science and Technology” area
ISOM3007	Enterprises Resource Planning Systems	
ISOM2001	Information System and Organizations	GEST1005 Internet, Business and Society <b>OR</b> ISOM1001 Contemporary Information Systems for Organizations

7. 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



Group	Incompatible Courses
	ISOM3018 Business Data Mining and Visualization

8. 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

9. ISOM2001 Information Systems and Organizations will only be offered in the 2<sup>nd</sup> sem of 2024/2025 which is the last offer.

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 FIC22 and HRM22 students (C2 intake), as well as all retaking students in the 2<sup>nd</sup> semester.
2. MGMT4000 Global Strategic Management is offered to GBM20 students (C1 intake), as well as all retaking students.
3. MGMT4002 Asian Business is offered to GBM20 students (C1 intake), as well as all retaking students.
4. GBM20 students (C1 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 GBM20 year-4 study plan:



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		3	FE		X
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### MANAGEMENT (MGMT) COURSES / MAJOR:

1. MGMT1000 Principles of Management is offered to FNC20, IIR20 and BIA19 students (C4 intake), and all retaking students only.
2. MGMT2000 Business Communications is offered to students from FNC20 and IIR20-CHM20 and IIR20-GMM20 (C3 intake), as well as all retaking students only.
3. Students who take ISOM2001 Information Systems and Organization in the 1<sup>st</sup> semester will take MGMT2001 Organizational Behavior in the 2<sup>nd</sup> semester, and vice versa.
4. MGMT3003 Strategic Management is offered to students from GBS22, BEC22 and HRM22 (C2 intake), as well as all retaking students.
5. MGMT3004 Research Methods is offered to students from GBS22, MKG22 (C2 intake), as well as all retaking students.
6. MGMT3005 Human Resource Management is offered to GBS22 (C2 intake) as RE, as well as all retaking students.
7. MGMT3006 Human Resources Planning and Staffing is offered to HRM22 students (C2 intake), as well as all retaking students.
8. MGMT3009 Business Ethics and Corporate Social Responsibility is offered to students from GBS22, FIC22, MKG22 and ACC19 as well as all retaking students.
9. HRM20 (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/>).
10. 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 ACC21, FNC20 and BIA19 (C3 intake), as well as all retaking students.
- MKTG4000 International Marketing is offered to GBM20 (C1 intake), as well as all retaking students.
- MKG20 and MKG17 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/>).
- In order not to delay your graduation, students should (a) finish all major compulsory courses by the 1<sup>st</sup> 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).

#### **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.
- ◆ GBS17, GBS20 and GBS22 students who have taken either MGMT2001 or ISOM2001 in the 1<sup>st</sup> semester, they should take the remaining one in the 2<sup>nd</sup> 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.**



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**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/>)**